WESTMORELAND COUNTY BOARD OF SUPERVISORS DRAFT MINUTES – MARCH 23, 2026

A Work Session of the Westmoreland County Board of Supervisors was held on Monday, March 23, 2026, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia.

Present: Board of Supervisors
Timothy J. Trivett, Chairman
Jeffrey McCormack, Vice Chairman
Matthew Ingram
Woody Hynson
Darryl Fisher
Staff
Donna L. Cogswell, Interim County Administrator

1. CALL TO ORDER

Chairman Trivett called the meeting to order at 6:01 p.m.

2. CONSIDERATION OF AMENDMENTS TO THE AGENDA

Chairman Trivett asked the Supervisors if there were any changes to the agenda.

Mr. McCormack asked to amend the agenda by adding **Action item 4C, Discussion of the New Health Insurance Rates.**

With no further discussion, upon motion by Mr. McCormack, seconded by Mr. Hynson, the motion was carried unanimously, with Mr. Ingram, Mr. Fisher, Mr. Hynson, Mr. McCormack and Chairman Trivett, voting "aye" to agenda, as discussed.

3. COMMENT PERIOD

A. Chairman and Board Member Comments

Mr. Fisher stated that he was supposed to be on a family vacation but had to cancel the trip due to a sudden death in the family.

4. <u>ACTION ITEMS</u>

A. <u>A.T. Johnson Building Remediation</u>

Ms. Cogswell stated at the February 9th Board meeting the Supervisors approved PBM to perform the remediation work at the AT Johnson building. At the following meeting, on February 23rd, presentations were given by PBM, ServPro and Bay Restoration. Since that time there has been further discussion regarding each company. She stated that a final decision must be made to move forward with contract negotiations. The Board can either move forward with PBM, which has increased its price to $172,858.48, or, if the Board chooses to proceed with another company, they would need to rescind the vote on February 9th and vote to approve another company.

Chairman Trivett asked if Keith McElfresh or anyone else present could give their recommendations. He then asked if there were any other recommendations from staff.

Ms. Cogswell stated, Mr. McElfresh initially recommended ServPro, but after the presentations, he was impressed with Bay Restoration. For historical purposes, the County Administrator's recommendation was PBM.

Chairman Trivett mentioned that they increased their budget by around $40,000.00.

Ms. Cogswell answered "yes", explaining that Mr. McElfresh forwarded PBM the additional testing results conducted by the other two companies and adjusted their price accordingly. PBM's bid includes drywall replacement and painting, but the cost could increase depending on the amount of drywall needed for replacement. Bay Restoration noted that they do not usually include that in their bid because the amount needed is uncertain once they start. She pointed out that Bay Restoration overbid the project, including the interior offices, and that they can work through it during contract negotiations.

Mr. Hynson felt they should choose the company to go with tonight so they can get things started.

Mr. Fisher believed that there was not a significant difference among the three companies in how they would handle remediation, but the uncertainty was what they would find. He mentioned that PBM has committed itself to the drywall replacement, and there are about $44,000.00 in unknowns before they reach the threshold set by the other companies. Mr. Fisher felt that the Board should still consider PBM as the company to go with.

Mr. McCormack stated that he was not biased toward any of the companies and felt that they gave great presentations. Bay Restoration stood out to him by identifying the types of mold that were in the building. He would assume that since the type of mold has been identified, they would need to test for it again after the remediation is done, and did not know if the other two did that type of testing to the extent that Bay Restoration has. Mr. McCormack was impressed with Bay Restoration and understood that their bid was more expensive.

Mr. Ingram mentioned that when PBM first submitted its bid, they claimed they underbid to secure the contract, which Mr. Ingram did not approve of. He requested a line-item guarantee and photo documentation of all work completed in the building, so that, if issues arise years later, they can verify the work that was actually done. He emphasizes his desire for a company that delivers on its promises. Mr. Ingram also noted that there is a significant price difference once PBM received the additional information. Mr. Ingram felt that Bay Restoration had some good points in their presentation when they spoke of what needed to be done with the historical A.T. Johnson museum and school, given that it is historical, non-sheetrock, and has plaster. They are qualified to work with the structure. Mr. Ingram stated that the building needs to be preserved because it is historic and important to the county, and to be safe for everyone who works in that building. Mr. Ingram felt that they needed to make a decision this evening on which company to go with, and be able to stand behind their work and communicate well with maintenance staff.

Chairman Trivett asked Ms. Cogswell whether Bay Restoration was the only company with a project manager.

Ms. Cogswell stated that Bay Restoration and ServPro have a project manager, but PBM does not, and that Mr. McElfresh would have to serve as the project manager if they went with PBM.

Chairman Trivett observed that, even with the bid increase, their bid still covers only 13 units to be serviced. Bay Restoration included 16 units, while ServPro did not list any units for cleaning in their bid. He stated that it is the Board's decision to determine their course of action. He mentioned noticing differences in the sheet rock and expressed uncertainty about the cost to complete each unit and how it might affect overall expenses. He was impressed by Bay Restoration's detailed presentation. He also noted that all the company's prices are within a range that could be adjusted if the board prefers. Additionally, he pointed out issues with the ductwork, but a decision is needed tonight.

Ms. Cogswell stated that one supervisor wanted to go with PBM, while two are leaning towards Bay Restoration. The original motion must be rescinded before the Board can proceed with a new vote.

Chairman Trivett felt they would need to rescind the original motion anyway because it was based on a different bid price.

Chairman Trivett then asked for a Motion to rescind the Board's vote at the February 9th, 2026 meeting.

With no further discussion, upon Motion by Mr. Ingram, Seconded by Mr. McCormack, carried unanimously, with Mr. Ingram, Mr. Fisher, Mr. Hynson, Mr. McCormack and Chairman Trivett, voted "aye". The Board approved the Motion to Rescind the original vote from the February 9, 2026 meeting awarding the contract to PBM.

Chairman Trivett then asked which company the Board would like to award the contract to for the remediation of the A.T. Johnson Building.

Mr. Fisher said that all three companies indicated there is a significant unknown variable, and additional costs will be involved. He noted that, depending on the contractor, you could get good or poor drywall work, which might cost more. He did not want anyone to think he did not want a quality job, but PBM included drywall replacement, while the other two did not. He noted that everyone will escalate their prices based on the unknown, and the county will have to cover the drywall cost if they go with ServPro or Bay Restoration. Mr. Fisher is not opposed to any of the companies because he thinks that they can do a good job.

Mr. Hynson stated that when the County puts out a bid, the contract is supposed to go to the lowest bidder unless there is a reason given for why the lowest bidder is not chosen. He stated that all three bidders gave a good presentation, but felt that PBM was more thorough with their cost, and the others were just floaters. Mr. Hynson felt they should award the contract to the lowest bidder, PBM.

Chairman Trivett said that PBM proposed only 13 units, while Bay Restoration proposed 16. He mentioned that they are unsure of the price difference once the other three units are included. Chairman Trivett believed that Bay Restoration did significantly more testing in areas that PBM did not, which helped them identify different mold types. He felt that they would all do a great job; he just hoped that they would choose the right one. He noted that ServPro did not include any ductwork at all, which will result in a significant price increase. Chairman Trivett stated that Mr. McElfresh has arrived and wanted his input before a motion was made.

Keith McElfresh, Maintenance Supervisor, approached the podium and explained that the discrepancy between the PBM and Bay Restoration units was his mistake, but he had provided updated information to PBM. He mentioned that the cost is around $3,300-$3,500 per AC unit, which is roughly $10,000-$11,000 more than PBM originally quoted. He added that if the Board is seeking a one-stop shop, PBM is the choice. He expressed that he was not impressed with ServPro's presentation. He stated that Bay Restoration did not quote the remodeling work because they wanted to assess the extent of the damage first, which he appreciated the honesty. Regarding PBM's timeline, he said it would be completed in 4-6 weeks, but it might take longer. He emphasized that repairs should be done the first time correctly, rather than needing to return in five years to fix issues.

Chairman Trivett asked Mr. McElfresh which company he would select. He pointed out that the ServPro proposal did not include any duct units.

Mr. Fisher stated that there is not much difference in price between PBM and Bay Restoration. He stated that if they do not go with PBM, they would either handle the drywall replacement in-house or subcontract it.

Mr. McElfresh stated that they could have Bay Restoration handle the removal and then see whether PBM would be interested in the refit.

Mr. Ingram stated that PBM has people to handle the drywall replacement, as shown in their presentation.

Mr. Fisher wished that Bay Restoration included drywall replacement in their proposal, as there will be a large amount of drywall to replace.

Mr. McElfresh mentioned that if they choose Bay Restoration, there are specific remodeling aspects the County wants to handle, such as updating the plumbing. Bay Restoration will not perform the refit, allowing maintenance to remodel parts that need updating. He noted that once they rip out the kitchen in DSS and the YMCA bathrooms that will need to be replaced. He added that maintenance staff have devised a plan to prevent water from seeping through the walls. He pointed out that there have been recurring issues with the building's bathrooms every Monday over the past two months.

Mr. McCormack asked Ms. Cusick what facilities are needed for a child who might require a place to stay. He mentioned that the building needs to be completed soon and must be suitable for housing the child. He inquired whether any additional work is required on the building beyond what is already planned. He also noted that choosing the lowest bidder is not always the best option, but the Board must be good stewards of the taxpayers' money. He felt that Bay Restoration provided much more information and believed they might be the right choice.

Keri Cusick, Director of Social Services, stated that their Department is growing and they do not have enough space for their files or for everyone to have an office. She mentioned that to meet some of the needs, they need a bigger visitation room, and they need some type of bathing facility for foster children when they are removed from homes.

Chairman Trivett asked Mr. McElfresh if he would be okay with being the project manager if they went with PBM, given it would be a lot to take on top of what he already does day to day.

Mr. McElfresh stated that he is able to manage that role, stating that there is a lot of grass-cutting coming up, but he has people on his team who do what they are supposed to do on their own.

Mr. McCormack asked if the maintenance department has anyone who can do the drywall work.

Mr. McElfresh answered yes, but there are only five people in the maintenance department, and they have a lot of ground to cover. He noted that if the Board is okay with things taking some time, it could be done in-house.

Mr. Ingram stated that if they rebuild the facility as it currently stands, they would be counterproductive again unless they update it and implement what is necessary for social services to properly care for the citizens. He emphasized the need to pause and consider what actions are required, as children and parents should feel at ease during visitation. Mr. Ingram mentioned that remodeling could include adding a full bath and possibly improving the visitation room. He also inquired whether the storage of files needs to be on-site or if they could be securely stored elsewhere.

Ms. Cusick stated they have many permanent files they must keep. She stated that they could be off-site as long as they have access to them when needed because sometimes they get requests to access someone's old foster care files.

Mr. Ingram stated that if the County had a secure place to store the files that would free up some space for them.

Chairman Trivett stated that, based on what Mr. Ingram is saying, they could still go ahead with the remediation even if they come back to remodel and upgrade the parts that need to be done. He noted that when he toured the building, it was in terrible shape, and there were more things that needed to be done.

Mr. Ingram's concern was if the company they choose comes in and removes the mold and puts plastic on the studded walls, and they do a retrofit, some of the previous work could be disturbed, which could void the warranty.

Mr. Hynson stated that it is time for the Board to make a decision tonight, and you can add additions any time you want; it will not interfere with anything. Mr. Hynson mentioned that there used to be a storage room in the courthouse as big as the boardroom, which was solely for storage for the Sheriff's office for files on cases that were needed. He asked if anyone knew how full that room was.

Mr. McElfresh stated that above the Sheriff's office, they have a locked fence where they keep old case files, and it would be a secure spot and accessible if needed.

Mr. McElfresh stated that with Bay Restoration, there are not many people you need to go through to make changes, but with PBM, there is.

Chairman Trivett asked for the Board's pleasure.

With no further discussion, upon Motion by Mr. McCormack, Seconded by Mr. Ingram, the motion was carried unanimously, with Mr. Ingram, Mr. Fisher, Mr. Hynson, Mr. McCormack and Chairman Trivett voting "aye". The Board approved the motion to award the contract to Bay Restoration to remediate the A.T Johnson building.

Chairman Trivett felt that the Board made a good choice and they will get things moving as soon as possible. He understood that Ms. Cogswell would have to write up the contract and get with the County Attorney. He then asked whether there is a specific amount of money they need to appropriate tonight or wait until the next meeting.

Ms. Cogswell stated that they need to nail down the contract first, get an estimate in place, and will work with Mr. Risavi to figure out where they will appropriate the money.

Chairman Trivett stated that, in his understanding, the money would come from the sale of the property.

Ms. Cogswell stated that it was initially quoted at $300,000, but after she spoke with the Treasurer, it is closer to $230,000.

Chairman Trivett asked if the Board is okay with Ms. Cogswell and the County Attorney drafting a contract so they can proceed.

Mr. Hynson stated that if you lay all of your money on the table, they will work to the amount.

Mr. Trivett stated that they will include the amount in the proposal and add to it if necessary later. He then asked for a Motion to Appropriate $216,583.36 and to also approve Ms. Cogswell and the County Attorney to draw up a contract for Board approval before any work is done.

With no further discussion, upon Motion by Mr. Hynson, Seconded by Mr. McCormack, the motion was carried unanimously, with Mr. Ingram, Mr. Fisher, Mr. Hynson, Mr. McCormack and Chairman Trivett, voting "aye". The Board approved the Motion to Appropriate $216,583.36 and to authorize Ms. Cogswell and the County Attorney to draft a contract for Board approval before any work is done.

B. Appointments to Commissions

i. Wetlands(Replacement- District #2)

Chairman Trivett asked if Mr. McCormack has a replacement for District 2.

Mr. McCormack stated that he does not have a replacement for the Wetlands Board in District 2 yet.

ii. Northern Neck PDC (2 citizen representatives)

Chairman Trivett asked if any board members had a citizen in mind for the NNPDC.

Ms. Cogswell stated that the representative can be from any district, and they have needed citizens on the board for a while.

Mr. Fisher asked they get the representative as soon as they can so they can have balance and be equally represented on the NNPDC.

Chairman Trivett hoped that they will have the representative chosen before their meeting in April.

C. Discussion of the New Health Insurance Rates.

Ms. Cogswell stated that they received the insurance rates from Local Choice and learned that all estimates would increase from 12% to 15% in the region. She also mentioned that last year the County covered a 7% increase. Ms. Cogswell and Mr. Risavi worked together to see what could be done. Ms. Cogswell reached out to Local Choice, and it was suggested to switch from the current Key Advantage 100 plan, which has a $100 deductible, to the Key Advantage 250 plan, with a $250 deductible, which would increase the monthly cost by 1%, instead of 12%. She mentioned the deductible and co pay increase some, but when considering the total monthly costs from last year to this year, that would be a significant monthly jump. Ms. Cogswell stated that they are asking to change the plan to the Key Advantage 250 and the Key Advantage 1000. She noted that the Board needs to make a decision by April 1, 2026.

Chairman Trivett stated that they do not have any other meetings before then, so they will need to make a decision tonight.

Mr. Ingram mentioned that he has been in a similar situation with the school system. The insurance company wants to increase the rates, and employees would receive a small salary boost but end up with less take-home pay because of the higher insurance costs. He pointed out that paying a little more might be tough when visiting the doctor, but in the end, it could lead to higher earnings in your paycheck.

With no further discussion, upon Motion by Mr. Ingram, Seconded by Mr. Fisher, the Motion was carried unanimously, with Mr. Ingram, Mr. Fisher, Mr. Hynson, Mr. McCormack and Chairman Trivett voting "aye". The Board approved the recommendation from County Administration approving the new health insurance plan to the Local Choice Key Advantage 250 and Key Advantage 1000.

5. CLOSED SESSION § 2.2-3711(A)(1) Discussion of public officers, appointees, or employees of any public body.

Chairman Trivett read the code section into the record and then asked for a motion to go into closed session.

With no further discussion, upon motion by Mr. McCormack, seconded by Mr. Hynson, and carried unanimously, the Board moved into closed session.

RECORDING WAS STOPPED, AND THE MEETING MOVED TO CLOSED SESSION

Chairman Trivett asked for a motion to return to the Regular Session from the Closed Session.

Upon motion by Mr. McCormack, seconded by Mr. Fisher, and carried unanimously, the Board returned to Regular Session from Closed Session.

Chairman Trivett then asked for a Certification Motion stating that nothing other than what was listed on the call under Sec 2.2-3711 (A)(1) was discussed during the Closed Session, and no action was taken.

Upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried unanimously, Mr. Fisher, Mr. McCormack, Mr. Ingram, Mr. Hynson, and the Chairman voted "aye." The Certification Motion was approved.

6. ADJOURNMENT

Chairman Trivett asked whether there was any further business to bring before the Board, if not, he asked for a Motion to Adjourn.

Mr. Fisher mentioned that the Board should receive an invitation to the Annual Governing Bodies Dinner.

Chairman Trivett stated that they did receive that but there was a conflict with the date, so they had to reschedule to April 14th. He noted that the invitation was sent electronically and should probably send some by mail, just in case not all members have received it.

With no further business, upon Motion by Mr. Fisher, Seconded by Mr. Hynson, carried unanimously. The Board adjourned the meeting at 8:30 p.m.

The next scheduled meeting is Monday, April 13, 2026, at 6:00 p.m.in the George D. English, Sr. Memorial Building.

Chairman Timothy J. Trivett