

**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, February 28, 2017, at 5:15 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 matters to be reviewed by the Board at this time are:

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| 5:15 - 5:45 p.m. | Process for Preparation of New Zoning and Subdivision Ordinances |
| 5:45 - 6:15 p.m. | General Assembly Session Update                                  |
| 6:15 - 6:30 p.m. | Regular Meeting Agenda Items                                     |



Barry R. Lawrence, CMC  
Clerk, Henrico County Board of Supervisors  
February 23, 2017

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**February 28, 2017**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** – February 14, 2017, Regular and Special Meetings

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**APPOINTMENTS**

- 68-17            Resolution – Appointment of Member – Board of Real Estate Review and Equalization.
  
- 69-17            Resolution – Appointment of Member – Parks and Recreation Advisory Commission.
  
- 70-17            Resolution – Appointment of Member – Richmond Regional Planning District Commission.

**PUBLIC HEARING ITEMS**

- 71-17            Resolution - Amendments to the FY 2016-17 Annual Fiscal Plan: February, 2017.
  
- 72-17            Resolution - Abandonment of 0.025 Mile of Dominion Club Drive Beginning at Isleworth Drive to a Point 0.025 Mile North - Three Chopt District.
  
- 73-17            Resolution - Signatory Authority - Extension of Lease - 8611 Dixon Powers Drive - Brookland District.
  
- 74-17            Resolution - Signatory Authority - Conveyance of Real Estate - 4316 7<sup>th</sup> Street Fairfield District.
  
- 75-17            Resolution - Signatory Authority - Quitclaim of Drainage and Utility Easements - 2400 Gaskins Road - Tuckahoe District.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

- 76-17            Resolution - Award of Contract - Architectural and Engineering Services - Fairfield Area Library - Fairfield District.

- 77-17 Resolution - Award of Contract - Glen Allen Softball Complex Landfill Gas System Expansion - Fairfield District.
- 78-17 Resolution - Award of Contract - Montrose and Eastover Gardens Area Sewer and Water Rehabilitation - Varina District.
- 79-17 Introduction of Ordinance - To Amend and Reordain Section 9-2 of the Code of the County of Henrico Titled "Precincts and polling places" by Merging the Hilliard Precinct Into the Lakeside Precinct and the Summit Court Precinct Into the Greendale Precinct in the Brookland District, and by Changing the Polling Place of the Lakewood Precinct to Beth Sholom Lifecare Community in the Tuckahoe District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
February 28, 2017**

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**APPOINTMENTS**

**RESOLUTION – Appointment of Member – Board of Real Estate Review and Equalization.**

This Board paper appoints the following person to the Board of Real Estate Review and Equalization for a term expiring December 31, 2017, or thereafter, when his successor shall have been appointed and qualified:

Brookland District                      Herbert L. Dunford, Jr.

**RESOLUTION – Appointment of Member – Parks and Recreation Advisory Commission.**

This Board paper appoints the following person to the Parks and Recreation Advisory Commission for a term expiring December 31, 2019, or thereafter, when his successor shall have been appointed and qualified:

Brookland District                      Christopher M. Woody

**RESOLUTION – Appointment of Member – Richmond Regional Planning District Commission.**

This Board paper appoints **Harvey L. Hinson**, a member of the Board of Supervisors, to the Richmond Regional Planning District Commission for a term coincident with his term of office on the Board of Supervisors.

**PUBLIC HEARING ITEMS**

**RESOLUTION – Amendments to the FY 2016-17 Annual Fiscal Plan: February, 2017.**

A Board paper was presented on February 14, 2017, that (a) received requests for amendments to the Annual Fiscal Plan and a project-by-project list of proposed capital projects of the Henrico County Public Schools to be funded with meals tax revenues, (b) directed their advertisement, and (c) set the date for a public hearing. This paper, if approved after the public hearing, amends the Annual Fiscal Plan, appropriates funds for expenditure, as applicable, and transfers meals tax revenues to specific capital projects.

**RESOLUTION - Abandonment of 0.025 Mile of Dominion Club Drive Beginning at Isleworth Drive to a Point 0.025 Mile North - Three Chopt District.**

This Board paper provides for the abandonment of a 0.025 mile portion of Dominion Club Drive beginning at Isleworth Drive to a point 0.025 mile north in the Wyndham subdivision in the Three Chopt District. The abandonment was requested by The Wyndham Foundation, Inc. At its meeting on January 24, 2017, the Board approved the giving of legal notices and the setting of a public hearing on the requested abandonment.

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

**RESOLUTION – Signatory Authority – Extension of Lease – 8611 Dixon Powers Drive – Brookland District.**

This Board paper authorizes the County Manager to execute an amendment extending the County’s lease of 8611 Dixon Powers Drive to the Henrico Federal Credit Union for five years beginning November 1, 2017. Under the lease amendment, the Credit Union will replace the roof at the estimated cost of \$50,000 and continue to pay all maintenance costs, and the \$21,000 annual rent (charged since 2005) will remain unchanged.

The Director of Real Property recommends approval of this Board paper.

**RESOLUTION - Signatory Authority - Conveyance of Real Estate - 4316 7<sup>th</sup> Street - Fairfield District.**

This Board paper authorizes the County Manager and Chairman of the Board of Supervisors to execute documents to convey real estate known as 4316 7th Street in the Windsor Place subdivision to Liberty Homes, Inc. for \$23,800, its assessed value. The property was previously used as a well lot, and the County does not need it for any public purpose.

The Real Property Department has processed this request through the Departments of General Services, Planning, Public Utilities and Public Works without objection. The Directors of Public Utilities and Real Property recommend approval.

**RESOLUTION - Signatory Authority - Quitclaim of Drainage and Utility Easements - 2400 Gaskins Road - Tuckahoe District.**

This Board paper authorizes the Chairman to execute a quitclaim deed releasing the County’s interest in drainage and utility easements across 2400 Gaskins Road. The owner, MCAP West End, LLC, has requested the action and dedicated replacement easements to the County.

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

**PUBLIC COMMENTS**

**GENERAL AGENDA**

**RESOLUTION - Award of Contract - Architectural and Engineering Services - Fairfield Area Library - Fairfield District.**

This Board paper would award a contract to BCWH, Inc. for architectural and engineering services to design the Fairfield Area Library. The library design will begin in March 2017 and will be completed by February 2018.

On December 6, 2016, the County received seven proposals in response to RFP No. 16-1282-10CS. The selection committee (Messrs. Jerry McKenna, Tom Alford, Bolman Bowles, and Richard Morse, and Ms. Barbara Weedman) interviewed the following firms:

BCWH Inc.  
Enteros Design, P.C.  
RRMM Architects, P.C.

The committee selected BCWH, Inc. as the top-ranked firm and negotiated a fixed-price contract for \$2,020,000. Funding is available in the project budget.

The Board paper authorizes the County Manager, or the Purchasing Director as his designee, 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 General Services and the Director of Libraries recommend approval of this Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Glen Allen Softball Complex Landfill Gas System Expansion - Fairfield District.**

This Board paper would award a contract for \$116,010 to Total Environmental Concepts, Inc. to provide approximately 525 linear feet of landfill gas pipe for expansion of the existing gas collection system.

The work will begin in April 2017 and is to be completed by October 2017. Funding will be provided by the Solid Waste Special Revenue Fund.

Four bids were received on January 24, 2017, in response to ITB #16-1300-12CE and Addendum No. 1. The bidders and bid amounts are as follows:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
Total Environmental Concepts, Inc. Gaithersburg, MD	\$116,010
Sargent, Corporation Stillwater, ME	\$117,250

Stearns, Conrad and Schmidt, Consulting Engineers, Inc. dba SCS Field Services Reston, VA	\$148,777
J. R. Caskey, Inc. Oilville, VA	\$171,850

Based upon a review of the bids, Total Environmental Concepts, Inc. is the lowest responsive and responsible bidder.

The Board paper would also grant signatory authority to the County Manager to execute the 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.

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

**RESOLUTION - Award of Contract - Montrose and Eastover Gardens Area Sewer and Water Rehabilitation - Varina District.**

This Board paper would award a contract to G. L. Howard, Inc. for \$4,327,050 for the Montrose and Eastover Gardens Area Sewer and Water Rehabilitation project. This project will rehabilitate approximately 2.4 miles of deteriorated sewer main and replace or upgrade approximately 0.80 mile of water main in the area bounded by Eastover Avenue, Williamsburg Road, Brittles Lane, and Winchester Street. The sewer main was predominantly installed around 1970 and the water main was installed predominantly in the mid- to late-1940s.

The work will begin in April 2017 and will be completed by October 2018. Funding will be provided by the Water and Sewer Revenue Fund.

Three bids were received on January 17, 2017, in response to Invitation to Bid No. 16-1291-11CE and Addendum No. 1:

<u>Bidders</u>	<u>Bid Amounts</u>
G. L. Howard, Inc. Rockville, VA	\$4,327,050.00
Henry S. Branscome, LLC Williamsburg, VA	\$4,362,934.31
Tidewater Utility Construction, Inc. Suffolk, VA	\$4,497,612.00

Based upon a review of the bids, G. L. Howard, Inc., is the lowest responsive and responsible bidder.

The Board paper would also grant 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.

**INTRODUCTION OF ORDINANCE – To Amend and Reordain Section 9-2 of the Code of the County of Henrico Titled “Precincts and polling places” by Merging the Hilliard Precinct Into the Lakeside Precinct and the Summit Court Precinct Into the Greendale Precinct in the Brookland District, and by Changing the Polling Place of the Lakewood Precinct to Beth Sholom Lifecare Community in the Tuckahoe District.**

This Board paper introduces for advertisement and public hearing on March 28, 2017, an ordinance to make three changes to the County’s precincts and polling places.

In the Brookland District, the ordinance would make two changes. First, the Hilliard Precinct would merge into the Lakeside Precinct, whose polling place is Lakeside Elementary School. Second, the Summit Court Precinct would merge into the Greendale Precinct, whose polling place is Dumbarton Library. These changes are proposed because Hatcher Memorial Baptist Church, the current polling place for Hilliard and Summit Court precincts, no longer wishes to serve as a polling place.

In the Tuckahoe District, the ordinance would change the polling place for the Lakewood Precinct to Beth Sholom Lifecare Community. This change is proposed because Lakewood Manor Baptist Retirement Community, the current polling place, can no longer serve as a polling place because of upcoming major renovations.

The Electoral Board recommended all three changes at its meeting on February 3, 2017.