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**HERNDON TOWN COUNCIL
Work Session Meeting Minutes
Tuesday, September 20, 2022**

The Town Council held a work session meeting on Tuesday, September, 20, 2022 at 7:00 p.m. in the Herndon Police Department (HPD) Community Room, 397 Herndon Parkway, Herndon. In attendance were: Mayor Sheila A. Olem; Vice Mayor Cesar del Aguila; and Councilmembers Naila Alam, Pradip Dhakal, Signe Friedrichs, Sean M. Regan, and Jasbinder Singh.

Staff present during the meeting: William H. Ashton II, Town Manager; Lesa Yeatts, Town Attorney; Chief Maggie DeBoard, Herndon Police; Lisa Gilleran, Director of Community Development; Scott Robinson, Director of Public Works; Anne Curtis, Chief Communications Officer; John Irish, Deputy Director of Public Works; Dave Bracamonte, Systems Manager; and Amanda Kertz, Chief Deputy Town Clerk.

CALL TO ORDER

1. Roll Call and Determination of Quorum

Mayor Olem called the work session to order at 7:00 p.m. and asked Amanda Kertz, Chief Deputy Town Clerk to call the roll for attendance. Following the roll call, Mayor Olem confirmed a quorum was present.

Mayor Olem reminded those participating to follow the Town's Meeting Guidelines.

Comments and Disclosures for the Record

Mayor Olem stated the next Town Council Strategic Planning Initiatives Meeting is Thursday, September 22, at 6:00 p.m. in the HPD Community Room. The recording of the meeting will be posted on Granicus.

Mayor Olem shared that Saturday, September 24, is the Herndon High School (HHS) Showcase of Bands from 10:00 a.m. to 8:00 p.m. Mayor Olem stated that NatureFest is on Sunday, September 25, from 1:00 to 5:00 p.m. at Runnymede Park.

Mayor Olem asked Ms. Kertz if she received comments for the record or Transactional Disclosure Declarations from Council on any items listed on that evening's agenda. Ms. Kertz stated the Clerk had not received any comments for the record or disclosures from Council on any items listed on the agenda that evening.

GENERAL

2. Resolution 22-G-56, to accept the State of the Town Report, Fiscal Year 2022

William H. Ashton II, Town Manager, provided brief comments on the proposed FY 2022 State of the Town Report. He stated it is "slimmed down" from previous years, which he hopes makes it more interesting to read. He plans to give his full presentation at the September 27 Town Council Public Hearing, which is pursuant to state law. He encouraged Council to look at the report and ask their questions at next week's meeting.

There was brief discussion between Council and staff.

Responding to comments from Councilmember Friedrichs, Anne Curtis, Chief Communications Officer, clarified that staff will send a brochure to all Town households after the Council adopts the Annual Report.

3. Resolution 22-G-57, to award contract IFB #22-10, Center Street Water Main Replacement

John Irish, Deputy Director of Public Works, presented the staff report and PowerPoint dated September 20, 2022, which is on file in the Town Clerk's office. Mr. Irish provided an overview of the water main replacement project and Invitation for Bid (IFB) process. He discussed the bids and stated that Sagres Construction Corporation was the lowest responsive and responsible bidder. Staff recommends approval of the proposed resolution, as presented.

Following discussion and with the concurrence of Council, staff was requested to add this item to the Consent agenda for next week's meeting.

4. Resolution 22-G-58, to award contract IFB #22-11, Sugarland Run South Stream Restoration

Mayor Olem stated that the original version of the resolution had a small typographical error that will be corrected in the public hearing agenda.

Mr. Irish presented the staff report and PowerPoint dated September 20, 2022, which is on file in the Town Clerk's office. He stated that the only change was adding the word "Run" after "Sugarland" in staff documents. Mr. Irish outlined the project and stated that the proposed resolution awards the contract for construction of the restoration project to KBS Earthworks, Inc., who was the lowest responsive and responsible bidder. He explained that the funding will come from a separate special project grant from Fairfax

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County's stormwater tax and a state grant. Staff recommends approval of the proposed resolution, as presented.

There was brief discussion between Council and staff about procurement regulations.

In response to queries from Councilmembers Regan and Friedrichs, Mr. Ashton stated that staff could schedule a presentation for Council about state procurement laws.

Following discussion and with the concurrence of Council, staff was requested to add this item to the Consent agenda for next week's meeting.

5. Resolution 22-G-59, to award Contract #D-22-02, Stormwater Management Program Services

Mr. Irish presented the staff report dated September 20, 2022, which is on file in the Town Clerk's office. The proposed resolution awards a contract for design and engineering efforts to support the Town's stormwater management projects on a task order basis. He outlined the Request for Proposals (RFP) process and stated that the Town's evaluation committee selected Wood Environment and Infrastructure Solutions, Inc., and Kimley-Horn & Associates, Inc., as the top-rated firms. Staff recommends approval of the proposed resolution, as presented.

Following brief discussion and with the concurrence of Council, staff was requested to add this item to the Consent agenda for next week's meeting.

6. Ordinance 22-O-21, to approve and authorize the Mayor to sign a second lease amendment between the Town and TWC Association Management, Inc. to amend rent and to extend the expiration date to December 31, 2023 for office space and parking spaces located at 397 Herndon Parkway

Scott Robinson, Director of Public Works, presented the staff report dated September 20, 2022, which is on file in the Town Clerk's office. TWC Association Management, Inc. leases space in the Town's building at 397 Herndon Parkway. The proposed ordinance would authorize a second lease amendment extending the lease term for an additional year to December 31, 2023. Staff recommends approval of the proposed resolution, as presented.

Following brief discussion and with the concurrence of Council, staff was requested to add this item to the Consent agenda for next week's meeting.

DISCUSSION

7. Town preparation for opening of Metro

Mr. Ashton stated that several departments will contribute to presenting an overview of the Town's preparation for Metro.

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Responding to queries from Vice Mayor del Aguila, Mr. Ashton stated he heard Metro was planning a November opening, but no date had been selected.

He recognized Mr. Irish to begin the presentation.

Mr. Irish referenced the Department of Public Works' page on the Town's website and reviewed the status of several projects related to Metro. The projects he reviewed included: the Bus Bays, intersection of Herndon Parkway and Van Buren Street, trails to Herndon Metrorail, Van Buren Complete Streets, and East Spring Street.

There was brief discussion between Council and staff about when the projects Mr. Irish mentioned will be completed.

Continuing the presentation, Lisa Gilleran, Director of Community Development, presented a PowerPoint titled "Herndon's Silver Line Connections," dated September 20, 2022, and on file in the Town Clerk's office. She reviewed the layouts and features at the Herndon and Innovation Metro Stations, which are the closest stations to the Town. She reviewed the Fairfax Connector bus routes operating in Herndon, along with the new routes starting when Metro opens.

There was brief discussion between Council and staff about the new bus routes and connectivity to the Metro.

Councilmember Dhakal asked staff to provide a visual representation of existing and planned bicycle routes that would connect to Metro.

Councilmember Friedrichs stated that the Pedestrian and Bicycle Advisory Committee (PBAC) had made a map of bicycle routes, which could be helpful. She thought the map could be more accessible on the Town's website. Ms. Gilleran stated that staff could consider updating that map and look at preparing another map focused on routes to Metro.

Responding to queries from Councilmember Alam, Mr. Ashton clarified that the pedestrian crossing at the Northside of the Metro Station was not "live" yet. Staff was waiting until the traffic signals were turned on before encouraging pedestrians to cross at the intersection.

Responding to queries from Mayor Olem, Mr. Ashton stated that the Town is responsible for the walkway that goes from the Town to the Metro Station. Mr. Irish stated the Town is responsible for the area up to five feet away from the building.

Vice Mayor del Aguila asked staff to consider adding "barriers" at pedestrian crossings on South Elden Street and in other areas in Town. He also thought that either he (as Chair of PBAC) or staff could review existing and planned pedestrian and bicycle paths during the traffic calming initiative discussion at the Strategic Initiatives Planning Meeting.

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Councilmember Singh asked for additional information about the traffic calming strategic initiative. Mr. Ashton briefly discussed how the Town was addressing traffic calming and stated he would address it during his roundtable comments that evening.

Mayor Olem was excited about the new bus routes that would help Town residents get to Dulles Airport more quickly.

Mr. Ashton recognized Chief Maggie DeBoard to continue the presentation and provide comments on public safety.

Chief DeBoard discussed her experience with Metro opening at her previous agency and reviewed how HPD would coordinate with other law enforcement personnel at the station.

Responding to queries from Councilmember Singh, Chief DeBoard stated that she was aware of a safety call box that would be on the Town's side of the station, but she was uncertain of the location.

There was brief discussion between Chief DeBoard and Council about public safety.

Vice Mayor del Aguila asked staff to provide a summary to the Council about how HPD was recruiting police officers. He thought the Council should identify HPD's staffing needs soon and add those costs to the budget.

Mr. Ashton summarized that the three topics discussed – the Town's projects, Fairfax Connector bus routes, and public safety – were what would be most affected by the Metro Station opening.

ROUNDTABLE

Councilmember Singh: No comments.

Councilmember Regan: No comments.

Councilmember Dhakal: Stated that he enjoyed Thursday's Herndon Diversity Equity and Inclusion Committee (HDEIC) meeting. The HDEIC members plan to submit ideas to staff, which they would consolidate and prioritize, before bringing their suggestions to the Council. The next HDEIC meeting was scheduled for next month.

Councilmember Friedrichs: Echoed Councilmember Dhakal's comments about HDEIC.

Councilmember Friedrichs shared that she attended the Herndon Chamber of Commerce meeting with Mayor Olem, where they viewed presentations on Worldgate, discussed the Hispanic Business Council's mixer on September 29, and recognized Dranesville District Supervisor Foust. She also met the communications director for Serco, who indicated that they could assist the Town with environmental initiatives.

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Councilmember Friedrichs also enjoyed hearing Superintendent Reid speak at an event at HHS about the future of Fairfax County Public Schools.

Councilmember Alam: No comments.

Vice Mayor del Aguila: No comments.

Mayor Olem: Echoed Councilmember Friedrichs' comments about the Herndon Chamber of Commerce meeting.

Mayor Olem stated that the Herndon Historical Society was selling caboose ornaments that were made by the same company as the White House ornaments.

Mayor Olem encouraged everyone to attend NatureFest at Runnymede Park on Sunday, September 25.

William H. Ashton II, Town Manager: Mr. Ashton reviewed the latest Spring Street speed survey. They took a comprehensive look at vehicle speeds and traffic volumes transmitted by two speed sensors that were placed on Spring Street. He stated that the 85th percentile of speed on northbound Spring Street was 29 miles per hour. However, the average speed was approximately 35 miles per hour for vehicles going south, which showed a speed acceleration. Staff also noticed higher traffic volumes traveling southbound in the morning, which may be from cut through traffic from Locust Street. Staff wanted to examine traffic going from Locust onto Spring Street further.

In the next few weeks, Mr. Ashton stated that the Town is installing "your speed" signs on southbound Spring Street. Next, staff is putting in a three-way stop at Wood and Spring Street. As each of these improvements are installed, Mr. Ashton wants to run a three-day speed study to see how traffic data was impacted. Staff would then look at other ways to reduce the southbound speed.

Mr. Ashton stated that the data collection process for Spring Street has been helpful and would be a good example for other traffic studies. He will send the Spring Street study to Council the following morning.

There was brief discussion between Mr. Ashton and Council about the speed study and proposed traffic calming measures.

Councilmember Dhakal suggested installing a speed camera in the school zone on Locust Street.

Replying to Councilmember Dhakal, Mr. Ashton stated that it was possible to install speed cameras in a school zone, but he wanted to see the traffic study results first.

Responding to Councilmember Friedrichs, Mr. Ashton went over a recent traffic study on Worchester Street, which found that cut through traffic and speeding did not meet the standards for traffic calming measures. He recalled, but could not confirm, that the

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average speed was under 30 miles per hour. Mr. Ashton also said that the Spring Street upgrades would include warning signs to alert drivers to the new stop sign.

Councilmember Friedrichs thought there were several other places in Town where there were traffic issues, like the intersection of Park and Ferndale Avenue. She stated that although the traffic on Worchester Street did not meet the standards, she thought that if the residents felt unsafe, the Town should address it.

Councilmember Singh expressed concern over installing a three-way stop sign at Wood Street, and he thought they should consider other solutions.

Vice Mayor del Aguila thought they should follow the same data collection process as Spring Street in other areas of Town. He thought that installing a crosswalk was the next step for Spring Street. Mr. Ashton responded that it was something the Town was considering, but staff has several questions that need to be answered.

Mr. Ashton stated that staff is reviewing how new traffic calming measures would impact the entire road network. As an update, he also ordered a baseline traffic study for Alabama Drive that will gather mid-week traffic data.

Mayor Olem said that her Spring Street neighbors were most concerned about distracted drivers.

Responding to Councilmember Regan, Mr. Ashton stated that the Spring Street study was formatted as an Excel sheet. After he sends the study to Council, he would send it to several of the Spring Street residents who had requested it.

ADJOURNMENT

Vice Mayor del Aguila moved to adjourn the meeting of the September 20, 2022 work session at 9:09 p.m., and Councilmember Dhakal seconded the motion. The question was called on the motion which carried by unanimous roll call vote. The vote was: Councilmembers Alam, Dhakal, Friedrichs, Regan, Singh, Vice Mayor del Aguila, and Mayor Olem voting "Aye."

Amanda E. Monaw Kertz
Amanda E.M. Kertz
Chief Deputy Town Clerk



Minutes approved by Town Council: December 13, 2022

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