

Agenda
Board of Supervisors
Isle of Wight County
June 6, 2024

1. Call to Order (6:00 P.M.)
2. Approval of Agenda
3. Invocation – Supervisor William M. McCarty
4. County Administrator's Report
 - A. Sewer Pump Station Repairs
Discussion of Sanitary Sewer Pump Stations in Need of Repair
 - B. Audit Committee
Discussion of the Formation of an Audit Committee
5. New Business
 - A. Dravet Syndrome Awareness Month
Resolution to Designate the Month of June as Dravet Syndrome Awareness Month
6. Closed Meeting
7. Adjournment

ISSUE:

Discussion of Sanitary Sewer Pump Stations in Need of Repair

BACKGROUND:

Staff has identified several sanitary sewer pump stations that are in need of urgent repair or replacement. A report will be provided relative to the recommended plan of action.

BUDGETARY IMPACT:

TBD

RECOMMENDATION:

Per the Board's discussion and direction.

ATTACHMENTS:

Description	Type	Upload Date
Project List	Backup Material	5/30/2024

Sanitary Sewer Pump Stations

In Need of Urgent Repair

As Of May 8, 2024

- PS -02 @ 1082 Carrsville Hwy., Franklin – Station walls have been found to have cracks of about 2 inches + wide. Metal skids that hold the pumps have rusted out and may fail. In addition, the pumps are old and no longer serviceable. Estimated repair - \$350,000.
- PS -12 @ 12237 Dominion Way, Windsor – The force mains on both pumps need to be replaced. It appears that the design on the current lines has been embedded within the concrete flooring making replacing impossible. The concrete slabs need to be sawcut in order to replace with larger diameter piping sleeves for future replacements. Estimated cost - \$250,000.
- PS -21 @ 1239 Gatling Pointe Pkwy., Smithfield – The control panels are old with no replacement parts available and no longer serviceable. The station will require modifications to remove the existing pumps due to the location of the pumps versus the actual hatchway to the lower floor. To rectify this misalignment, this station will require structural changes and reinforcement. Estimated Cost - \$350,000.
- PS -22 @ 102 Water Pointe, Gatling Pointe Development, Smithfield – Similar to PS -23, this station is down to one pump and uses a 1.5-inch force main. The station needs to be rebuilt with a 4-inch force main and new pumps. The wells will need to be coated since they are fiberglass and in poor shape. Estimated Cost - \$500,000.
- PS -25 @ 20111 Gatlin Pointe Pkwy., Smithfield – Similar to PS 23 and 22, this station will need to be replaced in its entirety due to failing pumps and incorrect piping. Replacement parts are not available. Estimated Cost - \$500,000.
- PS -27 @ 20576 Creekside Drive, Smithfield – This station requires a replacement of the undersized force main in order to utilize bypass pumping. Estimated Cost - \$250,000.
- PS -29 @ 2136 Queen Annes Court, Smithfield – This station is filled with vegetative roots which are hampering operations. The electric panel is outdated with replacement parts not available. Pumps need to be broken down to determine if replacement or repair is possible. Estimated Cost - \$250,000.
- PS -38 @ 22460 Harbor Town Drive, Carrollton – This station is a sister station to PS -21. The same issues exist and will require similar solutions. The pumps at this station are in desperate need of replacement. Estimated Cost - \$400,000.
- PS -39 @ 22308 Northgate Drive, Carrollton – The wet well floor was incorrectly built and utilized cement bags to keep the pump elbows up off the floor. The pumps can no longer connect to the piping properly. With one pump down, the station needs to replace and rebuild the wet well floor system to install new pumps. Estimated Cost - \$350,000.
- PS – 40 @ 14155 Carver Drive, Carrollton – This station floods during rain events which leak into the wells. The force main and pumps are too small and cannot meet the capacity needs. A redesign and upgrade are needed. Estimated Cost - \$500,000.

ISSUE:

Discussion of the Formation of an Audit Committee

BACKGROUND:

At the Board's regular meeting on May 16, 2024, Supervisor McCarty advised that he would introduce discussion of the creation of an audit committee during the Board's work session on June 6, 2024.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Per the Board's discussion and direction.

ATTACHMENTS:

Description	Type	Upload Date
Audit Committee Overview	Backup Material	5/22/2024

Isle of Wight County Audit Committee

Audit Committee Overview (McCarty)

The Audit Committee will be established by the Isle of Wight County Board of Supervisors to carry out its oversight responsibilities by reviewing financial information provided in the County's Comprehensive Annual Financial Report, by reviewing any material weaknesses in the County's system of internal accounting controls, as reported by the external auditor, by reviewing the annual audit process and its results, and by providing advice to the entire Board of Supervisors regarding the exposure of Isle of Wight County government to risk, such as financial, operational, and reputational risks. To accomplish this purpose, the Audit Committee has tasks enumerated in the County Board Charge. These tasks include:

- Reviewing and understanding the County's Financial Audit and all benchmarks regarding the audit schedule and overall draft audit work plan;
- Receiving final audit reports from the Auditing Firm and reviewing the results with the County Board of Supervisors;
- Receiving and reviewing the County's periodic finance reports and providing recommendations and or corrective action to be taken by management, along with the follow-up to those actions with the Board of Supervisors.
- Consulting with the County Administrator / CFO on funds proposed for consideration by the County Board of Supervisors to carry out the needs of the organization.
- Presenting a review of findings and corrective actions needed to the full Board of Supervisors in a timely fashion in line with the Commonwealth of VA law.
- Receiving an annual report of all revenue streams to include all federal, state and local funding streams.
- Receiving an annual report of all county-wide expenses to validate that compliance with all funding stream designations has been adhered to.
- Receiving an annual update regarding the results of the County's investments and fiscal health in all financial matters.
- Meeting with the County Treasurer to ensure all finances held in our trust are

Examples of agenda topics may include:

- Capital Projects and Five-Year Plan Update
- Citizens Budget Advisory Committee Update
- Closed session with elected officials to provide feedback for performance review of Internal Audit Director
- Draft Comprehensive Annual Financial Report
- Employee Benefits Update
- External Audit Contract Renewal-Selection
- External Audit Post-Audit Overview
- External Auditor Pre-audit Overview
- Financial Policies Update
- Fund Balance and Debt Policy Compliance Projections
- Internal Audit Annual Report
- Internal Audit Reports
- Investment Income and Tax Collection Update
- Next Fiscal Year Budget Process
- Periodic Year-End Financial Projections
- Preliminary Year-End Financial Results
- Proposed Internal Audit Plan
- Technology Systems Update

Audit Committee Members

The Audit Committee is composed of **seven members**. Two Isle of Wight County Board members serve as committee co-chairs. The committee has three community members at large: the County Administrator, and County CFO. The IOW Commissioner of Revenue and Treasurer may be an added option, which would take the committee to nine instead of seven.

Meeting Schedule: The Audit Committee meets at least four times per year and Audit Committee meetings are open to the public.

ISSUE:

Resolution to Designate the Month of June as Dravet Syndrome Awareness Month

BACKGROUND:

The month of June has been officially designated as Dravet Syndrome Awareness Month.

Dravet syndrome, previously known as Severe Myoclonic Epilepsy of Infancy (SMEI), is a rare disease, with an estimated incidence rate of 1:15,700.

Dravet syndrome is classified as a developmental and epileptic encephalopathy (also known as a DEE), which is part of a group of severe epilepsies with frequent and difficult to treat seizures and significant developmental delays. Seizures in Dravet syndrome usually begin during the first 2-15 months of life, often in the presence of fever or warm temperatures. Seizures are frequently prolonged, and are not well managed with current medications.

The Board may wish to designate June as Dravet Syndrome Awareness Month.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Adopt a resolution to designate the month of June as Dravet Syndrome Awareness Month.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution	5/28/2024

**RESOLUTION TO DESIGNATE
THE MONTH OF JUNE AS
DRAVET SYNDROME AWARENESS MONTH**

WHEREAS, Dravet syndrome, previously known as Severe Myoclonic Epilepsy of Infancy (SMEI), is a rare disease, with seizures usually beginning during the first 2-15 months of life; and,

WHEREAS, Dravet syndrome is classified as a developmental and epileptic encephalopathy (also known as a DEE), which is part of a group of severe epilepsies with frequent and difficult to treat seizures and significant developmental delays; and,

WHEREAS, the characteristics of Dravet syndrome often change in adulthood often requiring a different therapeutic approach; and,

WHEREAS, current treatment options are limited, and the constant care required for someone suffering from Dravet syndrome can severely impact the patient's and the family's quality of life.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Isle of Wight, Virginia recognize and designate the month of June as Dravet Syndrome Awareness Month.

Adopted this 6th of June 2024.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney