

**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, August 26, 2025, at 3:15 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:

3:15 - 3:30 p.m.	Cornelia Wissman Recognition
3:30 - 3:45 p.m.	Henrico Hosting NACo Event
3:45 - 4:15 p.m.	Vape Shop Ordinance Update*
4:15 - 5:00 p.m.	NACo/VACo Recognition (Board Room)

Tanya N. Brackett

Tanya N. Brackett, CMC
Clerk, Henrico County Board of Supervisors
August 21, 2025

** A portion of this item will be discussed in closed session to consult with legal counsel pursuant to Code of Virginia Sec. 2.2-3711(A)(8).*

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
August 26, 2025
6:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES - August 12, 2025, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATION

Proclamation - Recovery Month - September 2025.

APPOINTMENTS

- | | |
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| 215-25 | Resolution - Establishing the Henrico County Sustainability and Resilience Advisory Committee and Appointing Initial Members. |
| 216-25 | Resolution - Appointment of Member - Library Advisory Board. |

PUBLIC HEARING ITEMS

- | | |
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| 217-25 | Resolution - Signatory Authority - Quitclaim of Utility Easement - 5701 Eastport Boulevard - Varina District. |
| 218-25 | Ordinance - Vacation of Portion of Drainage and Utility Easement - 4411 Sarellen Road - Richmond Industrial Interport - Varina District. |

PUBLIC COMMENTS

GENERAL AGENDA

- | | |
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| 219-25 | Resolution - Signatory Authority - Acquisition of Real Property for Drainage Mitigation - 3809 Francistown Road - Brookland District. |
| 220-25 | Resolution - Signatory Authority - Improvements, Maintenance, and Parking Agreement - Fall Line Trail - 10425 Greenwood Road - Fairfield District. |
| 221-25 | Resolution - Signatory Authority - Abandonment and Quitclaim of Portion of Old Pump Road - Three Chopt District. |
| 222-25 | Resolution - Signatory Authority - Award of Contract - Annual Contract for New Water and Sewer Service Line Installations. |
| 223-25 | Resolution - Signatory Authority - Construction Change Order - Tuckahoe Creek Trunk Sewer - Phase I - Three Chopt District. |

224-25

Resolution - Acceptance of Road - Farside Trail - Varina District.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
August 26, 2025**

PRESENTATION

PROCLAMATION - Recovery Month - September 2025.

This proclamation recognizes September 2025 as Recovery Month and provides an opportunity to recognize the achievements of people recovering from substance use issues and to shed light on the fact that recovery is possible.

APPOINTMENTS

RESOLUTION - Establishing the Henrico County Sustainability and Resilience Advisory Committee and Appointing Initial Members.

This Board paper establishes the Sustainability and Resilience Advisory Committee ("SRAC") to advise the Board of Supervisors on environmental sustainability and resilience matters. The following members of the County Manager's Henrico Environmental Action Resource Team ("HEART") Committee are appointed as the initial members of SRAC for terms ending December 31, 2025: Josh Byerly, Adam Girard, Kim Edmonds, Barbara Salas, Geoff Weidele, Eric Byers, Matt Chafin, Zach Harwood, Ryan Levering, Ashley Austin, Alex Gruendl, David Swing, Steve Yob, Rosemary Deemer, and Sam Hudson. The initial members will establish bylaws for SRAC governing the conduct of meetings and the election of officers.

After the terms of the initial members, SRAC will consist of (i) 10 voting members who will be appointed to serve at the pleasure of the Board for one-year terms and compensated at the rate of \$200 for each meeting attended, and (ii) the chairs of the subcommittees of the HEART Committee who will serve as non-voting, *ex officio* members without compensation.

RESOLUTION - Appointment of Member - Library Advisory Board.

This Board paper appoints the following person to the Library Advisory Board for a term expiring December 31, 2025, or thereafter when his successor has been appointed and qualified:

Three Chopt District

Josh Skillman

PUBLIC HEARING ITEMS

RESOLUTION - Signatory Authority - Quitclaim of Utility Easement - 5701 Eastport Boulevard - Varina District.

This Board paper authorizes the Chair to execute a quitclaim deed releasing any interest the County may have in a 16' utility easement on 5701 Eastport Boulevard. A replacement utility easement had been conveyed to the County, and the County no longer needs the first easement.

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 Portion of Drainage and Utility Easement - 4411 Sarellen Road - Richmond Industrial Interport - Varina District.

This ordinance would vacate a portion of a drainage and utility easement on property used by KSB, Inc., a leading supplier of pumps and industrial valves. The property owners have requested the vacation to accommodate expansion of their business warehouse. County facilities are not needed in the area of the easement to be vacated.

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.

PUBLIC COMMENT

GENERAL AGENDA

RESOLUTION - Signatory Authority - Acquisition of Real Property for Drainage Mitigation - 3809 Francistown Road - Brookland District.

This Board paper authorizes the acquisition of an undeveloped parcel of land located at 3809 Francistown Road for drainage mitigation for the surrounding residents. The owners, Doris and Kerry Scruggs, have agreed to sell the property to the County for \$2,990.

The Directors of Public Works and Real Property recommend approval of the Board paper; the County Manager concurs.

RESOLUTION - Signatory Authority - Improvements, Maintenance, and Parking Agreement - Fall Line Trail - 10425 Greenwood Road - Fairfield District.

This Board paper authorizes the County Manager to execute an Improvements, Maintenance, and Parking Agreement with the Central Virginia Soccer Association. The Association is a non-profit, adult soccer league that owns and operates the Longdale Recreation Center. The County will improve and maintain the Center's parking lot, and the Association will allow visitors to the Fall Line Trail to use the parking lot.

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

RESOLUTION - Signatory Authority - Abandonment and Quitclaim of Portion of Old Pump Road - Three Chopt District.

This Board paper would abandon and quitclaim right-of-way known as Old Pump Road, near the intersection of John Rolfe Parkway, Pump Road, and Church Road and adjacent to a parcel of vacant land owned by Bradford Homes, Inc. The County right-of-way is unimproved and not necessary for public transit. Bradford Homes, Inc., has requested the abandonment and quitclaim in connection with the development of the neighborhood known as the Preserve at John Rolfe (Section 1).

The Real Property Division has 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 - Award of Contract - Annual Contract for New Water and Sewer Service Line Installations.

This Board paper awards a unit price contract to Walter C. Via Enterprises, Inc. for new water and sewer service line installation on private property. The contract consists of providing new water and sewer service line installation in Henrico County.

The County received one bid on July 9, 2025, in response to ITB No. 24-2789-12EAR and Addenda Nos. 1 and 2.

The bid was as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Walter C. Via Enterprises, Inc. West Point, VA	\$6,936,000

Based upon a review of the bid, Walter C. Via Enterprises, Inc. is the lowest responsive and responsible bidder.

The contract will be for a period of one year, with the option for the County to renew the contract for up to two additional one-year terms.

The cost of each project assigned under contract will be determined upon completion of that project by multiplying the unit quantities authorized by the County by the unit prices submitted in the contractor's bid.

This Board paper awards the contract to Walter C. Via Enterprises, Inc. and grants 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.

RESOLUTION - Signatory Authority - Construction Change Order - Tuckahoe Creek Trunk Sewer - Phase I - Three Chopt District.

On June 11, 2024, the Board of Supervisors approved a construction contract with Godsey & Son, Inc. in the amount of \$2,637,625 to construct approximately 4,560 linear feet of 16-inch and 20-inch sanitary sewer main from Kain Road to Bacova Drive.

This Board paper authorizes the County Manager to execute a change order for the project in the amount of \$855,750 due to unforeseen conditions that require additional excavation of rock.

Funding will be provided by the Water and Sewer Revenue Fund. The Directors of Public Utilities and Purchasing recommend approval of this Board paper, and the County Manager concurs.

Funding to support the contract will be provided by the Water and Sewer Revenue Fund. The Directors of Public Utilities and Purchasing recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Acceptance of Road - Farside Trail - Varina District.

This Board paper would accept the following named and described section of road into the County road system for maintenance:

0.36 miles of Farside Trail – Varina District

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