



**AGENDA
POWHATAN COUNTY BOARD OF SUPERVISORS
SPECIAL MEETING
JANUARY 10TH, 2022
6:30 PM CALL TO ORDER**

This meeting is being held in the Village Building Auditorium and is open to the public to attend in person, but several remote options remain available to participate or watch the meeting.

If you would like to participate in the meeting, go to <https://us02web.zoom.us/j/83998792911> by computer or smartphone with the Zoom app.

or by phone, dial 1-301-715-8592 or 1-312-626-6799 or 1-929-205-6099 or 1-253-215-8782 or 1-346-248-7799 or 1-669-900-6833

Type Webinar ID: 839 9879 2911

Or iPhone one-tap :

US: +13017158592, 83998792911# or +13126266799, 83998792911#

**During the public comment period, you may raise your hand using the zoom controls on your screen or press *9 on your phone. Visit the Zoom Help Center for more information.

If you would like to watch in real-time, use this link: <http://powhatanva.gov/432/Live-Stream-of-Powhatan-County-Meetings>

If you would like to watch the meeting at your convenience later use this link: <http://powhatanva.gov/433/County-Meetings-and-Workshop-Videos-On-D>

Public comments may also be submitted to administration@powhatanva.gov or by leaving a voicemail at (804) 598-5612. Any comments received up until 5:00 PM of the day of the meeting shall be entered into the meeting minutes.



- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Invocation**
- 4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation**
- 5. Formal Approval of Agenda**
- 6. Election of Chairman**
- 7. Election of Vice-Chairman**
- 8. Board of Supervisors 2022 Meeting Schedule** [Page 4](#)
- 9. County Administrator Updates-** Certificates of Appreciation, Special Resolutions, Proclamations and Presentations
- 10. Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)
- 11. Consent Agenda**
- 12. Appointments to Boards, Commissions, Committees, etc.**
 - A. Capital Region Workforce Partnership CRWCLEO (one BoS member) [Page 6](#)
 - B. Central Virginia Transportation Authority CVTA (one BoS member designee and one Staff member TAC alternate) [Page 7](#)
 - C. PlanRVA (one BoS member and one BoS member alternate) [Page 8](#)
 - D. Audit Committee (one BoS member and one citizen member) [Page 9](#)



E. Richmond Regional Transportation Planning Organization (two BoS member alternates and one Staff member alternate to TAC) [Page 10](#)

F. Agricultural and Forestal Districts Advisory Committee (one BoS member and one citizen Producer member) [Page 11](#)

G. Powhatan Community Action Agency Advisory Board (one Bos member alternates and two staff members) [Page 12](#)

Upcoming Appointments:

No other expiring appointments until June 30th 2022

13. New Business

a. Adoption of Standards of Conduct [Page 13](#)

b. Review of Central Virginia Transportation Authority (CVTA) Funds Year to Date [Page 14](#)

c. Discussion on Prioritization of Transportation Projects for funding

d. Request to Planning Commission to make a recommendation regarding access management standards

15. **Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

16. **County Attorney Comments**

17. **County Administrator Comments**

18. **Board Comments**

19. **Adjournment**



2022 Powhatan County Board of Supervisors Meeting Schedule

As of January 5, 2022

- Board of Supervisors Meeting
- Planning Commission Meeting
- Budget Workshops
- Holiday
- Joint BOS SB Meetings
- Special Meeting
- Workshop (if needed)
- Cancel/Reschedule

BOS Meeting Location:

The Village Building
 3910 Old Buckingham Road
 Powhatan, VA 23139

Holidays & Observances

- January 17 Martin Luther King Day
- February 21 George Washington Day
- May 30 Memorial Day
- June 20 Juneteenth (Observed)
- July 4 Independence Day
- September 5 Labor Day
- Columbus Day & Yorktown Victory Day
- October 10
- November 8 Election Day
- November 11 Veteran's Day
- November 23 1/2 Day Holiday
- November 24 Thanksgiving Day
- November 25 Day after Thanksgiving
- December 23 Christmas Eve Holiday
- December 26 Christmas Day (Observed)

JANUARY						
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Powhatan County Board of Supervisors

2022 Meeting Dates

As of January 5, 2022

Date	Day	Time	Event	Location
January 10, 2022	Monday	6:30 PM	Special Meeting- Organizational	Village Building
January 18, 2022	Tuesday	6:30 PM	Joint Meeting with School Board	Landmark Center
January 24, 2022	Monday	6:30 PM	Regular Meeting	Village Building
February 15, 2022	Tuesday	6:30 PM	Workshop	Village Building
February 28, 2022	Monday	6:30 PM	Regular Meeting	Village Building
March 7, 2022	Monday	6:30 PM	Budget Workshop	Village Building
March 15, 2022	Tuesday	6:30 PM	Budget Workshop with School Board	Village Building
March 22, 2022	Tuesday	6:30 PM	Budget Workshop	Village Building
March 28, 2022	Monday	6:30 PM	Regular Meeting	Village Building
April 1, 2022	Friday	2:00 PM	Budget Workshop	Village Building
April 19, 2022	Tuesday	6:30 PM	Budget Workshop	Village Building
April 25, 2022	Monday	6:30 PM	Regular Meeting	Village Building
May 17, 2022	Tuesday	6:30 PM	Joint Meeting with School Board	Village Building
May 23, 2022	Monday	6:30 PM	Regular Meeting	Village Building
June 21, 2022	Tuesday	6:30 PM	Workshop	Village Building
June 27, 2022	Monday	6:30 PM	Regular Meeting	Village Building
July 19, 2022	Tuesday	6:30 PM	Joint Meeting with School Board	Village Building
July 25, 2022	Monday	6:30 PM	Regular Meeting	Village Building
August 16, 2022	Tuesday	6:30 PM	Workshop	Village Building
August 22, 2022	Monday	6:30 PM	Regular Meeting	Village Building
September 20, 2022	Tuesday	6:30 PM	Workshop	Village Building
September 26, 2022	Monday	6:30 PM	Regular Meeting	Village Building
October 18, 2022	Tuesday	6:30 PM	Joint Meeting with School Board	Village Building
October 24, 2022	Monday	6:30 PM	Regular Meeting	Village Building
November 15, 2022	Tuesday	6:30 PM	Workshop	Village Building
November 28, 2022	Monday	6:30 PM	Regular Meeting	Village Building
December 20, 2022	Tuesday	6:30 PM	Workshop	Village Building

Location Addresses

Village Building 3910 Old Bucking ham Road, Powhatan, VA 23139

Landmark Center 4290 Anderson Highway, Powhatan, VA 23139



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: One Appointment to the Capital Region Workforce Partnership Chief Local Elected Officials Consortium (CLEO)

Motion: Move to appoint _____ to the Capital Region Workforce Partnership Chief Local Elected Officials Consortium (CLEO) for a one-year term commencing January 10, 2022, and expiring December 31, 2022.

Dates Previously Considered by Board: N/A

Summary of Item: The Board of Supervisors appoints one of its members to represent the County's elected officials. The term is one year, with no limitations on re-appointment. While the appointee must be a Board member, staff may attend in their place.

The mission is to plan and execute workforce development strategies and services designed to bring workforce investment stakeholders together in the delivery of services and programs that will ensure a highly skilled workforce in the Capital Region, which includes the City of Richmond and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

Staff: N/A Approve _____ Disapprove _____ See Comments

Planning Commission/Board: N/A Approve _____ Disapprove _____ See Comments

County Administrator: N/A Approve _____ Disapprove _____ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: None

Staff/Contact: Bret Schardein, Assistant County Administrator, (804) 598-3639
bschardein@powhatanva.gov



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: One Recommendation for Appointment to the Central Virginia Transportation Authority ("CVTA") for a Board designee and a staff alternate to the Technical Advisory Committee ("TAC").

Motions: Move to recommend appointment of _____ to the CVTA as Designee for a term commencing January 10, 2022, and expiring December 31, 2023 and of Frank Hopkins as Alternate to the TAC.

Summary of Item: The CVTA, which is made up of the PlanRVA localities, a member of the House of Delegates, one member of Senate and one member of the Commonwealth Transportation Board who reside in a county or city in the CVTA.

The CVTA shall be responsible for prioritizing and allocating regional transportation funding sources to projects within the region.

The CVTA by-laws indicate the primary member shall be the Chair of the Board of Supervisors of the governing body. In the event the Chair cannot attend a meeting, or wishes to have another member represent the County, they may choose another Board of Supervisor member as designee in their place. The County is not required to appoint a specific designee, however for them to attend in the Chair's place the by-laws require the intent to send a designee "*shall be submitted in writing or electronically to the Chair of the Authority at least forty-eight (48) hours prior to the affected meeting.*" This may not always be feasible, for example if the absence is due to a sudden illness. By appointing a designee and informing the CVTA in writing, no further notice shall be required for that person to attend in place of the Chair when needed, even within 48 hours of a meeting. Bret Schardein is the primary staff member to TAC, there is currently no staff alternate.

Staff: N/A Approve _____ Disapprove _____ See Comments

Planning Commission/Board: N/A Approve _____ Disapprove _____ See Comments

County Administrator: N/A Approve _____ Disapprove _____ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: None

Staff/Contact: Bret Schardein, Interim County Administrator, (804) 598-3639,
bschardein@powhatanva.gov



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: One appointment to the Richmond Regional Planning District Commission (PlanRVA) and one appointment as alternate.

Motion: Move to appoint _____ and to PlanRVA as a regular voting member and _____ as an alternate for periods commencing January 10, 2022, and expiring December 31, 2023.

Summary of Item: The commission is composed of three (3) representatives who are appointed by the Board of Supervisors, two (2) Board members, one (1) alternate Board Member, and one (1) representative from the Planning Commission. Currently Mike Byerly is one primary member and Bobby Hall is the representative from the Planning Commission, both terms coinciding with their terms in office. With two primary representatives for the Board, the alternate position has remained vacant for several years, as it is unlikely that at least one of the two primary members will not be able to attend a meeting. However, it is an available position if the Board wishes to fill it.

The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office. The terms of office of commission members who are also members of the local planning commission shall be coincident with their appointed terms of office as members of such planning commissions. The terms of alternate members shall be coincident with the elected terms of office of their designated member of the governing body.

PlanRVA is a regional planning agency with major emphasis in the areas of transportation, water resources and solid waste planning, local technical assistance and information services including demographic, economic and geographic information systems. The Planning District is comprised of elected officials and citizens who address mutual problems and find solutions for the local governments which benefit from intergovernmental cooperation.

Staff: N/A Approve ___ Disapprove ___ See Comments

Commission/Board: N/A Approve ___ Disapprove ___ See Comments

County Administrator: N/A Approve ___ Disapprove ___ See Comments

Attachments: None

Staff/Contact: Bret Schardein, Assistant County Administrator, (804) 598-3639
bschardein@powhatanva.gov



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: One Board member and one citizen appointment to the Powhatan County Audit Committee

Motion: Move to recommend appointment of _____ as a citizen member of the Powhatan County Audit Committee for a one-year term commencing January 10, 2022, and expiring on December 31, 2022 and to recommend appointment of _____ as a BoS member of the Powhatan County Audit Committee for a commencing January 10, 2022, and coinciding with their term in office.

Dates Previously Considered by Board: N/A

Summary of Item: The Audit Committee is comprised of two (2) Powhatan County Board of Supervisors members, two (2) Powhatan County School Board members, and one (1) citizen at large. Currently Mike Byerly serves as a Board member until 12/31/2023 and the citizen seat is vacant with Jim Carver's term having expired 12/31/2021.

Citizens members of the Audit Committee are appointed for unlimited one-year terms. The terms of office of commission members who are also members of governing bodies shall be coincident with their elected terms of office.

Staff: N/A Approve _____ Disapprove _____ See Comments

Planning Commission/Board: N/A Approve _____ Disapprove _____ See Comments

County Administrator: N/A Approve _____ Disapprove _____ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: None

Staff/Contact: Bret Schardein, Assistant County Administrator, (804) 598-3639,
bschardein@powhatanva.gov



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: Two recommendations for appointment of Board member alternates to the Richmond Area Transportation Planning Organization (TPO) and one staff alternate to the Technical Advisory Committee (TAC).

Motion: Move to appoint _____ and _____ to the TPO as Board alternates for a term commencing January 10, 2022, and expiring December 31, 2023 and to appoint Frank Hopkins as the staff alternate to TAC with a term commencing January 10, 2022 and running with his employment.

Dates Previously
Considered by Board: n/a

Summary of Item: TPO is the federally designated regional transportation planning organization that serves as the forum for cooperative transportation decision-making in the Richmond area. The TPO's geographic coverage extends to that area which is projected to be urbanized within the next 20 years; it includes approximately two-thirds of the Richmond Regional Planning District. The RRPDC serves as the contracting agent for the TPO, and provides the administrative and technical staff. Karin Carmack and David Williams are the primary members, with terms running through 12/31/2023. Bret Schardein is the staff appointee to TAC. There is currently no staff alternate on TAC. The Board may appoint two other Board members as alternates. With two primary representatives for the Board, the alternate positions have remained vacant for several years, as it is unlikely that at least one of the two primary members will not be able to attend a meeting. However, they are available positions if the Board wishes to fill them.

Staff: N/A Approve _____ Disapprove _____ See Comments

Planning
Commission/Board: N/A Approve _____ Disapprove _____ See Comments

County Administrator: N/A Approve _____ Disapprove _____ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: None

Staff/Contact: Bret Schardein, Assistant County Administrator, (804) 598-3639
bschardein@powhatanva.gov



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: One Board member Appointment and one Producer citizen member to the Powhatan County Agricultural and Forestal Districts Advisory Committee

Motion: Move to recommend appointment of _____ to the Powhatan County Agricultural and Forestal District Advisory Committee for a commencing January 10, 2022, and running with their term in office and _____ as a citizen Producer for a three year term commencing January 10, 2022 and expiring December 31, 2024.

Dates Previously Considered by Board: N/A

Summary of Item: The Agricultural and Forestal District Advisory Committee (AFDAC) shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality. The AFDAC's mission reflects the policy of the Commonwealth of Virginia to conserve and protect and to encourage the development and improvement of agricultural and forestal lands for the production of food and other agricultural and forestal practices.

Currently there is no Board member appointed to the AFDAC. Max Timberlake's term as a citizen Producer expired on 12/31/2021.

Staff: N/A Approve ___ Disapprove ___ See Comments

Planning Commission/Board: N/A Approve ___ Disapprove ___ See Comments

County Administrator: N/A Approve ___ Disapprove ___ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: None

Staff/Contact: Bret Schardein, Assistant County Administrator, (804) 598-3639
bschardein@powhatanva.gov



Powhatan County Board of Supervisors Agenda Item

Meeting Date: January 10, 2022

Agenda Item Title: One Appointment to the Powhatan Community Action Agency Advisory Board PCAAB of an elected official or their citizen representative, and three citizen members from public or private, nonprofit, civic, educational or religious communities.

Motion: Move to appoint _____ as the elected member (or representative of the Board) for a four year term commencing January 10, 2022 and expiring December 31, 2025 and _____ and _____ as representatives of public or private, nonprofit, civic, educational or religious communities terms commencing February 1, 2022 and expiring December 31, 2025.

Summary of Item: The goal of the PCAAAB is to address the need for community involvement and provide information regarding the needs of the community. These are citizens who fall within low-income HUD and Federal Poverty Guidelines. The PCAAAB will provide new ideas, evaluate ideas, and make suggestions that will make programs available and effective to low income citizens. Members duties and responsibilities include attendance at regularly scheduled meetings, special meetings and advocating for the needs of the low-income population. The PCAAAB will work with other Agencies in the county to help solve the problems of the low-income residents. Members may serve up to two four-year terms.

Beverly Funn's term is a representative of an elected official expired on 12/31/2021 and has served two terms and thus cannot be reappointed. Wayne Boese's term expires 2/28/2022 and has only served one term and may be reappointed. Kathy Walkin's term expires 3/31/2022 and has only served one term, thus may be reappointed.

Staff: N/A Approve _____ Disapprove _____ See Comments

Planning Commission/Board: N/A Approve _____ Disapprove _____ See Comments

Comments: None

Budget/Fiscal Impact: None

Attachments: Matrix of membership

Staff/Contact: Bret Schardein, Assistant County Administrator, (804) 598-3639,
bschardein@powhatanva.gov

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested County residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the Powhatan County Board of Supervisors agrees to make his/her best effort to maintain the following Standards of Conduct:

1. Avoid during public meetings and during the performance of public duties the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or personnel.
2. Pay all taxes due to the County, state, or national government.
3. Attend all regularly scheduled meetings of the Board or assigned committees, resigning whenever personal circumstances preclude regular attendance.
4. Avoid choices and behaviors that cast public doubt upon the integrity and competence of the County Government.
5. Make a conscientious effort to be well prepared for each meeting.
6. Avoid criticism of colleagues or County employees in public places or open meetings; have conversations of this nature only in private meetings or in closed session with the appropriate individuals.
7. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
9. Be tolerant. Allow citizens and employees sufficient opportunity to present their views.
10. Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
11. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
12. Maintain confidentiality of personnel matters and all matters discussed in closed session.
13. Board members shall not use county employees for personal matters.
14. No supervisor shall directly contact a county employee without notifying the county administrator (via email, text, or voice mail) of the intended contact and intent of the conversation.

County of Powhatan
 CVTA Revenues
 Sales Received from July 2020 - September 2021

Local Share of CVTA Allocated to Powhatan to date:

Average since October, 2020:	174,606.99
Twelve Months ending September, 2021	2,095,283.89

Detailed Collections	Date	Amount	Balance	Period Covered
	7/1/2020			
	2/5/2021	263,880	263,879.76	July - September 2020
	2/19/2021	171,114	434,994.00	October
	3/8/2021	182,367	617,361.31	November
	3/29/2021	161,457	778,818.30	December
	4/27/2021	138,734	917,551.86	January
	5/30/2021	164,704	1,082,256.12	February
	6/30/2021	308,496	1,390,752.50	April - May accrual
	6/30/2021	180,362	1,571,114.35	March
	6/30/2021	189,972	1,761,086.52	June accrual
	10/31/2021	154,086	1,915,172.59	July
	11/30/2021	254,315	2,169,487.42	August
	12/22/2021	189,676	2,359,163.65	September

Collected to Date	<u><u>\$2,359,164</u></u>
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Regional Share Allocated to Powhatan (estimated)	<u><u>\$2,619,780</u></u>
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Available for FY 22	From Above	2,359,164
	Final 9 Months (estimated)	1,571,463
	Total Available for FY22	<u><u>\$6,550,407</u></u>