

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 8, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leaders - Hannah, Chance, and Chase Washington, residents of the Stonehouse District

**E. PRESENTATIONS**

1. Presentation - Parks and Recreation

**F. PUBLIC COMMENT - Until 7 p.m.**

**G. CONSENT CALENDAR**

1. Minutes Adoption - August 11, 2015 Regular Meeting
2. Appointment of Animal Control Officer
3. Grant Award - Commonwealth Attorney - Victim's Witness Program
4. Grant Award - Commonwealth Attorney - Virginia Domestic Violence Victim Fund
5. Fuel Island for Fire Station #1- Sole Source Purchase
6. Contract Award - Replacement Ambulance - \$248,785
7. Abandonment of a Portion of the existing Right of Way of Croaker Road (Route 607)
8. Contract Award – Building F Board Room Video Equipment – \$265,000
9. Contract Award - Development of a Strategic Plan - \$190,000

**H. PUBLIC HEARING(S)**

1. Deed of Exchange - Lexington Drive

**I. BOARD CONSIDERATION(S),**

1. The Virginia Department of Transportation Revenue Sharing Program: Revision to Cost Estimate for an Active Project in the Williamsburg West Subdivision and Contingency Transfer – Special Project Grants Fund - \$66,500
2. Resolution of Support for House Bill 2 Transportation Funding Applications

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

1. County Administrator's Report

**L. PUBLIC COMMENT**

**M. CLOSED SESSION**

1. Consideration of a Personnel Matter, the Appointment of Individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia
2. Consultation with Legal Counsel on a Specific Matter Requiring the Provision of Legal Advice Pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia
3. Consideration of the Acquisition/Disposition of a Parcel/Parcels of Property for Public Use Pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia
4. Certifications of Closed Session

**N. ADJOURNMENT**

**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Pledge Leaders - Hannah, Chance, and Chase Washington, residents of the Stonehouse District

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/21/2015 - 3:20 PM



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Presentation - Parks and Recreation

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/31/2015 - 1:28 PM



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
▣	081115bos-mins	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/21/2015 - 3:20 PM





**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**August 11, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

Mary K. Jones, Berkeley District  
John J. McGlennon, Roberts District  
Kevin D. Onizuk, Vice-Chairman, Jamestown District  
James G. Kennedy, Stonehouse District  
Michael J. Hipple, Chairman, Powhatan District

Bryan J. Hill, County Administrator  
Michelle M. Gowdy, County Attorney

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

Pledge Leader – Mr. Jay Everson led the Board and citizens in the Pledge of Allegiance.

Mr. Hipple recognized Mr. John Wright, Planning Commission representative in attendance.

**E. PRESENTATIONS**

1. Presentation - Community Services

Mr. Vaughn Poller, Housing Administrator, and Ms. Rebecca Vinroot, Deputy Director of Social Services, addressed the Board giving a presentation on the programs and services offered by the Division of Social Services and the Division of Housing and Community Development.

As there were no questions for staff, Mr. Hipple thanked Mr. Poller and Ms. Vinroot for their presentation.

2. VDOT Quarterly Update

Mr. Rossie Carroll, Residency Administrator for the Williamsburg Residency, Virginia Department of Transportation (VDOT), addressed the Board giving an overview of the Quarterly Transportation Report included in the Agenda Packet.

Ms. Jones thanked Mr. Carroll for his attention to several issues in Westray Downs that she had discussed with him. She mentioned that Route 5, near the turns for Greensprings Road and Centerville Road, looks very distressed. She is not sure whose right-of-way those areas are, but there is also a damaged utility box. She also asked that he continue to monitor the ditches and culverts along Route 5, Greensprings Road, and Jamestown Road along the watershed.

Mr. Carroll stated that he would look into the issue and notify the corresponding utility company. He stated that they would continue to monitor the bridges and ditches along those areas.

Mr. McGlennon thanked Mr. Carroll for meeting with him last week to discuss several issues of concern in neighborhoods in his District. He stated that a constituent raised a concern regarding the intersection of Mounts Bay Road and Quarterpath Road. He asked that Mr. Carroll look into any safety concerns for that intersection.

Mr. Carroll stated that if it is the will of the Board for him to conduct a safety study for that area then he will certainly do so.

Mr. Onizuk thanked Mr. Carroll for the update on the projects on Monticello Avenue and Ironbound Road. He thanked all the residents of the Meadows for their patience as this project continues on toward completion. He asked where citizens can go to get more information about the current project.

Mr. Carroll stated that there is a project page on the Williamsburg Residency website where citizens can get more information about the project.

Mr. Kennedy stated that there still seems to be confusion as you come off the exit ramp from Route 199 onto Monticello Avenue. He saw two vehicles last week going the wrong direction and is concerned that one day there is going to be a fatality there. He also stated that on Route 60 East in the Lightfoot area, a utility company did some work and cut out a square in one of the lanes and now the asphalt does not match up with the rest of the roadway. People are swerving to avoid that patch, because it is like a giant pothole. He asked about the traffic study that was recently completed for the area around Stonehouse Elementary School.

Mr. Carroll stated that a safety study was completed first and some recommendations and actions were done to improve the safety of the intersection. Then a full traffic count and impact study was completed. It was found that the number of cars do not meet the national recommendation for warranting a traffic signal. However, they did go a step further and did some models of queuing and turn lanes to see what impact or benefit there would be of putting in a traffic signal. He stated that from those models they determined that a traffic signal would not make the area any safer and while it might reduce some of the angle crashes there would be an increase in rear-end collisions. They are going forward with some of the safety recommendations to help improve the flow and reduce some of the angle crashes.

Mr. Hipple requested that before the scheduled work is done in Chickahominy Haven that they check with the neighborhood about the date for Chickahominy Day. He stated that we would not want the work done on the Friday before the Saturday event with a whole lot people walking all over the recently sealed roads.

**F. PUBLIC COMMENT - Until 7 p.m.**

1. Ms. Rosanne Reddin, 4700 President's Court, addressed the Board regarding the current Public Comment format.

**G. CONSENT CALENDAR**

Mr. McGlennon made a motion to Approve the Consent Calendar.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

1. Minutes Adoption - June 9, 2015, Regular Meeting
2. Contract Award - Administration of Substance Abuse Program Services
3. Economic Development Authority Appointments
4. Staff Appointment to the Colonial Community Criminal Justice Board

Mr. Hipple recessed the Board of Supervisors at 7:02 p.m. in order to conduct the James City Service Authority Board of Directors meeting.

At 7:04 p.m., Mr. Hipple reconvened the Board of Supervisors.

## **H. PUBLIC HEARING(S)**

### 1. Case No. Z-0002-2015. Gilley Estates

Mr. Jose Riberio, Senior Planner, addressed the Board giving an overview of the staff report included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple asked Mr. John Wright to come forward and give the Planning Commission's recommendation.

Mr. Wright stated that the Planning Commission felt that the request was fairly straightforward and consistent with the conservation easement currently on the property. The Planning Commission approved the request by a vote of 7-0.

Mr. Hipple thanked Mr. Wright for their recommendation and opened the Public Hearing.

1. Mr. Will Holt, from Kaufman and Canoles, and representative of the applicant, addressed the Board stating that due to the straightforward nature of the case he did not intend to give a presentation, but rather asked if the Board had any questions that he or the applicant could answer.

Mr. Hipple asked if there were any questions for the applicant. Hearing none and with no one else registered to speak, Mr. Hipple closed the Public Hearing.

Mr. McGlennon made a motion to approve the resolution.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

## **I. BOARD CONSIDERATION(S) – None**

## **J. BOARD REQUESTS AND DIRECTIVES**

Mr. Onizuk updated the Board on the recent Chamber and Tourism Alliance meeting. He stated that the City of Williamsburg and York County seemed to do well through May. He reminded everyone of the Fireball Run that is scheduled for the end of September and will be stopping in New Town. He stated that the event is a nationally televised event and the community support will be very important.

## **K. REPORTS OF THE COUNTY ADMINISTRATOR**

### 1. County Administrator's Report

Mr. Hill asked that the Board notify him of any questions or comments on his activity report. He announced that applications for the fall 2015 Good Neighbor Environment Matching Grant Program are due by 5 p.m., September 1, 2015. James City County community groups and homeowner associations are encouraged to apply for a grant award up to \$500. The program, sponsored by the James City Clean County Commission, enhances the sense of community through neighborhood involvement in the development and accomplishment of an environmentally sustainable neighborhood project. Categories are Physical Improvement/Sustainable Landscaping and Multi-Neighborhood Project Partnerships. The application is available at [jamescitycountyva.gov/grants](http://jamescitycountyva.gov/grants). Completed applications can be sent [via email](#) or submitted (six copies per application) to the James City County General Services

Department, Attention: Dawn Oleksy, 107 Tewning Road, Williamsburg, VA 23188. The grant awards will be announced on September 15.

Mr. Hill recognized Ms. Laura Messer, Tourism Coordinator, for developing the Top 10 Things to Do in James City County, which can be found on [yesjamescitycountyva.gov](http://yesjamescitycountyva.gov). This is a great resource for citizens to find out what is going on throughout the community.

#### **L. PUBLIC COMMENT**

1. Mr. Jay Everson, 103 Branscome Boulevard, addressed the Board regarding deficit spending and financial management of the County.

2. Mr. Howard Ware, 46 Whittacker's Mill, addressed the Board regarding the tax rate increase and the effect on the bond rating increase.

3. Mr. Chris Henderson, 101 Keystone, addressed the Board regarding the last Public Comment session at the previous meeting and cost and overruns for Fire Station 4 and Fire Station 1.

Mr. Hipple clarified that at the end of the previous meeting he was asking questions of Mr. Hill and not addressing specific individuals. He also noted that the Board discussed the current agenda layout during the Work Session earlier today and urged the citizens to go back and watch the video of the Board's discussion. He addressed some comments regarding Fire Station 1 and asked Mr. Hill to look into that. For the comments regarding the late bond payment, he as the Vice-Chair, Ms. Jones as the Chair, and Mr. Hill, were in the office discussing the issue. He stated that he is proud of this Board and while they do not always agree, they agree to disagree and still try to work together.

Mr. Hill stated that yes the comment about Fire Station 4 was correct. The Budget for that project was lower in FY 2012, but was increased in FY 2014. There were issues with property lines, drainage, and shared driveways that increased the overall cost of the project; however, the project did finish under the FY 2014 budgeted amount. He stated that he will look into the issue raised about the Wellington property. As for Fire Station 1, the project has not been completed yet and the property involved in that project was the Crawford House. He apologized to Mr. Henderson if he believed his email response to him last week was curt.

#### **M. CLOSED SESSION**

#### **N. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on September 8, 2015, for the Regular Meeting

Mr. Kennedy made a motion to adjourn.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

At 7:46 p.m., Mr. Hipple adjourned the Board.

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Bryan J. Hill  
Clerk to the Board

**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Shirley Anderson, Animal Control Supervisor  
SUBJECT: Appointment of Animal Control Officer

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**ATTACHMENTS:**

	Description	Type
▣	Memorandum for Appointment of Animal Control Officer	Cover Memo
▣	Resolution for Appointment of Animal Control Officer	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Gowdy, Michelle	Approved	8/3/2015 - 3:09 PM
Publication Management	Brockmann, Grace	Approved	8/3/2015 - 4:06 PM
Legal Review	Gowdy, Michelle	Approved	8/4/2015 - 1:41 PM
Board Secretary	Fellows, Teresa	Approved	8/4/2015 - 2:11 PM
Board Secretary	Kinsman, Adam	Approved	8/4/2015 - 2:12 PM
Board Secretary	Fellows, Teresa	Approved	8/4/2015 - 2:15 PM



## MEMORANDUM

DATE: September 8, 2015  
TO: The Board of Supervisors  
FROM: Shirley Anderson, Animal Control Supervisor  
SUBJECT: Appointment of Animal Control Officer

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Attached for your consideration is a resolution appointing Ms. Susan Friend as Animal Control Officer for James City County. Board appointment is necessary in order for Ms. Friend to enforce State and County animal laws.

Staff recommends adoption of the attached resolution.

SA/  
SFriendappt-mem

Attachment

**RESOLUTION**

**APPOINTMENT OF ANIMAL CONTROL OFFICER**

WHEREAS, the Board of Supervisors of James City County is authorized to appoint Animal Control Officers; and

WHEREAS, the Animal Control Officers are vested with the authority to enforce the animal laws in the County pursuant to Virginia Code Sections 3.2-6555, et. seq., and James City County Code Section 3-2.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that Ms. Susan Friend is hereby appointed Animal Control Officer for James City County, Virginia.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

SFriendappt-res



**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Suzanne R. Mellen, Director of Financial and Management Services

SUBJECT: Grant Award - Commonwealth Attorney - Victim's Witness Program

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**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Accounting	Mellen, Sue	Approved	8/24/2015 - 8:28 AM
Financial Management	Mellen, Sue	Approved	8/24/2015 - 8:29 AM
Publication Management	Brockmann, Grace	Approved	8/24/2015 - 9:06 AM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 1:13 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:08 PM
Board Secretary	Kinsman, Adam	Approved	8/25/2015 - 8:11 AM
Board Secretary	Fellows, Teresa	Approved	8/25/2015 - 8:20 AM



**MEMORANDUM**

DATE: September 8, 2015  
TO: The Board of Supervisors  
FROM: Suzanne R. Mellen, Director of Financial and Management Services  
SUBJECT: Grant Award - Commonwealth Attorney - Victim's Witness Program - \$125,237

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The Commonwealth Attorney has been awarded a \$125,237 grant (Federal share \$79,565; State share \$26,521; and County match \$19,151) from the Victim's Witness Grant Program through the State Department of Criminal Justice Services. The Grant will fund the personnel costs for the continuation of two positions to provide comprehensive information and direct services to crime victims and witnesses. The Commonwealth Attorney has been successful in obtaining this grant for more than 10 years and plans to apply for this grant in the future.

The County match is available in the Commonwealth Attorney's General Fund account.

The attached resolution appropriates these funds to the Special Projects/Grant Fund through June 30, 2016.

Staff recommends approval of the attached resolution.

SRM/nb  
GA-VWitnessProgFY16-mem

Attachment

**RESOLUTION**

**GRANT AWARD - COMMONWEALTH ATTORNEY -**

**VICTIM'S WITNESS GRANT PROGRAM - \$125,237**

WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$125,237 Federal grant from the Victim's Witness Grant Fund (Federal share \$79,565; State share \$26,521; County match \$19,151) through the State Department of Criminal Justice Services; and

WHEREAS, this grant would fund the personnel costs for the continuation of two positions to provide comprehensive information and direct services to crime victims and witnesses beginning July 1, 2015 through June 30, 2016; and

WHEREAS, the grant requires a local match of \$19,151, which is available in the Commonwealth Attorney's General Fund account.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the Special Projects/Grants Fund for FY 16 purposes described above:

Revenues:

Victim's Witness Department of Criminal Justice Services (DCJS) Federal Revenue	\$79,565
Victim's Witness Department of Criminal Justice Services (DCJS) State Revenue	26,521
James City County Matching Funds	<u>19,151</u>
Total	<u>\$125,237</u>

Expenditure:

Victim's Witness Personnel	<u>\$125,237</u>
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\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Suzanne R. Mellen, Director of Financial and Management Services

SUBJECT: Grant Award - Commonwealth Attorney - Virginia Domestic Violence Victim Fund

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**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Accounting	Mellen, Sue	Approved	8/24/2015 - 8:30 AM
Financial Management	Mellen, Sue	Approved	8/24/2015 - 8:30 AM
Publication Management	Brockmann, Grace	Approved	8/24/2015 - 9:09 AM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 1:14 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:08 PM
Board Secretary	Kinsman, Adam	Approved	8/25/2015 - 8:11 AM
Board Secretary	Fellows, Teresa	Approved	8/25/2015 - 8:20 AM



**MEMORANDUM**

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Suzanne R. Mellen, Director of Financial and Management Services

SUBJECT: Grant Award - Commonwealth Attorney - Virginia Domestic Violence Victim Fund - \$41,030

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The Commonwealth Attorney has been awarded a \$41,030 grant from the Virginia Domestic Violence Victim Fund through the State Department of Criminal Justice Services. The State grant will fund the personnel costs of an existing attorney position to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. The Commonwealth Attorney has been successful in obtaining this grant in previous years and plans to apply for this grant in the future.

The attached resolution appropriates these funds to the Special Projects/Grant Fund through June 30, 2016.

Staff recommends adoption of the attached resolution.

SRM/nb  
GA-DomViolFY16-mem

Attachment

**RESOLUTION**

**GRANT AWARD - COMMONWEALTH ATTORNEY -**

**VIRGINIA DOMESTIC VIOLENCE VICTIM FUND - \$41,030**

WHEREAS, the Commonwealth Attorney for the City of Williamsburg and James City County has been awarded a \$41,030 grant, which is awarded annually from the Virginia Domestic Violence Victim Fund through the State Department of Criminal Justice Services; and

WHEREAS, this grant would fund the personnel costs of a position in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse through June 30, 2016; and

WHEREAS, no local match is required for this grant.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the additional appropriation to the Special Projects/Grants Fund through June 30, 2016, for the purposes described above:

Revenue:

FY 16 Virginia Domestic Violence Victim Fund - DCJS \$41,030

Expenditure:

FY 16 Virginia Domestic Violence Victim Fund \$41,030

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	<u>VOTES</u>		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: Board of Supervisors  
FROM: William Stewart, Director of Fleet and Equipment Division  
SUBJECT: Contract Award- Fuel Island for Fire Station #1. Sole Source Purchase

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Attached is the Board Memo and Resolution requesting Board approval of a sole source purchase from Jones & Frank to furnish and install a fuel island at Fire Station #1 to service the needs of the upper county.

**ATTACHMENTS:**

	Description	Type
☐	memorandum	Cover Memo
☐	resolution	Resolution
☐	Jones & Frank Proposal	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Purchasing	Hall, Kitty	Approved	8/21/2015 - 10:09 AM
Financial Management	Mellen, Sue	Approved	8/24/2015 - 8:27 AM
Publication Management	Burcham, Nan	Approved	8/24/2015 - 11:01 AM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 1:12 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:05 PM
Board Secretary	Kinsman, Adam	Approved	8/24/2015 - 4:40 PM
Board Secretary	Fellows, Teresa	Approved	8/25/2015 - 8:19 AM



## MEMORANDUM

DATE: September 8, 2015  
TO: The Board of Supervisors  
FROM: William W. Stewart, Director of Fleet and Equipment  
SUBJECT: Contract Award - Fire Station 1 Fuel Island Construction - \$293,258

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Over the past two decades, the Division of Fleet and Equipment has utilized Jones & Frank for maintenance, repair, and construction of County fuel sites, fuel tank monitoring systems, and fuel transaction systems. Currently, the County has five fuel sites utilizing systems and service provided by Jones & Frank. Jones & Frank is the leading provider of these systems on the east coast. This new site at Fire Station 1 will incorporate the same controls and equipment as existing sites. This investment not only includes construction and equipment, but ensures uniformity as it relates to future maintenance and repairs.

Standardization reduces equipment downtime, improves response time, and customer service because dispensers, monitoring, and transaction systems will be the same at all facilities resulting in less time troubleshooting and diagnosing service issues. Finally, standardization promotes safety because staff members can rely on their previous experience and training when servicing the equipment.

The adopted Capital Improvements Program includes funding in FY 16 for engineering, construction, and installation of a "turnkey" fuel site. Jones & Frank previously provided a quote using a now expired contract with Newport News. The previous quote was used in the design and construction of the Fire Station 1 site improvements to establish electrical needs and layout of underground utilities as pertaining to a future fuel site. The goal is to provide a convenient and efficient means of obtaining fuel to all users in the area of Fire Station 1 and to expand County fuel capacity in the event of an emergency.

Fleet and Equipment, in consultation with the Purchasing Office, determined that Jones & Frank is the only source practicably available to engineer, construct, and install the fuel tanks, fuel island, and equipment. Jones & Frank submitted a proposed cost of \$293,257.98. The proposed rates have been determined to be reasonable through comparison to other County and neighboring county replacements and current construction cost indices.

Because this would be a sole source purchase over \$100,000, the Board of Supervisors approval is necessary.

Staff recommends approval of the attached resolution authorizing the sole source purchase of engineering, construction, and installation services from Jones & Frank in the amount of \$293,258 for the Fire Station 1 Fuel Island.

WWS/nb  
CA-FSOneFuelIsld-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - FIRE STATION 1 FUEL ISLAND CONSTRUCTION - \$293,258**

WHEREAS, the James City County Division of Fleet and Equipment is to install a convenient and efficient means of obtaining fuel to all users in the area of Station 1 and expand County fuel capacity in the event of an emergency; and

WHEREAS, the Fire Station 1 fuel site construction is within the General Services Capital Improvements Program (CIP) budget; and

WHEREAS, it has been determined by Fleet and Equipment, in consultation with the Purchasing Office, that Jones & Frank is the only source practicably available to engineer and install the fuel site and equipment required; and

WHEREAS, Jones & Frank submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable, and adequate funds are available in the CIP budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$293,258 to Jones & Frank for Fire Station 1 fuel site construction.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
KENNEDY	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

CA-FSOneFuelIsld-res



# Proposal

1330 St. Mary's Street, Suite 210, Raleigh, NC 27605  
Phone: 919-838-7555

**No. QUO-0009546**

Revision: 5

Date: 8/20/2015

**Sales Person :** Eric Lockhart  
Phone No.: 919-268-6382  
E-Mail: elockhart@jones-frank.com

**Sold to:** JAMES CITY COUNTY  
Email Job Invoices  
PO BOX 8784  
ACCOUNTING DEPARTMENT  
Williamsburg, VA 23187

**Ship to:** JAMES CITY COUNTY  
Email Job Invoices  
PO BOX 8784  
ACCOUNTING DEPARTMENT  
Williamsburg, VA 23187

**Terms:** Net 10 Days

**PO:**

**Ship by:**

No.	Description	Qty.	Unit Price	Amount
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### TANKS

TANK-FBRGLASS-UST-DW	TANK-FIBERGLASS-UST-DW	1		
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### Features

- 1- 15,000 Gallon 8' Diameter DW Compartment Tank - Split 10/5 (Length 44'10-5/8", 9300 #)
- Includes: DW Bulkhead(s)
- 1-15,000 Gallon Hydrostatic Reservoir & Brine
- 2-22" DWT Fiberglass Manway - Steel Lid
- Includes: Deflector Plate & Hardware
- 8 - Half - 4" NPT Coupling (Manway Cover)
- 4 -4" DWT NPT Steel (Half Coupling)(Tank Top Mount Only)
- 2 -42" x 6" Single-Wall Secondary Containment Collar
- 2 -SW RTS (WT34) 42-3 Single-Wall Round Tank Sump w/Watertight Lid
- UL Listed Sump w/ 30-Year Structural & Corrosion Warranty
- Includes: Top, reducer, body, o-ring gasket and two adhesive kits to seal enclosure body to collar and to seal reducer to enclosure body.
- 6 -8' Fiberglass One-Piece Hold Down Strap
- 12 -3/4" Dia. Turnbuckle (Model TB3409) - Typical: 8' Diameter Tanks with standard straps
- 1 -8' Diameter 15,000 Gallon Deadman Anchors - includes 2 - 12' & 4 - 16'
- 1 -Delivery - 4'/6'/8' Dia. Tank from Mt. Union, PA to James City County, VA

FREIGHT	FREIGHT	1		
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### TANK TOP EQUIPMENT

410140-001	P75U1RJ1 STP	2		
116-056-5	FX1V LEAK DETECTOR GAS	1		
116-058-5	LEAK DETECTOR FX1DV (DIESEL)	1		
880-041-5	CONTROL BOX 115 V 3/4 AND 1.5HP MOTORS	2		
691-0800 1V	BALL VALVE, 2IN FULL PORT	2		

Customer Initials \_\_\_\_\_ Jones & Frank Initials \_\_\_\_\_

FSFS 2 X 24	FLEX CONN 2 X 24 2FXMS	2
104A-1800	MANHOLE, 18 IN SIDE DIA. X 10 SKIRT	2
318L-3800 AMC	MANHOLE, 38IN ROUND, LIGHTWEIGHT W/ 10IN SKIRT	2
1-2100-DEVR	5 GAL. EVR SPILL CONTAINER W/ DRAIN VALVE	2
61SOC-4001	TUBE DROP OVERFILL PROTECTION	1
71SO-400C	4 VAPOR TIGHT OVERFILL PREVENTION VALVE	1
633T-8076	4 FILLPIPE ADPT.BRONZE W/ LUGS COPPER ALL	2
305C-0100 AC	FILL CAP 4IN TOP SEAL	2
233-4420	4X2 EXTRACTOR W/O CAGE	2
1611AV-1620	VAPOR RECOVERY ADAPT, 3 X 4 - ALUM	1
1711T-7085-EVR	TOP SEAL VAPOR CAP - ORANGE	1
116M-0375	4 DURATUFF MONITOR WELL CAP	1
23-0055	TANK VENT, 3, ALUMINIUM	1
523V-3203	3 PRESSURE VAC VENT 3 WC	1

### PIPING

QUO-HEL	AMERON VENT & LCX PIPE & FITTINGS	1
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### MONITORING SYSTEMS

860090-100	TLS450 CONSOLE W/PRINTERVGA LCD TOUCH SCREEN	1
342001-004	TLS-450 OPERATING SYSTEM/ATG FUNCTION SOFTWARE	1
332816-001	TLS450 ETHERNET INTERFACE MODULE	1
846390-107	8 MAG PLUS PROBE	2
886100-000	PHASE TWO 4IN GASOLINE FLOAT KIT W/5FT CABLE	1
846400-001	DIESEL INSTALLATION KIT 4 MAG PLUS PROBE	1
794380-208	PIPING SUMP SENSOR - 12 FT CABLE	2
330020-012	UNIVERSAL SENSOR MOUNTING KIT	2
794380-303	DUAL FLOAT HYDRO SENSOR OLD 794380- 302	1
790091-001	OVERFILL ALARM	1
790095-001	OVERFILL ALARM ACKNOWLEDGE SWITCH	1

### ISLAND EQUIPMENT

6013-SFR6W4L12	ISLAND FORM, 4 X 12, 13 HIGH STRAIGHT	1
10BF-5725	1-1/2 EMERGENCY VALVE COMBO BODY FEM.NPT.THD	2
DS-1120	11 X 20 DISPENSER SUMP GASBOY 9140	2
SBK-1100J	STABILIZER BAR KIT LEGACY DS-1123F	2
FSFS 1.5 X 12	FLEX CONN 1.5 X 12 2FXMS	2
484-540	BUMPER GUARD 40D X 84 BLACK PRIMER	4

### DISPENSING EQUIPMENT

DISP-9853KXTW1 DF	REMOTE DISP TWN-1-PROD, SIDE LOAD	2
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### Features

These are "Twin", units dispensing a single product with two hose outlets each for a total of two products and four hoses at the site.

### HANGING HARDWARE

Customer Initials \_\_\_\_\_ Jones & Frank Initials \_\_\_\_\_

66RB-2000	1 RECONNECTABLE BREAKAWAY	2
241TPS-1000	1 X 1 TWO PLANE HOSE SWIVEL	2
532-327-132-01069	1 X 10 FLEXSTEEL HOSE MXM ENDS	2
532-327-132-01269	1 X 12 FLEXSTEEL HOSE MXM ENDS	2
532-327-132-21269	1X12 MXM FLEXSTEEL WHIP HOSE	2
8HG-0100	7HB SPLASHGUARD, GREEN	2
7H-0100	TRUCK NOZZLE - GREEN	2
11BP-0400	11BP NOZZLE - BLACK	2
66REC-1000	3/4 BREAKAWAY - RECONNECTABLE	2
241TPS-0241	3/4 HOSE SWIVEL	2
532-327-120-00969	5/8 X 9 FLEXSTEEL HOSE MXM ENDS	4
8BL-0400	BLACK FILLGUARD - 11B/11BP	2
532-327-120-20869	HOSE 5/8IN X 8IN WHIP FSHW MMOT	2

### LIGHTING

CPY250A DM F B UL WH	LED CANOPY LIGHT	6
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### CANOPY

CANOPY PACKAGE	CANOPY PACKAGE	1
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#### Features

- Furnish & Install a 24' x 24' (2) column generic canopy:
- \* (2) 10" columns w/ PVC internal drain
- \* (1) 3/4" electrical conduit
- \* 96 lin ft of 36" 3mm Stock ACM
- \* 20 GA Emb White Deck
- \* .040 Alum Per Gutter, 15'-6" min clearance
- \* Mfg to appropriate code requirements (110MPH Wind Rating etc. - dwg for permits provided)

### MISCELLANEOUS EQUIPMENT

MISC DOCUMENTS	MISC DOCUMENTS, DRAWINGS, ECT	1
MISCELLANEOUS	SIGN & SAFETY PACKAGE	1

### INSTALLATION

INSTALL LABOR	INSTALLATION	1
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### SERVICE TRAINING & STARTUP

SERVICE TECH	SERVICE STARTUP & TRAINING	1
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<b>EQUIPMENT:</b>	<b>102,473.48</b>
<b>FREIGHT:</b>	<b>1,400.00</b>
<b>INSTALLATION:</b>	<b>187,084.50</b>
<b>SERVICE:</b>	<b>2,300.00</b>
<b>TOTAL PRICE:</b>	<b>293,257.98</b>

This proposal has applicable tax included.

### SCOPE OF WORK

Provide the Customer with a detailed Construction schedule.

Hold an office Pre-Con meeting prior to ordering the equipment to verify quantities and sizes

Customer Initials \_\_\_\_\_ Jones & Frank Initials \_\_\_\_\_

Obtain State Department of Environmental Protection & Local Fire Marshall Permits for all work performed by Jones & Frank

Mobilize to the job site.

**UNDERGROUND STORAGE TANK SCOPE OF WORK:**

Excavate the Following Areas to Install the Tank: Shored to accommodate CSI 8' dia. 15k DW UST

Dispose of the Excavated Material from the Tank Hole off Site

Line the excavation with Filter Fabric

Install the Deadmen Anchors for Tank Hold-Down

Install the Tank and Backfill with the Following:  
Material as Specified by the Tank Manufacturer

Fill the tanks with water for hold-down ballast

Excavate and Install the Following Footings;  
5' x 5' x 5' Concrete Canopy Footings

Install 4" Fill Assemblies with Spill Containment Manholes

Install Overfill Prevention Drop Tubes

Install 4" Risers for Tank Monitoring System and Cover with 18" Manholes

Install a 4" Riser for Brine Reservoir Tank Monitoring System and Cover with 18" Manhole

Install Dispenser Sumps with Associated Brackets and Valves.

Assemble and Install Island Form

Provide Island Protection as Listed Below  
(4) 4" Concrete Filled - owner to provide covers

Install Submersible Pumps with Valves and Leak Detectors in Sumps and Cover with Manholes

Install Tank Containment Sumps

Excavate and Trench for the Underground Piping

Run Piping as Specified Below to the Proposed Island Area, Approximate Distance 50'  
LCX 2" Secondary Containment Fiberglass

Customer Initials \_\_\_\_\_ Jones & Frank Initials \_\_\_\_\_



Install Buried Pipe Warning Tape 6"-12" Above the New Piping Run

Water Test the Containment Sumps

Install Extractor Vent Valve on Diesel Tank and cover with 12" Manhole

Install Extractor Vent Valves on the Gasoline Tanks Complete with Stage I Vapor Recovery Adapters and cover with 12" Manholes

Install a 2" Single Wall Vent Line on the Gas Tank terminating in area of the dumpster

Install a 2" Single Wall Vent Line on the Diesel Tank terminating in area of the dumpster

Perform the Following Tests:

Pressurize Product Lines to 50 PSI and Perform Soap Test

Pressurize Product Lines to 5 PSI and Perform Soap Test

Bitumastic Coat all Exposed Underground Metal Pipe, Fittings and Plugs Except for the Fill Pipe

Install the Following Equipment:

Fuel Management System - Provided by owner - Gasboy Islander Plus System

Tank Monitor System

Canopy Columns

Dispensers

Sign(s)

Furnish and Install Conduit & Pull Wiring as Follows:

Submersible Pump(s)

Dispenser(s)

Tank Monitor System

Fuel Management System

Overfill Alarm System

In-Tank Level Probe(s)

Sump Sensor(s)

Interstitial Sensor(s)

Canopy Lights

Emergency Stop Button

Pipe the Canopy Drains Underground Using 3" PVC Piping to the Outside the edge of the Canopy Slab to the existing storm DI

Backfill all Trenches to Subgrade

Pour Island Form with 4" 3000 PSI Air Entrained Concrete

Set and Place Manholes Prior to Concrete Being Poured

Pour all concrete paving in the fuel area, with the exception of the dumpster pad to the following spec. : 8" 4500 PSI air entrained-#5 Rebar, 12" OC each way, single mat

Customer Initials \_\_\_\_\_

Jones & Frank Initials \_\_\_\_\_

Paint the following items to customers specifications:

- Island Forms
- Pipe Bollards
- Manhole covers

Owner to provide all fuel for the new tank system(s)

Install the following safety equipment:

- Fire extinguisher and Cabinet
- Overfill alarm sign
- No smoking/stop engine sign

Pump the water from the tanks and coordinate with the Customer's fuel supplier to fill the tanks with product

Clean our debris from the job site.

Test all equipment supplied by Jones & Frank for proper operation.

Instruct customer's personnel in the proper operation of the equipment supplied by Jones & Frank.

Perform precision tank test on all tank systems.

Perform precision line test on discharge piping.

Provide a "Close Out Book" complete with Photos, Inspection reports & building permits

**GENERAL CONDITIONS:**

Except as otherwise specified, all equipment supplied by Jones & Frank will be guaranteed to the furthest extent of the manufacturer's written warranty. All installation work will be guaranteed against defects in workmanship for one year from the date of start-up, not to exceed fifteen months from the date of substantial completion

If any underground obstructions or conditions are encountered requiring dewatering, rock removal, shoring, additional excavation time, removal of sub surface concrete, removal of subsurface structures , relocation of utilities, excessive cave-in, etc., there will be additional charges to the customer.

Necessary Building and Fire Department permits and inspections will be obtained by Jones & Frank Corporation and are included in the proposal price. Necessary site plans, required engineering drawings, planning department approval, use permits, engineering, variances or zoning changes are the responsibility of the customer. Jones & Frank can provide these services at an additional charge.

**OUR INSTALLATION PRICE IS CONTINGENT ON THE FOLLOWING:**

Site being prepared to proper sub-grade elevation, including concrete and asphalt removal, prior to our arrival on the job site.

Customer Initials \_\_\_\_\_ Jones & Frank Initials \_\_\_\_\_

Others to furnish and install an adequately sized electrical panel with breakers and to "rough out" rigid steel conduits 10' outside the building in the direction of the equipment it feeds with no 90 degree bends except where turning under the slab below the panel and terminate the conduits with sealoffs into a 6" x 6" wiring trough and connect wiring trough to the panel with a steel nipple.

Others to furnished an adequately sized electrical panel.

Finished grades are to be established and verified by the customer.

THIS PROPOSAL DOES NOT INCLUDE THE FOLLOWING:

- De-Watering (Wellpointing)
- Site Area Lighting
- Site preparation.
- Finish grading.
- Handling of any product or material classified as hazardous.
- Fuel for the new system.

**TERMS & CONDITIONS**

UNLESS FREIGHT IS DEFINED AND INCLUDED ABOVE, FREIGHT CHARGES WILL BE ADDED TO THE INVOICE.

1. PURCHASE ORDER TERMS, CONDITIONS OR PROVISIONS INCONSISTENT WITH THOSE ON THIS AND THE OTHER SIDE HEREOF SHALL BE DEEMED INEFFECTIVE. It is mutually agreed that all terms, conditions and provisions (whether printed, stamped, typed, or written ) on customer's purchase order or other communications (except the description and specification of goods, ordered, quantity, price, invoice number, shipping instructions and tax exemption certificate) shall be ineffective, and in lieu thereof, the terms, conditions and provisions on this and the other side hereof shall govern all orders and shall be applicable thereto with the same force and effect as if they physically appeared thereon. An acknowledgment of any such order or communication, or the making of deliveries pursuant thereto shall not be construed as an acceptance or approval of any terms, provisions or conditions printed, stamped, typed or written on such order or communication inconsistent with those herein set forth.

No waiver, alteration or modification of the terms and conditions on this and the other side hereof shall be binding unless in writing and designed by an Executive Officer or Sales Manager of JONES & FRANK. For purposes hereof, the terms "we", "us" and "JONES & FRANK" shall mean JF Acquisition, LLC.

- 2. We will accept goods returned for credit, unless we previously approve such return for credit in writing.
- 3. ALL EXPRESS AND IMPLIED WARRANTIES ARE HEREBY DISCLAIMED (INCLUDING THE WARRANTY OF MERCHANTABILITY, THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AND THE WARRANTY OF TITLE) THAT ARE NOT OTHERWISE INCLUDED ON THE FACE HEREOF, OR PUBLISHED BY THE MANUFACTURERS INVOLVED. IN NO EVENT SHALL THE OBLIGATION OF JONES & FRANK EXTEND BEYOND THE REPAIR OR REPLACEMENT OF ANY PRODUCT SOLD BY IT WHICH PROVES TO HAVE BEEN DEFECTIVE, AND THEN ONLY IF THE PRODUCT IS RETURNED TO THE DESTINATION WE DESIGNATE WITH ALL TRANSPORTATION CHARGES PREPAID AND IS FOUND BY INSPECTION TO HAVE BEEN DEFECTIVE. NO MERCHANDISE SHALL BE RETURNED WITHOUT JONES & FRANK'S PRIOR WRITTEN AUTHORIZATION. WRITTEN NOTICE OF CLAIMED DEFECTS MUST BE GIVEN BY THE CUSTOMER TO JONES & FRANK WITHIN A REASONABLE TIME AFTER DELIVERY OF THE PRODUCT TO THE CUSTOMER, AND IN NO EVENT LONGER

Customer Initials \_\_\_\_\_ Jones & Frank Initials \_\_\_\_\_

THAN TWO WEEKS.

4. By acceptance of proposal, Customer grants to JONES & FRANK a security interest in all equipment or merchandise delivered hereunder which security interest shall remain in full force and effect until JONES & FRANK has received payment in full. Customer agrees to execute all documents necessary to perfect the lien of said security interest, as required by JONES & FRANK prior to delivery of equipment and merchandise. Customer agrees that, if required by JONES & FRANK to do so, it will obtain the execution of any document necessary to perfect said security interest in any equipment or merchandise to be attached to or placed in the ground by the owner of the site, prior to the attachment or burial of such equipment or merchandise. Customer's failure to comply with the terms hereof shall give JONES & FRANK the right to cancel at its option, the agreement without further obligation to Customer.
5. JONES & FRANK shall not be responsible for loss or damage to equipment or merchandise while in transit on any carrier not owned by JONES & FRANK. Any claim made for such loss or damage shall be made by Customer against the carrier.
6. Deliveries shall be subject to availability of equipment or merchandise at the time specified for delivery. JONES & FRANK shall have no liability for delays caused by unavailability of equipment or merchandise, or by strikes, fire or other event beyond the control of JONES & FRANK. To the extent there is such delay or suspension resulting in increased cost or expense to JONES & FRANK, JONES & FRANK shall be entitled to receive an adjustment to compensation and any other terms and conditions applicable and as reasonably necessary, on an equitable basis to account for such increase.
7. Orders placed with us and accepted by us are not subject to cancellation except with our consent. Additionally, Customer may, at any time in writing, request changes in, additions to or deletions from the purchase order; however, such changes are subject to our consent. JONES & FRANK will be entitled to an adjustment in compensation for any changes that is performed on a cost-reimbursable or time and materials basis.
8. If items are manufactured in accordance with Customer's designs, blueprints, drawings, samples or specifications, the Customer shall indemnify and save seller harmless from any and all expenses, injury or loss arising out of Claims of Patent Infringement because of the manufacture, use, or sale of such products.
9. The interpretation, validity and enforcement of these Conditions or any resulting order, and all legal actions brought under or in connection with the subject matter of these Conditions or any resulting order, shall be governed by the laws of the State of North Carolina (except that any conflict of laws principles of such state that would result in the application of the law of another jurisdiction shall be disregarded).
10. In the event that any suit is instituted concerning or arising out of the agreement, the prevailing party shall be entitled to recover all of such costs, including, but not limited to, the court costs, reasonable attorney's fees and other costs related to collection.
11. If any of these conditions are held invalid the remainder of the conditions shall not be affected thereby.
12. With respect to all items manufactured in accordance with Buyer's design, blueprints, drawings, samples, or specifications, Customer will accept under-runs and over-runs on each individual item not exceeding 10% of the quantities ordered and the billings adjusted accordingly.
13. This proposal is intended for prompt acceptance by Customer and, if not accepted within 30 days, may be withdrawn by JONES & FRANK without notice. In any event, due to the uncertainty of prices of components, prices quoted are those currently in effect. Such prices may be significantly higher at time of delivery and, if so, such increase shall be added to the contract price. JONES & FRANK shall itemize such increases upon receipt of a signed order. If increases are unacceptable to Customer, Customer may elect to cancel its order.
14. Customer shall not assign any rights or delegate any duties or obligations pursuant to the agreement without our written consent. Any assignment or delegation made without our express written consent will be without effect.
15. On any underground tank installation, Customer agrees to supply hold-down product at job site at time of excavation.
16. Any unforeseen underground condition, i.e., water, rock, electric and water lines, disposal of contaminated soils, or other obstacles will be charged to Customer on a time and materials basis
17. Backfill will be with on site material unless otherwise specified.

Customer Initials \_\_\_\_\_

Jones & Frank Initials \_\_\_\_\_

18. JONES & FRANK reserves the right to approve the credit of all Customers. To Customers with approved credit, JONES & FRANK offers the following terms:

POS & DISPENSER EQUIPMENT: NET 10 DAYS FROM DATE OF INVOICE; EQUIPMENT WILL BE INVOICED UPON SHIPMENT FROM MANUFACTURER

INSTALLATION: NET UPON COMPLETION WITH PROGRESS PAYMENTS DUE ON PRESENTATION

If Customer's credit is not approved, JONES & FRANK shall notify Customer of that fact within 21 days after receipt of a signed Order. In such event, JONES & FRANK reserves the right to require, at its option, a substantial deposit, or such other payment arrangements as shall be acceptable to JONES & FRANK. Customer's failure to comply with such payment arrangements shall give JONES & FRANK the right to cancel the agreement without further obligation to Customer.

**ACCEPTANCE**

This proposal, when accepted by the purchaser, and final approval of Seller's Official Officer, will constitute a bona fide contract between us, subject to all terms and conditions on the reverse side.

It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

Jones & Frank Acceptance

Signature of Officer \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Customer Initials \_\_\_\_\_

Jones & Frank Initials \_\_\_\_\_



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Ryan Ashe, Interim Fire Chief  
SUBJECT: Contract Award - Replacement Ambulance - \$248,785

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**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution
▣	Picture Attachment 1	Exhibit
▣	Picture Attachment 2	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	8/21/2015 - 2:23 PM
Publication Management	Brockmann, Grace	Approved	8/21/2015 - 2:29 PM
Legal Review	Gowdy, Michelle	Approved	8/21/2015 - 2:47 PM
Board Secretary	Fellows, Teresa	Approved	8/21/2015 - 3:14 PM
Board Secretary	Kinsman, Adam	Approved	8/24/2015 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:05 PM





## MEMORANDUM

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Ryan Ashe, Interim Fire Chief

SUBJECT: Contract Award - Replacement Ambulance - \$248,785

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The James City County Fire Department received a Rescue Squad Assistance Fund (RSAF) grant from the Commonwealth of Virginia Department of Health, Office of Emergency Medical Services to provide funding toward a replacement ambulance. The Board of Supervisors appropriated the grant on July 28, 2015.

The FY 2016 Capital Improvements Program (CIP) budget includes funds for the purchase of a replacement ambulance.

The Fire Department, Fleet, and Purchasing staff examined different options and determined the most efficient procurement method for this purchase is to use a cooperative purchasing contract issued by the Houston-Galveston Area Council (HGAC) to FESCO Emergency Sales as a result of a competitive sealed Invitation to Bid. The HGAC contract contains wording allowing other localities to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

The HGAC Fire Service Apparatus cooperative contracts offer 20-plus vendors for rescue and fire apparatus. Base bid items are listed on the specific product pages. Almost all contracts include a wide array of additional configurations, optional equipment, and accessories that are available to allow localities to configure equipment/services to suit their unique requirements. These items were included with the contractor's bid/proposal response and are part of the recommended contract. James City County purchased replacement ambulances and pumper trucks 2010, 2012, 2013, and 2014 utilizing HGAC cooperative contracts.

The County could choose not to use the "co-op contract" provision and seek new bids. Seeking new bids would delay the award process and most likely result in higher prices. Purchasing recommends using the "co-op contract" provision, as analysis of market conditions (increased cost of manufacturing and raw materials) and comparison of pricing to other recent similar bids points to the County achieving good success with configuring our apparatus to meet the County's needs at a fair and reasonable cost. Additionally, the County has been able to standardize on a vehicle that is consistent with our current fleet and maintain optimum quality and performance.

Fire Department technical staff researched the design, construction, and field performance of the Horton medium-duty ambulance, worked closely with FESCO Emergency Sales to design a vehicle that will meet the Department's needs, and negotiated a price of \$248,785 for a replacement ambulance. The cost of the contract is within the funds allotted.

Contract Award - Replacement Ambulance - \$248,785

September 8, 2015

Page 2

The RSAF grant will fund \$124,687.50 of the purchase price. The remainder will be funded from the CIP budget for the replacement ambulance. CIP and RSAF funding will also be used for a power stretcher and power load system for the replacement ambulance. These items are not included in this contract. The County has achieved savings on these required items by purchasing them separately from the ambulance itself.

The new ambulance is intended for Fire Station 4. Final placement may differ based on call volume and the condition of other units at the time of delivery. The Fire Department will shift a current ambulance to a reserve status and take the oldest reserve unit out of service. The former ambulance may be sold or used elsewhere in the County in a non-emergency capacity.

Staff recommends adoption of the attached resolution authorizing contract award to FESCO Emergency Sales in the amount of \$248,785 for the Horton medium-duty ambulance.

RA/nb

CA-RepAmbulance-mem

Attachments

**RESOLUTION**

**CONTRACT AWARD - REPLACEMENT AMBULANCE - \$248,785**

WHEREAS, funds are available through a Rescue Squad Assistance Fund grant from the Commonwealth of Virginia Department of Health, Office of Emergency Medical Services and in the FY 2016 Capital Improvements Program budget for the purchase of a replacement ambulance; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Houston-Galveston Area Council issued a cooperative purchasing contract to FESCO Emergency Sales as a result of a competitive sealed Invitation for Bid; and

WHEREAS, Fire Department, Fleet, and Purchasing staff determined the contract specifications meet the County's performance requirements for an ambulance and negotiated a price of \$248,785 with FESCO Emergency Sales for a Horton medium-duty ambulance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute a contract with FESCO Emergency Sales for a Horton medium-duty ambulance in the amount of \$248,785.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
KENNEDY	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

CA-RepAmbulance-res







**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Scott Thomas, Director of Engineering and Resource Protection

SUBJECT: Abandonment of a Portion of the Right-of-Way for Croaker Road (Route 607)

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Initiation of an abandonment of a portion of the existing right-of-way of Croaker Road (Route 607).

**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	resolution	Resolution
▣	VDOT Map	Exhibit
▣	Preliminary Plat	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Engineering & Resource Protection	Thomas, Scott	Approved	8/21/2015 - 3:36 PM
Development Management	Kinsman, Adam	Approved	8/24/2015 - 1:39 PM
Publication Management	Burcham, Nan	Approved	8/24/2015 - 2:26 PM
Legal Review	Gowdy, Michelle	Approved	8/27/2015 - 5:16 PM
Board Secretary	Fellows, Teresa	Approved	8/28/2015 - 8:43 AM
Board Secretary	Kinsman, Adam	Approved	8/28/2015 - 2:36 PM
Board Secretary	Fellows, Teresa	Approved	8/28/2015 - 3:19 PM





## MEMORANDUM

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Scott J. Thomas, Director of Engineering and Resource Protection

SUBJECT: Abandonment of a Portion of the Right-of-Way for Croaker Road (Route 607)

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Attached is a resolution for abandoning a portion of the right-of-way for Croaker Road (Route 607). The portion of the right-of-way proposed to be abandoned begins at the intersection of Croaker Road (Route 607) and Maxton Lane (Route 758) and proceeds north for a distance of .03 miles and is of variable width as shown on the attached exhibit and preliminary plat.

Croaker Road is a part of the Virginia Department of Transportation (VDOT) Secondary System of State Highways. The portion of the right-of-way for Croaker Road described above appears to no longer serve public convenience or be needed for the traveling public as a result of completion of VDOT project 0064-047-101, C503.

Staff recommends the adoption of the attached resolution abandoning a portion of Route 607.

SJT/nb  
AbanPort-Rt607-mem

Attachments:  
1. VDOT Exhibit  
2. Preliminary Plat

**RESOLUTION**

**ABANDONMENT OF A PORTION OF THE RIGHT-OF-WAY FOR**

**CROAKER ROAD (ROUTE 607)**

WHEREAS, it appears to this Board that Secondary Old Route 607 Segment A to B, a distance of 0.03 miles, serves no public necessity and is no longer necessary as a part of the Secondary System of State Highways; and

WHEREAS, the Virginia Department of Transportation (VDOT) has completed project 0064-047-101, C-503; and

WHEREAS, the project sketch attached and incorporated herein as part of this resolution, defines adjustments required in the Secondary System of State Highways as a result of construction; and

WHEREAS, Segment A to B (approximately 0.03 mile) of Old Route 607 identified on the incorporated sketch appears to no longer serve public convenience and should be abandoned as a part of the Secondary System of State Highways.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to take the necessary action to abandon Segment A to B of Old Route 607 identified on the attached project sketch as a part of the Secondary System of State Highways, pursuant to §33.2-912, *Code of Virginia*.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to VDOT.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

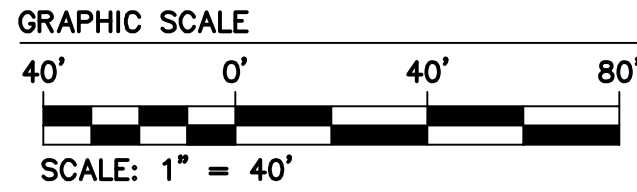
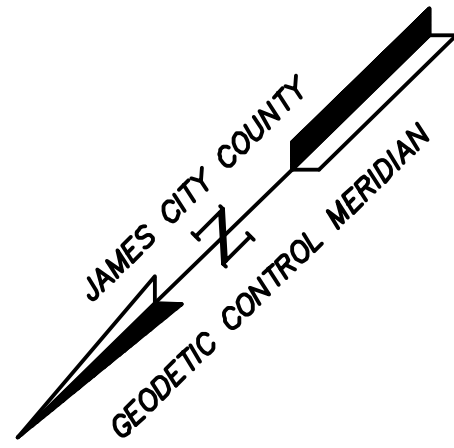
	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.



July 14, 2015

**James City County**  
**Project Number: 0064-047-101, C-503**  
Abandon approximately 152 feet (0.03 mile) of  
“Old Route 607” noted in Red  
§ 33.2-912, *Code of Virginia*



LINE TABLE		
LINE	BEARING	LENGTH
L1	S5°46'47"W	1.36'
L2	S39°22'23"E	26.70'
L3	S39°22'23"E	11.69'
L4	S39°22'23"E	15.01'

CURVE TABLE						
CURVE #	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CHORD BEARING
C1	19°55'22"	116.42'	40.48'	20.45'	40.28'	S39°10'00"W
C2	39°46'42"	90.00'	62.48'	32.56'	61.24'	N25°40'08"E
C3	27°16'52"	90.00'	42.85'	21.84'	42.45'	N19°25'13"E
C4	12°29'50"	90.00'	19.63'	9.85'	19.59'	N39°18'34"E

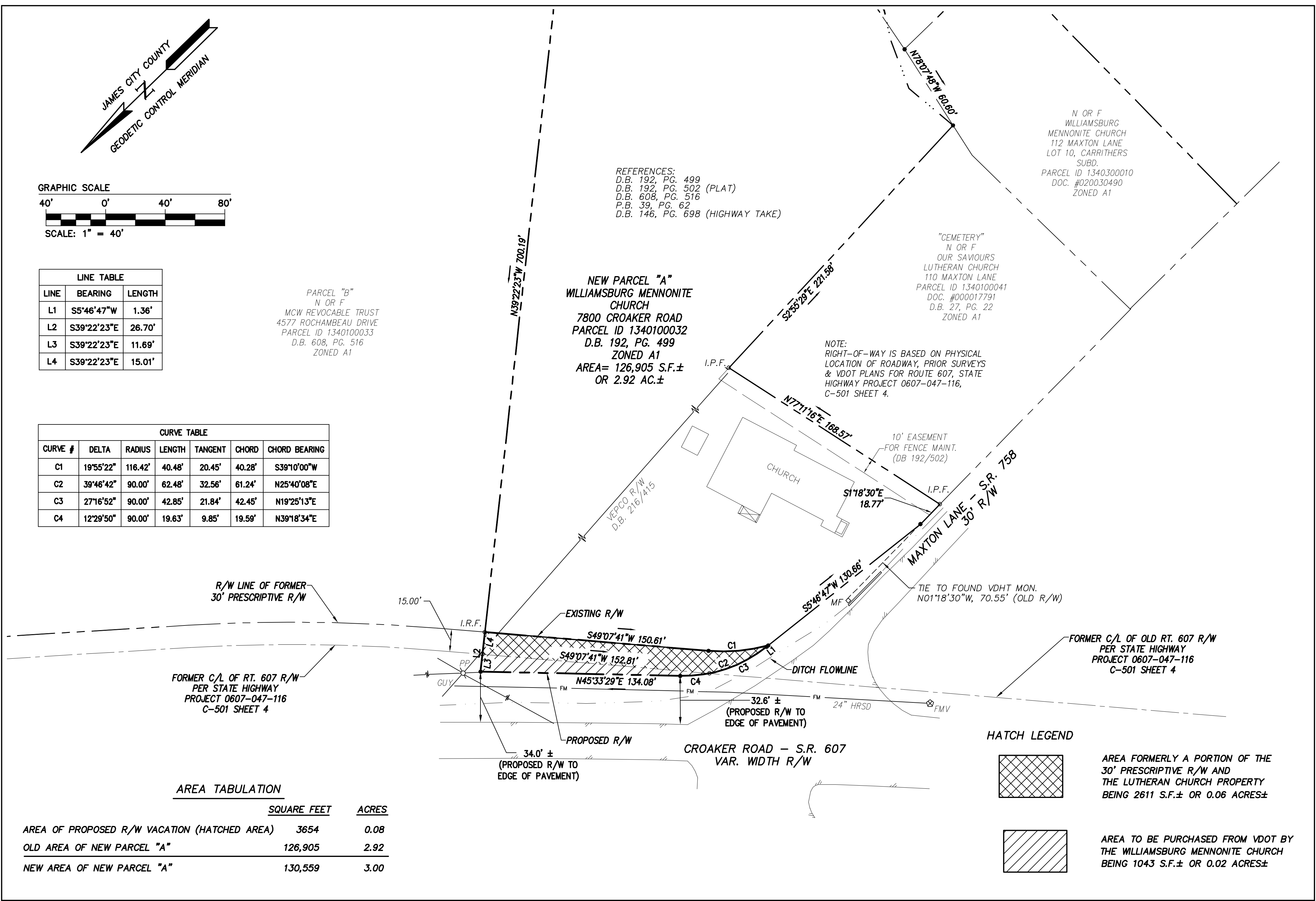
PARCEL "B"  
N OR F  
MCW REVOCABLE TRUST  
4577 ROCHAMBEAU DRIVE  
PARCEL ID 1340100033  
D.B. 608, PG. 516  
ZONED A1

NEW PARCEL "A"  
WILLIAMSBURG MENNONITE CHURCH  
7800 CROAKER ROAD  
PARCEL ID 1340100032  
D.B. 192, PG. 499  
ZONED A1  
AREA= 126,905 S.F.±  
OR 2.92 AC.±

NOTE:  
RIGHT-OF-WAY IS BASED ON PHYSICAL  
LOCATION OF ROADWAY, PRIOR SURVEYS  
& VDOT PLANS FOR ROUTE 607, STATE  
HIGHWAY PROJECT 0607-047-116,  
C-501 SHEET 4.

"CEMETERY"  
N OR F  
OUR SAVIOURS  
LUTHERAN CHURCH  
110 MAXTON LANE  
PARCEL ID 1340100041  
DOC. #000017791  
D.B. 27, PG. 22  
ZONED A1

N OR F  
WILLIAMSBURG  
MENNONITE CHURCH  
112 MAXTON LANE  
LOT 10, CARRITHERS  
SUBD.  
PARCEL ID 1340300010  
DOC. #020030490  
ZONED A1



R/W LINE OF FORMER  
30' PRESCRIPTIVE R/W

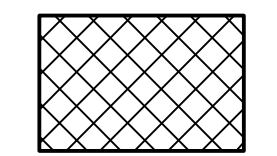
FORMER C/L OF RT. 607 R/W  
PER STATE HIGHWAY  
PROJECT 0607-047-116  
C-501 SHEET 4

FORMER C/L OF OLD RT. 607 R/W  
PER STATE HIGHWAY  
PROJECT 0607-047-116  
C-501 SHEET 4

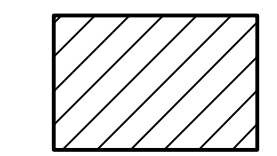
AREA TABULATION

	SQUARE FEET	ACRES
AREA OF PROPOSED R/W VACATION (HATCHED AREA)	3654	0.08
OLD AREA OF NEW PARCEL "A"	126,905	2.92
NEW AREA OF NEW PARCEL "A"	130,559	3.00

HATCH LEGEND

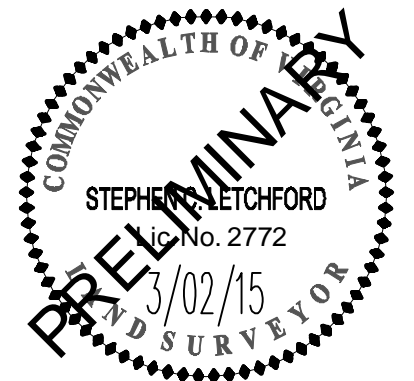


AREA FORMERLY A PORTION OF THE  
30' PRESCRIPTIVE R/W AND  
THE LUTHERAN CHURCH PROPERTY  
BEING 2611 S.F.± OR 0.06 ACRES±



AREA TO BE PURCHASED FROM VDOT BY  
THE WILLIAMSBURG MENNONITE CHURCH  
BEING 1043 S.F.± OR 0.02 ACRES±

Rev.	Date	Description	Revised By



**AES**  
CONSULTING ENGINEERS

5248 Olde Towne Road, Suite 1  
Williamsburg, Virginia 23188  
Phone: (757) 253-0040  
Fax: (757) 220-8994  
www.aesva.com

Hampton Roads | Central Virginia | Middle Peninsula

**EXHIBIT SHOWING**

PROPOSED RIGHT OF WAY VACATION  
BEING A TOTAL OF 3654 S.F.± OR 0.08 ACRES±  
FROM THE COMMONWEALTH OF VIRGINIA

STONEHOUSE DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts: SCL/JFS  
Project Number: W10351  
Scale: 1"=40' | Date: 3/2/15  
Sheet Number  
**1 OF 1**

**ITEM SUMMARY**

DATE: 9/8/2015

TO: Board of Supervisors

FROM: Jody Puckett, Communications Director; Randall Hisle, Chief Video Engineer

SUBJECT: Contract Award – Building F Board Room Video Equipment – \$265,000

---

**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Communications	Puckett, Jody	Approved	8/24/2015 - 2:31 PM
Publication Management	Burcham, Nan	Approved	8/24/2015 - 4:06 PM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 4:16 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:40 PM
Board Secretary	Kinsman, Adam	Approved	8/25/2015 - 8:10 AM
Board Secretary	Fellows, Teresa	Approved	8/25/2015 - 8:19 AM



**MEMORANDUM**

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Jody Puckett, Director of Communications  
Randall Hisle, Chief Video Engineer

SUBJECT: Contract Award - Building F Board Room Video Equipment - \$265,000

---

This project consists of video and audio equipment replacements to the Building F Board Room, Work Session room, and Broadcast Control room located at the Government Complex at 101-F Mounts Bay Road.

When Building F was constructed and opened in 2003, the installation of a Broadcast Control room, Board Room, and Work Session room cameras plus projection and audio systems were included. It has been 12 years since the original equipment was installed making the majority of video equipment obsolete with no available maintenance or replacement. In addition, since the Federal Communications Commission transition to HDTV transmission, the County's equipment is not 100 percent compatible with those changes.

This project will allow live meetings to be broadcast and played back in a 16x9 digital TV format. It will provide improved public address audio in the Board Room for the audience as well as cleaner audio on television monitors. The replacements will include new Production Switching, Digital Audio management, content recording, and a Control System user interface for all spaces plus replacement cameras for the Work Session room. This design will also include the infrastructure cabling for a future system replacement for microphones and displays to be done at a later date in the Work Session room.

Whitlock/Virginia Beach, Virginia, has been chosen as the contractor for the project. The company is a pre-approved contractor under the Virginia Information Technology Agency's Contract #VA-110502-WHIT. Through value engineering and other negotiations, staff was able to negotiate a cost of \$265,000, roughly \$56,600 less than the approved FY 2016 Capital Improvements Program amount.

Staff recommends that the Board authorize the contract award for the Building F audio/video equipment replacement to Whitlock/Virginia Beach in the amount of \$265,000.

JP/RH/nb  
CA-BldgFVideoEq-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - BUILDING F BOARD ROOM VIDEO EQUIPMENT - \$265,000**

WHEREAS, the audio and video equipment used for the broadcast of public meetings in the Building F Board Room and Work Session Room located at 101-F Mounts Bay Road is now over 12 years old; and

WHEREAS, the current equipment has reached a level of obsolescence and is no longer repairable; and

WHEREAS, previously authorized Capital Improvements Program budget funds are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award for the Building F audio/video equipment replacement to Whitlock/Virginia Beach, Virginia, which is a pre-approved contractor under the Virginia Information Technology Agency's Contract #VA-110502-WHIT.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

CA-BldgFVideoEq-res



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: Contract Award - Development of a Strategic Plan - \$190,000

---

**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/28/2015 - 3:18 PM



**MEMORANDUM**

DATE: September 8, 2015  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: Contract Award - Development of a Strategic Plan - \$190,000

---

On December 12, 2014, a Request for Proposals (“RFP”) was issued for Strategic Plan Consultant Services. A review group consisting of two members of the Board and four County employees considered the various submissions and interviewed two firms, one of which was Clarion Associates (“Clarion”). Following the interviews, the review group chose Clarion as the top choice. As the Board will recall from its work session on August 11, 2015, Clarion presented a summary of their proposed process for developing a strategic plan, which was well-received by the Board. The expected cost to develop this strategic plan will be less than \$190,000.

I recommend adoption of the attached resolution granting me the authority to execute those documents necessary to enter into a contract with Clarion to develop a strategic plan for the County in an amount not to exceed \$190,000.

BJH/nb  
CA-StrategicPln-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - DEVELOPMENT OF A STRATEGIC PLAN -\$190,000**

WHEREAS, the Request for Proposals has been advertised and evaluated to develop a strategic plan for the County; and

WHEREAS, the firm listed in this resolution was determined to be the best qualified to develop a strategic plan; and

WHEREAS, upon evaluating the proposals, staff determined that the listed firm be approved by the Board of Supervisors to develop a strategic plan; and

WHEREAS, the Board of Supervisors desires to develop a strategic plan for the County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute those documents necessary to enter into a contract with Clarion Associates to develop a strategic plan for the County at a cost not to exceed \$190,000.

BE IT FUTHER RESOLVED that the Board authorizes the transfer of \$190,000 from operating contingency to the Board of Supervisors professional services account to fund this contract.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

CA-StrategicPln-res

**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Barry E. Moses, Capital Project Coordinator  
SUBJECT: Deed of Exchange - Lexington Drive

---

**ATTACHMENTS:**

	Description	Type
▣	Deed of Exchange - Lexington Drive	Cover Memo
▣	Deed of Exchange - Lexington Drive Resolution	Cover Memo
▣	Attachment 1	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Capital Projects	Moses, Barry	Approved	8/18/2015 - 4:39 PM
General Services	Horne, John	Approved	8/19/2015 - 7:34 AM
Publication Management	Brockmann, Grace	Approved	8/19/2015 - 8:18 AM
Legal Review	Gowdy, Michelle	Approved	8/21/2015 - 2:47 PM
Board Secretary	Fellows, Teresa	Approved	8/21/2015 - 3:14 PM
Board Secretary	Kinsman, Adam	Approved	8/24/2015 - 1:41 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:05 PM



## MEMORANDUM

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Barry E. Moses, Capital Projects Coordinator

SUBJECT: Deed of Exchange – Lexington Drive

---

As part of the resolution dedicating Lexington Drive and Country Club Drive in the Williamsburg West Subdivision, adopted by the Board of Supervisors on August 13, 2013, the County agreed to secure right-of-way for the proposed turnaround at the end of Lexington Drive (see attached resolution) from the Ford's Colony of Williamsburg Homeowners Association (the "HOA"). In order to acquire sufficient right-of-way for the turnaround, an exchange of property between the County and the HOA is necessary, by way of a Deed of Exchange.

Attached is a resolution authorizing the County Administrator, Bryan J. Hill, to execute any and all documents necessary to effect the Deed of Exchange. Staff recommends approval of the attached resolution.

BEM/nb  
DOExch-LexingtonDr-mem

**RESOLUTION**

**DEED OF EXCHANGE – LEXINGTON DRIVE**

WHEREAS, Lexington Drive is within the Williamsburg West subdivision and has been accepted into the Virginia Department of Transportation ("VDOT") system contingent upon qualifying improvements being made; and

WHEREAS, James City County (the "County") desires to have this road added to the VDOT secondary system of State highways; and

WHEREAS, in order for the qualifying improvements to be made, the County must acquire a portion of right-of-way on Lexington Drive (the "HOA Parcel"), currently owned by Ford's Colony at Williamsburg Homeowners Association (the "HOA"); and

WHEREAS, the County is the owner of a parcel of property adjacent to Lot 42 of Lexington Drive (the "County Parcel"); and

WHEREAS, the HOA and the County have mutually agreed to exchange the HOA Parcel with the County Parcel, by way of a Deed of Exchange; and

WHEREAS, this exchange of property will enable the qualifying improvements to be made, allowing Lexington Drive to be added to the VDOT system;

WHEREAS, the Board of Supervisors is of the opinion that it is in the public interest to execute the Deed of Exchange.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator, Bryan J. Hill to execute any and all documents necessary to effect the Deed of Exchange.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.



Curve Table					
Curve	Delta	Radius	Arc	Chord Bearing	Chord Length
C1	8° 19' 50"	152.00'	22.10'	N 69° 49' 38" E	22.08'
C2	19° 11' 44"	185.00'	61.98'	N 82° 58' 31" E	61.69'
C3	3° 59' 22"	125.00'	6.979'	N 61° 05' 28" W	68.89'
C4	6° 25' 18"	125.00'	14.01'	S 40° 55' 39" W	14.00'
C5	3° 10' 35"	125.00'	6.93'	N 36° 07' 48" E	6.93'
C6	15° 57' 28"	142.90'	39.80'	S 43° 32' 13" W	39.67'
C7	13° 46' 55"	192.90'	46.40'	S 44° 58' 25" W	46.29'
C8	2° 13' 08"	192.90'	7.47'	N 36° 58' 24" E	7.47'

# RIGHT OF WAY PLAN SHEET SHOWING PROPERTY FOR COMMONWEALTH OF VIRGINIA

Jamestown Magisterial District  
City of Williamsburg, Virginia  
Scale 1" = 25'  
Surveyed By R. Dean Minnix, L.S.  
May 28, 2015

Preliminary

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	1501 781 782	9999-047-R60, M-501	5RW

VDOT Location & Design  
Suffolk, Virginia  
LAND SURVEYOR

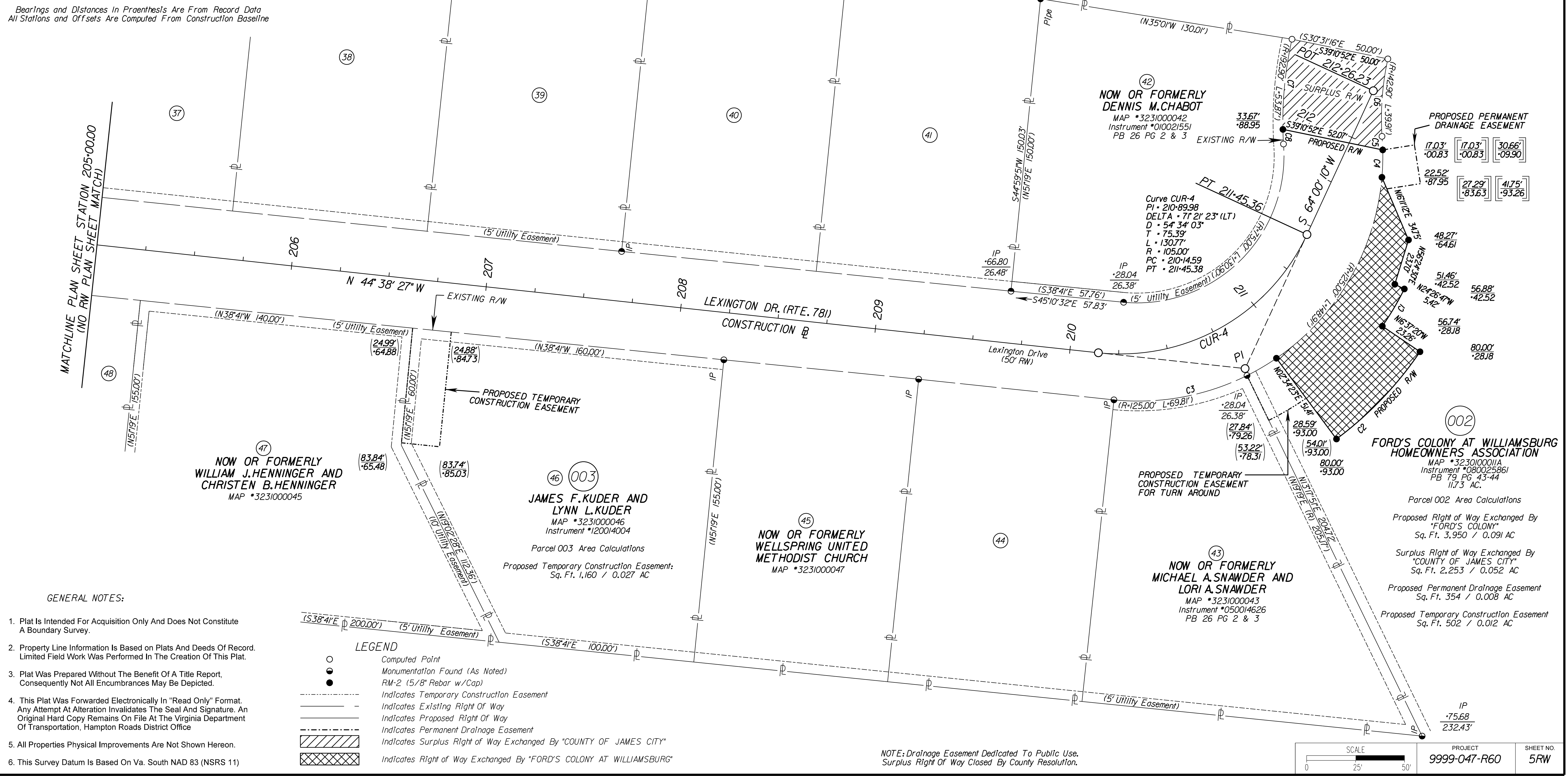
00.00' Offset Over Station Denote  
Proposed Right of Way

.00.00' Station Over Offset Denote  
Existing Property Corner

(00.00') Offset Over Station In Brackets Denote  
(.00.00') Proposed Temporary Construction Easement

[00.00'] Offset Over Station In Double Brackets Denote  
[.00.00'] Proposed Permanent Drainage Easement

Bearings and Distances In Parenthesis Are From Record Data  
All Stations and Offsets Are Computed From Construction Baseline



- GENERAL NOTES:**
1. Plat Is Intended For Acquisition Only And Does Not Constitute A Boundary Survey.
  2. Property Line Information Is Based on Plats And Deeds Of Record. Limited Field Work Was Performed In The Creation Of This Plat.
  3. Plat Was Prepared Without The Benefit Of A Title Report. Consequently Not All Encumbrances May Be Depicted.
  4. This Plat Was Forwarded Electronically In "Read Only" Format. Any Attempt At Alteration Invalidates The Seal And Signature. An Original Hard Copy Remains On File At The Virginia Department Of Transportation, Hampton Roads District Office
  5. All Properties Physical Improvements Are Not Shown Hereon.
  6. This Survey Datum Is Based On Va. South NAD 83 (NSRS 11)

**LEGEND**

- Computed Point
- Monumentation Found (As Noted)
- RM-2 (5/8" Rebar w/Cap)
- Indicates Temporary Construction Easement
- - - Indicates Existing Right of Way
- — — Indicates Proposed Right of Way
- — — Indicates Permanent Drainage Easement
- ▨ Indicates Surplus Right of Way Exchanged By "COUNTY OF JAMES CITY"
- ▩ Indicates Right of Way Exchanged By "FORD'S COLONY AT WILLIAMSBURG"

NOTE: Drainage Easement Dedicated To Public Use.  
Surplus Right Of Way Closed By County Resolution.

SCALE 1" = 25'

PROJECT 9999-047-R60  
SHEET NO. 5RW



**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Planning

SUBJECT: The Virginia Department of Transportation Revenue Sharing Program: Revision to Cost Estimate for an Active Project in the Williamsburg West Subdivision and Contingency Transfer – Special Project Grants Fund - \$66,500

---

**ATTACHMENTS:**

	Description	Type
▣	Staff Report	Staff Report
▣	Resolution	Resolution
▣	Location Map	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	8/21/2015 - 9:01 AM
Development Management	Kinsman, Adam	Approved	8/24/2015 - 1:43 PM
Publication Management	Burcham, Nan	Approved	8/24/2015 - 2:48 PM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 4:21 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:40 PM
Board Secretary	Kinsman, Adam	Approved	8/28/2015 - 2:36 PM
Board Secretary	Fellows, Teresa	Approved	8/28/2015 - 3:19 PM



## M E M O R A N D U M

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Planning

SUBJECT: The Virginia Department of Transportation Revenue Sharing Program: Revision to Cost Estimate for an Active Project in the Williamsburg West Subdivision and Contingency Transfer – Special Project Grants Fund - \$66,500

---

On November 13, 2012, the Board of Supervisors adopted several resolutions authorizing the County to participate in the Virginia Department of Transportation (VDOT) FY 2014 Revenue Sharing Program, which provides jurisdictions an additional funding option to construct or improve the highway system. The program matches local dollars on a one-to-one basis up to \$10 million.

As a competitive program, VDOT prioritizes eligible projects into the following categories:

- Priority 1 – Construction projects that accelerate project in the Six-Year Plan or in a locality’s capital plan.
- Priority 2 – Maintenance projects for poor surface quality roads as determined by VDOT’s road condition indexes.
- Priority 3 – Construction and maintenance projects that do not meet the above criteria.

Historically, the County has used the Revenue Sharing Program to provide funding for small projects, immediate needed improvements, or to supplement existing projects with minimal remaining balances.

One the of the projects supported by the Board of Supervisors in 2012, was the proposed reconstruction of Lexington Drive, Country Club Court, and Country Club Drive in the Williamsburg West subdivision for acceptance into the VDOT system for maintenance. These roads are in need of significant maintenance, but have never been improved to the point of being eligible to be maintained by VDOT. It is the County’s policy to discourage private streets, as unaddressed maintenance problems can be detrimental to the welfare and safety of County residents.

At the time, VDOT estimated the anticipated scope of work would cost \$400,000 (\$200,000 VDOT cost; \$200,000 James City County cost).

VDOT and County staff subsequently completed the pre-scope work as well as multiple field inspections and the stormwater management plan for the new turnarounds. Further, based on the final design plan, all of the right-of-way, drainage easements and temporary construction easements required to complete the project were recently agreed to by all parties, including Ford’s Colony at Williamsburg Homeowners Association, as documented more specifically in the companion paper located on this same Board Agenda.

Therefore, based on what is currently needed to reconstruct these roads and bring them up to current standards to be accepted by VDOT for maintenance, the project is now estimated by VDOT to cost \$593,000 (\$296,500 VDOT cost; \$296,500 James City County cost).

To cover the \$193,000 increase in the cost estimate:

1. \$60,000 (\$30,000 VDOT funds; \$30,000 James City County funds): Is available for transfer from another RevShare project which was subsequently cancelled (i.e., also in 2012, the Board authorized a RevShare project to install a right-in/right-out commercial entrance channelization island at the 7-Eleven at 4840 Longhill Road. This project was later determined by VDOT to be infeasible due to safety concerns). The James City County local funds related to this project are already set aside.
2. \$133,000: \$66,500 in VDOT funds are available for transfer from another RevShare project (i.e., Old News Road surface improvements were completed in 2013 as a RevShare project and was completed under budget). These remaining VDOT funds are available for transfer to the Williamsburg West project as long as the County can match these funds 1:1, as required by the program. \$66,500 in James City County local match funds would need to be set aside accordingly.

Staff therefore recommends the Board of Supervisors provide \$66,500 in matching funds from Contingency. If approved, sufficient funding will exist to allow VDOT to complete the project.

PDH/nb  
RevShare-CTransfer-mem

Attachment

**RESOLUTION**

**THE VIRGINIA DEPARTMENT OF TRANSPORTATION REVENUE SHARING PROGRAM:**

**REVISION TO COST ESTIMATE FOR AN ACTIVE PROJECT IN THE WILLIAMSBURG WEST**

**SUBDIVISION AND CONTINGENCY TRANSFER -**

**SPECIAL PROJECT GRANTS FUND - \$66,500**

WHEREAS, on November 13, 2012, the Board of Supervisors adopted a resolution authorizing the County to participate in the Virginia Department of Transportation (VDOT) FY 2014 Revenue Sharing Program for the purpose of reconstructing Lexington Drive, Country Club Court, and Country Club Drive in the Williamsburg West subdivision for the purpose of making the roads eligible to be taken into the VDOT system for maintenance; and

WHEREAS, the VDOT Revenue Sharing Program provides jurisdictions an additional funding option to construct or improve the highway system and matches local dollars on a one-to-one basis; and

WHEREAS, in 2012 the preliminary scope of the project was estimated to cost \$400,000; and

WHEREAS, the design of the project has now been completed and based on that final design all of the right-of-way, drainage easements, and temporary construction easements required to complete the project were agreed to by all parties; and

WHEREAS, based on the completed design the project's cost is now estimated to be \$593,000; and

WHEREAS, existing Revenue Sharing funds in the amount of \$60,000 are available for transfer from a cancelled project (entrance channelization island at the 7-Eleven at 4840 Longhill Road) and \$66,500 in existing VDOT Revenue Sharing funds are available from the remaining balance of another previously completed project (Old News Road surface improvements), which leaves a balance of \$66,500 in local match dollars necessary to fully fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the transfer of \$66,500 from Contingency to the Special Project Grants Fund and appropriate to the Williamsburg West Revenue Sharing Project to cover the anticipated costs of this project.

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Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

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Bryan J. Hill  
Clerk to the Board

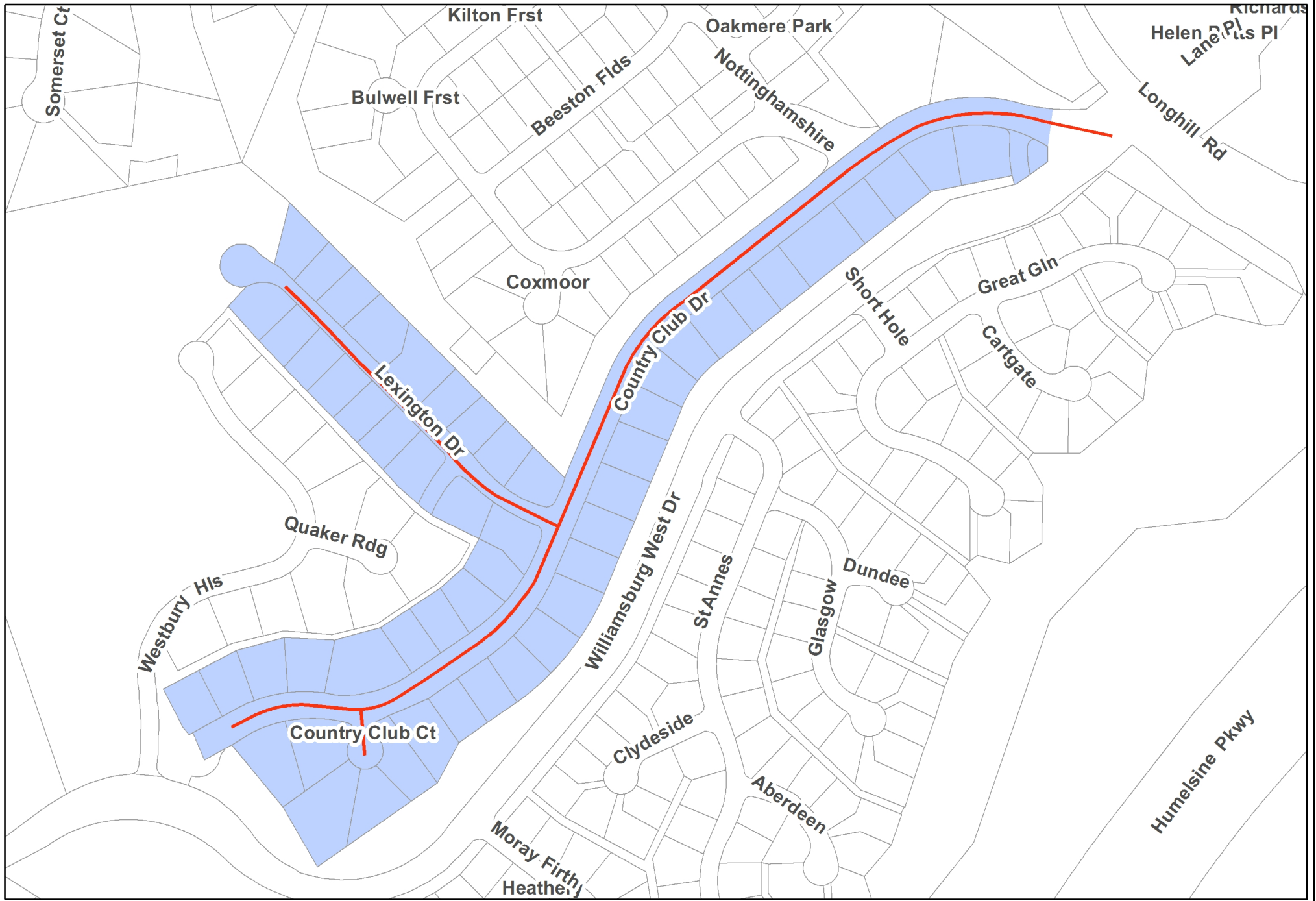
	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

RevShare-CTransfer-res

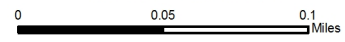


# Williamsburg West Subdivision Project Map



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be. If discrepancies are found, please contact the Real Estate Assessment Division of James City County, Mapping/GIS Section.

1 inch = 350 feet





**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Paul D. Holt, III, Director of Planning  
SUBJECT: Resolution of Support for House Bill 2 Transportation Funding Applications

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**ATTACHMENTS:**

	Description	Type
▣	Staff Report	Staff Report
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	8/21/2015 - 9:05 AM
Development Management	Kinsman, Adam	Approved	8/24/2015 - 1:42 PM
Publication Management	Burcham, Nan	Approved	8/24/2015 - 2:41 PM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 4:19 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:40 PM
Board Secretary	Kinsman, Adam	Approved	8/25/2015 - 8:11 AM
Board Secretary	Fellows, Teresa	Approved	8/25/2015 - 8:20 AM



## MEMORANDUM

DATE: September 8, 2015

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Planning

SUBJECT: Resolution of Support for House Bill 2 Transportation Funding Applications

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In 2013, House Bill 2313 was signed into law, creating a more sustainable revenue source supporting transportation funding. While passage of this bill enabled the Commonwealth Transportation Board (CTB) to add approximately \$4 billion in funding to the six-year improvement program, there are still many transportation needs that cannot be addressed with available revenues.

To find a way to better balance transportation needs and prioritize investments for both urban and rural communities throughout the Commonwealth, new legislation - House Bill 2 (HB2) - was signed into law in 2014. HB2 requires the CTB to develop and implement a quantifiable and transparent prioritization process for making funding decisions for capacity - enhancing projects within the six-year improvement program.

The ultimate goal in the implementation of HB2 is to ensure the best use of limited transportation funds. Transparency and accountability are crucial aspects of this process. HB2 projects will be evaluated based on a uniform set of measures that are applicable statewide, while recognizing that factors should be valued differently based on regional priorities.

Generally, the prioritization process for the Hampton Roads District will evaluate projects in the following factor areas: congestion mitigation (45%), economic development (5%), accessibility (15%), safety (5%), environmental quality (10%), and land use coordination (20%).

The HB2 implementation process begins in August 2015, with projects initially selected by the CTB for inclusion in the draft Six-Year Improvement Program (SYIP) by April 2016. The HB2 process does not cover all types of projects within the SYIP. There are many other sources of funding including maintenance and rehabilitation, safety, operations, and other Federal and State funding categories (e.g., Revenue Sharing, CMAQ, RSTP).

There are two main pathways to funding within the HB2 process – the Construction District Grant Program and the High-Priority Projects Program. These two grant programs were established under HB 1887, approved by the General Assembly in February 2015.

More specifically, HB1887 removes the transportation funding formula put in place by the 1986 Special Session legislation. HB1887 puts into place a new construction formula, which becomes fully effective in FY 2021.

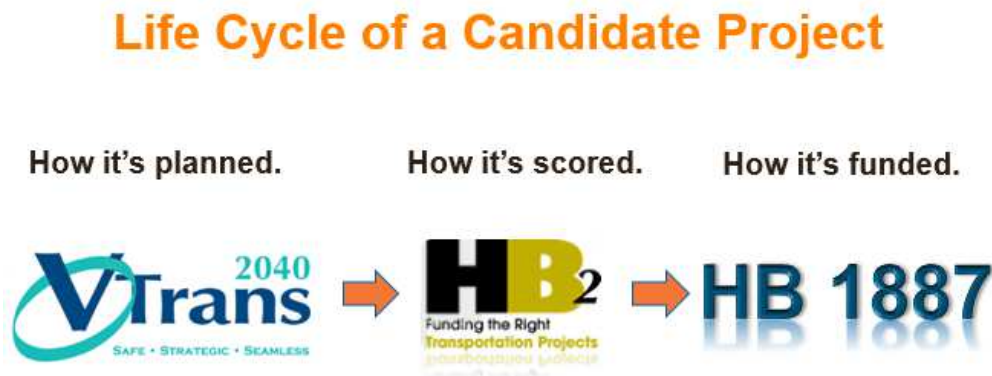
HB1887 establishes the new transportation funding formula, specifically the State of Good Repair Program (45%), High-Priority Projects Program (27.5%), and Construction District Grant Program (27.5%). Both the High-Priority Projects Program and the Construction District Grant Program are subject to HB2.

The High-Priority Projects Program (as defined in § 33.2-370) refers to projects of regional or statewide significance that address a transportation need identified for a Corridor of Statewide Significance or a regional network in the VTrans2040 Multimodal Transportation Plan. In this program, projects and strategies are compared to projects and strategies submitted statewide. It is anticipated that \$500.1 million will be available in the six-year plan for this program.

The Construction District Grant Program (as defined in § 33.2-371) refers to projects and strategies solicited from local governments that address a need for a Corridor of Statewide Significance, regional network, improvements to promote urban development areas, or safety improvements identified in the VTrans2040 Multimodal Transportation Plan. In this program, candidate projects and strategies from localities within a highway construction district are compared against projects and strategies within the same construction district. It is anticipated that \$100.8 million will be available to the Hampton Roads District in the six-year plan for this program.

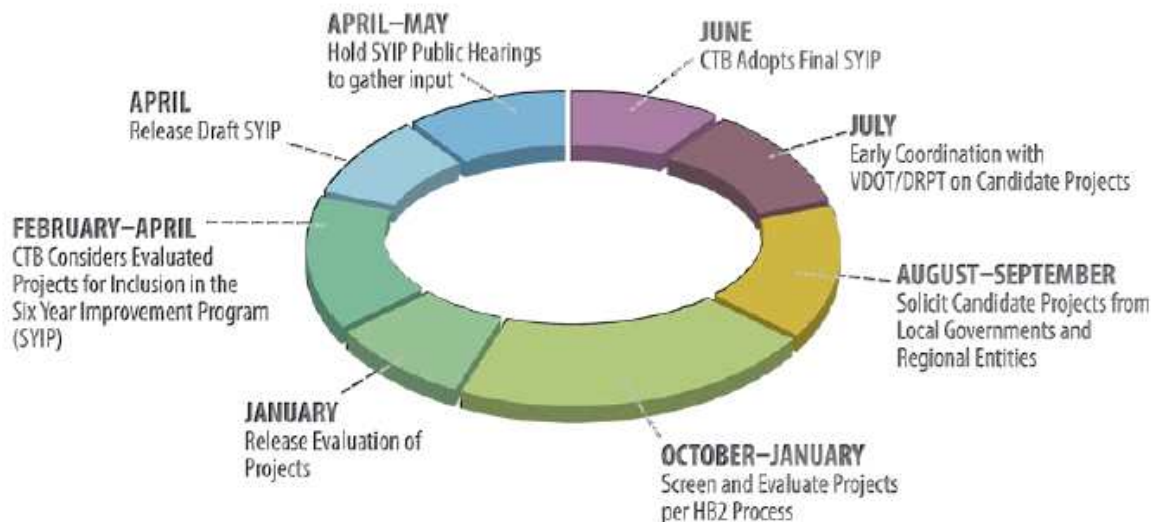
For both programs, projects and strategies are to be screened, evaluated, and selected according to the process established pursuant to HB2.

The following graphic was developed by VDOT to help show the relationship between the different pieces of legislation:



The following graphic was also developed by VDOT to better illustrate how this process will occur on an annual basis:

**Figure 1.1 Anticipated HB2 Yearly Cycle**  
**Anticipated HB2 Yearly Cycle**



Similarly, the following VDOT graphic summarizes who may submit a transportation project request:

**Table 2.1: Eligibility to Submit Projects**

Project Type	Regional Entity (MPOs, PDCs)	Locality* (Counties, Cities, Towns)	Public Transit Agencies
Corridor of Statewide Significance (CoSS)	Yes	Yes, with a resolution of support from relevant regional entity	Yes, with resolution of support from relevant regional entity
Regional Network	Yes	Yes	Yes, with resolution of support from relevant regional entity
Urban Development Area (UDA)	No	Yes	No

\* Localities are also eligible to submit projects addressing a safety need identified in VTrans 2040 under the District Grant Program

Applications to VDOT for the HB2 process are due September 30 and localities must prioritize projects when more than one application is submitted.

This year, James City County intends to apply for HB2 funding for three significant projects.

- **Longhill Road, Phase 1 (Priority #1).** The Board of Supervisors recently adopted a Corridor Study and improvement plan for this roadway. The study provides a comprehensive understanding of the operational and capacity improvements along Longhill Road that are needed to accommodate existing and anticipated future growth and economic vitality within the study area and the County. This project involves implementing the recommendations of the study for Phase I, which is located between Route 199 and Olde Towne Road.
- **Route 60 Relocated and Skiffes Creek Connector (Priority #2).** These projects have long existed as a priority on James City County’s Comprehensive Plan and represent a significant multijurisdictional project which will benefit a large portion of population on the Peninsula. These projects will not only open up large areas of industrial zoned land for new economic development, but will provide significant congestion relief for the Grove area of James City County, the Lee Hall area of Newport News, and Joint Base Langley-Eustis.
- **Route 60 Multimodal Improvement Project (Priority #3).** Much like the project above, the primary purpose of this project is to provide substantial congestion relief and to significantly improve safety along a 2.0+/- mile stretch of Route 60 (Pocahontas Trail) in James City County.

As the Route 60 Relocated and Skiffe’s Creek Connector Project and the Route 60 Multimodal Improvement Project represent planned improvements to the East-West Corridor of Statewide Significance, James City County will also request the Hampton Roads Transportation Planning Organization (TPO) provide a Resolution of Support for these two projects, as required by HB2, at their upcoming meeting on September 17.

Staff recommends the Board of Supervisors adopt the attached resolution expressing support for these projects being submitted through the upcoming HB2 cycle and endorsing the priority ranking of the submitted applications as noted.

HB2TransFundApp-mem  
 PH/gb

Attachments:

1. Resolution
2. HB2 Quick Guide

**RESOLUTION**

**RESOLUTION OF SUPPORT FOR HOUSE BILL 2**

**TRANSPORTATION FUNDING APPLICATIONS**

WHEREAS, in an effort to ensure the best use of limited transportation funds, the Commonwealth has established a new transportation funding formula, via House Bill 1887, and prioritization process, via House Bill 2 (HB2) and House Bill 1887; and

WHEREAS, there are two main pathways to funding within the HB2 process – the Construction District Grant Program and the High-Priority Projects Program; and

WHEREAS, James City County recently adopted its update to the Comprehensive Plan, Toward 2035: Leading the Way, which included transportation as a priority focus area; and

WHEREAS, the adopted Comprehensive Plan identified almost \$217 million in needed investment in the County’s transportation system.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, expresses support for the following projects being submitted through the HB2 FY 2017 Six-Year Improvement Program Cycle:

- Priority #1: Longhill Road, Phase I
- Priority #2: Route 60 Relocated and Skiffe’s Creek Connector
- Priority #3: Route 60 Multimodal Improvement Project

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

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**ATTACHMENTS:**

	Description	Type
□	Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/21/2015 - 3:21 PM



## MEMORANDUM

DATE: September 8, 2015  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

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The following is a summary of activities that took place August 5, 2015 through September 1, 2015:

### August 5 2015 (Wednesday)

- Meeting with Michelle Gowdy, County Attorney
- Meeting with Supervisor John McGlennon at James River Elementary
- Attending JCC Planning Commission meeting

### August 6, 2015 (Thursday)

- Attending Promotional Lunch at Police Station
- Meeting with Supervisor Mary Jones
- Meeting with Adam Kinsman, Assistant County Administrator, Michelle Gowdy, County Attorney, Paul Holt, Planning Director and Max Hlavin, Deputy County Attorney; Dominion Virginia Power

### August 7, 2015 (Friday)

- Meeting with John Carnifax, Parks & Recreation Director and Tom Coghill, Building Safety & Permits Division Director; Playground
- Meeting with Brad Rinehimer, Police Chief

### August 8, 2015 (Saturday)

- Attending Annual Seafood Festival Men's Club at Eastern State Hospital

### August 10, 2015 (Monday)

- Meeting with Ryan Ashe, Acting Fire Chief, David Nice, Chief of Volunteer Fire Department and Phil Murdock, President of Volunteer Fire Department
- Meeting with Supervisors John McGlennon and Michael Hipple

### August 11, 2015 (Tuesday)

- Meeting with John Carnifax, Parks & Recreation Director
- Attending Agenda Meeting
- Meeting with Strategic Planning Firm
- Attending Board of Supervisors Work Session
- Attending Board of Supervisors Meeting

August 12, 2015 (Wednesday)

- Meeting with Paul Holt, Planning Director; Transportation Funding Update
- Meeting with Tom Coghill, Building Safety & Permits Director

August 13, 2015 (Thursday)

- Attending EDA Meeting
- Meeting with Steven Constantino, WJCC Schools Superintendent
- Meeting with Supervisor Mary Jones
- Meeting with John Horne, General Services Director
- Meeting with Scott Thomas, Engineering and Resource Protection Director
- Meeting with Diana Hutchens; annual evaluation

August 14, 2015 (Friday)

- Coffee with County Administrator, Staff Event
- Meeting with Patrick Page, IRM Director, Jody Puckett, Communications Director, Renee Dallman, Senior Communication Specialist and IT Staff; JCC Website
- Meeting with Kofi Boateng, Newport News Waterworks Director and Doug Powell, JCSA Director
- Meeting with James Bourey, Newport News City Manger
- Visit at WMBG Radio Spot

August 16, 2015 (Sunday)

- Meeting with Supervisors Michael Hipple, Mary Jones and Sheriff Deeds at Bethel Restoration Center

August 17, 2015 (Monday)

- Meeting with John Horne, General Services Director; annual evaluation
- Attending New Employee Orientation
- Meeting with Michelle Gowdy, County Attorney
- Meeting with Sue Mellen, FMS Director
- Meeting with Angie Gilliam, HR Director

August 18, 2015 (Tuesday)

- Meeting with Jason Purse, Zoning Administrator
- Meeting with John Carnifax, Parks & Rec. Director; annual evaluation
- Attending Eastern Virginia Groundwater Management Area meeting at DEQ Office, Glenn Allen

August 19, 2015 (Wednesday)

- Attending Virginia Peninsula Regional Jail meeting

August 20, 2015 (Thursday)

- Attending Hampton Roads Transportation Accountability Commission with Chairman Michael Hipple
- Interview with Channel 13 – Strategic Plan
- Attending Chief Administrative Officers meeting with Chairman Michael Hipple
- Meeting at Dominion Virginia Power Eastern Region Operating Center in Norfolk

August 21, 2015 (Friday)

- Meeting with Brad Rinehimer, Police Chief, annual evaluation
- Meeting, lunch and tour with Marvin Collins, Williamsburg City Manager
- Meeting with Russell Seymour, Economic Development Director, annual evaluation

August 24, 2015 (Monday)

- Meeting with Rossie Carroll, VDOT Residency Administrator; drive through James City County
- Meeting with Sue Mellen, FMS Director, annual evaluation
- Meeting with Angie Gilliam, HR Director

August 25, 2015 (Tuesday)

- Meeting with Dr. William Mann, OLD Towne Medical Center Director
- Meeting with Adam Kinsman, Assistant County Administrator, annual evaluation
- Meeting with Voter Registration Office to assess space needs

August 26, 2015 (Wednesday)

- Speaking at the Virginia Peninsula Clean Business Breakfast Forum
- Meeting with Jody Puckett, Communications Director, Renee Dallman, Senior Communications Specialist and Laura Messer, Tourism Coordinator; #lovejccva campaign
- Participating in Leadership Development Seminar sponsored by JCC Human Resources Department
- KMPD meeting with Brad Rinehimer, Police Chief
- Meeting with Brad Rinehimer, Police Chief and Patrick Page, IRM Director; PD technology
- Meeting with Doug Powell, JCSA Manager and Mike Vergakis, JCSA Chief Engineer

August 31, 2015 (Monday)

- Attending Pre-Application Review Panel Doug Powell, JCSA Manager and Mike Vergakis, JCSA Chief Engineer
- Meeting with Sue Mellen, FMS Director
- Meeting with Angie Gilliam, HR Director



**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Consideration of a Personnel Matter, the Appointment of Individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

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Appointments to the Social Services Advisory Board and the Peninsula Agency on Aging.

Included for you review:

- SSAB Memo
- SSAB Applications on File
- PAA Memo
- PAA Applications on File

**ATTACHMENTS:**

	Description	Type
☐	SSAB Memo	Cover Memo
☐	SSAB Attachments	Exhibit
☐	PAA Memo	Cover Memo
☐	PAA Attachments	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/28/2015 - 8:49 AM





**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Consultation with Legal Counsel on a Specific Matter Requiring the Provision of Legal Advice Pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/25/2015 - 2:45 PM



**ITEM SUMMARY**

DATE: 9/8/2015

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator

SUBJECT: Consideration of the Acquisition/Disposition of a Parcel/Parcels of Property for Public Use Pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/28/2015 - 8:49 AM



**ITEM SUMMARY**

DATE: 9/8/2015  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Certifications of Closed Session

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**ATTACHMENTS:**

	Description	Type
▣	Resolution 1	Resolution
▣	Resolution 2	Resolution
▣	Resolution 3	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/1/2015 - 11:29 AM



**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1), the consideration of a personnel matter, the appointment of individuals to County boards and/or commissions.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

090815bos-ex-res

**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(7), consultation with legal counsel on a specific matter requiring the provision of legal advice.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

090815bos-ex-res2



**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Supervisors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(3), consideration of the acquisition/disposition of a parcel/parcels of property for public use.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of September, 2015.

090815bos-ex-res3