

**HENRICO COUNTY  
NOTICE OF SPECIAL MEETING  
BOARD OF SUPERVISORS AND PLANNING COMMISSION**

Please take notice that a special joint meeting of the Board of Supervisors and the Planning Commission will be held on **Tuesday, November 22, 2016, at 5:00 p.m.** in the County Manager's Conference Room located on the third floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matter to be reviewed by the Board of Supervisors and the Planning Commission at this time is:

5:00 – 6:15 p.m.        Briefing on New State Law Concerning Conditional Rezoning Proffers

At the conclusion of the joint session, the Board of Supervisors will meet to review the following matters:

6:15 – 6:30 p.m.        Radio System and Tower Location Update

6:30 – 6:45 p.m.        Regular Meeting Agenda Items



Barry R. Lawrence, CMC  
Clerk, Henrico County Board of Supervisors  
November 17, 2016

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**November 22, 2016**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** – November 9, 2016, Regular and Special Meetings; and  
September 8, 2016, Special Meeting

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**APPOINTMENT/RESIGNATION**

257-16            Resolution – Resignation of Alternate – Central Virginia Waste Management  
Authority Board of Directors.

258-16            Resolution – Appointment of Person Eligible to Serve as Third Member of  
Employee Grievance Panels.

**PUBLIC HEARING ITEMS**

259-16            Resolution - Signatory Authority - Quitclaim of Utility Easements -  
Monument Square - Brookland District.

260-16            Ordinance - Abandonment of Portion of Unimproved Right-Of-Way -  
Woodman Road - Fairfield District.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

261-16            Introduction of Resolution – Receipt of Requests for Amendments to the FY  
2016-17 Annual Fiscal Plan: December, 2016.

262-16            Resolution – Receipt of Audited Annual Financial Report for Fiscal Year  
Ended June 30, 2016, and Acknowledgement of Discharge of Duties and  
Responsibilities by Audit Committee.

263-16            Resolution - Signatory Authority - Amendment of Lease - Department of  
Mental Health and Developmental Services - Providence Forge.

- 264-16 Resolution - Award of Contract - Seven Pines Villa Sewer Replacement - Varina District.
- 265-16 Resolution - Award of Contract - Water Reclamation Facility Filter Valve Replacement - Varina District.
- 266-16 Resolution - Authorization to Submit Letter of Intent to Participate in Virginia Department of Transportation Revenue Sharing Program for FY 2017-18.
- 267-16 Resolution - Award of Contract - Rehabilitation of Storm Sewer East of Springfield Road - Brookland District.
- 268-16 Resolution - Acceptance of Roads - Brookland District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
November 22, 2016**

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**APPOINTMENT/RESIGNATION**

**RESOLUTION – Resignation of Alternate – Central Virginia Waste Management Authority Board of Directors.**

This Board paper accepts the resignation of **William I. Mawyer, Jr.**, former Assistant Director of Public Utilities, from the Central Virginia Waste Management Authority Board of Directors as the alternate for Marcia E. Kelley.

**RESOLUTION – Appointment of Person Eligible to Serve as Third Member of Employee Grievance Panels.**

This Board paper appoints the following person as eligible to serve as a third member of employee grievance panels for an unexpired term ending December 31, 2016, or thereafter when his successor shall have been appointed and qualified:

Tuckahoe District

Poovillam Subramaniam-Moothathu

**PUBLIC HEARINGS ITEMS**

**RESOLUTION - Signatory Authority - Quitclaim of Utility Easements - Monument Square - Brookland District.**

This Board paper authorizes the Chairman to execute a quitclaim deed releasing the County's interest in unneeded utility easements across the Monument Square residential condominium development. The owner, Monument Square, LLC, has requested the action. There are no County facilities in the easements, and the owner has dedicated replacement easements.

The Directors of Public Works, Public Utilities, Planning, and Real Property recommend approval of this Board paper.

**ORDINANCE - Abandonment of Portion of Unimproved Right-Of-Way - Woodman Road - Fairfield District.**

This Board paper would abandon a portion of unimproved right-of-way for Woodman Road totaling 4.650 acres between U.S. Route 1 and Winfrey Road. HHHunt River Mill, LLC, owner of the adjacent property, has dedicated new right-of-way for the extension of Woodman Road at no cost to the County and has requested the action.

The Real Property Department has processed the requested abandonment through the Departments of Planning, Public Works, and Public Utilities without objection, and the Directors of Real Property and Public Works recommend approval of this Board paper.

## **PUBLIC COMMENTS**

## **GENERAL AGENDA**

### **INTRODUCTION OF RESOLUTION – Receipt of Requests for Amendments to the FY 2016-17 Annual Fiscal Plan: December, 2016.**

This Board paper introduces a resolution to amend the annual fiscal plan for fiscal year 2016-17. The requested amendments are shown in a list dated November 15, 2016, 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 to amend the budget and includes a brief synopsis of the proposed budget amendment.

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 6, 2016, a synopsis of the proposed amendments and a public hearing to be held on December 13, 2016. 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 13, 2016, public hearing.

### **RESOLUTION – Receipt of Audited Annual Financial Report for Fiscal Year Ended June 30, 2016, and Acknowledgement of Discharge of Duties and Responsibilities by Audit Committee.**

This Board paper receives the Annual Financial Report of the County for fiscal year ended June 30, 2016, as audited by KPMG LLP, Certified Public Accountants. Representatives of the firm will be present and available for comment regarding this report. In addition, this Board paper acknowledges the discharge of duties and responsibilities by the Audit Committee.

### **RESOLUTION - Signatory Authority - Amendment of Lease - Department of Mental Health and Developmental Services - Providence Forge.**

This Board paper authorizes the County Manager to execute an amendment of lease for office space in the Forge Professional Building in Providence Forge for delivery of services by the Department of Mental Health and Developmental Services to residents of New Kent County

and Charles City County under a cooperative agreement. The Department of Mental Health and Developmental Services has occupied the space since 1988 and currently pays rent of \$2,717 per month.

The amendment will extend the lease for a seven-month term beginning on December 1, 2016, and terminating on June 30, 2017, at a rate of \$2,784.93 per month.

The Directors of Mental Health and Developmental Services and Real Property recommend approval of the Board paper.

**RESOLUTION - Award of Contract - Seven Pines Villa Sewer Replacement - Varina District.**

This Board paper awards a construction contract to Lyttle Utilities, Inc. for \$2,077,000 for the Seven Pines Villa Sites Sewer Replacement project. This project will replace approximately 0.8 mile of sanitary sewer pipe in the area bounded by East Williamsburg Road, Beulah Road, Huntsman Road, and Taylor Farm Drive.

The project will maintain the reliability of the County wastewater collection system by replacing deteriorated sewer pipe installed between 1945 and 1965. The work will begin in January 2017 and will be completed by February 2018. Funding will be provided by the Water and Sewer Revenue Fund.

Six bids were received on September 14, 2016, in response to Invitation to Bid No. 16-1237-8CE and Addendum No. 1:

<u>Bidders</u>	<u>Bid Amounts</u>
Lyttle Utilities, Inc. Richmond, VA	\$ 2,077,000.00
Henry S. Branscome LLC Williamsburg, VA	\$ 2,173,644.00
G. L. Howard, Inc. Rockville, VA	\$ 2,582,150.00
Kelvic Construction Company, Inc. Locust Grove, VA	\$ 2,644,515.62
Tidewater Utility Construction, Inc. Suffolk, VA	\$ 2,968,859.00
Underground Contractors, Inc. St. Albans, WV	\$ 3,850,062.00

Based upon a review of the bids, Lyttle Utilities, Inc., is the lowest responsive and responsible bidder.

The Board paper awards the contract to Lyttle Utilities, Inc. and grants signatory authority to the County Manager to execute a contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the 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 - Water Reclamation Facility Filter Valve Replacement - Varina District.**

This Board paper awards a contract to Patterson Construction Co. Inc. to replace 58 valves used to operate the wastewater filters at the Water Reclamation Facility.

The valves were installed between 1997 and 2004 and have reached the end of their service life. The work will begin in January 2017 and will be completed by February 2018. Funding will be provided by the Water and Sewer Revenue Fund.

Five bids were received on September 22, 2016, in response to ITB #16-1228-7CE and Addendum No. 1. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Patterson Construction Co. Inc. Fredericksburg, VA	\$748,344
Waco, Inc. Sandston, VA	\$902,000
MEB General Contractors, Inc. Chesapeake, VA	\$958,300
T. A. Loving Company Goldsboro, NC	\$1,178,000
Fielder's Choice Enterprises, Inc. Charlottesville, VA	\$1,186,000

Based upon a review of the bids, Patterson Construction Co. Inc. is the lowest responsive and responsible bidder.

The Board paper awards the contract to Patterson Construction Co. Inc. and grants signatory authority to the County Manager to execute the contract. The County Manager, or the Purchasing Director as his designee, is 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 Utilities and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

**RESOLUTION - Authorization to Submit Letter of Intent to Participate in Virginia Department of Transportation Revenue Sharing Program for FY 2017-18.**

This Board paper would authorize the Director of Public Works to submit a letter of intent to participate in the Revenue Sharing Program of the Virginia Department of Transportation for Fiscal Year 2017-18. The program allocates state matching funds for local highway construction and maintenance projects.

The County has identified twelve projects eligible for state matching funds. Six are new projects for construction of (1) approximately 4,600 feet of sidewalk on Hunton Park Boulevard, (2) approximately 1,100 feet of sidewalk on Creighton Road east of N. Laburnum Avenue, (3) approximately 4,100 feet of sidewalk and roadway improvements on Creighton Road west of N. Laburnum Avenue, (4) approximately 1,140 feet of sidewalk on John Rolfe Parkway, (5) approximately 260 feet of sidewalk on N. Parham Road and Fordson Road, and (6) approximately 335 feet of sidewalk on Audubon Drive.

Two are new projects for engineering design services for (1) approximately 10,032 feet of sidewalk and road improvements on Richmond-Henrico Turnpike, and (2) approximately 2,000 feet of sidewalk and roadway improvements on Pump Road.

Four are existing Revenue Sharing Program projects eligible for additional state matching funds for (1) approximately 470 feet of sidewalk on Richmond-Henrico Turnpike, (2) approximately 990 feet of sidewalk on Quiocassin Road, (3) approximately 937 feet of sidewalk on N. Parham Road, and (4) approximately 1,700 feet of sidewalk on Gay Avenue.

The County's cost estimate for these twelve projects is \$13,195,000, and the County wishes to apply for \$5,539,975 in state matching funds. The County must submit a letter of intent to participate in the program.

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

**RESOLUTION - Award of Contract - Rehabilitation of Storm Sewer East of Springfield Road - Brookland District.**

This Board paper awards a contract for \$149,500 to Layne Inliner, LLC for rehabilitation of County-maintained storm sewer east of Springfield Road. This project consists of providing cured-in-place pipe lining for approximately 180 linear feet of 30-inch pipe, plugging holes, and repairs to the joints of approximately 385 linear feet of 48-inch pipe and 80 linear feet of elliptical reinforced concrete pipe.

The County received four bids on October 18, 2016, in response to Invitation to Bid No. 16-1238-8CE and Addendum No. 1 as follows:



<b>Bidder</b>	<b>Bid Amount</b>
Layne Inliner, LLC Elkridge, MD	\$149,500
Pleasants Construction, Inc. Clarksburg, MD	\$178,000
Insituform Technologies, LLC Chesterfield, MO	\$178,950
IPR Northeast LLC Beltsville, MD	\$278,860

Based upon a review of the bids, Layne Inliner, LLC is the lowest responsive and responsible bidder.

This Board Paper awards the contract to Layne Inliner, LLC and grants signatory authority to the County Manager to execute a contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount. Funding will be provided by the General Fund.

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

**RESOLUTION - Acceptance of Roads - Brookland District.**

This Board paper would accept the following named and described sections of roads into the County road system for maintenance.

- 1) 1.17 miles of Swanson Mill Run, Section 1 – Brookland District.

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