A RETREAT MEETING WAS HELD BY THE NEW KENT COUNTY BOARD OF SUPERVISORS AT 9:00 A.M. ON THE 3RD DAY OF NOVEMBER IN THE YEAR TWO THOUSAND TWENTY-TWO, AT THE VIRGINIA DEPARTMENT OF FORESTRY NEW KENT CONFERENCE CENTER, 11301 POCAHONTAS TRAIL, PROVIDENCE FORGE, VIRGINIA.

IN RE: CALL TO ORDER

Chairman Thomas W. Evelyn called the meeting to order.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
C. Thomas Tiller, Jr.	Present
Patricia A. Paige	Present
Ron Stiers	Present
John N. Lockwood	Present

All members were present. Mr. Tiller led the invocation and pledge. Mr. Evelyn welcomed everyone and thanked them for agreeing to change the meeting date to accommodate a conflict that had arisen with his schedule. He noted the budget was always challenging and this would be his 16th year of working through the process. Although building a new school had been a challenge, they always seemed to come together to develop a good budget for County residents. He turned the floor over to School Superintendent Dr. Brian Nichols.

IN RE: NEW KENT SCHOOL SUPERINTENDENT – YEAR END AND CAPITAL IMPROVEMENTS UPDATE

New Kent Superintendent Dr. Brian Nichols as well as Executive Director of Finance/Budget Haynie Morgheim and School Board Chair Kristin D. Swynford were present. Dr. Nichols stated this was his fourth year with New Kent and it had been great despite the challenges. He noted some "Team New Kent" bags had been provided and announced they had recently rebranded with a focus on New Kent Schools being one team. He added that they could not do the work they were doing without the team present and he felt blessed to have this partnership. He reported attending a recent superintendents conference where he had heard many conversations regarding relationships between schools and localities. He stated that although they didn't always get what they wanted, they did always get what they needed to make the school division better and they were better because of this partnership.

Quinton Elementary School - Dr. Nichols announced Quinton Elementary School had opened on time and under budget. He indicated he was comfortable stating the project would be more than half a million dollars under budget although the exact figure was not available and noted this was a testament to the partnership. There had been monthly meetings with the County and weekly construction meetings overseeing the project every step of the way. There had already been a number of events at the new school including the ribbon cutting, a recent visit from Congressman Rob Wittman and a community town hall meeting. He stated the school was a great place and Supervisors were welcome to stop by for a visit.

New Kent Elementary Renovation – Dr. Nichols reported they would like to retrofit New Kent Elementary and G.W. Watkins Elementary with some features seen in Quinton Elementary, especially safety and security features. The focus for now would be on renovating New Kent Elementary. A feasibility study to include design, cost and a timeline would be the next step. The cost of construction for Quinton Elementary had been $35 million but the price of schools was escalating quickly and recent bids for new elementary schools in Goochland and

Hanover Counties had come in at over $45 million and $50 million respectively. He provided an overview of possible funding sources for the renovation. He again noted Quinton Elementary had come in under budget and the savings from that project could be utilized for New Kent Elementary renovation. He also reported approximately $250,000 was available in school set-aside/year end savings and approximately $300,000 in additional funding was available in New Kent Elementary renovation funds. New Kent had also received approximately $1.7 million in School Construction Grant Program funds.

<u>School Construction Grant Program</u> – State funds had been made available to school divisions with each division receiving $1 million and the remaining funds being distributed on the basis of Average Daily Membership (ADM). New Kent's share had been $1,730,272. The funding could be used for nonrecurring expenses such as school construction, additions, infrastructure, site acquisition, renovations and technology. Dr. Nichols reported there could possibly be some additional grant opportunities but noted New Kent was often not eligible due to the County's low population of students receiving free and reduced lunches. This grant funding combined with previously mentioned funding sources would result in approximately $2.5 to $2.7 million available for the New Kent Elementary renovation.

Mr. Evelyn asked how much the feasibility study would cost. Ms. Morgheim reported $95,000 had been allocated for the study. Dr. Nichols reported the school division had made it a practice in recent years to designate a portion of year end money toward this project but noted the past year had been more of a regular year with a much smaller year end savings of approximately $580,000. Some of this remaining funding was the result of items the school division had attempted to purchase but had not received by the close of the fiscal year. He also stated they were excited to report they were almost 100% staffed. He did note, however, this would mean less savings at the end of the year as much of the savings in years past had been the result of unfilled positions.

<u>Capital Improvement Planning FY24</u> – Dr. Nichols reported School Board staff had been working with the School Board as well as County staff on future Capital Improvement planning. Projects mentioned totaled $1,953,285 and included:
- A $100,000 transfer to the General Operating Fund for the digital conversion.
- Five school buses totaling $685,285. Ms. Paige asked how many students were riding buses. Dr. Nichols stated he could get that information to her and jokingly noted it seemed like only three at New Kent Elementary given the traffic backups during parent drop off/pick up times. He could get a percentage of ridership and noted riders at G.W. Watkins and Quinton Elementary were much higher. Ms. Swynford noted some parents were concerned the buses were too crowded with students sitting three to a seat. She also noted that because middle and high school students were physically larger, buses transporting those students accommodated fewer riders. Dr. Nichols noted the biggest issue was in the mornings when approximately 2,200 middle and high school students were all arriving at the same place at the same time. A part of the New Kent Elementary renovation would include considering a different traffic flow pattern.
- $25,000 for General Roof Maintenance.
- $25,000 for Miscellaneous Improvements/Equipment and Painting.
- High School roof replacement (year 2 of 3) totaling $450,000. He reported the year 1 work was almost complete.
- Paving Districtwide – Baseball/Softball complex totaling $100,000.
- School Vehicles (non-bus) – 2 Vans/1 Passenger Van totaling $143,000.
- Districtwide Lighting – GWES LED totaling $425,000. Conversion to LED lighting had been completed in other areas of the school division resulting in significant savings.
- George Watkins HVAC replacement in the Annex.
- General roof maintenance and painting of facilities.

He reviewed a list of other big budget considerations including:

- Aging facilities with New Kent Elementary School being a primary focus and the aging athletic complex. Dr. Nichols noted many localities within the Bay Rivers District were moving to artificial turf fields and the pros and cons of moving into that direction would need to be considered as well as the long-term sustainability. He reported the price of paint for fields had doubled in the past year. Safety and security at the athletic complex were also concerns and they were considering some changes at the front entry. Safety of bleachers was also a concern and they would be looking at modifications that could be made around the athletic facilities to improve overall safety and security.
- Competitive salaries. He reported there would be a push for an additional 5% salary increase in the Governor's budget. He noted New Kent was fortunate to be able to fill its openings and reported most applicants were coming from neighboring divisions.
- Rising cost of healthcare.
- State funding was unpredictable.
- Federal pandemic funding. Federal pandemic funding would be ending and would need to be spent out in FY 2024. New Kent had been very smart with its pandemic funding and had invested in things such as people learning and adding endorsements and new furniture for classrooms. Some school divisions had used the funding to offset budgets which was good short term but noted a neighboring school division was dealing with a $600,000 budget shortfall as a result of this practice.
- Growth. He reported two elementary teachers had been added because G.W. Watkins and Quinton Elementary were beginning to have very high class sizes. He reported three new students had registered earlier in the week for Quinton Elementary.

Enrollment Projections – Dr. Nichols provided a five-year enrollment outlook projecting an increase of 655 students. Elementary school growth would be significant but with the addition of Quinton Elementary, there would be sufficient room at all three schools. Mr. Evelyn asked if the numbers included Pre-K students. Dr. Nichols reported Pre-K students were not included and there were approximately 80 Pre-K students enrolled with that number expected to grow to 100 - 120 in the next few years. Mr. Stiers requested average class size. Dr. Nichols reported the average elementary class was 21. K - 2nd grade were closer to 18 and 3rd - 5th grade were a little higher. High school classes were in the 24 - 25 range. Ms. Swynford noted these averages were well within state standards. Dr. Nichols agreed and reported comments received at a recent Teacher Advisory meeting had been that the best thing going on at New Kent was the manageable class sizes. Middle school enrollment was expected to reach 1,000 by 2027. There were some projects that would be undertaken to increase middle school classroom space and efficiency. The high school was designed to accommodate 1,700 and the current enrollment of just over 1,100 was expected to remain constant. Enrollment projections were as follows:

Year	Enrollment Projection
2022-2023	3,390
2023-2024	3,496
2024-2025	3,607
2025-2026	3,759
2026-2027	3,896
2027-2028	4,045
Five Year Growth	655

Dr. Nichols noted the next big pieces would be the renovation of New Kent Elementary and the potential construction of a new middle school. The estimated cost of a new middle school was currently in the $80 - $85 million range. Mr. Lockwood asked when additional elementary and middle schools would be needed. Dr. Nichols reported each of the three elementary schools would accommodate 700 students and there would be no need for a new school in the next ten years. Current enrollment was 350 - 400 at two of the schools and 600 at the third school. A new middle school or an addition to the existing school would be needed in 2027. The capacity could be increased to 1,200 - 1,300 but common spaces (cafeteria and library) would become a concern. A conversation about a possible expansion would be needed in 2025-2026. Mr. Tiller asked if the elementary renovation would include more classroom space. Dr. Nichols stated it would and noted the renovation would be done in phases because students would be in the building. The first phase would include an office area, a clinic meeting Americans with Disabilities Act requirements and a library. This would free up the center area of the existing school for use as classroom space.

<u>Budget Calendar</u> – Dr. Nichols noted the schools' appreciated the opportunity to partner with the Board to provide input on priorities and projects earlier in the budget development process. One of their biggest needs in the process was regarding issuing contracts to employees. Some neighboring school divisions continued to move contract issue dates up with some issuing as early as April. New Kent was very hesitant to do this until they had a final budget figure. The sooner the School Board and Board of Supervisors worked together to determine what that figure would be, the sooner they could issue contracts. Ms. Swynford stated they had been able to accomplish a lot coming out of the pandemic and it was nice to be in the new elementary school. She added that many of the anticipated traffic challenges at the new school had been dealt with and she was receiving positive feedback. Playground equipment had been delivered and installation was pending. Opening the new school had been good and she appreciated the Board members who had taken the time to come for a tour. Dr. Nichols agreed and he again expressed appreciation for the partnership between New Kent Schools and New Kent County.

Mr. Lockwood stated he had enjoyed the town hall meeting and encouraged the School Board to host these meetings more frequently. Great information had been provided and it had been a wonderful opportunity for people to see what the school system was doing. Ms. Swynford thanked him and gave credit to Dr. Nichols and Ms. Morgheim for organizing the event. Attendees had the opportunity to hear presentations on key areas such as budget, curriculum, safety and communication. She reported a good turnout but wished more parents had attended. She again expressed appreciation to Dr. Nichols and Ms. Morgheim.

Mr. Evelyn thanked Dr. Nichols, Ms. Swynford and Ms. Morgheim for their presentation.

IN RE: BRIDGING COMMUNITIES REGIONAL CAREER AND TECHNICAL CENTER (BCRCTC) UPDATE

Mr. Evelyn announced the next presentation would be on a top notch career and technical program available in New Kent County. He stated that of all the projects he had been involved with since becoming a Supervisor, he was perhaps most proud of being a part of Bridging Communities. He turned the floor over to BCRCTC Director Dr. Julie Ellis. Dr. Ellis thanked the Board for having her. She reported she had been in education for over 20 years first as a teacher, then as an assistant principal and now as Director of BCRCTC. BCRCTC was providing workforce trades and career opportunities for New Kent students as well as five other surrounding localities. BCRCTC was able to train workers with credentials and certifications who were workforce ready after high school graduation. These programs were providing students with a pathway other than college and because students paid no tuition, they were completing the programs debt free. Most courses were Dual Enrollment (DE) which gave the students options to roll credits into other educational opportunities. Eight programs including Diesel Technology, HVAC, Small Engine & Marine Systems, Culinary Arts, Practical Nursing, Pharmacy Technician, Coding & Advance Programming and Criminal Justice were available. Due to dwindling numbers, the Criminal Justice program was being phased out and would be replaced with an EMS program. Dr. Ellis provided an overview of the certifications available for each of these programs and noted achieving these certifications significantly impacted salaries. She was proud of the staff as well as the students and the quality of education provided. She had started with BCRCTC in 2020 in the middle of the pandemic and highlights since that time included:

- Developing a Five-Year Strategic Plan – copies were provided.
- Recruiting High Quality Staff.
- Held the First Commencement Ceremony in May - Even though BCRCTC had been open for ten years, there had never been a graduation ceremony. She reported the ceremony had been very well attended and had received much positive feedback.
- Made "Signing Day" a Tradition - Athletes were often seen signing with colleges and they believed it was just as important to celebrate BCRCTC students making commitments to positions in the workforce.
- Intentional Changes to Admissions to Increase Equity and Access for all students.
- Added an HVAC Program in 2020.
- Added a Pharmacy Technician Program in 2021.
- Will be adding EMS in 2023 in partnership with New Kent Fire-Rescue.
- Partnered with Yamaha in 2022 for a small engine/outboard maintenance program.

Graduates from BCRCTC were career ready. Graduation numbers had been steadily increasing with 70 in 2021, 74 in 2022 (91 industry credentials and 59 Career Studies Certificates) and 88 anticipated in 2023.

Dr. Ellis reported BCRCTC was one of nine stand-alone regional schools in Virginia and operated similar to a co-op between the localities involved. They had their own School Board and their own budget with the localities pooling funds to provide opportunities that would be too expensive for each to offer individually. Localities involved were Charles City, West Point, Middlesex, King William, King & Queen and New Kent. New Kent County Public Schools served as the Fiscal Agent and they were receiving no state or federal funding. Programs were 100% self-funded by tuition paid by the localities for their respective students. 200 seats were available with each locality being allotted a certain number of seats. New Kent was currently allotted 73 seats. The partnership with RCC (Rappahannock Community College) was through a DE agreement with BCRCTC paying RCC for each college credit. There was no charge to students. BCRCTC instructors were teaching RCC classes.

Future hopes and plans for BCRCTC included:

- Continue working on agreements with businesses outside of the community for internships for students to gain real work experiences. These internships often turned into fulltime job offers.
- Continue solidifying partnerships with the largest employers in the region (Dominion, Carter Cat and Huntington Ingalls).
- Starting an EMS program in partnership with New Kent Fire-Rescue in 2023-2024.
- They would also like to build a fire-rescue academy for New Kent and other rural localities. Plans were to complete the fire-rescue academy in 2024-2025.
- Add an Electrical program in 2024-2025. This would require the support of participating localities and while they often supported offering new programs, funding new programs presented challenges.

Dr. Ellis reported challenges impacting the future of BCRCTC were funding and space. BCRCTC classes were currently exceeding their designated space and were "squatting" during the day by using three RCC classrooms. She asked that the Board keep BCRCTC in mind as projects/Capital Improvements came about. They wanted to grow but limited resources and space were concerns and sharing space with other organizations was a challenge. She entertained questions.

Mr. Stiers asked for the total annual budget for BCRCTC. Dr. Ellis reported the total budget was $1.1 million. Dr. Nichols reported his son had gone through the Pharmacy Technician program and was now working at Walgreen's. He was making a good salary while attending RCC. He noted students coming out of BCRCTC were career ready and Dr. Ellis had been determined to expand those opportunities. Dr. Ellis reported she had been working on purging to make the best use of available space and this was an ongoing process. Items purged included old engines, old equipment and recycling 300 old computers. Mr. Lockwood asked why BCRCTC was not receiving state or federal funding. Dr. Ellis stated she wished she knew the answer and suggested it could be because schools were receiving state and federal funding and they were expected to fund their own Career and Technical programs. She reported they were eligible for some grants for equipment. Ms. Swynford agreed this was a great question and added that Dr. Ellis was doing a wonderful job. She reported she had served on the BCRCTC Board and space and funding were consistent challenges for all of the Governor's Schools, Magnet Schools and STEM Academies. She was currently serving on the CodeRVA Magnet School board and the Secretary of Education had visited and asked the same question. Governor Youngkin had also visited and she didn't believe many knew they were not receiving state or federal funding. She felt a conversation was needed in order to bring more awareness to this concern. Dr. Nichols reported there was a great deal of lobbying at the General Assembly to change the funding formula for regional schools. Ms. Swynford added that workforce development was a huge focus for Governor Youngkin and she believed there should be some discussions to bring awareness to this and expected there would be changes with the upcoming General Assembly.

Dr. Ellis reported BCRCTC had a lease with New Kent County at a cost of $35,000 annually. She stated this was actually the repayment of a loan for the refurbishment of the facilities and it would eventually expire. She added that they could easily reallocate some of this funding to rent if additional space was available. She noted there were many things they would like to do and would be interested in any available space.

Mr. Evelyn asked if any of the Career and Technical Centers were offering CDL (Commercial Driver's License) training. Dr. Ellis was not aware of any centers offering this training and suggested that was probably due to the minimum 21 years of age requirement. Mr. Evelyn noted there was a huge shortage of CDL drivers and the programs were expensive. He thanked Dr. Ellis for the presentation and for taking BCRCTC to the next level.

IN RE: FY24 BUDGET DISCUSSION WITH DEPARTMENTS

Mr. Evelyn noted it had been a while since the Board had met with Department Heads to discuss their budget needs and he expressed appreciation to them for taking the time to provide updates on their individual departments. The order of presenters had been modified to accommodate schedule conflicts with several departments.

Social Services - Capital Budget – Social Services Director Suzanne Grable reported they would have no capital budget requests. The acquisition of space previously used by CSA and the construction of an enclosed lobby had completed the department's capital projects. Vehicles were in great condition and replacements would be deferred until FY25.

Operating Budget – The department's staffing and operating budget would be flat with the exception of possibly asking for one additional position. A position from the Administration Unit had been reallocated to the Services Unit to assist Child Protective Services (CPS) and Adult Protective Services (APS) staff. Seniors were the fastest growing population in the County and APS numbers had skyrocketed. Financial exploitation, abuse and neglect cases had increased and extra hands had been needed on the services side to assist with the administrative work. The vacancy left in the Administration Unit by this change was now being felt with the increase of foot traffic and phone calls and another Office Associate was needed at the front window. All other budget lines would remain flat. She reminded the Board that the Social Services budget was supplemented by the State and some of the line items were mandated. Numbers in all other areas had been similar to the previous year.

Regarding the position request, County Administrator Rodney Hathaway reminded the Board that the state would pay the majority of the cost (85%) with the locality covering the balance. Ms. Grable confirmed. She entertained questions.

Building Development - Personnel – Building Official Brian Mikelaites thanked the Board for the opportunity to provide an update. He distributed an organizational chart including recommendations for staffing in FY24. The first page depicted the current staffing model and the second page outlined a proposed shuffling of some existing staff from residential to commercial inspections. This shuffling was dependent upon those staff receiving required commercial certifications. If the certifications were earned, there would be an opportunity for existing staff to advance resulting in an open entry level position. If staff did not receive the certifications, it would be necessary to hire a commercial inspector. The department was seeing a slowdown in single family dwelling permits with 33 in August, 51 in September and 22 in October. He suggested if the slowdown continued, it may not be necessary to add another position for residential inspections but noted the uptick in commercial development would require more staff certified in commercial inspections.

Office Space – They were out of space in the department and the need to add another inspector in FY24 would be a concern.

Technology – The department needed the capability of receiving permits electronically. The existing system should have the ability to allow customers to schedule inspections and view results on line. They would eventually also need the ability to receive and review plans electronically. Information Technology Director Jonathan Stanger reported the system did have this capability and the County would need to purchase an additional module in order to utilize it. Mr. Evelyn reported Treasurer Charles Evelyn had submitted information on a system upgrade with permits being linked together with the Treasurer, Commissioner of Revenue, Environmental, etc. and asked if Munis was so out of date. Mr. Stanger reported that both Munis and EnerGov needed upgrades but there had been some staff turnovers at Munis. Munis had been contacted in April and the first opportunity they could perform an upgrade would be in February. They were also working on an upgrade with EnerGov which interfaced with the Treasurer's Office. Mr. Stiers asked if adding the module could be done to help out. Mr. Stanger reported they would also need to upgrade Bluebeam Software and added that they could do all these things but the choice had been made to not do this when the system had been implemented. The focus was on getting the upgrades for both systems but especially EnerGov because Microsoft had stopped supporting this platform. Munis was making some progress but they didn't have the people to do the upgrades. Mr. Mikelaites stated they had seen the system in James City County where they were fully paperless. He didn't want to go paperless but the software did have that ability if desired. Step one would be getting to where permit applications could be submitted without having to mail them in or bring them to the County. He added customers were frequently stating that permitting was a chore compared to submitting electronically in other jurisdictions.

Environmental - Capital Budget - Environmental Director Josh Airaghi reported they would have no Capital requests in FY24 and the operating budget would be relatively flat with the exception of cellular telecommunications. iPads currently in use were five years old and he would be requesting funding for these through the telecommunications line item.

File and Office Space – Mr. Airaghi distributed pictures depicting current office and file spaces. He drew attention to several pictures of the file room shared with the Planning Department. The room was overflowing and boxes of files could be seen in every possible space. In regard to office space, there was currently one desk open and filling that position had been approved. Once filled, there would be no room for expansion.

Technology – He agreed with comments made by Building Official Brian Mikelaites in regard to technology. Going paperless would help with the file storage issues. He stressed that the lack of space was a major concern for his department. He entertained questions.

Mr. Lockwood asked if files in the file room were active or archived. Mr. Airaghi reported they were historic files with some dating back as far as the late 1990s and staff members were accessing them approximately once a week. They were often used in response to requests for plan sets to aid in current designs and for storm water BMP inspections. He again noted this space was shared with the Planning Department and everything that could be purged had been removed.

Mr. Evelyn noted space was an ongoing issue for many departments. He asked Mr. Airaghi if Environmental was seeing any slow down with permits. Mr. Airaghi reported there had been a slowdown in residential but there was also a lot of commercial in various stages of planning that may or may not come to fruition. He noted they were staying busy.

Planning – Principal Planner Kelli Le Duc reported work was steady in their department and they were anticipating some big things in the next couple of years in both residential and commercial. She expressed appreciation to everyone for continuing the search for the on-call contractors and noted her department may find it necessary to use these services. She also reported work on the Comprehensive Plan was moving along and the consultant had done a good job. They were currently in the public input phase and she encouraged everyone to visit the project website and take the survey.

Operating Budget – The only budget line item with an issue was Street Sign Replacement. This item had historically been an issue and the prices for labor and the signs continued to increase. There also seemed to be an increase in the number of destroyed signs.

File Space – She echoed previous comments in regard to space. She suggested 85% of records in the file were Planning Department records which had to be retained in accordance with FOIA (Freedom Of Information Act). The department had worked over the years to free up as much space as possible but they were at capacity. County Administrator Rodney Hathaway noted these records required permanent retention and could not be purged after a few years. Ms. Le Duc agreed and noted the files included all previous Comprehensive Plan updates, every rezoning, etc. Mr. Lockwood asked if it was necessary to maintain these files on site. He suggested if another place for storage could be found where staff could still have access, the current space could be freed up for other uses. Ms. Le Duc confirmed it was not necessary for the files to be on site and agreed another storage location could be an option. She noted, however, that the storage space in the basement was not a viable alternative because moisture was constantly seeping in. Some of their older files were currently stored in this space and she questioned whether or not they were usable at this point. Mr. Tiller asked if the stored paper files could be converted to some electronic format. Ms. Le Duc indicated she would have to check to see if the FOIA Council had issued any new opinion on this but she believed they were required to maintain paper files in many cases. Mr. Lockwood suggested the files could be converted to an electronic format and the hard copies placed in storage. Ms. Le Duc noted some of this was possible with current files through EnerGov. Mr. Airaghi suggested if there was interest in digitizing existing files, a team of interns would be the best way to go. There were over 25 years' worth of plan sets in storage to be scanned one at a time and some were 60 or more pages. Mr. Hathaway suggested bringing in a consultant for a project such as this. Ms. Paige stated Historic School renovation plans included storage. Mr. Hathaway agreed and reported Moseley Architects had been selected for this renovation project and they were currently working on the contract which would be brought to the Board for approval.

Administration - Capital Budget - County Administrator Rodney Hathaway noted the Board had just heard about over $100 million in projects from the Schools including a new middle school in 2027 and the renovation of New Kent Elementary for $25 million. He suggested borrowing funding for these projects would result in annual debt service of approximately $9 million and now was the time to start planning. He also wanted to discuss Colonial Downs revenue and announced that one of the things he would like to do in the upcoming budget would be to set aside a portion of this revenue for future capital needs. This funding could be used to buy down principal and by doing so, reduce annual debt service. He reported sufficient funding for the broadband project was available and he would like to begin using a portion of the Colonial Downs revenue in the annual Capital Improvement Program (CIP). Many departments were reporting space issues and the price tag had been a hold back. He suggested there could be some other options with reshuffling but reported the results of a recent space needs analysis had indicated storage was a major concern. He had not reviewed the FY24 CIP requests and was not prepared to suggest percentages for how the Colonial Downs revenue would be allocated. He added that 2027 was a little sooner than he had anticipated for a new middle school and the County needed to begin saving for this now. Given this timing, he would like to move forward with preliminary engineering work on the 100 acre property near G.W. Watkins Elementary which was owned by the County. He had held off on preliminary engineering because some of the work, such as wetlands delineation, was good for a limited time and could potentially need to be repeated. He also reported an additional 15-20 acres on the G.W. Watkins site was currently not used.

Operating Budget – Plans were to implement the second phase of the salary study. It was his hope this could be done in a manner where everyone would receive a Cost of Living Adjustment (COLA) as well as additional compensation based on service with the County. This would aid in decompressing the salary scales. He stated the COLA would be crucial and reported Social Security was giving an 8.5% COLA and if the County did nothing, they would be fall behind and lose progress made the previous year. He entertained questions.

Referencing the set aside for schools, Mr. Stiers stated he thought the Board had voted to increase meals tax with that revenue going into a set aside for schools. Mr. Hathaway reported the Board had approved an increase of 2% making the County's meals' tax 6%. This revenue had been built into the debt service model on the borrowing for the Animal Shelter, Fire Station #4 and the Historic School renovation. The set aside for schools had been discontinued in lieu of a general capital set aside. Mr. Evelyn stated Colonial Downs would be under new ownership and the Board had been reluctant to count on that revenue as it was uncertain what impact the new ownership or the General Assembly could have. Mr. Lockwood agreed and stated the Board should look hard at how they chose to commit those funds. Mr. Hathaway agreed and stated he felt the Board should continue the practice of only committing those funds for one-time expenditures such as capital projects. The County was in a good position even with all the commitments made for Colonial Downs Revenue and he reported there was approximately $6 million in unallocated funds.

Airport - Operating Budget – Airport Manager Duane Goss reported the Airport's FY24 budget would remain flat again. He suggested if there were any spikes, they would be due to the cost of wholesale aviation fuel. The current cost was approximately $5 per gallon and it was hard to project pricing for a year from now.

Capital Budget – Mr. Goss reported they were looking at Phase Two of the Land Services project. Delta Airport Consultants was the consulting engineer and driving force behind the project which was required by the Federal Aviation Administration (FAA). The project involved the mitigation and removal of trees on properties adjoining the Airport which were considered to be obstructions to the navigable air space. Delta was proposing the cost of Phase Two including land surveys, appraisals and negotiations with property owners would be approximately $650,000. 90% of this cost would be reimbursed with federal funding and 8% with state funding. The Airport runway had undergone a complete rehabilitation in 2005 and the runway had been remarked twice since. There was now a need for some preventative maintenance and suggested FY24 would be a good time to take on a crack sealing project. The lowest quote had been a little over $43,000 and would be reimbursable at 80% from the Virginia Department of Aviation. He entertained questions.

Mr. Evelyn asked if traffic at the Airport was steady. Mr. Goss indicated traffic was steady with mostly weekend flyers and a few midweek. He added that given the current economic climate and issues with fuel prices, it was difficult to estimate what any fuel product would cost a year from now. New Kent's fuel prices were very competitive with surrounding airports and fuel sales had been steady even though prices were high. Mr. Hathaway stated he believed all hangar space at the Airport was leased. Mr. Goss confirmed all hangars were occupied and there was a wait list. He reported New Kent would benefit from the Bipartisan Infrastructure Act recently passed by Congress. The County would be eligible for $169,000 per year for four years in federal funding and would have until FY26 to take action on this. The goal would be to use these funds for the construction of additional hangars which would generate additional revenue and fuel sales. Before any construction could begin, FAA regulations for all air-side requirements had to be met. This would involve the mitigation of potential obstructions such as trees on surrounding privately owned parcels.

Circuit Court Clerk - Circuit Court Clerk Amy Crump did not attend.

Commissioner of Revenue - Commissioner of Revenue Laura Ecimovic did not attend.

Commonwealth's Attorney - Commonwealth's Attorney T. Scott Renick did not attend.

Financial Services - Financial Services Director Rebecca Guthrie thanked the County Administrator and the Board for their continued support of County employees. She noted the County's employees were its biggest asset and the support was appreciated. She distributed a handout on the department. Staff consisted of five full time employees and one part time who were dedicated to New Kent County and extremely passionate about what they did. This department was responsible for a wide variety of duties including:

- Budget
- Audit – Annual Report
- General Ledger
- Grants Management
- Accounts Payable
- Surplus Property
- Purchasing Card Management
- Debt Management

- Payroll
- Risk Management
- Fixed Assets
- Purchase Orders
- Cell Phones
- Cost Allocations

The department had also won a number of awards including:
- GFOA (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Report (Annual Report) 18 consecutive years.
- GFOA Distinguished Budget Award 10 consecutive years.
- GFOA Popular Annual Financial Report (PAFR) 8 consecutive years.
- Received an unmodified opinion for all audits.

New Kent County was well known as one of the fastest growing localities in the Commonwealth. In additional to this growth, Financial Services performance trends showed steady increases in the numbers of accounts payable and payroll checks processed, active vendors, purchase orders issued and debt issuances. She reviewed inflation trends including the 10-Year Treasury Constant Maturity which she reported was an indicator of economic strength. She pointed out the graph dipped below zero and noted that although she would not state we were in a recession, this was an indicator of recession. She noted the Board was tasked with a very difficult job of deciding how to be very conservative while meeting community needs. She drew attention to an interest rate chart which indicated rates were steadily increasing. She commended the Board for issuing $16 million in debt with a 2.65% rate earlier in the year. If the same debt was issued today with a 4% rate, the additional cost would have been approximately $1.7 million over the life of the loan. She also reported the Consumer Price Index was increasing in step with inflation and it was very difficult for employees, especially those with lower salaries, to keep up with inflation. She closed by noting her one budget request would be for additional assistance for employees to help combat inflation and economic trends. She entertained questions.

Mr. Evelyn thanked Ms. Guthrie for the presentation and congratulated her and staff on the awards previously mentioned. He expressed appreciation to the Financial Services Department for all they were doing.

General Services - General Services Director Rick Stewart reported most increases in his budget centered around refuse and recycling and, given the current level of usage, suggested an increase of approximately $300,000 could be expected for the same level of services in FY24. Recycling revenue was also expected to fall approximately 40%.

Capital Budget – He reviewed a list of proposed capital requests including:
- A new refuse site for the western end of the County. The Route 612 (Airport Road) site was frequently at capacity and was not adequately serving the needs of that end of the County. The expected cost would be approximately $2.3 million.
- Asphalt work at the Route 618 refuse site – Existing asphalt had failed and there were many pot holes. Estimated cost for repaving was $180,000. Soil conditions in the area were poor and made maintaining paved surfaces a challenge.
- Building infrastructure was also a big concern, specifically the HVAC system in the Health and Human Services Building. The units were 17 or more years old, there was a high rate of failure, it was difficult to find parts and a complete system replacement was need. Logistically this would also present challenges because the employees would have to be displaced to perform the work. Estimated cost was approximately $310,000.
- Replace four rooftop HVAC units at the Extension Office Building at an estimated cost of $36,000. One unit had completely failed and the others were not meeting demand.

Operating Budget – They were seeing significant increases in the cost of propane (8 -12%), diesel and electricity (10 - 14%). These costs had remained relatively flat for the past two years but next year's budget would be very different. The department would be focusing on energy and utility conservation in the upcoming year in an effort to mitigate some of the cost. He thanked the Board for their time and entertained questions.

Mr. Stiers reported he had been contacted several weeks ago by a resident in regard to the Route 612 site. They had reported it was dark and had suggested lighting was needed in the area where vehicles were unloading. Mr. Stewart reported four new lights with photo cells instead of timers had been installed the previous week.

Mr. Evelyn called for a short recess at 10:43 a.m. The meeting reconvened at 10:49 a.m.

Human Resources (HR) – HR Director Korita Jones reported she had been on the job for three weeks and everything had been going well. Everyone had been great and she appreciated the time they were taking to help her acclimate to her new position. She noted there had been some salary changes and the biggest ask would be to make sure salaries and benefits were fully funded into the next fiscal year. There was currently a vacancy in HR and as with other departments, the question of where to put another employee was a concern. She thanked the Board for approving additional staffing to better support County employees. She supported the administration's desire to increase employee salaries and stated employees were the County's biggest asset and it was important to make sure they were competent, confident and felt cared for in their roles. HR fully supported and would do anything they could to assist with implementing the next phase of the compensation study and any subsequent increases. She thanked the Board and entertained questions.

Board members welcomed Ms. Jones and thanked her for the presentation.

Information Technology – Capital Budget - Chief Technology Director Jonathan Stanger reported capital requests would include replacing the I Series server which was running Bright. Because server maintenance could not be continued, replacement was necessary.

Operating Budget – There would be significant increases in operational requests in FY24 due mostly to cyber security. The County was receiving recommendations on cyber security from the auditors and VML (Virginia Municipal League) and this was an area in need of improvement. The state had also adopted cyber security standards which would eventually apply to the County and would require funding. An upgrade to Microsoft Office 365 would also be requested again. He was also looking into multi-factor authentication, penetration testing and training. He entertained questions.

Mr. Evelyn noted agreement on cyber security and referenced an area business who had been hacked and their system had been down for two weeks. Mr. Stanger stated they would be taking steps to keep this from happening but noted more steps were needed and even if they were taking all steps, it could still happen. Funding would be key. Mr. Stiers asked if he had a cost estimate. Mr. Stanger estimated the cost to be $250,000.

Public Utilities – Capital Budget - Public Utilities Director Mike Lang reported the department had seen a peak in water and sewer flows at 1.4 million gallons per day in water production and more than half a million gallons per day at the wastewater treatment plant. Looking ahead at future proposed development and facility capacity, the decision had been made to open a new basin at the treatment plant. They were also looking at water storage and interconnections. He announced some decisions would be needed in FY24 in regard to the water supply project. The CIP included $1.4 million in tasks for this project and approximately $10 million in the five-year CIP. He had heard some opinions but was looking for direction on how to proceed. Mr. Hathaway and he had sat in on an informal discussion regarding a potential PPEA (Public-Private Education Facilities and Infrastructure Act) with Aqua Virginia to build the intake and water plant and then sell the County finished water. He did not know if this would be a fruitful endeavor but noted all options should be considered. Regardless of the water plant project, it would be necessary to move forward with completing remaining system interconnections. A purchase order had been issued for surveying on Route 249 and a preliminary plan had been received from a developer that would cover approximately a third of the cost to connect the Farms of New Kent, the new Food Lion area and the new school in Bottoms Bridge. They were also planning for the future connection of Colonial Downs to the Courthouse area. These interconnections would give the County the water system it needed regardless of the water supply source. Cyber security and SCADA (Supervisory Control and Data Acquisition) system upgrades were also concerns. Some assets including sewer pumping stations in Brickshire and generators acquired over twenty years ago were reaching the end of their useful life. A replacement or refurbishment schedule was being considered for both of these issues. He reported the tank replacements at Sherwood and Whitehouse were slow but were going well. They would be taking lessons learned from these projects and moving over to the Colonies project. Capacity and storage considerations were also being explored at Minitree Glenn. They were also working to address space, security and storage at the Utilities Operations Center.

<u>Operating Budget</u> – Plans included the addition of one full time position and one part time position. A full time Pump Station Mechanic would be needed given that the pump stations were getting older and flows were increasing. Proposed future developments would also include the addition of four new pump stations. A part time Administrative Assistant would be needed to cover gaps at the front desk. Employees at the front desk were working a four 10-hour day schedule due to the hours the office was open and if someone was out sick when it was the other staff member's day off, there was no one to answer the phone. He reported they were also seeing increasing costs in commodities, wages and construction and were trying to balance all of this with increased flows. The increase in revenue the previous year had been strong due to the increased user base but the number of single family permits was declining. They would be adding a small increase to their printing and mailing budgets for public education efforts particularly on irrigation water conservation. These efforts would be focused on getting the summer peak down to a more manageable level.

Mr. Evelyn suggested there should be something on irrigation systems to stop them from running when it was raining. Mr. Lang reported they required rain sensors but suggested they were not always functioning as they should. He reported this was one of the things they looked for whenever they received calls regarding high bills for irrigation use. He stated the department would not set an irrigation meter until a rain sensor was in place.

Mr. Stiers asked if Mr. Lang saw any reduction in water rates. Mr. Lang reported a reduction would be challenging and stated the goal was to keep rates level. He noted the pro forma data had not been received from Davenport (financial consultant) yet but were frequently recommending increases. The department had tried to minimize the increases or keep them at zero and had been successful in that regard. He reported Aqua Virginia representatives had mentioned they were going to the SCC (State Corporation Commission) each year for a rate increase and the SCC was only allowing a certain amount. Mr. Lang had suggested he would put water rates in New Kent into context for Aqua Virginia and had reported water rates had been flat the previous year and had been reduced by 1% each of the two prior years. The Aqua Virginia representatives had been surprised. Mr. Lang reported he had told them they would have a mountain to climb and they had indicated they were up for the challenge. Mr. Stiers asked if the survey in Minitree Glen was complete.

Mr. Lang reported it was complete. Mr. Stiers asked if all of the flags could be removed. Mr. Lang indicated he would speak with the engineer and see what could be done.

Parks and Recreation (P&R) – P&R Director Kim Turner distributed a handout outlining goals, challenges and capital projects for the department. The handout indicated the department supported its mission by identifying six core values including community focus, safety and security, customer service, collaborations, health and wellness and environmental stewardship. Ms. Turner noted the department's values were considered whenever the P&R team began planning for programming or budgeting. Strategies from the Envision New Kent Strategic Plan were also being incorporated to assure their offerings were in alignment with goals and values. The challenges faced were not unique to the department and they tried to look at them as opportunities. The following were noted:

- Addressing the needs of a growing community.
- Facility and park needs.
- Shared use of schools/public space.
- Shift in traditional programming.
- Participants with increasing physical, emotional, behavioral and family support needs.
- Paradigm shift in participant/societal expectations. She reported the shift in societal expectations was significant and people were much more demanding than in the past. With the availability of electronics and on line capabilities, customers were often expecting immediate answers. She shared an example noting she had received a text from a customer at 12:00 midnight and had waited until 6:00 a.m. to responded. The customer was not pleased that she had not responded sooner.
- Maintaining quality part time staff.
- Overall increase in operating and capital costs.

Capital Projects – She expressed appreciation for the Board's support to move several capital projects up a year. Trail paving at Pine Fork Park had been completed and much positive feedback had been received. This also cut down on some costs as well as staff hours associated with maintenance. Pickleball courts were currently under construction with expected completion around the end of November. A technology upgrade to CivicRec had also been implemented to improve the registration and participant management process. Additional FY23 projects included an electronic message board for Quinton Community Center and additions/improvements at Wahrani Nature Trail and Park.

Proposed FY24 projects included:

- Athletic field and parking lot lighting at Pine Fork Park. Conduit for future lighting had been installed in a portion of the park during initial construction. Pre-pandemic costs for lighting in this area had been approximately $500,000 but was now $1,170,000. This was a project they wanted to move forward with but understood they may not be able to with the increased cost. The cost for lighting the entire park was approximately $2,135,000. She would meet with a contractor soon to explore options to reduce costs. The community would benefit tremendously from lighting in this park but there would also be operating budget impacts.
- Exploring a public kayak/canoe launch at Cumberland Marsh. Information on this had previously been presented to the Board and while they had liked the project, funding had been a concern. She pointed out that according to the County's Strategic Plan, P&R was to provide three access points to rivers in the community.

Ms. Turner noted the handout included additional recommended capital projects for FY25 and beyond. She reminded the Board that behind every capital project there would also be operating costs to support those projects.

Operating Budget – Recommended operating budget considerations included:

- Salaries and wages based on years of service in Phase Two of the salary study.
- Special events (collaborations, tourism, Historic Commission, Clean County Committee).
- Continued support for but not limited to staff education, uniforms, advertising and outreach, promotional materials, programs, contracted instructors, lawn and park maintenance and office supplies.

She closed by stating that for the first time in 15 years she was not asking for additional staff. She felt confident with the current staff and would be working to utilize everyone in the best ways possible. She reviewed a snapshot of National Recreation and Park Association statistics compared to New Kent P&R. Among the items listed were:

- 17.8 full time equivalent employees (FTE) per 20,000 residents compared to New Kent's 6.0 FTE.
- 3 basketball courts per 23,000 residents compared to New Kent's 1 basketball court.
- 23.6% revenue to operating compared to New Kent's 27%.

She again encouraged Board members to review the remainder of the information provided and entertained questions.

Fire-Rescue - Capital Budget – Fire Chief Rick Opett reported he had met individually with three Board members to review his department's 10-year plan and was working to set a time to meet with the remaining two. He stated the department was at a crossroads and they had been "kicking the can down the road" for the past eight years. The department's CIP was very large and he would present details to the other two Board members as their schedules would allow.

Operating Budget – He reported the plan for the future included information on operational numbers to be achieved in response to growth over the next eight years. In line with comments from other departments, he also noted the increasing cost of fuels and vehicle maintenance was also a challenge and would significantly impact the operating budget.

He again noted he would meet with the two remaining Board members at their convenience and entertained questions.

Sheriff's Office – Capital Budget – Sheriff Joe McLaughlin reported his CIP would be in line with past years. The list included vehicles, computer replacements, radio symphony consoles as well as the addition of two positions and computers to support those positions and a Community Officer Safety Protection Vehicle. The growth in the Communications Center and additional equipment/technology was in response to the addition of Charles City County to New Kent's radio system. If there was an outage in either the Charles City or New Kent Communications Center, manpower from either center could move to the opposite center and continue operations for their locality. New vehicles were being requested and they were waiting to hear back from New Kent Schools about whether or not they could use SUVs to be replaced. Staff had been told they could not use SUVs to transport students.

Mr. Evelyn asked for the total CIP for the Sheriff's Office. Sheriff McLaughlin reported he had another CIP item for Public Safety/Communications that was not within the Sheriff's Office. He reported the total for vehicles was $562,000, computers totaled $52,600, symphony consoles were $90,000, new Dispatch computers were $42,000 and the Community Officer Safety Protection Vehicle was listed at $325,000. The Public Safety/ Communications CIP item was an upgrade on the Harris Radio core. New Kent's system was almost eight years old and there were some abilities and technologies currently available that it would not be able to utilize. The request was for $750,000 to upgrade the core which would last for another ten years. He suggested that some escrow of Colonial Downs funds should be set aside for public safety radio. He entertained questions.

Mr. Tiller noted Charles City would be sharing New Kent's radio system and asked if they would be sharing costs. Sheriff McLaughlin reported there was an agreement in place covering shared costs and some compensation from Charles City County. Mr. Tiller stated there were a number of services/projects shared between New Kent and Charles City for which Charles City was not contributing and he wanted to be sure this wasn't one of them. Mr. Stiers asked if Charles City would be purchasing their own radios. Sheriff McLaughlin reported Charles City had their own contract with Harris Radio to purchase radios.

<u>Operating Budget</u> – The department has just finished its CIP request and was working on the operations budget. They were waiting to learn more about the Animal Shelter project and where that was going. In regard to training costs, he reported there would likely be an increase but he was not in a position to give a dollar figure yet. There were a number of additional training mandates coming from the state and federal government which were unfunded. He also reported Crater Academy was considering building a new building and the regional fees to jurisdictions would be increasing. New Kent's portion for the new building would be $7,500. The budget would also include an additional $10,000 for Flock cameras. The cameras which were vehicle license plate readers, had been received under a DMV grant and would be placed throughout the County. Staff was in ongoing discussions for contractual agreements with Axon for body-worn and in-car cameras. Chief Deputy Lee Bailey reported the main part of these discussions involved in-car cameras. Axon had changed the way they were operating and there had been a tremendous price increase. All cameras were currently under contract and they were currently in the process of negotiating a one-year extension. He noted that when new vehicles were added to the fleet, the number of cameras would increase slightly but some of the older cameras would be retired. Each purchase of new vehicles was covered by a new series of five-year contracts for those in-car cameras. These cameras were linked with body cameras, tasers, etc. and the information captured was recorded in one platform in the cloud.

Mr. Hathaway reported that as he had been setting up meetings for the preliminary kick off for the Animal Shelter it had been brought to his attention by Bowman Engineering that the on call services contract had expired. Staff had been interviewing firms for new contracts and the goal was to take those contracts to the Board for approval at the November work session. Once these contracts were in place, they could move forward.

Mr. Lockwood asked if there was any update on the speed enforcement in school crossings. Sheriff McLaughlin reported this was an ongoing process and the vendor was currently working through the VDOT permitting process. A contract had been signed and additional information had been requested from the schools to complete install instructions. The public information/education would most likely start in January and would run for 60 days rather than the recommended 30 days. He reported the courts were in agreement and the process for citations was in place.

<u>Economic Development</u> - Economic Development Director Matthew Smolnik reported Economic Development was in a much better position this year than it had been at the same time the previous year. He added that this was not the time to become complacent and stressed the importance of continuing to "keep the pedal on the floor." He noted there was nothing in his CIP budget other than the usual computer replacements. He reported there had been $30,000 set aside in the operating budget for the previous year for retail attraction. There were currently plus/minus eight industrial properties under contract or soon to be under contract. He noted he had often stated he would not breathe a sigh of relief until the ribbon cutting because he understood that just because something was under contract didn't necessarily mean the project would be going anywhere. He also noted it was not until construction was complete and the doors were open that tax dollars would start coming in. He felt the funding previously set aside for retail attraction may be better utilized for a new staff member. He noted there had been many contacts in regard to commercial projects of varying sizes. He also reported he did not anticipate any change in the operating budget for the Visitors and Commerce Center. The Center was currently open seven days a week in the summer and five days in the slower months. This may change depending on new development in the County and traffic flow. He also noted he would continue traveling with the state to trade shows and site selection forums. They would continue looking for alternative sources of funds that would keep money in New Kent. They had been awarded two grants one of which was $40,000 and the other $2,000,000. The $40,000 was for marketing and tourism brochures and the $2,000,000 had been used to save the County $800,000 in CVTA funding for transportation improvements throughout the County. He again stated Economic Development was in a very positive position now and it was no time to slow down. He also wanted to keep his staff sharp in regard to continuing education and would encourage them to take advantage of available opportunities. He entertained questions.

Building Official Brian Mikelaites asked Mr. Smolnik how he had been able to get a County logo on his vehicle. Mr. Smolnik noted the County had both a seal and a logo and branding and marketing over the past 12 years for Economic Development had included the County logo. The decision had been made to put the County logo on the Economic Development vehicles rather than the County seal. Mr. Mikelaites asked if all vehicles would be going to the logo. Mr. Hathaway reported the vehicles would continue to have the seal but noted that although the seal had been updated, most vehicle decals had not been updated.

Treasurer – This meeting had been rescheduled from October 21, 2022 and Treasurer Charles Evelyn had reported he was no longer able to attend. He had provided a written report in which he had indicated he did not expect anything out of the ordinary in this budget. He did note the salary budget would increase as a result of increases coming from the Virginia Compensation Board. Other items in the report included:

- The contract with KRAESQ, LLC for delinquent tax collections would expire on December 31, 2022 and would not be renewed. Other collection attorneys were being interviewed and a decision was expected to be made by the end of November. As in the past, these services would be at no cost to the County. Per State Code, the services were covered by collection fees added to delinquent accounts.
- The contract with BMC Direct (printing company) would expire in April 2023. Staff would begin the procurement process for printing services the first of the year.
- They were currently implementing Paymentus online billing/payment software. This service would vastly improve customer payment options and would allow automatic scheduling of payments, e-check payment and pre-payments. Depending on the support received from Munis IT, he hoped this would be up and running for utilities by the end of the year. His report indicated this could lead into other online payment options for residents including permits and general billing.
- The report also described issues with using the outdated Bright system in tandem with the Munis system. Among those issues were the annual $60,000 in maintenance fees, the necessity of two cashiering systems as well as two closes and reconciliations. The Commissioner of Revenue had stated Munis could not generate the necessary reports and do what was needed by her department to satisfy State Code. The Commissioner, IT Director and Treasurer were in the process of scheduling demonstrations with potential Bright replacement vendors.

In closing, the report indicated tax collection rates had been looking good and interest rates were on the rise. His office had also recently gained accreditation from the Treasurers' Association of Virginia (TAV) for the first time. Mr. Evelyn had also received the TAV Treasurer of the Year recognition. He was also serving on the TAV Board of Directors and the Virginia Association of Counties/Virginia Municipal League Virginia Investment Pool (VIP Fund) Board of Trustees. He noted his door was always open and encouraged Board members to stop by or call if they ever had any questions or concerns.

Mr. Evelyn thanked all who had presented and asked if Board members had any additional comments or questions. Mr. Lockwood thanked the directors for their contributions and time. Mr. Tiller concurred.

Mr. Hathaway reported CIP requests would be presented in a different format this year as each department had been asked to identify which Strategic Plan goal and objective related to each of their requests. He noted this would help the County better implement the Strategic Plan. Mr. Tiller also suggested that each CIP request should include suggestions for how they would be funded.

On behalf of the Board, Mr. Evelyn expressed appreciation to each of the presenters. He noted New Kent was growing and it was impacting every department. They were doing a lot with less and he felt New Kent was one of the most top notch run counties in the area. There would always be some individuals that would have negative comments regardless of what they did. He added it was good to see employees who had been here for a long time as well as some newer ones and noted New Kent was a good place to work, play and raise a family. He thanked all for their service and commitment to the citizens of New Kent. He also encouraged them to reach out if there was every anything the Board could do for them.

Sheriff McLaughlin also thanked the Board on behalf of employees in the Sheriff's Office for everything they had done to support them. Mr. Mikelaites also thanked Board members for taking the time to listen to their needs and addressing them.

Mr. Evelyn called for a brief recess for lunch at 11:39 a.m. Mr. Hathaway blessed the meal. The meeting reconvened at 12:13 p.m.

IN RE: ANNOUNCEMENT OF UPCOMING MEETINGS/ADJOURNMENT

Mr. Evelyn announced the next regularly scheduled meeting of the Board of Supervisors would be held at 6:00 p.m. on Wednesday, November 16, 2022, and the next work session at 9:00 a.m. on Tuesday, November 29, 2022, both in the County Administration Building.

Mr. Tiller moved to adjourn the meeting. The members were polled:

C. Thomas Tiller, Jr.	Aye
Patricia A. Paige	Aye
Ron Stiers	Aye
John N. Lockwood	Aye
Thomas W. Evelyn	Aye

The motion carried.

The meeting was adjourned at 12:24 p.m.