

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**BUSINESS MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**July 26, 2022**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATION**

1. 2022 Historical Commission Essay Contest Awards
2. National Night Out Proclamation
3. VDOT Quarterly Update

**D. CONSENT CALENDAR**

1. Amendment to the Contracts of the County Administrator and County Attorney
2. Authorization to grant an easement to Virginia Electric and Power Company at Jamestown Beach Event Park
3. Budget Appropriation of Pedestrian and Bicycle Accommodation Construction and Maintenance Funds - InLight Industrial Site - \$180,000
4. Contract Award - \$112,200 - Operational Medical Director
5. Contract Award - \$220,976 - Watershed Management Planning Services for Diascund Creek
6. Contract Award - \$512,772 - Watershed Management Planning Services for Powhatan and Yarmouth Creeks
7. Contract Award - \$733,500 - Replacement Ambulances
8. Grant Award - \$30,000 - Radiological Emergency Preparedness
9. Minutes Adoption
10. Resolution of a Chesapeake Bay Preservation Ordinance Violation at 122 Pasbehegh Drive
11. Resolution of a Chesapeake Bay Preservation Ordinance Violation at 729 East Tazewells Way
12. Resolution of Support for Smart Scale Transportation Funding Application

**E. BOARD DISCUSSIONS**

1. Business Investment Grant Program
2. Consolidated Waste Study Review
3. Memorandum of Understanding with Accra, Ghana
4. PreK Feasibility Study

**F. BOARD CONSIDERATIONS**

**G. BOARD REQUESTS AND DIRECTIVES**

**H. REPORTS OF THE COUNTY ADMINISTRATOR**

**I. 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. Appointment - Chesapeake Bay Board and Wetlands Board
3. Appointment - Stormwater Program Advisory Committee
4. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711 (A)(5) of the Code of Virginia

**J. ADJOURNMENT**

1. Adjourn until 5 pm on September 13, 2022 for the Regular Meeting

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: John Risinger, Staff Liaison to the Historical Commission

SUBJECT: 2022 Historical Commission Essay Contest Awards

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**ATTACHMENTS:**

|   | Description                       | Type            |
|---|-----------------------------------|-----------------|
| ☐ | Memorandum                        | Cover Memo      |
| ☐ | Attachment 1. Essay Contest Rules | Backup Material |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Planning               | Holt, Paul         | Approved | 7/11/2022 - 11:51 AM |
| Development Management | Holt, Paul         | Approved | 7/11/2022 - 11:51 AM |
| Publication Management | Daniel, Martha     | Approved | 7/11/2022 - 12:20 PM |
| Legal Review           | Parman, Liz        | Approved | 7/11/2022 - 12:39 PM |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 10:38 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 1:15 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 8:59 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Planning Commission

FROM: John Risinger, Staff Liaison to the Historical Commission

SUBJECT: 2022 Historical Commission Essay Contest Awards

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The Historical Commission sponsored an essay contest for high school students within the Williamsburg-James City County (WJCC) Public School System. Students who attend private or home school within the WJCC Schools attendance area were also eligible to enter. This year's essay topics were The Battle of Williamsburg, May 5, 1862, Civil Rights Leaders, and Native Peoples. The contest offered prizes of \$1,500 for first place, \$500 for second place, and \$250 for third place. Eleven members of the Historical Commission served as judges and evaluated each essay (with identifying information removed) based on a formal rubric that accompanied the essay contest rules.

The Commission is proud to present the following students with this year's essay contest awards:

- 1st Place - Emily Reynolds, Lafayette High School
- 2nd Place - Henry Kester, Providence Classical School

Mr. Mark Jakobowski, Chairman of the Historical Commission, will present the awards.

JR/md  
22HistCommEssayAwd-mem

Attachment:

1. Essay Contest Rules

**JAMES CITY COUNTY HISTORICAL COMMISSION  
2022 STUDENT ESSAY CONTEST RULES**

**First prize: \$1,500; Second prize: \$500; Third prize: \$250**

The mission of the James City County Historical Commission is to further the efforts of the County to document, commemorate, preserve, protect, and promote the rich historical heritage of James City County. The Commission is responsible for documenting, commemorating, and preserving the historic legacy of James City County.

In support of this mission, the James City County Historical Commission is sponsoring an essay contest for Williamsburg-James City County high school students (grades 9-12). Students who reside in James City County or in the City of Williamsburg and attend a public or private school, or are home-schooled, are eligible to participate.

The essay should be 1,000-1,500 words (4-6 pages, double-spaced) on one of the following topics:

1. ***The Battle of Williamsburg, May 5, 1862.*** Summarize the Civil War Battle of Williamsburg. Discuss the significance of Fort Magruder, the roles African Americans played in the battle, and the impact of the battle on the residents of Williamsburg and James City County.
2. ***Civil Rights Leaders.*** Name important local people in the civil rights movement in James City County. Describe their contributions and the impact those contributions have on civil rights today.
3. ***Native Peoples.*** The Paspahegh tribe was one of the groups of indigenous people living in James City County prior to the arrival of the English in 1607. Summarize the history of the Paspahegh people and their place in the larger Powhatan paramount chiefdom. Describe the legacies of these native peoples to their descendants in Virginia today.

The paper should include citations - footnotes or endnotes plus a bibliography. The footnotes/endnotes and bibliography will not be included in the total word count. The student should use the Chicago Manual of Style for citations.

The cover page, which is not included in the total word count, should include the essay title; the student's name, address, phone number and email address; the name of the student's school (or "homeschooled"), and the total word count (not including the title page, footnotes/endnotes, and bibliography).

The first page of the essay should have the essay's title at the top. Do not include the student's name or other personal identifying information in the main body of the essay. Pages of the essay main body should be numbered.

Essays are due no later than 11:59 p.m. on Friday, April 29, 2022. Essays may be in Microsoft Word (.doc or .docx), Rich Text Format (RTF), or Portable Document Format (PDF). Students can submit their essay online at the James City County Historical Commission web page, <https://jamescitycountyva.gov/history>. Look for the "Learn more or submit your essay here" link.

Students will be asked to affirm the following: "By submitting this essay, I certify that it is my own work, based on my own research and analysis, and that I have properly cited all material and sources used in its preparation."

Award winners will be notified by Friday, May 27, 2022. Winners will be invited to a public meeting of the James City County Board of Supervisors for an award presentation (date to be determined).

Judges will use the following Essay Scoring Rubric:

| CATEGORY<br>AND MAX<br>SCORE   | EXCELLENT<br>9-10  | ACCEPTABLE  |   | UNACCEPTABLE<br>0-5   |
|--|--|---|---|---|
|  |  | HIGH<br>7-8   | LOW<br>6  |   |
| <b>Factual Content</b><br>10 points  | Facts are highly relevant to the topic and properly cited.   | Some relevant content; points not fully developed.  | Marginally relevant facts; little supporting detail included.   | Cursory treatment of the topic; little or no relevant facts presented.  |
|  | <b>5</b>   | <b>4</b>  | <b>3</b>  | <b>0-2</b>  |
| <b>Structure, Logic and Transitions</b><br>5 points                                | Logical progression of ideas with well-executed transitions.   | Logical progression of ideas, but often lacks transitions.  | Gaps in logic or no transitions.  | Disorganized; written as a stream of disconnected thoughts.   |
|  | <b>5</b>   | <b>4</b>  | <b>2-3</b>  | <b>0</b>  |
| <b>Punctuation, Spelling, and Presentation</b><br>5 points                         | Correct punctuation and spelling; correct format as specified (Chicago).   | A few (less than three) punctuation, spelling, and format errors.   | Occasional (three to five) punctuation, spelling, and format errors.  | Frequent (more than five) punctuation, spelling, and format errors.   |
|  | <b>26-30</b>   | <b>16-25</b>  | <b>11-15</b>  | <b>0-10</b>   |
| <b>Analysis: Critical and Original Thought, Supported by Examples</b><br>30 points | Central idea is well developed; clarity of purpose evident throughout; abundance of evidence of thought, analysis, and/or insight; evidence and examples are specific and highly relevant. | Central idea and clarity of purpose are generally evident throughout the essay; evidence of thought, analysis, and/or insight; supporting evidence and examples are relevant. | The central idea is expressed, but vague or too broad; some sense of purpose is maintained; some evidence of thought, analysis, and/or insight; there are some examples and evidence, though general. | Central idea and clarity of purpose are absent or incompletely expressed and maintained; little or no evidence of critical, careful thought or analysis, and/or insight; few, if any, relevant examples or supporting evidence. |
| <b>Total</b><br>50 points  |  |   |   |   |

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Monique Myers, Assistant Police Chief

SUBJECT: National Night Out Proclamation

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**ATTACHMENTS:**

|   | Description  | Type    |
|---|--------------|---------|
|  | Proclamation | Exhibit |

**REVIEWERS:**

| Department      | Reviewer      | Action   | Date               |
|-----------------|---------------|----------|--------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/8/2022 - 9:18 AM |

**PROCLAMATION**

**National Night Out – August 2, 2022**

**WHEREAS,** *for the 39th year, the National Association of Town Watch sponsors a national community-building campaign on Tuesday, August 2, 2022, entitled “National Night Out”; and*

**WHEREAS,** *the National Night Out campaign provides an opportunity for neighbors in James City County to join thousands of communities from all 50 states, U.S. territories, and military bases worldwide; and*

**WHEREAS,** *National Night Out is an annual community-building campaign that promotes strong police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live and work; and*

**WHEREAS,** *neighbors in James City County assist the James City County Police Department through joint community-building efforts and support National Night Out 2022; and*

**WHEREAS,** *it is essential that all neighbors of James City County come together with police and work together to build a safer, more caring community, and*

**NOW, THEREFORE, BE IT RESOLVED** *that We, the Board of Supervisors of James City County, do hereby call upon all citizens of James City County to join the James City County Police Department and National Association of Town Watch in support for National Night Out on Tuesday, August 2, 2022.*

**BE IT FURTHER RESOLVED** *that We, the Board of Supervisors of James City County, do hereby proclaim Tuesday, August 2, 2022 as **NATIONAL NIGHT OUT** in James City County.*

**IN WITNESS, WHEREOF,** *I hereunto set my hand and caused the seal of the County of James City, Virginia, to be affixed this 26th day of July 2022.*

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John J. McGlennon  
Chairman, Board of Supervisors

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Rossie Carroll, VDOT Williamsburg Residency Administrator

SUBJECT: VDOT Quarterly Update

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**ATTACHMENTS:**

|   | Description   | Type    |
|---|---------------|---------|
|  | Update Report | Exhibit |

**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/19/2022 - 1:26 PM |

## VDOT Quarterly Transportation Update

**James City Board of Supervisor Meeting**

**July 26, 2022**

### **Maintenance Accomplishments (April 1 to June 30)**

We have completed 268 of 406 maintenance work orders received from April 1<sup>st</sup> to June 30<sup>th</sup> with 138 outstanding (66% complete).

### **Mowing Cycles**

Next Primary - Secondary mowing and litter pick up cycle is scheduled to start Aug. 22

### **Current Projects**

#### **Longhill Road Widening (UPC 100921)**

Longhill Road Project from Rte. 199 to Olde Towne Rd. Work began in November 2019 with Phase 1 complete. Phase 2 started with widening from the roundabout, moving toward Olde Town, reconstruction of Devon Road, addition of a right turn lane on Olde Town Road, landscaping and sod. All lanes are open to traffic.

#### **Olde Towne Rd/Longhill Rd Turn Lane Improv (UPC 108805) (Revenue Share FY 2017)**

Improve the signalized Intersection of Olde Towne Road at Longhill Road and add turn lanes with added capacity. This project will extend the existing right turn lane and the adjacent sidewalk. Project completion is scheduled for early April of this year.

#### **Skiffes Creek Connector (UPC 100200)**

Project is under construction. The project design is for a new two-lane connecting roadway between Route 60 and Route 143, new turn lanes and intersection improvements, two bridges Skiffes Creek, and CSX railroad tracks / Route 143, and the addition of a multi-use path along eastbound Route 60 between Green Mount Parkway and the existing bus stop.

The estimated start by stage is listed below with open to traffic projected for October 2022. Project completion in December 2022.

Stage 1 - Route 60 and Route 143 widening / improvements - April 2021

Stage 2 - New Construction between Rte 60 and 143 - May 2021

Stage 3 - Final Paving, Overlay, Striping, & Signage - July 2022

VDOT Quarterly Transportation Update

**James City Board of Supervisor Meeting**

**July 26, 2022**

**Rte. 199 E & W retaining wall rehab project**

Installing soil nails to rehab retaining wall on Rte. 199 E & W. Work has been completed.

**Bridge Waterproofing and Epoxy Overlay**

Rte. 5000, Rte. 199 at South Henry and Rte. 60 & Rte. 143 Bridge (Grove Area)

**HITS Guardrail Contract UPC 120041**

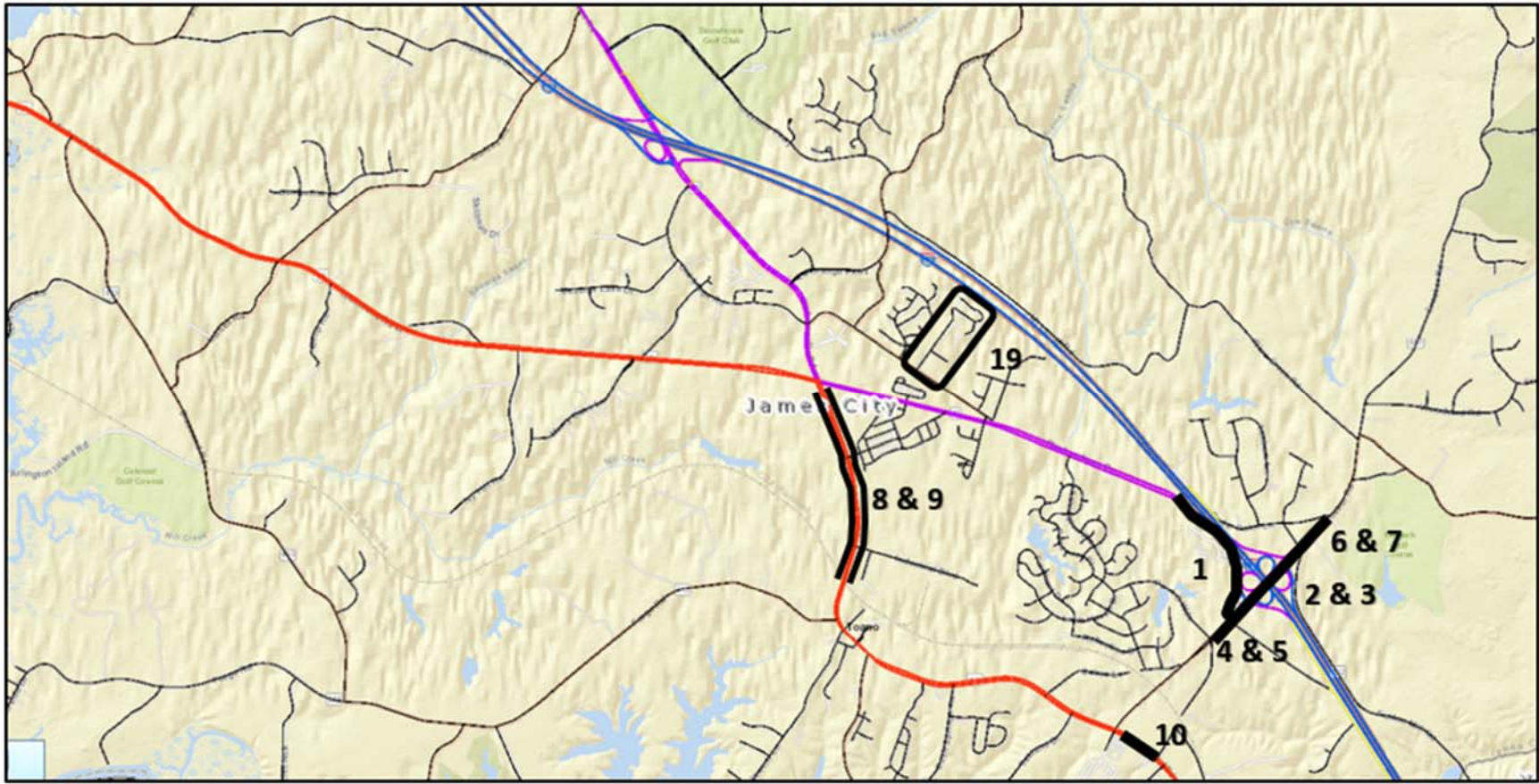
40 of 40 GR hits have been repaired

**Toano Sidewalk / Access Repair and Replacement**

Repaired sidewalks outside of Jan 2023 County Revenue Sharing Project Scope - Complete

Plant Mix – (UPC 117403/04 - 2022) Advertised December 2021

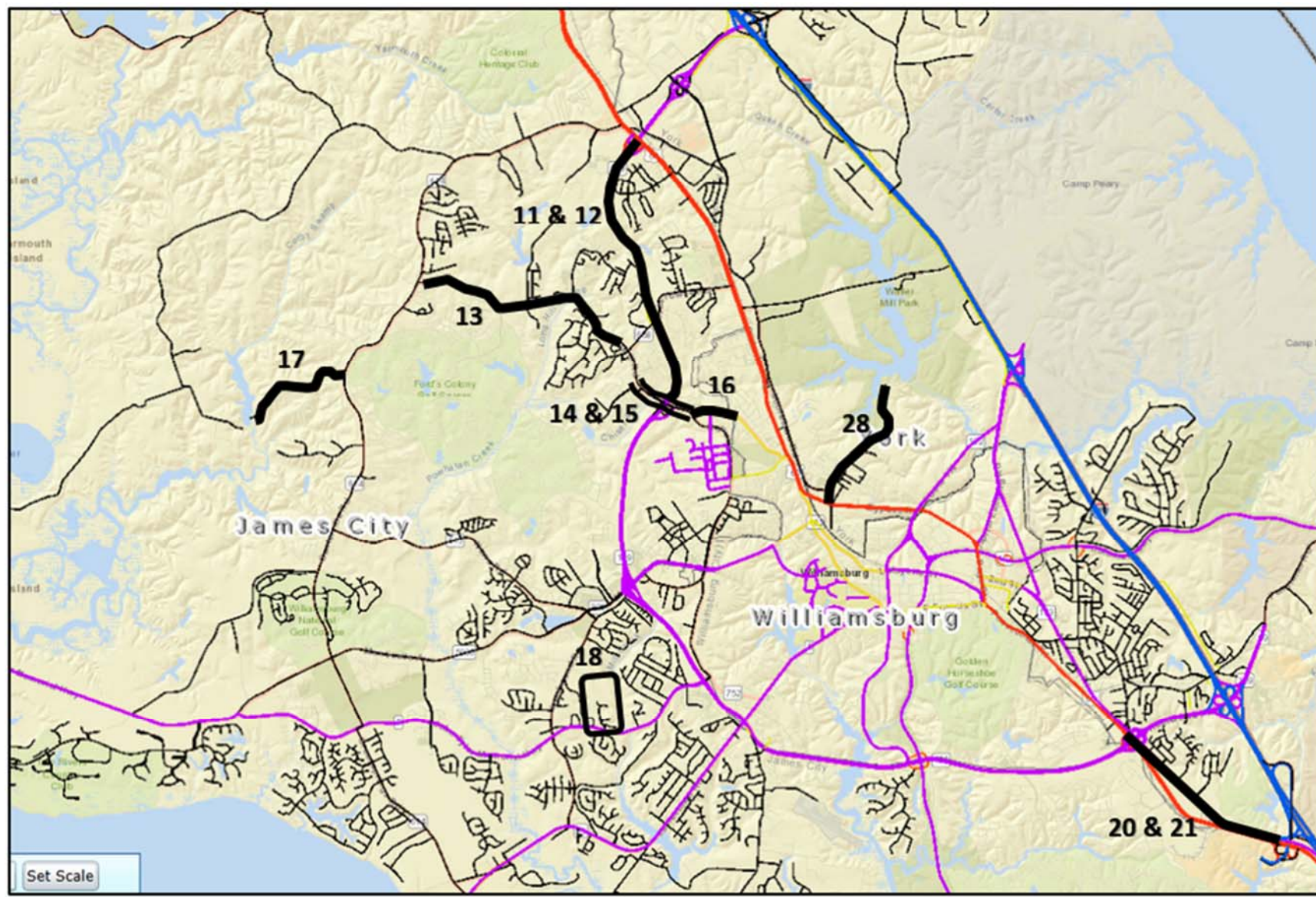
**LOCATION MAP – James City County**



VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

July 26, 2022



VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

July 26, 2022

| Section | County     | Route Name       | MP From | MP To | From Description                                     | To Description                                       | Street Name      | Subdivision |
|---------|------------|------------------|---------|-------|--|--|------------------|-------------|
| 1       | James City | R-VA SR00030EB   | 6.04    | 6.790 | End Divided Highway                                  | Croaker Rd., Rte. 607                                | Rochambeau Dr    |             |
| 2       | James City | R-VA SR00030EB   | 6.790   | 7.250 | Croaker Rd., Rte. 607                                | End Rte. 30 at Ramp from I-64WB                      | Croaker Rd       |             |
| 3       | James City | R-VA SR00030WB   | 6.790   | 7.250 | Croaker Rd., Rte. 607                                | End Rte. 30 at Ramp from I-64WB                      | Croaker Rd       |             |
| 4       | James City | R-VA047SC00607NB | 0.867   | 1.010 | N Side Rte. 758, Point O Woods Rd.                   | End Median, South Side Rte. 755, Rochambeau Dr.      | Croaker Rd       |             |
| 5       | James City | R-VA047SC00607SB | 0.867   | 1.010 | N Side Rte. 758, Point O Woods Rd.                   | End Median, South Side Rte. 755, Rochambeau Dr.      | Croaker Road     |             |
| 6       | James City | R-VA047SC00607NB | 1.480   | 1.801 | Ramp from I-64WB                                     | South Side Rte. 609, Cedar Point Lane                | Croaker Rd       |             |
| 7       | James City | R-VA047SC00607SB | 1.480   | 1.677 | Ramp to I-64WB                                       | End Divided Hwy., North of Rte. 602, Fenton Mill Rd. | Croaker Road     |             |
| 8       | James City | R-VA US00060EB   | 5.069   | 6.181 | End Theoretical Gore East of Rte. 30, Rochambeau Dr. | W Abut. RR Bridge E of Rte. 754, Industrial Blvd.    | Richmond Rd      |             |
| 9       | James City | R-VA US00060WB   | 5.071   | 6.192 | Beginning of Island E of Rte. 30, Rochambeau Dr.     | W Abut RR Bridge E of Rte. 754, Industrial Blvd.     | Richmond Rd      |             |
| 10      | James City | R-VA US00060EB   | 8.277   | 8.587 | Paving Joint 0.11 Mi. E of Rte. 607, Croaker Rd.     | End Divided Highway                                  | Richmond Rd      |             |
| 11      | James City | R-VA SR00199EB   | 0.000   | 2.340 | James City/York County Line @ Ramp from US60         | Begin Decel Lane to Longhill Road Ramp               | Humelsine Pkwy E |             |
| 12      | James City | R-VA SR00199EB   | 1.533   | 1.790 | East Abutment Bridge over US60, Richmond Road        | James City/York County Line @ Ramp from US60         | Humelsine Pkwy.  |             |
| 13      | James City | R-VA047SC00612EB | 0.000   | 2.180 | Rte. 614, Centerville Road                           | 0.205 Mi. N. Int. Rte. 658 Olde Towne Road           | Longhill Rd      |             |
| 14      | James City | R-VA047SC00612EB | 2.890   | 3.370 | 0.105 Mi. S. of Williamsburg West Drive              | Rte. 615, DePue Dr.                                  | Longhill Rd      |             |

VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

July 26, 2022

| Section | County     | Route Name       | MP From | MP To | From Description                    | To Description                            | Street Name       | Subdivision         |
|---------|------------|------------------|---------|-------|-------------------------------------|---|-------------------|---------------------|
| 15      | James City | R-VA047SC00612WB | 2.890   | 3.291 | 0.105 Mi. W of Williamsburg W Drive | End Concrete Median, Charing Cross        | Longhill Rd       |                     |
| 16      | James City | R-VA047SC00612EB | 3.370   | 3.830 | Rte. 615, DePue Drive               | Williamsburg City Line                    | Longhill Rd       |                     |
| 17      | James City | R-VA047SC00633EB | 4.000   | 5.270 | End of State Maintenance            | Centerville Road                          | Jolly Pond Rd     |                     |
| 18      | James City | R-VA047SC01417EB | 0.000   | 0.340 | Cul-de-sac                          | Paving Jt. East of Rte 5, John Tyler Hwy. | Running Cedar Way | GRAYLIN WOODS       |
|         | James City | R-VA047SC01418EB | 0.000   | 0.130 | Rte 1417                            | Cul-de-sac                                | Lady Slipper Path | GRAYLIN WOODS       |
|         | James City | R-VA047SC01419EB | 0.000   | 0.100 | Rte 1417                            | Cul-de-sac                                | Yarrow Ct         | GRAYLIN WOODS       |
|         | James City | R-VA047SC01560NB | 0.000   | 0.080 | Running Cedar Way                   | Cul-de-sac                                | Wood Violet Ln    | GRAYLIN WOODS       |
| 19      | James City | R-VA047SC00756NB | 0.000   | 0.420 | Rte. 746, Old Stage Rd.             | Rte. 1624, Welstead St.                   | Norman Davis Dr   | TEMPLE HALL ESTATES |
|         | James City | R-VA047SC01579EB | 0.000   | 0.110 | Rte. 756, Norman Davis Dr.          | Cul-de-Sac                                | Joanne Ct         | TEMPLE HALL ESTATES |
|         | James City | R-VA047SC01624EB | 0.000   | 0.140 | Rte. 756, Norman Davis              | Rte. 1638, Louise Ln                      | Welstead St       | TEMPLE HALL ESTATES |
|         | James City | R-VA047SC01638NB | 0.000   | 0.270 | Cul-de-Sac                          | Cul-de-Sac                                | Louise Ln         | TEMPLE HALL ESTATES |

**Completed**

# VDOT Quarterly Transportation Update

## James City Board of Supervisor Meeting

**July 26, 2022**

**Full Depth Reclamation (FDR) schedule – Pre- Con held June 8 - Start mid-August – Completion in November, 2022**

[illegible]

VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

July 26, 2022

**Upcoming Projects**

**Croaker Road Four Lane Widening from Library to RT 60 (UPC 100920)**

Widen road for increased capacity from Rte 60 to RTE 1647 Point O Woods Rd. In Right of Way phase now and CN starts in late 2023.

**Sidewalk and Bikeway on Rte 60 from Croaker to Old Church Rd (UPC 17633)**

Approximate 0.4 mile sidewalk and bike lane project to increase pedestrian and bikeway connectivity. Project is being coordinated with Croaker Road Widening. Currently the project is in Right of Way. Advertisement in August of 2022 with projected start of construction in late 2022.

**Pocahontas Trail Project**

In PE phase, working design alternatives and project estimates  
Scoping has not been completed. Advertisement projected for February of 2026

**Hicks Island Bridge Replacement**

Bridge replacement on Rte. 601 over Diascund Creek – August of 2022 advertisement

**LM-5B-23, PM-5E-23 & PM-5M-23**

Advertisement October/November of 2022

**SMART SCALE 20**

**#SMART20 Longhill Road Shared Use Path (UPC 115512)**

Construction of a shared use path to fill gaps on Longhill Rd from DePue Dr to Lane Place. PE currently started with scoping activities and survey. Construction possibly start is 2024.

VDOT Quarterly Transportation Update

**James City Board of Supervisor Meeting**

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**County Safety & Operational Projects**

Signal Synchronization ongoing for Route 60 in the Lightfoot and Norge area

Monticello Avenue signal synchronization

Rte. 60 in Toano sidewalk and driveway repair project

Newtown Sidewalk Repair Project

Rte. 5 and Rte. 614s

Rte. 30 and 630

**Traffic Studies**

Rte. 5 and Rte. 614s – discuss

Rte. 30 and Old Stage/School House - discuss

Rte. 614 and Rte. 1102 Fatal Crash Review

VCT Crossing @ Jamestown Road

Casey Blvd. @ Center St. Safety Review

Speed Sign Review Rte. 60 in Toano

Entrance Safety Review – Peirce's BBQ

Operational Study Rte. 661 Jackson Drive and Rte. 662 Lee Drive

Sabre Drive Drainage Review – Looking at scheduling project by end of 2022

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Amendment to the Contracts of the County Administrator and County Attorney

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**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | memo        | Cover Memo |
| ☐ | reso        | Resolution |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Attorney               | Kinsman, Adam      | Approved | 7/15/2022 - 9:50 AM  |
| Publication Management | Daniel, Martha     | Approved | 7/15/2022 - 9:53 AM  |
| Legal Review           | Kinsman, Adam      | Approved | 7/18/2022 - 8:24 AM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 8:59 AM  |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/19/2022 - 9:28 AM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/19/2022 - 12:59 PM |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Revisions to the Contracts of the County Administrator and the County Attorney

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At the regularly scheduled meeting of the Board of Supervisors (the “Board”) on July 12, 2022, the Board conducted its annual review of the County Administrator and the County Attorney and, as a result, desired to make changes to the contracts of employment for each.

The desired changes are set forth in the attached resolution.

ARK/md  
CtyAdm-AttyRevCon-mem

Attachment

## RESOLUTION

### REVISIONS TO THE CONTRACTS OF THE COUNTY ADMINISTRATOR AND

### THE COUNTY ATTORNEY

WHEREAS, at its regularly scheduled meeting on July 12, 2022, the Board of Supervisors of James City County (the "Board") conducted its annual review of the County Administrator and the County Attorney; and

WHEREAS, both reviews were positive and, in recognition thereof, the Board desires to make changes to the contracts of employment for the County Administrator and the County Attorney.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby resolve to grant the County Administrator and County Attorney each a five percent (5%) pay increase and \$1,500 salary increase, retroactive to April 16, 2022.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

ICENHOUR  
HIPPLE  
LARSON  
SADLER  
MCGLENNON

VOTES

| <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|------------|------------|----------------|---------------|
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

CtyAdm-AttyRevCon-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Liz Parman, Deputy County Attorney

SUBJECT: Authorization to grant an easement to Virginia Electric and Power Company at Jamestown Beach Event Park

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**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memo        | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Attorney               | Kinsman, Adam      | Approved | 7/13/2022 - 10:54 AM |
| Publication Management | Daniel, Martha     | Approved | 7/13/2022 - 11:02 AM |
| Legal Review           | Parman, Liz        | Approved | 7/14/2022 - 10:21 AM |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 10:45 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 1:52 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:01 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Liz Parman, Deputy County Attorney

SUBJECT: Authorization to Grant an Easement to Virginia Electric and Power Company at Jamestown Beach Event Park

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The County owns property located at 2205 Jamestown Road, known generally as Jamestown Beach Event Park.

Virginia Electric and Power Company has a proposed strategic underground project along Jamestown Road to place the County's most outage prone overhead electric power and cable lines underground to improve service reliability. This project requires dedication of an easement to Virginia Electric and Power Company across Jamestown Beach Event Park.

The County Attorney recommends approval of the attached resolution authorizing the County Administrator to execute those documents necessary to grant an easement to Virginia Electric and Power Company at Jamestown Beach Event Park.

EP/ap  
AuthEsmtVEPCo-mem

## RESOLUTION

### AUTHORIZATION TO GRANT AN EASEMENT TO VIRGINIA ELECTRIC AND POWER

#### COMPANY AT JAMESTOWN BEACH EVENT PARK

WHEREAS, James City County owns property located at 2205 Jamestown Road, James City County Tax Map Parcel No. 4630100005, known generally as Jamestown Beach Event Park (the “Property”); and

WHEREAS, Virginia Electric and Power Company has a proposed strategic underground project on Jamestown Road to place the County’s most outage prone overhead electric power and cable lines underground in order to improve service reliability (the “Project”); and

WHEREAS, the Project requires dedication of an easement to Virginia Electric and Power Company across the Property; and

WHEREAS, the Board of Supervisors of James City County, Virginia, desires to convey an easement to Virginia Electric and Power Company to facilitate the Project; and

WHEREAS, a public hearing is not necessary for the conveyance of this easement pursuant to Virginia Code § 15.2-1800(B).

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the County Administrator is authorized and directed to execute those documents necessary to convey an easement to the Virginia Electric and Power Company for utility, cable, and telecommunications infrastructure at 2205 Jamestown Road, James City County Tax Map Parcel No. 4630100005.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

ICENHOUR  
HIPPLE  
LARSON  
SADLER  
MCGLENNON

VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

AuthEsmtVEPCo-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Budget Appropriation of Pedestrian and Bicycle Accommodation Construction and Maintenance Funds - InLight Industrial Site - \$180,000

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**ATTACHMENTS:**

|   | Description                   | Type            |
|---|-------------------------------|-----------------|
| ☐ | Memorandum                    | Cover Memo      |
| ☐ | Resolution                    | Resolution      |
| ☐ | Applicant's Exception Request | Backup Material |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Planning               | Holt, Paul         | Approved | 7/12/2022 - 8:45 AM  |
| Development Management | Holt, Paul         | Approved | 7/12/2022 - 8:45 AM  |
| Publication Management | Pobiak, Amanda     | Approved | 7/12/2022 - 8:56 AM  |
| Legal Review           | Kinsman, Adam      | Approved | 7/12/2022 - 10:35 AM |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 10:45 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 1:54 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:01 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Budget Appropriation of Pedestrian and Bicycle Accommodation Construction and Maintenance Funds – InLight Industrial Site – \$180,000

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On June 14, 2022, the James City County Board of Supervisors authorized the sale of County property located at 1637 Green Mount Parkway to InLight Real Estate Partners for the development of a warehousing facility (i.e., the InLight Industrial Site).

The project has been going through the administrative site plan review and approval process and land disturbance and construction is expected to begin soon.

As part of the site plan review, Section 24-35 of the County Code is applicable and requires pedestrian and bicycle accommodations along the Green Mount Parkway street frontage. Specifically, the adopted Regional Bikeways Plan and the adopted Pedestrian Accommodation Master Plan call for the construction of a multiuse path.

Existing topographical conditions however make construction of pedestrian and bicycle accommodations impractical in this location and the applicant, Vanasse Hangen Brustlin, Inc., has asked for an exception to Section 24-35 of the County Code, which has been granted by the Director of Planning.

Section 24-35 of the County Code states that when such exceptions are granted, the applicant shall be required to pay into the Pedestrian or Bicycle Accommodation Construction and Maintenance Fund in an amount determined to be equivalent to the anticipated construction cost. For this project, that amount is \$180,000. The purpose of the Pedestrian and Bicycle Accommodation Construction and Maintenance Fund is to allow the County to construct similar facilities elsewhere in the County where construction is feasible and where an important need exists. This fund is not actively used for new projects; rather, the County established the Transportation Match account in Fiscal Year 2017.

Staff therefore recommends approval of the attached resolution which would appropriate the funds to the County's Transportation Match account in the Special Projects/Grant Fund. Staff recommends the funds be used as needed local funding towards the construction of the County's Route 60 Multimodal Improvement Project. The project is proposing to add significant improvements, including sidewalks and a mixed use trail on a two-mile long segment of Pocahontas Trail, in between Fire Station No. 2 and James River Elementary School. The Transportation Match account funding will be used for any local contributions and will be used to ensure full funding for this project.

PDH/md  
BA-PedBikeInLight-mem

Attachments:

1. Resolution
2. Applicant's Exception Request

## RESOLUTION

### BUDGET APPROPRIATION OF PEDESTRIAN AND BICYCLE ACCOMMODATION

#### CONSTRUCTION AND MAINTENANCE FUNDS

#### INLIGHT INDUSTRIAL SITE - \$180,000

WHEREAS, on June 14, 2022, the James City County Board of Supervisors authorized the sale of County property located at 1637 Green Mount Parkway to InLight Real Estate Partners for the development of a warehousing facility (i.e., the InLight Industrial Site); and

WHEREAS, as part of the site plan review, Section 24-35 of the County Code is applicable and requires pedestrian and bicycle accommodations along the Green Mount Parkway street frontage; and

WHEREAS, existing topographical conditions make construction of pedestrian and bicycle accommodations impractical in this location and the applicant, Vanasse Hangen Brustlin, Inc., has asked for an exception to Section 24-35 of the County Code, which has been granted by the Director of Planning; and

WHEREAS, Section 24-35 of the County Code states that when such exceptions are granted, the applicant shall be required to pay into the Pedestrian or Bicycle Accommodation Construction and Maintenance Fund in an amount determined to be equivalent to the anticipated construction cost, which is determined to be \$180,000.

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes acceptance of such funds and further authorizes the appropriation of those funds to the Transportation Match account in the Special Projects/Grants Fund:

Revenue:

|                              |                  |
|------------------------------|------------------|
| InLight Real Estate Partners | <u>\$180,000</u> |
|------------------------------|------------------|

Expenditure:

|   |                  |
|---|------------------|
| Transportation Match - InLight Real Estate Partners | <u>\$180,000</u> |
|---|------------------|

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John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

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Teresa J. Saeed  
Deputy Clerk to the Board

|           | VOTES      |            |                |
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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

BA-PedBikeInLight-res



## Memorandum

To: JCC – Community Development  
101-A Mounts Bay Road  
P.O. Box 8784  
Williamsburg, VA 23187-8784

Date: July 1, 2022

Project #: 34783.00 – SP-22-0034, InLight Industrial Site

From: VHB – on behalf of InLight RE

Re: Green Mount Parkway Multi-Use Path

Mr. Holt,

As a follow up to our correspondence on May 23<sup>rd</sup>, 2022, InLight is requesting an exception under 24-35(d)(2) of the James City County Code to the “pedestrian and bicycle accommodation” requirements set forth in Section 24-35 of the James City County Zoning Ordinance (the “Ordinance”). JCC has requested that InLight provide an 8’ wide multi-use path or pay a fee-in-lieu into the James City County construction and maintenance fund for the construction of the equivalent multi-use path elsewhere in the County. InLight has contracted with Mycon General Contractors, Inc. who have informed us that the estimated amount to construct the requested 2,200 ft. multi-use path is One Hundred Sixty-Five Thousand dollars (\$165,000.00). After incorporating the projected engineering cost, the overall cost becomes One Hundred Eighty Thousand dollars (\$180,000.00).

Breakdown of Multi-use Path overall cost:

1. Projected Material, Labor and Mobilization Cost=\$165,000.00 (includes insurance and OH&P)
2. Projected Engineering Cost=\$15,000.00 (9% of projected material, labor, and mobilization cost; includes survey and civil design permitting)

As per our coordination, per Section 24-35(d) of the Ordinance, exceptions to the pedestrian/bicycle accommodation requirements may be granted by the Planning Director under certain circumstances. Subsection (2) provides an exception in circumstances where the topographical conditions of the area make construction of pedestrian or bicycle accommodations impractical. VHB reiterates its opinion that the topographical conditions, including steep topography, ravines and wetlands, make the construction of the multi-use path along Green Mount Parkway impractical and requests that, in-lieu of, JCC allows InLight to make a reasonable payment into the James City County construction and maintenance fund.

Thank you for your consideration. Please do not hesitate to contact me if you have any questions or concerns about our request.

Respectfully Submitted,

**Piotr (Peter) Swietuchowski, PE**  
Principal  
Land Development Service Leader

Engineers | Scientists | Planners | Designers

351 McLaws Circle, Suite 3, Williamsburg, Virginia 23185

P 757.220.0500 F 757.903.2794 www.vhb.com

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$112,200 - Operational Medical Director

---

**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memorandum  | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Fire                   | Ashe, Ryan         | Approved | 7/7/2022 - 1:18 PM   |
| Publication Management | Pobiak, Amanda     | Approved | 7/7/2022 - 1:36 PM   |
| Legal Review           | Kinsman, Adam      | Approved | 7/7/2022 - 1:37 PM   |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 11:03 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 1:56 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:01 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$112,200 - Operational Medical Director

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The James City County Fire Department is responsible for providing Emergency Medical Services (EMS) to the citizens and visitors of James City County. The Code of Virginia requires that EMS agencies have an emergency physician who serves as an Operational Medical Director (OMD) to provide oversight to the delivery of emergency care and implement a continuous quality improvement program. The OMD is a critical component in our system that ensures we are meeting current best practices in evidence-based medicine and providing exceptional EMS care.

Dr. Amir Louka, a Dual Board-Certified Emergency and EMS Physician from Virginia Commonwealth University (VCU), has served as our OMD for the past three years. During this time, Dr. Louka has worked closely with County staff to implement training, equipment, and procedures that have enhanced our patient care. Some examples include evidence-based medicine protocol updates, first pass endotracheal intubation success rate from 49% to 93%, 25% improvement in return of spontaneous circulation (ROSC) following cardiac arrest, IV pumps to limit/prevent medication errors, portable ventilators, and ultrasound in the field. This year we are focusing on improvements in the emergency medical dispatching by our Emergency Communications Officers and enhancing our CONECT program with medical case management.

The Fiscal Year 2023 budget includes funds to contract with VCU for 40 hours per month of Dr. Louka's time to serve as our OMD. Adoption of the resolution awards the contract to VCU for 40 hours per month with a total cost of \$112,200.

Staff recommends the adoption of the attached resolution.

RTA/ap  
CA-OpnlMedDir-mem

## **RESOLUTION**

### **CONTRACT AWARD - \$112,200 - OPERATIONAL MEDICAL DIRECTOR**

WHEREAS, the Operational Medical Director (OMD) contract with Virginia Commonwealth University (VCU) is included in the Fiscal Year 2023 budget; and

WHEREAS, VCU has offered a contract price of \$112,200 for 40 hours of OMD services; and

WHEREAS, the Fire Department has deemed the contracted services meets operational and regulatory requirements.

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 VCU for 40 hours per month of contracted time in the amount of \$112,200.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

ICENHOUR  
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VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

CA-OpnlMedDir-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Toni Small, Director, Stormwater and Resource Protection Division

SUBJECT: Contract Award - \$220,976 - Watershed Management Planning Services for Diascund Creek

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**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memorandum  | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department                        | Reviewer           | Action   | Date                 |
|-----------------------------------|--------------------|----------|----------------------|
| Engineering & Resource Protection | Small, Toni        | Approved | 7/14/2022 - 11:53 AM |
| Development Management            | Holt, Paul         | Approved | 7/14/2022 - 12:03 PM |
| Publication Management            | Daniel, Martha     | Approved | 7/14/2022 - 12:38 PM |
| Legal Review                      | Parman, Liz        | Approved | 7/15/2022 - 8:34 AM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/18/2022 - 9:02 AM  |
| Board Secretary                   | Rinehimer, Bradley | Approved | 7/19/2022 - 9:31 AM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/19/2022 - 1:00 PM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Toni E. Small, Director, Stormwater and Resource Protection Division

SUBJECT: Contract Award - \$220,976 - Watershed Management Planning Services for Diascund Creek

---

A Request for Proposals (RFP) was solicited from qualified firms to provide Watershed Management Planning Services for the Diascund Creek watershed.

Interested firms responded to the RFP by describing its interest, qualifications, project approach, and experience in performing similar work. A panel of staff members representing the Stormwater and Resource Protection Division, Planning, and Capital Projects evaluated each of the proposals and selected one firm, Stantec Consulting Services, Inc.

The following qualified firm submitted bids to be considered for contract award:

| <u>Firm</u>                       | <u>Amount</u> |
|-----------------------------------|---------------|
| Stantec Consulting Services, Inc. | \$220,976     |

Staff recommends approval of the attached resolution awarding a contract to the firm listed above. The funding for these services is part of the approved Capital Improvement Program budget for Fiscal Year 2022.

Staff recommends approval of the attached resolution authorizing the contract award to Stantec Consulting Services, Inc.

TES/ap  
CA-WMPSDiascnd-mem

Attachment:  
1. Resolution

## RESOLUTION

### CONTRACT AWARD - \$220,976 - WATERSHED MANAGEMENT PLANNING SERVICES

#### FOR DIASCUND CREEK

WHEREAS, a Request for Proposals was solicited from qualified firms to provide Watershed Management Planning Services for the Diascund Creek watershed; and

WHEREAS, a panel of staff members representing the Stormwater and Resource Protection Division, Planning, and Capital Projects evaluated each of the proposals and selected one firm, Stantec Consulting Services, Inc.; and

WHEREAS, previously authorized Capital Improvement 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 in the amount of \$220,976 to Stantec Consulting Services, Inc. for the Watershed Management Planning Services for Diascund Creek.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

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SADLER  
MCGLENNON

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

CA-WMPSDiascnd-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Toni Small, Director, Stormwater and Resource Protection Division

SUBJECT: Contract Award - \$512,772 - Watershed Management Planning Services for Powhatan and Yarmouth Creeks

---

**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memorandum  | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department                        | Reviewer           | Action   | Date                 |
|-----------------------------------|--------------------|----------|----------------------|
| Engineering & Resource Protection | Small, Toni        | Approved | 7/14/2022 - 11:54 AM |
| Development Management            | Holt, Paul         | Approved | 7/14/2022 - 12:05 PM |
| Publication Management            | Daniel, Martha     | Approved | 7/14/2022 - 12:40 PM |
| Legal Review                      | Parman, Liz        | Approved | 7/15/2022 - 8:35 AM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/18/2022 - 9:02 AM  |
| Board Secretary                   | Rinehimer, Bradley | Approved | 7/19/2022 - 9:32 AM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/19/2022 - 1:00 PM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Toni E. Small, Director, Stormwater and Resource Protection Division

SUBJECT: Contract Award - \$512,772 - Watershed Management Planning Services for Powhatan and Yarmouth Creek

---

A Request for Proposals (RFP) was solicited from qualified firms to provide Watershed Management Planning Services for the Powhatan and Yarmouth Creek watersheds.

Interested firms responded to the RFP by describing its interest, qualifications, project approach, and experience in performing similar work. A panel of staff members representing the Stormwater and Resource Protection Division, Planning, and Capital Projects evaluated each of the proposals and selected one firm, Stantec Consulting Services, Inc.

The following qualified firm submitted bids to be considered for contract award:

| <u>Firm</u>                       | <u>Amount</u>                        |
|-----------------------------------|--------------------------------------|
| Stantec Consulting Services, Inc. | \$280,210 Powhatan Creek WSMP        |
| Stantec Consulting Services, Inc. | <u>\$232,562</u> Yarmouth Creek WSMP |
| Stantec Consulting Services, Inc. | <u>\$512,772</u> Total for both      |

Staff recommends approval of the attached resolution awarding a contract to the firm listed above. The funding for these services is part of the approved Capital Improvement Program budget for Fiscal Year 2022.

Staff recommends approval of the attached resolution authorizing the contract award to Stantec Consulting Services, Inc.

TES/ap  
CA-WMPSPowYrmth-mem

Attachment:  
1. Resolution

## RESOLUTION

### CONTRACT AWARD - \$512,772 - WATERSHED MANAGEMENT PLANNING SERVICES

#### FOR POWHATAN AND YARMOUTH CREEKS

WHEREAS, a Request for Proposals was solicited from qualified firms to provide Watershed Management Planning Services for the Powhatan and Yarmouth Creek watersheds; and

WHEREAS, a panel of staff members representing the Stormwater and Resource Protection Division, Planning, and Capital Projects evaluated each of the proposals and selected one firm, Stantec Consulting Services, Inc.; and

WHEREAS, previously authorized Capital Improvement 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 in the amount of \$512,772 to Stantec Consulting Services, Inc. for the Watershed Management Planning Services for Powhatan and Yarmouth Creeks.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

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VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

CA-WMPSPowYrmth-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$733,500 - Replacement Ambulances

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**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memorandum  | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Fire                   | Ashe, Ryan         | Approved | 7/11/2022 - 11:27 AM |
| Publication Management | Pobiak, Amanda     | Approved | 7/11/2022 - 12:35 PM |
| Legal Review           | Parman, Liz        | Approved | 7/11/2022 - 12:38 PM |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 11:05 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 1:58 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:02 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Contract Award - \$733,500 - Replacement Ambulances

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The Fiscal Year 2022 Capital Improvements Program budget includes funds for the purchase of two replacement ambulances.

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 (H-GAC) to FESCO Emergency Sales as a result of a competitive sealed Invitation to Bid. The H-GAC contract contains wording allowing other localities to purchase from the contract.

The H-GAC Fire Service Apparatus cooperative contracts offer multiple 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.

Fire Department technical staff researched the design, construction, and field performance of the Horton ambulance, worked closely with FESCO Emergency Sales to design a vehicle that will meet the Department's needs, and negotiated a price of \$366,750 for each replacement ambulance. The cost of the contract is within the funds allotted.

Final placement to be determined 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 the contract award to FESCO Emergency Sales in the amount of \$733,500 for the two Horton ambulances.

RTA/md  
CA-FY23ReplAmb-mem

Attachment

## RESOLUTION

### CONTRACT AWARD - \$733,500 - REPLACEMENT AMBULANCES

WHEREAS, funds are available through the Fiscal Year 2023 Capital Improvements Program budget for the purchase of two replacement ambulances; 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, the Fire Department, Fleet, and Purchasing staff determined the contract specifications meet the County's performance requirements for an ambulance and negotiated a price of \$366,750 with FESCO Emergency Sales for each 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 two Horton ambulances in the amount of \$733,500.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

|                           |           | VOTES      |            |                |               |
|---------------------------|-----------|------------|------------|----------------|---------------|
|                           |           | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| _____                     | ICENHOUR  | _____      | _____      | _____          | _____         |
| Teresa J. Saeed           | HIPPLE    | _____      | _____      | _____          | _____         |
| Deputy Clerk to the Board | LARSON    | _____      | _____      | _____          | _____         |
|                           | SADLER    | _____      | _____      | _____          | _____         |
|                           | MCGLENNON | _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

CA-FY23ReplAmb-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - \$30,000 - Radiological Emergency Preparedness

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**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memorandum  | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Fire                   | Ashe, Ryan         | Approved | 7/6/2022 - 8:44 AM   |
| Publication Management | Daniel, Martha     | Approved | 7/6/2022 - 9:00 AM   |
| Legal Review           | Kinsman, Adam      | Approved | 7/6/2022 - 4:59 PM   |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 11:05 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 2:00 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:02 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - \$30,000 - Radiological Emergency Preparedness

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Each Virginia locality within 10 miles of a nuclear power plant receives pass-through funding annually from Dominion Energy through the Virginia Department of Emergency Management (VDEM) to support Radiological Emergency Preparedness (REP).

The James City County (JCC) Fire Department's Emergency Management Division has been awarded \$30,000 in radiological emergency preparedness funds from Dominion Energy through VDEM due to the County's proximity to the Surry Power Station nuclear plant. This funding is part of VDEM's 2022 package.

The funds are to be used for planning and response for public protective actions related to the Surry Power Station nuclear plant. The County uses the funds to maintain emergency response plans, participate in readiness drills and exercises, provide REP training, make improvements to the Emergency Operations Center, purchase and maintain radiological response equipment, and support the JCC Alert County emergency notification system.

This grant requires no local match.

Staff recommends adoption of the attached resolution to appropriate funds.

RTA/ap  
GA-RADEmrgPrep23-mem

## RESOLUTION

### GRANT AWARD - \$30,000 - RADIOLOGICAL EMERGENCY PREPAREDNESS

WHEREAS, the James City County Fire Department's Emergency Management Division has been awarded pass-through funds in the amount of \$30,000 to support Radiological Emergency Preparedness from the Virginia Department of Emergency Management (VDEM); and

WHEREAS, the funds are to be used for planning and response for public protective actions related to the Surry Power Station nuclear plant; and

WHEREAS, the grant requires no match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation to the Special Projects/Grants Fund:

Revenue:

Radiological Emergency Preparedness Funds - VDEM      \$30,000

Expenditure:

Radiological Emergency Preparedness Funds - VDEM      \$30,000

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

|           | VOTES      |            |                |               |
|-----------|------------|------------|----------------|---------------|
|           | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| ICENHOUR  | _____      | _____      | _____          | _____         |
| HIPPLE    | _____      | _____      | _____          | _____         |
| LARSON    | _____      | _____      | _____          | _____         |
| SADLER    | _____      | _____      | _____          | _____         |
| MCGLENNON | _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

GA-RADEmrgPrep23-res

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

|   | Description                    | Type    |
|---|--------------------------------|---------|
|  | June 28, 2022 Business Meeting | Minutes |

**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/19/2022 - 1:28 PM |

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**BUSINESS MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 28, 2022**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

James O. Icenhour, Jr., Jamestown District  
Michael J. Hipple, Powhatan District  
Ruth M. Larson, Berkeley District  
P. Sue Sadler, Vice Chairman, Stonehouse District  
John J. McGlennon, Chairman, Roberts District

Scott A. Stevens, County Administrator  
Adam R. Kinsman, County Attorney

**C. PRESENTATION**

1. Jamestown Rediscovery

Mr. McGlennon welcomed Dr. James Horn, President and Chief Officer of Jamestown Rediscovery. Mr. McGlennon stated Dr. Horn would introduce his team and provide a presentation on Jamestown.

Dr. Horn thanked the Board for the opportunity to present. Dr. Horn recognized the following colleagues in attendance: Mr. Michael Lavin, Director of Collections and Conservation, Mr. David Givens, Director of Archaeology, and Ms. Denise Kellogg, Director of Development. Dr. Horn mentioned for clarification purposes that Jamestown Rediscovery was the original site of Jamestown Island and is affiliated with Preservation Virginia. Dr. Horn stated there were urgent challenges Jamestown Rediscovery currently encountered, adding the objective was to seek support from the Board of Supervisors. Dr. Horn stated Mr. Givens would start the presentation.

Mr. Givens addressed the Board to discuss the history of Jamestown, indicating it was the first English settlement in America. Mr. Givens stated Preservation Virginia, formerly known as Association for Preservation of Virginia, was founded in 1889 and in a series of actions acquired 22.5 acres of Jamestown Island in 1893. Mr. Givens noted preservation efforts were initiated and archaeology began in 1897. Mr. Givens mentioned one of the first efforts was preserving the land from washing away by the James River, adding the seawall construction, which began in 1901 and was completed by 1904, still stands today. Mr. Givens stated the Jamestown Rediscovery archaeological project started in 1994 with Dr. William Kelso, the County's first Director of Archaeology, adding he established the foundation for education as archaeology was not just a tourist destination, but education as well. Mr. Givens touched on the role water had played through the construction of James Fort and the history at Jamestown; however, the same water which threatens the location today as the excavations

continue. Mr. Givens stated Jamestown had three of the top 10 discoveries according to *Archaeology Magazine*. Mr. Givens pointed out that on Tripadvisor, Historic Jamestown was No. 2 of the Top Attractions to visit in the County. Mr. Givens explained the challenges with sea level rise and displayed a recent photo of flooding concerns on the PowerPoint presentation. Mr. Givens explained the main focus was preservation and planning for the future which included technology and implementation of non-invasive evaluations of properties through Ground-Penetrating Radar (GPR). Mr. Givens referenced a recent photo of the Pitch and Tar Swamp on the PowerPoint slide using GPR. Mr. Givens expressed the need for the County's support to aid in action of the future.

Mr. Lavin noted the challenges in relation to sea level rise. Mr. Lavin stated Jamestown Discovery applied and was nominated as one of America's 11 Most Endangered Historic Places for 2022. Mr. Lavin expressed the nomination as undesirable; however, it would allow awareness to the circumstances. Mr. Lavin displayed a photo on the PowerPoint slide which indicated the several challenges Jamestown Island was currently faced with which included the following: land subsidence; increased inundation; aging infrastructure; rising aquifer; extreme storm events; and sea level rise. Mr. Lavin displayed video footage of Hurricane Irene noting by the time it reached the County it was not a hurricane; however, the storm created substantial flooding, adding the flooding shown in the video was what Jamestown Island was currently experiencing on a normal occurrence. Mr. Lavin reported approximately 14 out of the 22.5 acres was currently underwater. Mr. Lavin highlighted damage to the seawall, adding that was being addressed with grant funding. Mr. Lavin referenced a graph on the PowerPoint slide to indicate the highest recorded tidal events at Sewells Point from 1933-2016. Mr. Lavin reported a total of 24 events, adding this was becoming a more frequent occurrence. Mr. Lavin displayed video footage of a non-rainy day with a low-pressure system off the coast of Virginia from May 10, 2022, on the PowerPoint presentation and the outcome these concerns have on the property. Mr. Lavin explained in these circumstances the nonprofit organization was forced to close due to the pathways being inundated, the site was not accessible, and the concerns were too substantial to correct alone. Mr. Lavin noted collaborative efforts with Vanasse Hangen Brustlin, Inc. (VHB) to gather the necessary data to address these concerns. Mr. Lavin stated current data for the Jamestown-Scotland Ferry area indicated approximately five to six flood events annually. Mr. Lavin noted using the County's property GIS map that shows approximately seven and a half acres are now designated as wetlands. Mr. Lavin explained the inundation was caused from the Pitch and Tar Swamp from the east and spreading onto the western end of Jamestown Island. Mr. Lavin noted various documents and photos provided evidence to support Jamestown Island was relatively dry in the past, adding this was a new phenomenon. Mr. Lavin stated Sewells Point had been accurately measuring the sea level since 1929 and reported to date a 1.6 feet of sea level rise in the past 93 years. Mr. Lavin remarked the projections for sea level rise for future years were only anticipated to get worse referencing data on the PowerPoint slide. Mr. Lavin stated Jamestown Rediscovery had started a \$2 million project to augment the seawall, adding 96,000 tons of granite armor stone to the seawall for a total width of 25 feet over the 1,700 linear feet of seawall. Mr. Lavin informed the Board the project should be completed within the next couple of weeks. Mr. Lavin displayed a photo of Jamestown Island on the PowerPoint slide which included a number of strategies to alleviate the circumstances such as: elevate buildings; elevate roads, pathways, and landscape; install flood berms; improve infrastructure; etc.; however, these projects were costly. Mr. Lavin noted success stories in the area, such as the Ohio Creek Watershed Project in the City of Norfolk which was awarded a \$112 million federal grant to address the concerns. Mr. Lavin expressed he felt the necessary team and tools were in place to address these concerns; however, the funds were needed to intervene. Mr. Lavin displayed the initial estimates of what it would cost for all necessary projects which was approximately \$32 million; however, the exact figures would not be known until the permit process began. Mr. Lavin displayed the VHB fees associated with the project interventions.

Ms. Larson requested Mr. Lavin return to the previous PowerPoint slide in reference to the

initial estimates for the projects.

Mr. Lavin stated he would provide Mr. Stevens with the desired information which he could share with the Board members.

Dr. Horn reiterated the request for support in efforts to save Jamestown Island. Dr. Horn acknowledged the intervention to correct these concerns were costly and would require the assistance of numerous agencies at state and congressional levels. Dr. Horn mentioned the efforts started locally and any support which the County could provide was significant. Dr. Horn stated the objective was to have the intervention process underway within the next five years.

Mr. McGlennon thanked Dr. Horn, Mr. Givens, and Mr. Lavin for the informative presentation. Mr. McGlennon commended Jamestown Rediscovery personnel for the steps taken to ensure awareness of the circumstances. Mr. McGlennon expressed the vital importance of this organization to the community, nation, and to the world, adding he felt strongly that the County would support the objectives presented today. Mr. McGlennon asked if any Board members had any questions and/or comments.

Mr. Icenhour asked if flood berms would be implemented near the seawall to prevent flood occurrences on the property.

Mr. Lavin replied the current plan was to protect Jamestown Island for the next 50-75 years. Mr. Lavin stated the seawall had a base elevation between 6.2 and 6.5 feet, which would protect the property for that timeframe. Mr. Lavin mentioned this intervention would provide ample time to further analyze the proper actions if needed. Mr. Lavin did not recommend a drastic change to the landscape with regard to elevation as he felt it was excessive for the need today; however, he felt more data was needed over time and to ensure projections were true to assist in further future planning.

Mr. Icenhour asked if the flood berm would reduce the chances of floods in that area.

Mr. Lavin confirmed yes it would protect from flood events. He added even if elevations increased according to the projections for future years the intervention measures would still prevent flooding from occurring.

Mr. Icenhour replied ok.

Mr. Lavin stated the concept was there; however, a significant investment was needed.

Mr. Icenhour thanked Mr. Lavin.

Mr. Hipple expressed the importance of protecting Jamestown Island. Mr. Hipple anticipated the media sources would assist in awareness and urgency to this situation, in addition to congressional support.

Mr. Lavin stated the nonprofit organization was slated to be on CBS news this Thursday evening for this specific project as a result of the nomination for America's 11 Most Endangered Historic Places for 2022. Mr. Lavin mentioned the abundance of press surrounding the article. Mr. Lavin expressed one of the challenges was finding the correct grant program to apply for funds. Mr. Lavin welcomed all support to locate the necessary appropriations for this specific circumstance.

Mr. Hipple thanked Mr. Lavin.

Ms. Larson inquired on the size of the Jamestown Rediscovery Development Office, if it was just Ms. Kellogg or if there were other individuals involved.

Ms. Kellogg replied there was a limited number of individuals conducting the fundraising efforts for this project. Ms. Kellogg expressed while the amount of money was significant, she felt it was feasible working with state and federal partners, in addition to guidance from VHB regarding different types of grants which could be applied for.

Ms. Larson stated the reason she asked was if there had been any consideration on a potential partnership to assist with fundraising efforts.

Ms. Kellogg agreed the organization did need to explore partnerships. She mentioned the challenges of managing both the fundraising effort and ongoing general operations.

Ms. Larson requested this item be added to the legislative agenda. Ms. Larson offered as a Board to send written correspondence to Congress to emphasize the awareness of the circumstances, adding she knew the Honorable Senator Tim Kaine was aware and seeking support.

Dr. Horn replied that would be great. Dr. Horn stated contact had been made to the Honorable Senator Tim Kaine and to the Honorable Senator Mark Warner. Dr. Horn commented the outreach would continue as the funds needed to address this issue would require state and congressional support. Dr. Horn mentioned he would like to keep the Board informed of visits, adding that he anticipated attendance from Mr. Travis Voyles, Deputy Secretary of Natural and Historic Resources, and would be reaching out to the Honorable Governor Glenn Youngkin to visit.

Ms. Larson stated her visit to Jamestown Island was fascinating, adding she strongly urged the public to visit. Ms. Larson expressed the potential loss of the nation's history would be detrimental. Ms. Larson highlighted the beneficial aspects of the Jamestown experience. Ms. Larson thanked Dr. Horn and his colleagues for being in attendance today.

Ms. Sadler asked if these projects were in phases based on immediate needs.

Mr. Lavin confirmed yes, adding the flood berm was at the top of the priority list which also included making pathways ADA compliant and raising buildings to three feet above the FEMA floodplains. Mr. Lavin stated the spreadsheet before the Board was essentially itemized and for the same improvement project.

Ms. Sadler stated comprehensively it all worked together; however, there were certain items which were more urgent than others.

Mr. Lavin replied correct, adding the seawall was the top priority for safety precautions.

Ms. Sadler thanked Mr. Lavin and his colleagues for being in attendance.

Mr. McGlennon asked Mr. Stevens if he had any comments he wanted to share.

Mr. Stevens stated he appreciated the time, attention, and willingness to show him around the site. Mr. Stevens expressed he believed advocacy was certainly a role the County would play moving forward to preserve the history and future discoveries.

Mr. McGlennon reiterated his thanks for the informative presentation, adding he hoped this provided public awareness to the matter.

## 2. Care Team Presentation

Mr. McGlennon welcomed Ms. Rebecca Vinroot, Director of Social Services, to the podium.

Ms. Vinroot addressed the Board to provide a brief introduction to the presentation. Ms. Vinroot informed the Board that there was a grant acceptance item on the Consent Calendar which would allow funding for this program. Ms. Vinroot mentioned the Care Team Program had been supported for five years now, adding the Williamsburg Health Foundation had generously issued a grant to support the ongoing efforts for this program. Ms. Vinroot introduced Ms. Lynette Diaz, Care Team Coordinator, who would be conducting the presentation and recognizing members of the Care Team.

Mr. McGlennon welcomed Ms. Diaz.

Ms. Diaz addressed the Board to provide an overview of the program. Ms. Diaz first recognized Ms. Nicolle Davis, Care Team Registered Nurse, and Ms. Courtney Thomas, Care Team Social Worker, in attendance. Ms. Diaz stated the Child Health Initiative objective was to find new ways to partner with families for health and well-being outcomes. Ms. Diaz spoke about the timeline of events which initiated the program. Ms. Diaz mentioned in January 2014, the Williamsburg Health Foundation and community partners explored the health needs of children who were not meeting educational and developmental goals. Ms. Diaz noted this effort created the Care Team support model. Ms. Diaz further noted in July 2015, the City of Williamsburg Human Services was awarded funds for a Care Team and in July 2018, James City County (JCC) Department of Social Services was awarded funds to initiate a Care Team. Ms. Diaz touched on the primary community partners which included the following: Child Development Resources (CDR); the City of Williamsburg Human Services Department; JCC Department of Social Services; and Williamsburg-James City County (WJCC) Public Schools, in addition to various secondary partners in the Greater Williamsburg area. Ms. Diaz explained this program was focused on families with children in 5th grade or younger who reside in the County; families who needed support with coordinating services in relation to healthcare, education, employment, or maintaining basic needs; caregivers or children with lifestyle habits that increase health risks; and families with risk factors related to child welfare and safety. Ms. Diaz mentioned Asset Limited, Income Constrained, Employed (ALICE) households which were identified as being on the brink of poverty. Ms. Diaz stated United Way conducted a study in the County and reported approximately 33% of the County's population had ALICE households which equates to approximately 29,000 households. Ms. Diaz highlighted key elements which supported an individual's health. Ms. Diaz remarked that Ms. Davis worked on healthy living goals and Ms. Thomas worked on social and economic mobility goals. Ms. Diaz added the two-generation approach was used as a more innovative model and to integrate the science behind early childhood and parenting. Ms. Diaz displayed a list of items the Care Team assisted families with on the PowerPoint presentation. Ms. Diaz stated in 2020 the Care Team collaborated with Child Health Initiative partners to develop a measurement tool of core indicators. Ms. Diaz reported a total of 24 core indicators, adding 12 for children and 12 for the caregivers. Ms. Diaz commented this was a way to measure progress in relation to family goals. Ms. Diaz remarked based on tracking observations families made healthier choices after completion of the program. Ms. Diaz provided an example of a mother who decided to quit smoking, which ultimately created a positive domino effect for the household such as saving money; time, and money spent on more productive family-oriented activities; mental health improvement, etc. Ms. Diaz added increased improvements in caregivers coordinating a child's medical/healthcare routine, improved school attendance, and healthy support systems. Ms. Diaz mentioned economic stability was not always achieved through the program; however, the program offered budgeting opportunities to help families. Ms. Diaz discussed and displayed the latest pilot program "Getting Ahead in a

Just-Gettin’-By World” launched in March 2022 which was based off the work of Mr. Philip DeVol on the PowerPoint slide. Ms. Diaz concluded the presentation and welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Diaz and asked if any Board members had questions.

Ms. Larson thanked Ms. Diaz for the informative presentation. Ms. Larson inquired if there was data to support the positive outcomes from the program.

Ms. Diaz replied the Care Team used the 24 core indicators. Ms. Diaz stated the families were rated every six months, adding on average families stayed within the program for approximately two years. Ms. Diaz mentioned there was a survey opportunity for families who were no longer in the program to monitor continued progress.

Mr. McGlennon inquired if he heard correctly that 29,000 households in the County were considered ALICE households. Ms. Diaz remarked according to United Way yes. Mr. McGlennon replied those figures seemed high. He wondered if that data referenced the number of individuals opposed to the households.

Ms. Diaz remarked it could be. She referenced [unitedforalice.org](http://unitedforalice.org) website had the data and was listed as number of households.

Mr. McGlennon replied he would investigate that. Mr. McGlennon asked how many families were in the program.

Ms. Diaz replied the goal was to serve 25 families per fiscal year. Ms. Diaz added there was approximately a 10-15 family case count at a time; however, it was currently at a 20-case count. Ms. Diaz expressed the management challenges of the case load even with three case workers due to the extent of services offered to the families.

Mr. McGlennon questioned the ability to maintain the number of participants due to moving situations and other criteria.

Ms. Diaz replied she had circumstances where a household moves; however, it was to the City of Williamsburg or vice versa. Ms. Diaz mentioned the beneficial aspect of offering this program in both jurisdictions which allowed for collaborative efforts. Ms. Diaz expressed family mental health challenges could impact the participation in the program as the Care Team were not clinicians and could only provide resources.

Mr. McGlennon thanked Ms. Diaz, adding it was pertinent work to provide individuals with the resources needed to improve quality of life. Mr. McGlennon remarked to Ms. Larson’s point data to validate outcome improvements could potentially allow for program expansion.

Ms. Diaz thanked Mr. McGlennon.

#### **D. CONSENT CALENDAR**

Mr. McGlennon asked if any Board member wished to pull any items from the Consent Calendar for discussion.

Ms. Larson requested to pull Item No. 5. Ms. Larson expressed her curiosity as the County already had one internet provider.

1. Acceptance of Funds - \$4,589 - Virginia Forfeited Asset Sharing Program

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

2. Adoption of a Revised Policy for Remote Participation in Meetings by Board Members

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

3. Grant Award - \$275,000 - Child Health Initiative

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

4. Hampton Roads Hazard Mitigation Plan Adoption

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

5. Master Services Agreement for Internet Service Provider - SEGRA

A motion to Approve was made by Ruth Larson, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon welcomed Ms. Alisa Fox, Assistant Director of Information Resources Management, to the podium.

Ms. Fox addressed the Board advising the additional internet provider would aid with redundancy and networking purposes.

Ms. Larson thanked Ms. Fox.

Mr. McGlennon remarked Item Nos. 5 and 6 on the Consent Agenda created County savings of approximately \$20,000.

Ms. Fox replied correct.

Mr. McGlennon stated well done.

Ms. Fox recognized Mr. CJ Joyner, Systems Administrator, for his investigative efforts to locate this opportunity.

6. Master Services Agreement for Telecommunications Services - Cox Communications

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

7. Minutes Adoption

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The Minutes Approved for Adoption included the following meetings:

- May 10, 2022, Regular Meeting
- May 23, 2022, Special Meeting
- May 24, 2022, Business Meeting
- June 14, 2022, Regular Meeting

8. Resolution of Chesapeake Bay Preservation Ordinance Violation at 130 Lakeside Circle and 1581 Jamestown Road

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

9. Small Municipal and County Government Enterprise Agreement - ESRI

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

## **E. BOARD DISCUSSIONS**

1. RecConnect Program

Mr. John Carnifax, Director of Parks & Recreation, addressed the Board to discuss the Rec Connect program, which offered before and after-school care and a full-day summer camp program. Mr. Carnifax informed the Board that he received written correspondence from the YMCA seeking interest in taking over the program, in addition to discussion with the Williamsburg Indoor Sports Complex (WISC). Mr. Carnifax commented both organizations offered licensed before and after-school care and summer camp programs. Mr. Carnifax stated a Request for Proposal (RFP) would be required for soliciting purposes. Mr. Carnifax mentioned York County School System had a private provider who was operating before and after-school care, adding that could be another potential interest opportunity. Mr. Carnifax explained prior to issuing an RFP he wanted to seek guidance from the Board. Mr. Carnifax added issuance of a RFP would not create any commitment, but the opportunity to evaluate potential interest. Mr. Carnifax mentioned if a potential organization were to take over the program the organization would need to operate a licensed quality program similar to the County's, management of financial assistance, and consideration of the 11 full-time County employees who worked those programs. Mr. Carnifax stated if a contract was issued, collaboration with WJCC School System was required; however, the School System requested the County to manage the contract. Mr. Carnifax advised the Boys & Girls Club would be operating at James River Elementary School this upcoming year, so Rec Connect would no longer service that site. Mr. Carnifax expressed the staffing challenges over the past 18-24 months; however, full-time personnel in Rec Connect and the Department had increased. Mr. Carnifax added to date there were approximately 23 part-time position vacancies in the Department, so the challenges continued; however, the Department was ready to continue operation. Mr. Carnifax recommended the issuance of an RFP and the creation of a County personnel team to assist with evaluations of potential interest. Mr. Carnifax concluded the presentation.

Mr. Icenhour asked if there were specific reasons that led to consideration of this matter, in addition to the pros and cons of a private contract.

Mr. Carnifax stated the Department was attempting to recover direct operating costs. Mr. Carnifax informed the Board each site had one full-time employee and part-time employees which included covering employee salaries, benefits, and all operational costs, in addition to two Program Coordinators. Mr. Carnifax stated the Rec Connect program's direct cost had been self-supported through County revenue and a write-off of approximately \$80,000-\$100,000 annually; however, the indirect cost of this program was not. Mr. Carnifax explained indirect costs such as the Human Resources Department hiring process for these positions and the Financial Management and Services Department in respect to the management of financial assistance and budgeting processes. Mr. Carnifax noted there was not a confirmed figure for the indirect costs associated with the program.

Mr. Icenhour asked if that was the specific analysis for the evaluation process of this RFP.

Mr. Carnifax confirmed yes, to determine the cost savings for direct and indirect costs, if any, in addition to ensuring the organization provided a similar quality program with comparable prices and not impact the families that were currently on the County's financial assistance program.

Mr. Icenhour replied that was his biggest concern as this was a tremendous program for a great deal of County residents. Mr. Icenhour expressed the pertinence of protecting that interest in whatever route was decided for those families and children. Mr. Icenhour asked Mr. Carnifax if he was seeking approval from the Board to issue the RFP, conduct the analysis, and once completed he would come back before the Board to address the findings.

Mr. Carnifax replied correct.

Mr. Stevens added to Mr. Icenhour's point of what had changed he noted this past spring, the Board had a discussion on the Rec Connect Program and the desired pay rate structure for the program's employee positions. Mr. Stevens stated WISC was able to revise its employee pay rate structure quicker than the County was able to. Mr. Stevens expressed the challenges of increasing pay rates to those positions without increasing other positions. Mr. Stevens remarked the Board took action to alleviate some of those staffing concerns, which had a positive impact; however, this was an opportunity to explore a potential alternative path. Mr. Stevens indicated this upcoming school year 2022-2023 would operate as normal by the Parks & Recreation Department; however, this would allow an opportunity for evaluation.

Mr. Carnifax stated the Department was working with the Boys & Girls Club at James River Elementary School as the Department still operated the Summer Camp program.

Mr. Carnifax agreed to Mr. Stevens' point normal operation would occur this upcoming school year in August, adding the earliest would be the following year as the organization would need time to hire staff.

Mr. McGlennon asked how many schools had the Rec Connect Program.

Mr. Carnifax replied all WJCC Elementary Schools.

Mr. McGlennon asked if that would be an expectation as well.

Mr. Carnifax confirmed yes, in addition to the summer camps.

Mr. McGlennon expressed concerns of potential reduction in relation to availability within the

schools.

Mr. Carnifax confirmed it would be located in the School System just like the program was now with the exception of James River Elementary School.

Mr. McGlennon expressed the uncertainty of staffing issues arising in the future and the potential impacts to the operation of the various sites. Mr. McGlennon stated he felt the County had more ability to control that situation opposed to a nonprofit or private organization.

Ms. Larson replied she thought there was a prior circumstance where that did happen. She asked for clarification.

Mr. Carnifax confirmed it occurred last year at D.J. Montague Elementary School due to staffing shortages, adding WISC supported the transport of the schoolchildren. Mr. Carnifax stated that was the one location Rec Connect did not operate last year in reference to the before and after-school care; however, the operation would resume this August. Mr. Carnifax indicated discussion was initiated pre-pandemic and during the COVID-19 pandemic when the York County School System provider sought interest in taking over the program; however, that was not pursued. Mr. Carnifax mentioned community growth, future parks, and other services that required County personnel, adding he felt this opportunity was worth looking into.

Ms. Larson inquired on the County managing this program, adding she felt the WJCC School System should oversee management of the program since it was regarding the schools and its schoolchildren.

Mr. Carnifax replied he had limited discussion with one of the Assistant Superintendents, adding from what he gathered from the conversation he had was that WJCC School System preferred the County manage the program; however, it was not opposed to the idea.

Ms. Larson asked if there was a particular reason the School System wanted the County to manage the program.

Mr. Carnifax replied he was unsure; however, he presumed workload might be a factor.

Ms. Larson stated the Parks & Recreation Department was extremely busy. Ms. Larson requested additional information if the County chose to proceed with the RFP and issue a contract, adding she felt strongly that WJCC School System should be responsible for managing the contract.

Mr. Carnifax replied if a future contract were issued his plan would be to retain the current Operations Manager who oversees the Rec Connect before and after-school care and full-day summer camp program and keep her in that position. Mr. Carnifax stated he was unsure if the School System had that position available, adding since Parks & Recreation had that position available it made more sense to manage the contract as there was already County personnel managing these programs.

Mr. Stevens mentioned he and Mr. Carnifax had a discussion on the subject. Mr. Stevens stated if the Board chose not to pursue the RFP process, then the County would continue to operate and manage the program as usual. Mr. Stevens commented if the Board chose to engage in the RFP process, then evaluation of the potential proposals would occur and some of the management concerns could be discussed as time moved forward. Mr. Stevens suggested since Parks & Recreation Department was more familiar with the operations of these programs the Department could aid in the transition and at a later date transition that

position to the School System.

Ms. Larson asked Mr. Stevens if Board members were taking a poll on the RFP.

Mr. Stevens replied if the Board as a group collectively denied consideration, then it would not be pursued; however, if the Board was willing to at least engage in the RFP process to evaluate the potential proposals and findings from the analysis then the issuance of the RFP would start the process.

Ms. Larson replied she was willing to engage in the consideration.

Mr. McGlennon expressed his concern of the education component, in addition to reliable quality before and after-school care for the County workforce.

Ms. Larson inquired further on his statement.

Mr. McGlennon stated if the school were to operate the program, he referenced the City of Richmond schools offered programs which aided students who did not meet expectations and so forth. Mr. McGlennon mentioned he was unsure if the program offered that educational component.

Ms. Larson replied no that was a different program; however, she believed it could become an extension of the school day, adding that was up to the provider.

#### **F. BOARD CONSIDERATION(S)**

None.

#### **G. BOARD REQUESTS AND DIRECTIVES**

None.

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

Mr. Stevens noted he had no report.

#### **I. CLOSED SESSION**

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 2:17 p.m., the Board entered Closed Session.

At approximately 2:34 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by Ruth Larson, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

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. Appointments - Clean County Commission

A motion to Appoint Mr. Charles Loundemon and Ms. Peg Boarman as well as Mr. David Patterson and Mr. Bruce Schoch to the Clean County Commission for terms to expire July 31, 2025, was made by James Icenhour, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

3. Appointments - Colonial Behavioral Health Board

A motion to Appoint Ms. Denise Kirschbaum, Ms. Erin Otis, and Mr. Roy Witham to the Colonial Behavioral Health Board for terms to expire June 30, 2025, was made by James Icenhour, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Item Nos. 4 and 5 were postponed to a future meeting.

4. Appointment - Colonial Community Criminal Justice Board
5. Appointment - Economic Development Authority
6. Appointments - Historical Commission

A motion to Appoint Ms. Adrienne Carter, Mr. Alain Outlaw, and Ms. Rebecca Suerdieck to the Historical Commission for terms to expire Jun 30, 2025, was made by James Icenhour, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

7. Appointment - Thomas Nelson Community College Board

A motion to Appoint Ms. Tijuana Gholson effective immediately to the Thomas Nelson Community College Board for a term to expire June 30, 2025, was made by James Icenhour, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

8. Appointment - Williamsburg Regional Library Board of Trustees

A motion to Appoint Ms. Toni Sturdivant effective August 1, 2022, to the Williamsburg

Regional Library Board of Trustees for a term to expire July 31, 2026, was made by James Icenhour, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

## **J. ADJOURNMENT**

1. Adjourn until 5 pm on July 12, 2022 for the Regular Meeting

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 2:36 p.m., Mr. McGlennon adjourned the Board of Supervisors.

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Michael Woolson, Section Chief - Resource Protection

SUBJECT: Resolution of a Chesapeake Bay Preservation Ordinance Violation at 122 Pasbehegh Drive

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**ATTACHMENTS:**

|   | Description                     | Type            |
|---|---------------------------------|-----------------|
| ☐ | Memorandum                      | Cover Memo      |
| ☐ | Resolution                      | Resolution      |
| ☐ | Violation Recap - June 21, 2022 | Backup Material |
| ☐ | Location Map                    | Backup Material |
| ☐ | Civil Charge Consent            | Backup Material |
| ☐ | Restoration Agreement           | Backup Material |
| ☐ | Civil Charge Policy             | Backup Material |

**REVIEWERS:**

| Department                        | Reviewer           | Action   | Date                 |
|-----------------------------------|--------------------|----------|----------------------|
| Engineering & Resource Protection | Small, Toni        | Approved | 7/13/2022 - 3:31 PM  |
| Development Management            | Holt, Paul         | Approved | 7/14/2022 - 7:55 AM  |
| Publication Management            | Pobiak, Amanda     | Approved | 7/14/2022 - 8:08 AM  |
| Legal Review                      | Parman, Liz        | Approved | 7/14/2022 - 10:23 AM |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/14/2022 - 11:05 AM |
| Board Secretary                   | Rinehimer, Bradley | Approved | 7/14/2022 - 2:02 PM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/18/2022 - 9:03 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Michael D. Woolson, Section Chief - Resource Protection  
Joshua Everard, Assistant County Attorney

SUBJECT: Chesapeake Bay Preservation Ordinance Violation - Civil Charge - Olsen Fine Homebuilding, LLC, 122 Pasbehegh Drive

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Attached is a resolution for consideration by the Board of Supervisors regarding a violation of the County's Chesapeake Bay Preservation Ordinance (the "Ordinance") at 122 Pasbehegh Drive, further identified as James City County Real Estate Tax Map Parcel No. 4520200221 (the "Property"). The case involved the clearing of vegetation within a defined Chesapeake Bay Preservation Area on this Property. This work exceeded the approved clearing limits for the building of a single-family dwelling.

On or about June 17, 2022, County staff received a report of unauthorized activity at the Property. County staff visited the Property on June 17, 2022 and observed vegetation removal on the Property beyond the approved clearing limits within the Resource Protection Area. County staff discussed the violation with the contractor, Olsen Fine Homebuilding, LLC, on June 17, 2022.

In accordance with Section 23-18, Olsen Fine Homebuilding, LLC, and County staff agreed to resolve the violation through the County's civil charge process. Olsen Fine Homebuilding, LLC, signed a Consent Agreement and entered into a Chesapeake Bay Restoration Agreement with the County on June 21, 2022.

The resolution and attachments present additional specific details of the violation. Under the provisions of the Ordinance, the Board may accept civil charges for each violation of up to \$10,000. The contractor has agreed to the recommended civil charge of \$1,000 for violation of Section 23-10 of the County's Chesapeake Bay Preservation Ordinance.

Staff used the Chesapeake Bay Preservation Ordinance Civil Penalty Procedures Policy, endorsed by the Board in August 1999, as guidance in determining the civil charge amount. The Policy considers the degree of water quality impact and the degree of noncompliance involved in the case. Because staff determined that the water quality impact and the degree of noncompliance was moderate, the Civil Penalty Procedures Policy guidelines prescribe a recommended civil charge amount of \$1,000.

Staff recommends adoption of the attached resolution authorizing and directing the County Administrator to accept the \$1,000 civil charge from Olsen Fine Homebuilding, LLC, as full settlement of the Chesapeake Bay Preservation Ordinance violations at the Property occurring on or about June 17, 2022.

MDW/JE/md  
CBViol122Pasbehegh-mem

Attachments:

1. Resolution
2. Violation Recap - June 21, 2022
3. Location Map
4. Civil Charge Consent
5. Restoration Agreement
6. Civil Charge Policy

## **RESOLUTION**

### **CHESAPEAKE BAY PRESERVATION ORDINANCE VIOLATION - CIVIL CHARGE -**

#### **OLSEN FINE HOMEBUILDING, LLC, 122 PASBEHEGH DRIVE**

- WHEREAS, Olsen Fine Homebuilding, LLC, is contracted to build a single-family dwelling on a certain parcel of land commonly known as 122 Pasbehegh Drive, Williamsburg, Virginia, and designated as Parcel No. 4520200221 within the James City County Real Estate Tax Map system (the "Property"); and
- WHEREAS, on or about June 17, 2022, Olsen Fine Homebuilding, LLC, removed trees within a defined Resource Protection Area ("RPA") on the Property without prior approval of an exception to the County's Chesapeake Bay Preservation Ordinance ("CBPO"), impacting the RPA; and
- WHEREAS, Olsen Fine Homebuilding, LLC, has executed a Consent Agreement to remedy the above-described violation of the CBPO; and
- WHEREAS, Olsen Fine Homebuilding, LLC, has agreed to pay a total of \$1,000 to the County as a civil charge pursuant to Section 23-18 of the CBPO; and
- WHEREAS, the James City County Board of Supervisors is willing to accept the civil charge in full settlement of the CBPO violation, in accordance with Section 23-18 of the Code of the County of James City.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and directs the County Administrator to accept the \$1,000 civil charge from Olsen Fine Homebuilding, LLC, as full settlement of the Chesapeake Bay Preservation Ordinance violations at the Property occurring on or about June 17, 2022.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

|           | VOTES      |            |                |               |
|-----------|------------|------------|----------------|---------------|
|           | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| ICENHOUR  | _____      | _____      | _____          | _____         |
| HIPPLE    | _____      | _____      | _____          | _____         |
| LARSON    | _____      | _____      | _____          | _____         |
| SADLER    | _____      | _____      | _____          | _____         |
| MCGLENNON | _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

**VIOLATION RECAP**  
of James City County's Environmental Regulations

June 21, 2022

Simon Watrous  
Olsen Fine Home Building, LLC

Re: **Chesapeake Bay Preservation Ordinance Violation**  
**122 Pasbehegh**  
**James City County PIN 4520200221**  
**SRP-22-0006**

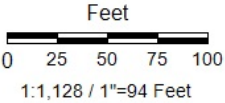
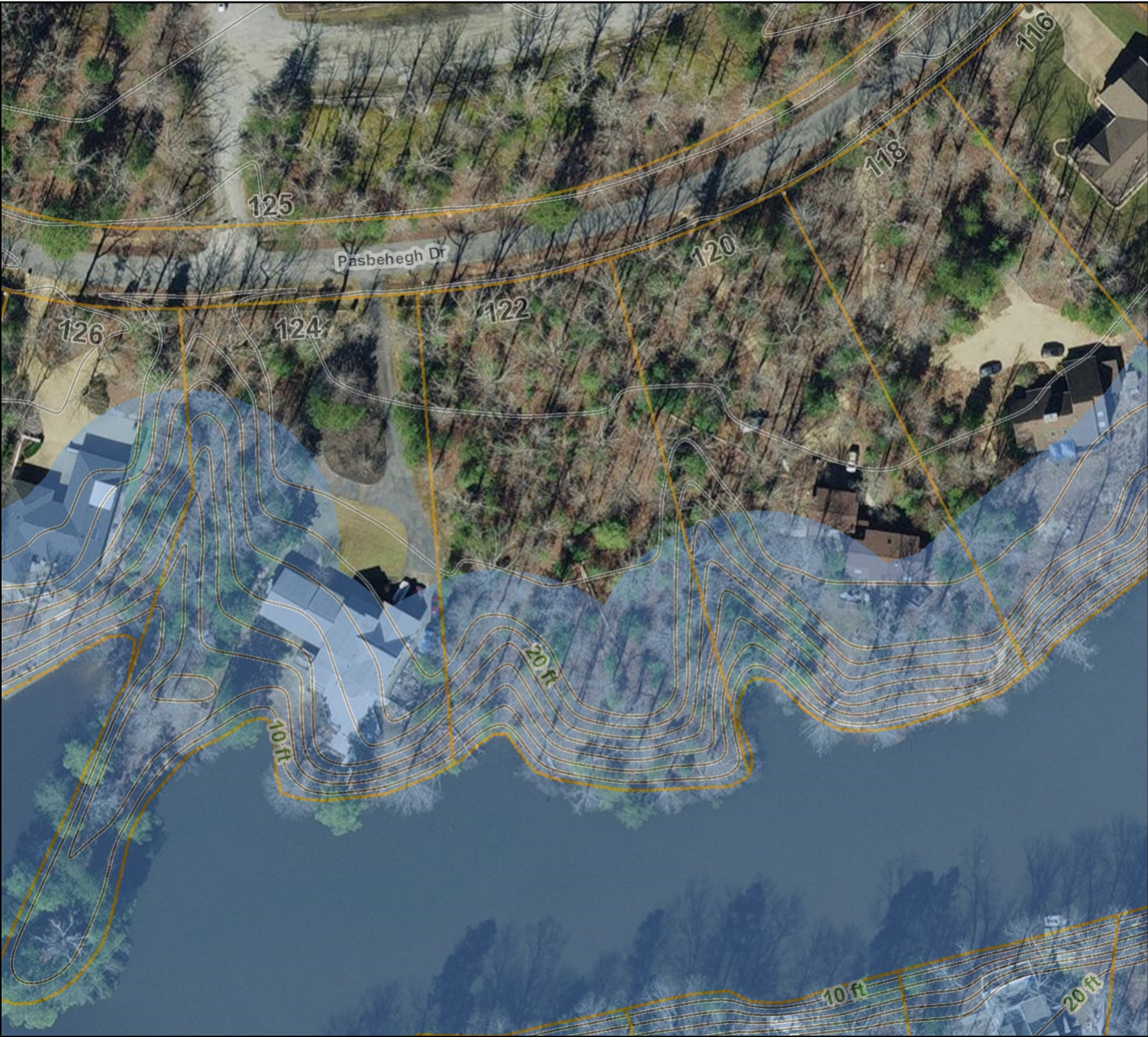
On or about June 17, 2022, it was brought to the attention of the James City County Stormwater and Resource Protection Division staff that two trees had been removed within the resource protection area (RPA) on property located at 122 Pasbehegh. CBPA-22-0033 was approved for clearing into the RPA buffer for the construction of a single family dwelling however, the trees that were removed are outside of the approved clearing limits associated with this approval. Upon being informed of this situation, staff visited the site to confirm the removal of the trees and their proximity to the RPA. A conversation then occurred between the contractor and staff. At that time, it was communicated to the contractor that all work should be halted until a resolution could be reached including signing a consent agreement for the defined civil charge in the amount of \$1,000 dollars and forming a restoration plan equating to 8 canopy trees or a substitutable amount. A surety of \$2,000 was required to ensure the plantings of the previously mentioned replanting plan. A meeting was scheduled for June 21, 2022 to review and sign the above requirements. At that time, all holds were removed from the building permit and work was allowed to continue.

Trevor Long  
Watershed Planner III  
Stormwater and Resource Protection Division



**Legend**

- Parcels
- Street Names
- Contours
- Resource Protection Area RPA



**Title:**

**Date: 7/10/2022**

*DISCLAIMER: 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.*



## Chesapeake Bay Preservation Civil Charge Consent Agreement

THIS AGREEMENT, made on this 21 day of JUNE 2022, by and between  
Olsen Fine Home Building, LLC, residing at  
223 Woburn, Williamsburg Virginia 23188, ("CONTRACTOR") and the COUNTY OF  
JAMES CITY, VIRGINIA, ("COUNTY").

WHEREAS, the Contractor performing work on that certain parcel of land known and identified as;  
122 Pasbehegh Drive, James City County PIN 4520200221, has  
violated or has caused a violation of the James City County Chesapeake Bay Preservation Ordinance, Chapter 23 of the  
County Code, by removing trees within the Resource Protection Area without an approved Chesapeake Bay  
Preservation Waiver on that  
aforementioned parcel.

NOW, THEREFORE, to resolve this violation the parties hereto agree as follows:

1. The Contractor hereby agrees to provide for the payment of a civil charge in the amount of  
One Thousand Dollars (\$1,000.00), for the violation of the ordinance described above.
2. In consideration of the Contractor's payment of the civil charge, the County agrees to accept the civil charge as the  
final resolution of this violation and in consideration of this executed agreement the County will not prosecute  
the Contractor under the civil penalty provision provided for within the ordinance.

Once the consent agreement is executed, the County will proceed with processing the civil charge in accordance with the  
provisions of Section 23-18(b) of the Chesapeake Bay Preservation ordinance. This includes scheduling the case on the  
consent calendar at an upcoming Board of Supervisor regular meeting.

CONTRACTOR'S AUTHORIZED REPRESENTATIVE:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

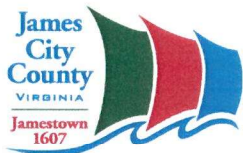
Title: \_\_\_\_\_

COUNTY OF JAMES CITY, VIRGINIA

By: \_\_\_\_\_

Approved as to form: \_\_\_\_\_

County Attorney



## Chesapeake Bay Restoration Agreement

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THIS AGREEMENT by and between Olsen Fine Home Building, LLC (the “Contractor”), and the County of James City, Virginia, a political subdivision of the Commonwealth of Virginia (the “County”).

WHEREAS, the Contractor is performing work on a certain tract of land located at 122 Pasbehegh Drive, and further identified as PIN No. 4520200221, (the “Property”) which is located in the County; and

WHEREAS, restoration of vegetation within portions of the Property is the responsibility of the Contractor and required by the County as shown on a plan designated as 122 Pasbehegh Replanting Plan, dated June 21, 2022, and prepared by the Contractor or the agent of the Contractor; and

WHEREAS, the Contractor has posted sufficient bond, letter of credit, certified or cashier’s check, or escrow funds (collectively the “Security Instrument”), pursuant to existing ordinances, approved as to form by the County Attorney, and with surety satisfactory to the County in the amount of \$2,000 guaranteeing the installation of the improvements before September 30, 2022.

NOW, THEREFORE, the parties agree as follows:

1. The Contractor covenants and agrees that on or before September 30, 2022, it will, without cost to the County, construct to the approval of the County all physical improvements as required by the Chesapeake Bay Preservation Ordinance of the County or shown on the development plans approved by the County (the “Improvements”). If, in the sole judgment of the County, circumstances beyond the control of the Contractor prevent the Contractor from completing the Improvements in the time set forth herein, then the County may grant an extension of time for completion of the Improvements and in such instance the County may require an amended Security Instrument approved as to form by the County Attorney, and with surety satisfactory to the County in an amount to guarantee the installation of the Improvements.

2. If the Contractor fails to properly complete the Improvements, the County may complete, or cause to have completed, the Improvements, and charge the costs thereof to the Contractor who will be liable to the County for all costs incurred by the County, or the County may draw the amount necessary from the surety to complete or cause to have completed the Improvements. The Contractor hereby grants the County and its agents and contractors, access to the property to install the Improvements required under this Agreement.

3. If the County calls, collects, or otherwise draws on the Security Instrument pledged under this Agreement, the Contractor agrees to either pay, or have the County use the proceeds of the draw to pay, an administrative fee of \$35.00 plus any costs actually incurred by the County in drawing on the Security Instrument. The charge for the administrative fee plus costs will apply regardless of whether the County later accepts a renewal or amendment of the Security Instrument.

4. This Agreement does not relieve the Contractor of any responsibilities or requirements placed upon them by the various ordinances of the County applicable to such development of the Property, and the development of the Property must be done in strict accordance with such ordinances.

5. If the Contractor faithfully executes each and every requirement of the Chesapeake Bay Preservation Ordinance and the provisions of this Agreement, and further indemnifies, protects, and saves harmless the County from all loss, damage, expense, or cost by reason of any claim, suit, or action instituted against the County or its agents or employees thereof, on account of or in consequence of any breach on the part of the Contractor, then the County will release the Security Instrument.

[SIGNATURES ON FOLLOWING PAGE]

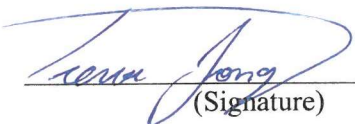
IN WITNESS WHEREOF, the parties, being first duly authorized, have affixed their signatures below:

**The Contractor:**

Contractor's Authorized Representative:

Simon Watrous, Operations Manager  
(Print Name & Title)

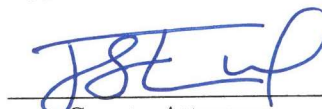
ATTEST:

  
(Signature)

By:  06/21/22  
(Signature)

Approved as to form:

COUNTY OF JAMES CITY, VIRGINIA

  
County Attorney

By:   
County Agent

DATE: 06/21/22



## Chesapeake Bay Restoration Agreement

---

THIS AGREEMENT by and between Olsen Fine Home Building, LLC (the “Contractor”), and the County of James City, Virginia, a political subdivision of the Commonwealth of Virginia (the “County”).

WHEREAS, the Contractor is performing work on a certain tract of land located at 122 Pasbehegh Drive, and further identified as PIN No. 4520200221, (the “Property”) which is located in the County; and

WHEREAS, restoration of vegetation within portions of the Property is the responsibility of the Contractor and required by the County as shown on a plan designated as 122 Pasbehegh Replanting Plan, dated June 21, 2022, and prepared by the Contractor or the agent of the Contractor; and

WHEREAS, the Contractor has posted sufficient bond, letter of credit, certified or cashier’s check, or escrow funds (collectively the “Security Instrument”), pursuant to existing ordinances, approved as to form by the County Attorney, and with surety satisfactory to the County in the amount of \$2,000 guarantceing the installation of the improvements before September 30, 2022.

NOW, THEREFORE, the parties agree as follows:

1. The Contractor covenants and agrees that on or before September 30, 2022, it will, without cost to the County, construct to the approval of the County all physical improvements as required by the Chesapeake Bay Preservation Ordinance of the County or shown on the development plans approved by the County (the “Improvements”). If, in the sole judgment of the County, circumstances beyond the control of the Contractor prevent the Contractor from completing the Improvements in the time set forth herein, then the County may grant an extension of time for completion of the Improvements and in such instance the County may require an amended Security Instrument approved as to form by the County Attorney, and with surety satisfactory to the County in an amount to guarantee the installation of the Improvements.

2. If the Contractor fails to properly complete the Improvements, the County may complete, or cause to have completed, the Improvements, and charge the costs thereof to the Contractor who will be liable to the County for all costs incurred by the County, or the County may draw the amount necessary from the surety to complete or cause to have completed the Improvements. The Contractor hereby grants the County and its agents and contractors, access to the property to install the Improvements required under this Agreement.

3. If the County calls, collects, or otherwise draws on the Security Instrument pledged under this Agreement, the Contractor agrees to either pay, or have the County use the proceeds of the draw to pay, an administrative fee of \$35.00 plus any costs actually incurred by the County in drawing on the Security Instrument. The charge for the administrative fee plus costs will apply regardless of whether the County later accepts a renewal or amendment of the Security Instrument.

4. This Agreement does not relieve the Contractor of any responsibilities or requirements placed upon them by the various ordinances of the County applicable to such development of the Property, and the development of the Property must be done in strict accordance with such ordinances.

5. If the Contractor faithfully executes each and every requirement of the Chesapeake Bay Preservation Ordinance and the provisions of this Agreement, and further indemnifies, protects, and saves harmless the County from all loss, damage, expense, or cost by reason of any claim, suit, or action instituted against the County or its agents or employees thereof, on account of or in consequence of any breach on the part of the Contractor, then the County will release the Security Instrument.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties, being first duly authorized, have affixed their signatures below:

The Contractor:

Contractor's Authorized Representative:

Simon Watrous, Operations Manager  
(Print Name & Title)

ATTEST:

By: [Signature] 06/21/22  
(Signature)

[Signature]  
(Signature)

Approved as to form:

COUNTY OF JAMES CITY, VIRGINIA

[Signature]  
County Attorney

By: [Signature]  
County Agent

DATE: 6/21/22

**Chesapeake Bay Preservation Ordinance Civil Penalty Procedures**  
(As adopted by the Board of Supervisors - August 19, 1999)

**Principle**

All violations of the Ordinance will be prosecuted to obtain an acceptable remedy. All RPAs and associated buffers that are disturbed without an exception or waiver granted in accordance with the provisions of the Ordinance will be restored on a 2:1 replacement basis.

**Process**

The process will be to document the violation with a Notice Of Violation that states the conditions necessary to bring their site into compliance with the Ordinance. If there is a failure to follow the terms stipulated in the Notice, the County will file suit to take the violator to court where civil penalties of up to \$5000 per day can be assessed. However, if the violator cooperates with all provisions of the Notice and remedies the violation, we will not file suit. An exception would be if we can determine that the violation was intentional as would be the case if we had prior contact with the violator regarding the matter of the RPA restrictions.

**Penalty**

In order to serve as a deterrent, even in the event of a cooperative restoration settlement, civil charges will be sought. Under current state law, the Board of Supervisors must approve all civil charges. The amount of the civil charge recommended will be dependent on the violation's impact on water quality and the degree of non-compliance. Violations that are more severe and will take longer to be restored to an acceptable condition will have larger charges recommended by staff. Violations comprising less than 100 square feet of disturbance or the removal of no more than three trees will not have a civil charge recommended unless there have been prior violations by the violator. The maximum civil charge is \$10,000 per violation.

The following table presents a matrix that will guide staff recommendations on the establishment of a civil charge for a specific violation. The amounts presented are not absolute and are intended to be a guide. Each violation will have several unique characteristics that will require the exercise of judgment in arriving at a civil charge. Charges in each case could vary by up to 100% depending on the specific circumstances involved.

| <u>Civil Charge Determination</u> |             |        |          |          |
|-----------------------------------|-------------|--------|----------|----------|
| Water Quality<br>Impact           | Significant | \$5000 | \$7500   | \$10,000 |
|                                   | Moderate    | \$1500 | \$3000   | \$4500   |
|                                   | Minor       | \$500  | \$1000   | \$1500   |
|                                   |             | Minor  | Moderate | Major    |
| Degree of Non-Compliance          |             |        |          |          |

#### Water Quality Impact

The impact of a given violation will be determined based on several factors. It involves more than just the square footage of impact; it also addresses the relative environmental value of the resource lost. Factors that will be considered as they relate to the violation's impact on water quality include the size of the violation, the number of trees and other vegetation removed, the size and maturity of the vegetation removed, the amount of tree canopy removed, the amount of ground disturbance involved, etc. Mitigating factors that will be considered are whether the vegetation removed would have qualified for removal if a request was made in accordance with the Ordinance. The Ordinance allows for the removal of vegetation weakened by age, storm, fire or other natural causes or vegetation that is dead, diseased or dying. These factors will be used to determine how much of the functional value of the buffer was lost and how long it will take for the function to be recovered.

#### Degree of Non-compliance

This factor will be used to assess the motivation behind the violation. Factors that will be considered in assessing the degree of non-compliance are degree of willfulness, history of non-compliance, and cooperation. Unintentional violations that are cooperatively restored will not be charged the same as intentional violations that are difficult to resolve.

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Michael Woolson, Section Chief - Resource Protection

SUBJECT: Resolution of a Chesapeake Bay Preservation Ordinance Violation at 729 East Tazewells Way

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**ATTACHMENTS:**

|   | Description                     | Type            |
|---|---------------------------------|-----------------|
| ☐ | Memorandum                      | Cover Memo      |
| ☐ | Resolution                      | Resolution      |
| ☐ | Email, Violation - June 6, 2022 | Backup Material |
| ☐ | Location Map                    | Backup Material |
| ☐ | Civil Charge Consent            | Backup Material |
| ☐ | Civil Charge Policy             | Backup Material |

**REVIEWERS:**

| Department                        | Reviewer           | Action   | Date                 |
|-----------------------------------|--------------------|----------|----------------------|
| Engineering & Resource Protection | Small, Toni        | Approved | 7/13/2022 - 3:34 PM  |
| Development Management            | Holt, Paul         | Approved | 7/14/2022 - 7:58 AM  |
| Publication Management            | Pobiak, Amanda     | Approved | 7/14/2022 - 8:15 AM  |
| Legal Review                      | Parman, Liz        | Approved | 7/14/2022 - 10:22 AM |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/14/2022 - 11:05 AM |
| Board Secretary                   | Rinehimer, Bradley | Approved | 7/14/2022 - 2:10 PM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/18/2022 - 9:03 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Michael D. Woolson, Section Chief - Resource Protection  
Joshua Everard, Assistant County Attorney

SUBJECT: Chesapeake Bay Preservation Ordinance Violation - Civil Charge - Black Tip Associates, LLC, 729 East Tazewells Way

---

Attached is a resolution for consideration by the Board of Supervisors regarding a violation of the County's Chesapeake Bay Preservation Ordinance (the "Ordinance") at 729 East Tazewells Way, further identified as James City County Real Estate Tax Map Parcel No. 5030400103 (the "Property"). The case involved the building of a deck within the defined Resource Protection Area (RPA) on the Property. This work was done without first obtaining an exception to the Ordinance.

On or about June 1, 2022, County staff received a report of unauthorized activity at the Property. County staff visited the Property on June 1, 2022 and observed a deck built within the RPA on the Property. Subsequently, County staff discussed the violation with the contractor who built the deck, Black Tip Associates, LLC.

In accordance with Section 23-18 of the Ordinance, Black Tip Associates, LLC, and County staff agreed to resolve and settle the violation through the County's civil charge process. Black Tip Associates, LLC, signed a Consent Agreement.

The resolution and attachments present additional specific details of the violation. Under the provisions of the Ordinance, the Board may accept civil charges for each violation of up to \$10,000. The contractor has agreed to the recommended civil charge of \$4,500 for violation of Section 23-10 of the County's Chesapeake Bay Preservation Ordinance.

Staff used the Chesapeake Bay Preservation Ordinance Civil Penalty Procedures Policy, endorsed by the Board in August 1999, as guidance in determining the civil charge amount. The Policy considers the degree of water quality impact and the degree of noncompliance involved in the case. Because staff determined that the water quality impact was moderate and the degree of noncompliance was major, the Civil Penalty Procedures Policy guidelines prescribe a recommended civil charge amount of \$4,500.

Staff recommends adoption of the attached resolution authorizing and directing the County Administrator to accept the \$4,500 civil charge from Black Tip Associates, LLC, as full settlement of the Chesapeake Bay Preservation Ordinance violations at the Property occurring on or about June 1, 2022.

MDW/JE/ap  
CBViol729ETazewells-mem

Attachments:

1. Resolution
2. Email, Violation - June 6, 2022
3. Location Map
4. Civil Charge Consent
5. Civil Charge Policy

## RESOLUTION

### CHESAPEAKE BAY PRESERVATION ORDINANCE VIOLATION - CIVIL CHARGE -

#### BLACK TIP ASSOCIATES, LLC, 729 EAST TAZEWELLS WAY

- WHEREAS, Black Tip Associates, LLC, was contracted to build a deck at a certain parcel of land commonly known as 729 East Tazewells Way, Williamsburg, Virginia, and designated as Parcel No. 5030400103 within the James City County Real Estate Tax Map system (the "Property"); and
- WHEREAS, on or about June 1, 2022, Black Tip Associates, LLC, constructed a deck within the defined Resource Protection Area ("RPA") on the Property without prior approval of an exception to the County's Chesapeake Bay Preservation Ordinance ("CBPO") and impacting the RPA; and
- WHEREAS, Black Tip Associates, LLC, has executed a Consent Agreement to remedy the above-described violation of the CBPO; and
- WHEREAS, Black Tip Associates, LLC, has agreed to pay a total of \$4,500 to the County as a civil charge pursuant to Section 23-18 of the CBPO; and
- WHEREAS, the James City County Board of Supervisors is willing to accept the civil charge in full settlement of the CBPO violation, in accordance with Section 23-18 of the Code of the County of James City.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes and directs the County Administrator to accept the \$4,500 civil charge from Black Tip Associates, LLC, as full settlement of the Chesapeake Bay Preservation Ordinance violations at the Property occurring on or about June 1, 2022.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

|           | VOTES      |            |                |               |
|-----------|------------|------------|----------------|---------------|
|           | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| ICENHOUR  | _____      | _____      | _____          | _____         |
| HIPPLE    | _____      | _____      | _____          | _____         |
| LARSON    | _____      | _____      | _____          | _____         |
| SADLER    | _____      | _____      | _____          | _____         |
| MCGLENNON | _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

## Michael Woolson

---

**From:** Trevor Long  
**Sent:** Monday, July 11, 2022 10:03 AM  
**To:** Michael Woolson  
**Subject:** FW: 729 East Tazewell's Way  
**Attachments:** CBPA22-57\_729ETazewllsWy(TrevorLong).pdf

Below is the email notification of the 729 E Tazewell's Way violation.

**Trevor Long**  
Stormwater & Resource Protection



General Services  
101-E Mounts Bay Road  
Williamsburg VA 23187-8784  
757-253-6789  
[trevor.long@jamescitycountyva.gov](mailto:trevor.long@jamescitycountyva.gov)

---

**From:** Trevor Long  
**Sent:** Monday, June 6, 2022 4:57 PM  
**To:** mark@btassoc.net  
**Subject:** 729 East Tazewell's Way

Good Afternoon Mr. Adam,

To recap our conversation on Wednesday, June 1, we discussed the violation that has occurred at 729 East Tazewell's Way. CBPA-22-0057 was applied for and included the construction a deck that was scheduled to be heard by the James City County Chesapeake Bay Board on June 8, 2022. On May 31, representatives from the James City County Stormwater and Resource Protection Division found that the deck had been constructed prior to the approval of the Chesapeake Bay Preservation Waiver and a Building Permit.

As we discussed during our phone call, we are scheduled to meet at the County office (101 E Mounts Bay Road) at 10:30 am on June 7, 2022 in order to discuss the previously mentioned violation, sign the civil charge agreement, and discuss mitigation moving forward. The Chesapeake Bay Board case is still scheduled to be heard at the June 8, 2022 Board meeting at 5:00 pm. Attached is the staff report outline staff's position of the case. Please let me know if you have any questions regarding this email.

Looking forward to seeing you tomorrow,

**Trevor Long**  
Stormwater & Resource Protection



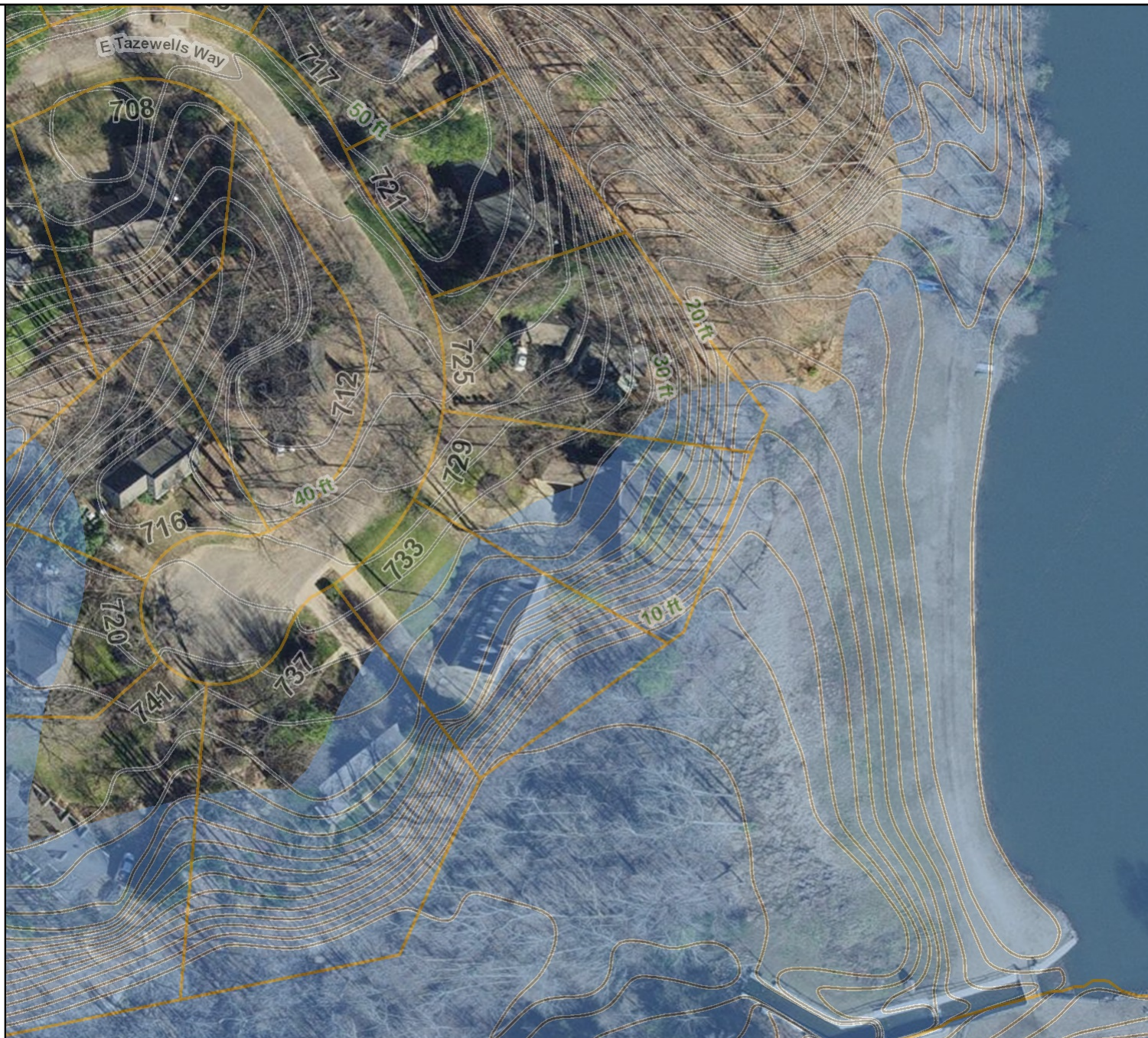
General Services

101-E Mounts Bay Road  
Williamsburg VA 23187-8784  
757-253-6789  
[trevor.long@jamescitycountyva.gov](mailto:trevor.long@jamescitycountyva.gov)



## Legend

- Parcels
- Street Names
- Contours
- Resource Protection Area RPA



Feet  
0 25 50 75 100  
1:1,128 / 1"=94 Feet

**Title:**

**Date: 7/10/2022**

*DISCLAIMER: 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.*



## Chesapeake Bay Preservation Civil Charge Consent Agreement

THIS AGREEMENT, made on this 7<sup>th</sup> day of June 2022, by and between  
Black Tip Associates, LLC, residing at  
302 A Ewell Rd, Williamsburg, VA 23188, ("CONTRACTOR") and the COUNTY OF  
JAMES CITY, VIRGINIA, ("COUNTY").

WHEREAS, the Contractor performing work on that certain parcel of land known and identified as;  
729 East Tazewell's Way, James City County PIN 5030400103, has  
violated or has caused a violation of the James City County Chesapeake Bay Preservation Ordinance, Chapter 23 of the  
County Code, by constructing an unauthorized deck  
\_\_\_\_\_ on that  
aforementioned parcel.

NOW, THEREFORE, to resolve this violation the parties hereto agree as follows:

1. The Contractor hereby agrees to provide for the payment of a civil charge in the amount of  
Four thousand five hundred dollars (\$4,500.00), for the violation of the ordinance described above.
2. In consideration of the Contractor's payment of the civil charge, the County agrees to accept the civil charge as the  
final resolution of this violation and in consideration of this executed agreement the County will not prosecute  
the Contractor under the civil penalty provision provided for within the ordinance.

Once the consent agreement is executed, the County will proceed with processing the civil charge in accordance with the  
provisions of Section 23-18(b) of the Chesapeake Bay Preservation ordinance. This includes scheduling the case on the  
consent calendar at an upcoming Board of Supervisor regular meeting.

CONTRACTOR'S AUTHORIZED REPRESENTATIVE:

Signature: \_\_\_\_\_

Name: Mark Adam

Title: Partner

COUNTY OF JAMES CITY, VIRGINIA

By: \_\_\_\_\_

Approved as to form:

JST  
County Attorney

**Chesapeake Bay Preservation Ordinance Civil Penalty Procedures**  
(As adopted by the Board of Supervisors - August 19, 1999)

**Principle**

All violations of the Ordinance will be prosecuted to obtain an acceptable remedy. All RPAs and associated buffers that are disturbed without an exception or waiver granted in accordance with the provisions of the Ordinance will be restored on a 2:1 replacement basis.

**Process**

The process will be to document the violation with a Notice Of Violation that states the conditions necessary to bring their site into compliance with the Ordinance. If there is a failure to follow the terms stipulated in the Notice, the County will file suit to take the violator to court where civil penalties of up to \$5000 per day can be assessed. However, if the violator cooperates with all provisions of the Notice and remedies the violation, we will not file suit. An exception would be if we can determine that the violation was intentional as would be the case if we had prior contact with the violator regarding the matter of the RPA restrictions.

**Penalty**

In order to serve as a deterrent, even in the event of a cooperative restoration settlement, civil charges will be sought. Under current state law, the Board of Supervisors must approve all civil charges. The amount of the civil charge recommended will be dependent on the violation's impact on water quality and the degree of non-compliance. Violations that are more severe and will take longer to be restored to an acceptable condition will have larger charges recommended by staff. Violations comprising less than 100 square feet of disturbance or the removal of no more than three trees will not have a civil charge recommended unless there have been prior violations by the violator. The maximum civil charge is \$10,000 per violation.

The following table presents a matrix that will guide staff recommendations on the establishment of a civil charge for a specific violation. The amounts presented are not absolute and are intended to be a guide. Each violation will have several unique characteristics that will require the exercise of judgment in arriving at a civil charge. Charges in each case could vary by up to 100% depending on the specific circumstances involved.

| <u>Civil Charge Determination</u> |             |        |          |          |
|-----------------------------------|-------------|--------|----------|----------|
| Water Quality<br>Impact           | Significant | \$5000 | \$7500   | \$10,000 |
|                                   | Moderate    | \$1500 | \$3000   | \$4500   |
|                                   | Minor       | \$500  | \$1000   | \$1500   |
|                                   |             | Minor  | Moderate | Major    |
| Degree of Non-Compliance          |             |        |          |          |

#### Water Quality Impact

The impact of a given violation will be determined based on several factors. It involves more than just the square footage of impact; it also addresses the relative environmental value of the resource lost. Factors that will be considered as they relate to the violation's impact on water quality include the size of the violation, the number of trees and other vegetation removed, the size and maturity of the vegetation removed, the amount of tree canopy removed, the amount of ground disturbance involved, etc. Mitigating factors that will be considered are whether the vegetation removed would have qualified for removal if a request was made in accordance with the Ordinance. The Ordinance allows for the removal of vegetation weakened by age, storm, fire or other natural causes or vegetation that is dead, diseased or dying. These factors will be used to determine how much of the functional value of the buffer was lost and how long it will take for the function to be recovered.

#### Degree of Non-compliance

This factor will be used to assess the motivation behind the violation. Factors that will be considered in assessing the degree of non-compliance are degree of willfulness, history of non-compliance, and cooperation. Unintentional violations that are cooperatively restored will not be charged the same as intentional violations that are difficult to resolve.

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Tom Leininger, Principal Planner

SUBJECT: Resolution of Support for Smart Scale Transportation Funding Application

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**ATTACHMENTS:**

|   | Description  | Type            |
|---|--------------|-----------------|
| ☐ | Memorandum   | Cover Memo      |
| ☐ | Resolution   | Resolution      |
| ☐ | Location Map | Backup Material |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| Planning               | Holt, Paul         | Approved | 7/6/2022 - 4:19 PM   |
| Development Management | Holt, Paul         | Approved | 7/6/2022 - 4:19 PM   |
| Publication Management | Pobiak, Amanda     | Approved | 7/6/2022 - 4:52 PM   |
| Legal Review           | Kinsman, Adam      | Approved | 7/6/2022 - 4:59 PM   |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 11:06 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 2:04 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:03 AM  |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Tom Leininger, Principal Planner

SUBJECT: Resolution of Support for Smart Scale Transportation Funding Application

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### Background

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 (SYIP), 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 required the CTB to develop and implement a quantifiable and transparent prioritization process for making funding decisions for capacity, enhancing projects within the SYIP. The ultimate goal in the implementation of HB2, now called Smart Scale, is to ensure the best use of limited transportation funds. Transparency and accountability are crucial aspects of this process. Smart Scale projects are 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 evaluates 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 Smart Scale 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, Congestion Mitigation and Air Quality Improvement Program, Regional Surface Transportation Program).

There are two main pathways to funding within the Smart Scale process: the Construction District Grant Program and the High-Priority Projects Program. These two grant programs were established under House Bill 1887 and approved by the General Assembly in February 2015.

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.

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.

For both programs, projects and strategies are to be screened, evaluated, and selected according to the process established pursuant to Smart Scale. In 2016, James City County successfully secured funds through this process for the Longhill Road Phase I Widening. In 2017, James City County successfully secured funds through this process for the Skiffes Creek Connector. In 2018, the Longhill Road Shared Use Path secured funding for the proposed shared use path over Route 199. In 2020, James City County successfully secured funds through this process for the Airport Road, Richmond Road, and Mooretown Road improvements.

### **Proposed Projects**

This year, James City County intends to apply for the following project for Smart Scale funding:

1. *Pocahontas Trail Multimodal Project* as identified in the Pocahontas Trail Corridor Study.

The proposed project addresses transportation and safety needs along a 2-mile stretch of Pocahontas Trail between Fire Station 2 and James River Elementary School. This Urban Principal Arterial Roadway has a posted speed limit of 40-45 miles per hour. Currently, there are no designated accommodations for bicyclists and very limited pedestrian connections. The typical roadway cross-section consists of two lanes, no shoulders, and turn lanes at some of the intersections. Roadway drainage is provided by deep, open ditches immediately adjacent to the roadway with little to no existing shoulder. There is no access management in place. Because of existing conditions, accidents and breakdowns result in substantial backups and delays with access for emergency responders often impeded. The corridor is also frequently impacted by traffic diverting from Interstate 64 due to congestion. The lack of safe pedestrian and bicycle accommodations in an area with a mix of residential, transit, and industrial traffic causes conflicts and unsafe conditions for all non-motorized travelers. Due to the deficiencies mentioned above, this project will include much needed safety improvements and accommodations, specifically a continuous center left-turn-lane, an 8-foot shared use path, a 5-foot sidewalk, curb and gutter, closed drainage, landscaped buffer, roadway/pedestrian lighting, new crosswalks with pedestrian refuge areas, transit stop improvements with bus pull-offs, and undergrounding of overhead utilities. Such improvements are expected to greatly reduce congestion and to significantly improve traffic flow and safety. The current cost estimate of the project (with undergrounding of utilities) is approximately \$55.3 million. Through various funding sources, approximately \$30.4 million has already been allocated towards the project. To fully fund the project, staff is requesting approximately \$24 million through the Smart Scale funding application.

Staff recommends the Board of Supervisors adopt the attached resolution expressing support for this project to be submitted through the upcoming Smart Scale cycle.

TL/md

SSTranspFundApp-mem

#### **Attachments:**

1. Resolution
2. Location Map

## RESOLUTION

### RESOLUTION OF SUPPORT FOR SMART SCALE

#### TRANSPORTATION FUNDING APPLICATION

WHEREAS, in an effort to ensure the best use of limited transportation funds, the Commonwealth has established a transportation funding formula known as Smart Scale, codified in Va. Code §§ 33.2-214.1, 33.2-370, and 33.2-371; and

WHEREAS, James City County's Comprehensive Plan, *Our County, Our Shared Future - James City County 2045 Comprehensive Plan*, includes transportation as a priority focus area; and

WHEREAS, the Comprehensive Plan identifies almost \$291 million in needed investment in the County's transportation system including investment in and around Pocahontas Trail.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia expresses support for submitting an application for funding for the Pocahontas Trail Multimodal Project through Smart Scale.

\_\_\_\_\_  
John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

ICENHOUR  
HIPPLE  
LARSON  
SADLER  
MCGLENNON

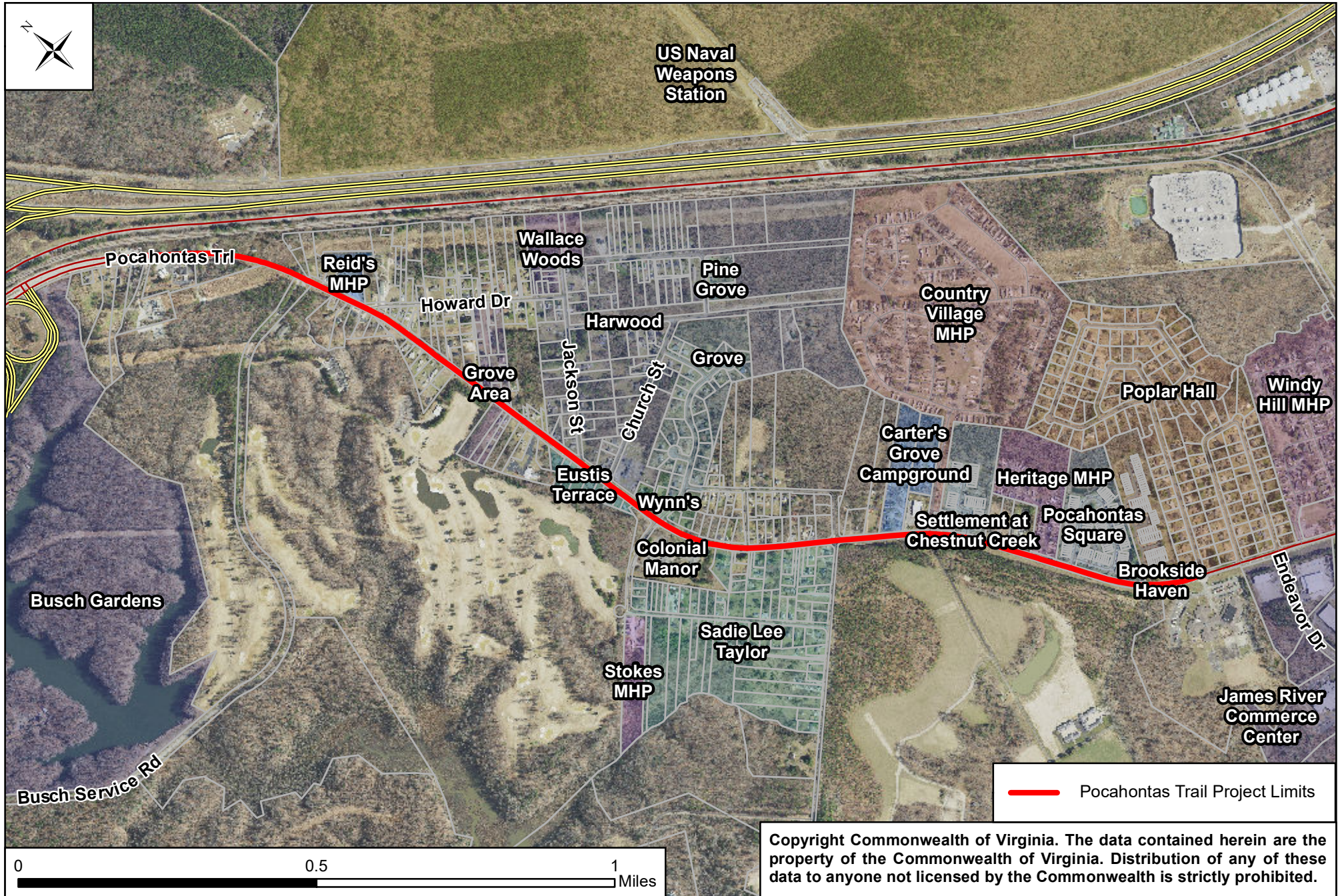
#### VOTES

| <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|------------|------------|----------------|---------------|
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

SSTranspFundApp-res

# Pocahontas Trail Multimodal Improvements Project



**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Business Investment Grant Program

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**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| 📎 | Memorandum  | Cover Memo |

**REVIEWERS:**

| Department             | Reviewer             | Action   | Date                |
|------------------------|----------------------|----------|---------------------|
| Economic Development   | Johnson, Christopher | Approved | 7/15/2022 - 2:27 PM |
| Publication Management | Pobiak, Amanda       | Approved | 7/15/2022 - 2:44 PM |
| Legal Review           | Kinsman, Adam        | Approved | 7/18/2022 - 8:24 AM |
| Board Secretary        | Saeed, Teresa        | Approved | 7/18/2022 - 9:01 AM |
| Board Secretary        | Rinehimer, Bradley   | Approved | 7/19/2022 - 9:30 AM |
| Board Secretary        | Saeed, Teresa        | Approved | 7/19/2022 - 1:00 PM |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Christopher M. Johnson, Director of Economic Development

SUBJECT: Business Investment Grant Program

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The adopted Fiscal Year 2023-2024 budget allocated \$100,000 in funding (\$50,000 per year) toward the establishment of a grant program to encourage private investment and redevelopment of vacant commercial and industrial properties along Community Character Corridors identified in the adopted Comprehensive Plan.

The grant program would incentivize redevelopment of existing commercial or industrial properties which are currently vacant, have non-conforming features such as signage or site lighting, or benefit from the addition of landscaping, façade renovations, decorative fencing, and additional safety features such as sidewalks or compliance with current ADA building standards. To ensure that grant funds are used for its intended purpose, any improvements would need to be shown on site plans reviewed and approved by the County and any grant award would be made following verification that improvements were completed. The Economic Development Authority would administer the grant program with support from the Office of Economic Development and Community Development.

Similar grant programs are utilized to varying degrees by most surrounding peninsula localities. The City of Williamsburg offers a maximum grant award per business and property that is the lesser of \$7,500 or 50% of the cost of qualified improvements. The City of Hampton grant awards are a match or up to 30% of the improvements for a maximum of \$10,000. The City of Newport News Façade Improvement Grant funds up to \$20,000 for qualifying expenses. York County offers grant awards of up to \$10,000 for up to 50% of the improvements.

Given the limited amount of funding that is available during the two-year budget period, staff proposes a maximum grant award of the lesser of \$10,000 or 50% of the cost of qualified improvements per business or property, which provides a meaningful level of assistance to help improve the economic vitality, vibrancy, and character of commercial or industrial properties located along these strategic corridors. Applications will be considered on a first come, first served basis.

Applications will be available on the County and Economic Development websites with the complete listings of qualifying improvements, eligibility and procedural guidelines, details, and exclusions. Program eligibility would extend to any redevelopment or site improvements approved on site plans which have been approved since the beginning of the pandemic in March 2020.

CMJ/JP/ap  
BusInvstGrPrg-mem

**ITEM SUMMARY**

DATE: 7/26/2022


TO: The Board of Supervisors

FROM: Grace Boone, Director of General Services

SUBJECT: Consolidated Waste Study Review

---

**ATTACHMENTS:**

|   | Description  | Type         |
|---|--------------|--------------|
|  | Presentation | Presentation |

**REVIEWERS:**

| Department             | Reviewer           | Action   | Date                 |
|------------------------|--------------------|----------|----------------------|
| General Services       | Boone, Grace       | Approved | 7/8/2022 - 4:38 PM   |
| Publication Management | Pobiak, Amanda     | Approved | 7/8/2022 - 4:46 PM   |
| Legal Review           | Kinsman, Adam      | Approved | 7/11/2022 - 12:07 PM |
| Board Secretary        | Saeed, Teresa      | Approved | 7/14/2022 - 11:00 AM |
| Board Secretary        | Rinehimer, Bradley | Approved | 7/14/2022 - 1:55 PM  |
| Board Secretary        | Saeed, Teresa      | Approved | 7/18/2022 - 9:01 AM  |



# CONSOLIDATED WASTE STUDY REVIEW

General Services

July 26, 2022



Key Questions

Phone Survey

Key Findings

Decision & Next Steps



# Key Questions

What program options would the County want to provide?

Mandatory vs. voluntary?

A fee-based program vs. included in the tax rate?

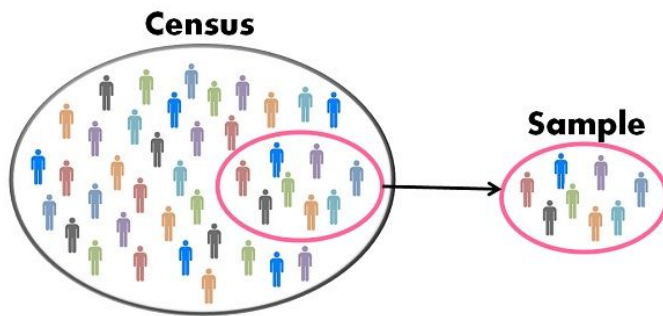
Offered County-wide vs. Public Service Area

County provide this service in-house vs contract out?

Does the County continue to operate convenience centers?



# Phone Survey

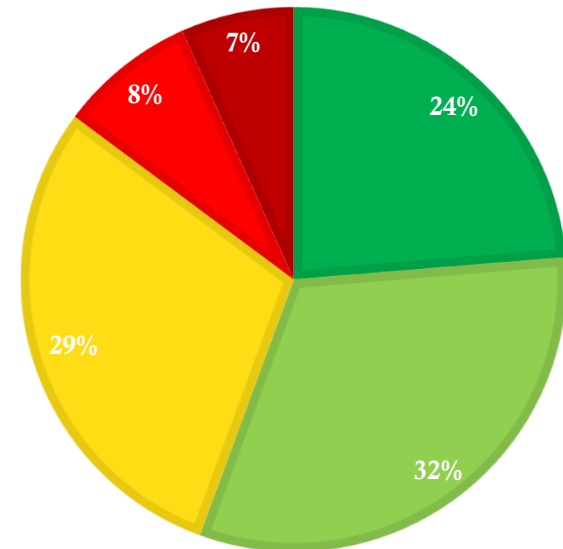


- 405 Responses
- 4.86% Margin of Error
- Scientific representation of the community



- Strongly Agree
- Somewhat Agree
- Neutral
- Somewhat Disagree
- Strongly Disagree

## WOULD PARTICIPATE



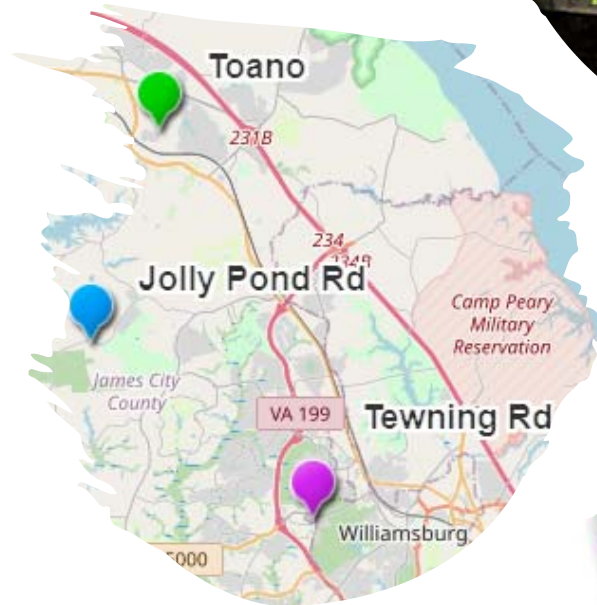
# Phone Survey

## Private Hauler & HOA

- **Level of service from current trash hauler?**
  - 87.3% “Excellent” or “Good”
- **How much do you pay monthly?**
  - 23.9% \$21-25
  - 29.1% \$26-30
  - 36.4% Don’t know

## Convenience Center

- **Experience with the convenience center?**
  - 90% “Excellent” or “Good”
- **I have not hired a private hauler to collect my trash because...**
  - 46.2% It’s too expensive
  - 38.5% I just prefer to do it myself



# Key Findings

Modeled Trash Options and associated cases were compared with the modeled current 'Status Quo' services provided for Curbside Trash Collection and Disposal and Recycling Collection.

\*\* Expansion of existing County Services includes curbside bulk services (4 per year), construction debris, vegetative debris, bagged/loose leaf collection, minor storm debris, and Convenience Centers.

|  | One Provider   |             | One Provider    |             |
|--|----------------|-------------|-----------------|-------------|
|  | Private Sector |             | County Operates |             |
|  | PSA Only       | Full County | PSA Only        | Full County |
| Trash Cost   | \$13.17        | \$13.14     | \$14.59         | \$14.14     |
| Recycling Cost   | \$7.00         | \$7.00      | \$7.00          | \$7.00      |
| Bulk, Leaf & Other **  | \$4.00         | \$4.00      | \$4.00          | \$4.00      |
| All Program Services (per HH per month)                            | \$24.17        | \$24.14     | \$25.59         | \$25.14     |
| Status Quo – private hauler trash + \$7 recycling<br>\$30-32/month |                |             |                 |             |



# Why Consolidation?

- Residents now paying \$30+ /month for subscription trash, opt-in recycling
  - *Residents could be paying less than that for **all** HHs trash, recycling as well as assumption of current costs for bulk: construction / vegetation debris, leaf, storm debris, and convenience centers*
  - *Provides for economies of scale in pricing*
- Less Trucks on the Road:
  - *Up to 65% less truck miles and GHG emissions*
  - *Residents want all items set out on the same day; all neighbors picked up on the same day*
  - *Less traffic and increased safety where families live*
- Provides an essential public health service
- Less than 1 of 5 municipalities use subscription model for residential service
- Reduces illegal dumping

# Why Not Consolidation?

- Current system is working
- High customer satisfaction with current system
- Higher initial capital cost if County provided service
- Any change is hard: extensive efforts required, negative feedback from citizens, etc.



# Decision Point & Next Steps

Based on the study of Consolidation of Trash Collection for Curbside Residential Collection with other existing County provided services – should the County pursue next steps?

- Staffing
- Public Education & outreach
- Financial planning
- Phasing of System
- Implementation





# QUESTIONS?

Thank You

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Jason Purse, Assistant County Administrator

SUBJECT: Memorandum of Understanding with Accra, Ghana

---

**ATTACHMENTS:**

|   | Description | Type       |
|---|-------------|------------|
| ☐ | Memorandum  | Cover Memo |
| ☐ | Resolution  | Resolution |

**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/19/2022 - 1:43 PM |

## MEMORANDUM

DATE: July 26, 2022

TO: The Board of Supervisors

FROM: Jason Purse, Assistant County Administrator

SUBJECT: Memorandum of Understanding - Agreement for a Sister City Relationship Between James City County, USA and Accra, Ghana

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James City County staff was fortunate to connect with prominent scholar and author Kojo Yankah during one of his book tours. The book, *From Jamestown to Jamestown*, highlighted the historical connections of Accra, Ghana (Jamestown Castle) and the first permanent English settlement in Jamestown. For his work on that book, a proclamation was delivered honoring the shared histories and united futures of these localities on June 18, 2019.

Since that time, staff has been in contact with elected officials and local representatives from Accra, Ghana and have engaged in preliminary discussions about making a more formal connection in order to enrich our cultural understanding and broaden cooperation to encourage goodwill between the two localities.

The attached resolution is a first step in acknowledging and expanding these exchanges and promoting mutually beneficial sharing of ideas.

Staff believes there are ample opportunities to broaden our cultural and educational opportunities for our community, particularly with respect to coordination with the Jamestown-Yorktown Foundation, local government, and the Williamsburg-James City County School System.

Similarly, staff believes ties with our tourism industry can benefit both localities and offer opportunities to engage our citizens, business and commerce organizations, and to broaden the reach of both regions' shared historical connections.

Staff recommends adoption of the attached resolution.

JP/md  
MOU-AccraJCC-mem

Attachment:  
1. Resolution

# **RESOLUTION**

## **MEMORANDUM OF UNDERSTANDING -**

### **AGREEMENT FOR A SISTER CITY RELATIONSHIP BETWEEN**

#### **JAMES CITY COUNTY, USA AND ACCRA, GHANA**

WHEREAS, James City County, USA and Accra, Ghana established a relationship through a Proclamation honoring our shared histories and united futures on June 18, 2019; and

WHEREAS, both cities seek to enrich cultural understanding, create opportunities for professional and educational information exchange, promote tourism opportunities, and broaden cooperation to encourage goodwill between the localities; and

WHEREAS, James City County and Accra support the promotion of mutual understanding, expansion of official and non-governmental exchanges, and friendship through the promotion of peace, stability, and prosperity; and

WHEREAS, in order to develop a sister city relationship with cooperation between the two localities, both agree to support the relationship on the following terms:

1. To promote common prosperity and development, both localities will organize, on the basis of equality, mutual benefit and goodwill, cultural exchanges, contacts to support an electronic “pen pal” program for students, and other information sharing that may include art, business and commerce, culture, governmental administration, health and sports interests, history, science, technology, and other information sharing.
2. Citizens, civic, and business groups of each city are recognized as ambassadors of goodwill to organize cultural exchanges that may include the topics above.
3. Each locality shall organize cultural exchanges, to the extent possible, involving adults and students within the duration of this Memorandum of Understanding (MOU).
4. Each locality agrees to assume all costs of a visit to the sister city including accommodations, meals, and tours unless home stays and other accommodations are agreed upon in advance.
5. Cultural exchanges visit details and activities shall be cooperatively agreed upon by organizing citizens, civic, and business groups. Activities shall be provided with the objective to deepen cultural awareness and friendship between citizens, business leaders, and government officials.
6. The leaders and top-level department administrators of both localities shall maintain and facilitate open channels of communication to expedite consultation, exchange, and cooperation on questions of issues and common concern.

7. Both localities agree that all elements of the sister city relationship area to remain non-controversial and will maintain that historically controversial political issues play no part in this sister city relationship.
8. The effective term of this MOU shall be for five years following the date of execution of the memorandum. Prior to expiration of the MOU, the sister city relationship shall be reviewed by the governing bodies of the two localities to evaluate progress, as well as recommend whether the relationship shall continue.
9. This MOU represents the entire agreement between the localities. It may not be changed or modified without a resolution signed by the governing bodies of both localities.

NOW, THEREFORE, BE IT RESOLVED that this Memorandum of Understanding is executed between the localities of James City County, USA and Accra, Ghana. This MOU will promote the shared history and united future of the two localities.

Accra Metropolitan Assembly, Ghana  
On its behalf

---

Mrs. Elizabeth Sackey (Mayor)

James City County, USA  
On its behalf

---

John J. McGlennon  
Chairman, Board of Supervisors

ATTEST:

|  |           | VOTES      |            |                |               |
|--|-----------|------------|------------|----------------|---------------|
|  |           | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|  | ICENHOUR  | _____      | _____      | _____          | _____         |
|  | HIPPLE    | _____      | _____      | _____          | _____         |
|  | LARSON    | _____      | _____      | _____          | _____         |
|  | SADLER    | _____      | _____      | _____          | _____         |
|  | MCGLENNON | _____      | _____      | _____          | _____         |

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Teresa J. Saeed  
Deputy Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 26th day of July, 2022.

MOU-AccraJCC-res

**ITEM SUMMARY**

DATE: 7/26/2022


TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: PreK Feasibility Study

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**ATTACHMENTS:**

|   | Description  | Type       |
|---|--------------|------------|
|  | Presentation | Cover Memo |

**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/19/2022 - 1:49 PM |

# A Feasibility Study For Bright Beginnings Preschool Facilities



WILLIAMSBURG  
JAMES CITY COUNTY  

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PUBLIC SCHOOLS

# PROJECT PARAMETERS

- PROGRAM CURRENTLY SERVES **302 STUDENTS** (403 CAPACITY) AGES 2-5
- WJCC SCHOOLS' GOAL TO SERVE **650 STUDENTS**
- FEASIBILITY OF **2 NEW PRESCHOOLS** ADJACENT TO EXISTING SCHOOLS
- EACH NEW PRESCHOOL TO SERVE **325 STUDENTS** (650 TOTAL)
- EACH NEW PRESCHOOLS TO HAVE **80 STAFF** (160 TOTAL)
- CONSTRUCTION BUDGET IS **\$33,000,000**

A Feasibility Study For  
Bright Beginnings Preschool Facilities



WILLIAMSBURG  
JAMES CITY COUNTY  
PUBLIC SCHOOLS



# BUILDING NEEDS

- BUILDING AREA NEEDED AT EACH PRESCHOOL = **46,600 SF**  
32,000 NET SF + SUPPORT, CIRCULATION AND STRUCTURE: (93,200 GSF TOTAL)

- 17 PRE-K CLASSROOMS, 15 STUDENTS, 2 STAFF EACH
- 9 TODDLER (SC) CLASSROOMS, 8 STUDENTS, 3 STAFF EACH
- 1 SELF-CONTAINED (OT/PT) CLASSROOM, 10 STUDENTS, 3 STAFF
- 1 MULTI-PURPOSE ACTIVITY ROOM
- ADMINISTRATION SUITE, CLINIC
- MISCELLANEOUS SUPPORT SPACES
- CORRIDORS, STRUCTURE (+35% FACTOR)

- TEAM CREATED 4 FLOOR PLANS FOR **TESTING ON SITES**

| SPACE DESCRIPTION                          | NO        | SF    | SUBTOTAL      | STAFF EA RM | STAFF TOTAL | STUDENTS EA RM | STUDENTS TOTAL | REMARKS  |
|--|-----------|-------|---------------|-------------|-------------|----------------|----------------|--|
| <b>Class Classrooms</b>                    |           |       |               |             |             |                |                |  |
| Pre-K Kindergarten Classrooms              | 17        | 1010  | 17,170        | 2           | 34          | 15             | 255            | incl 60sf for IT (JBB, 1,010 sf total) conf. staff count |
| SC Classrooms                              | 9         | 1010  | 9,090         | 3           | 27          | 8              | 72             | incl 60sf for IT (JBB, 1,010 sf total) conf. staff count |
| <b>Total Core Classrooms</b>               | <b>26</b> |       | <b>26,260</b> |             | <b>61</b>   |                | <b>327</b>     |  |
| <b>Project Based Learning</b>              |           |       |               |             |             |                |                |  |
| Multi-Purpose / Activity space             | 1         | 1000  | 1,000         | 0           | 0           |                |                | includes storage (max occupancy 49)                      |
| <b>Subtotal Project Based Learning</b>     |           |       | <b>1,000</b>  |             | <b>0</b>    |                |                |  |
| <b>Resource / Special Ed</b>               |           |       |               |             |             |                |                |  |
| Self-Contained Classrooms (OT/PT) Testing  | 1         | 1010  | 1,010         | 2           | 2           | 10             | 10             |  |
| Resource Rooms                             | 0         | 550   | 0             | 0           | 0           | 10             |                |  |
| Orthopedic Impairment (OI)                 | 0         | 900   | 0             | 0           | 0           | 10             |                | VDOE min w/ 60sf TLT                                     |
| Intellectual Disability (ID)               | 0         | 890   | 0             | 0           | 0           | 10             |                | VDOE min w/ 60sf TLT                                     |
| Emotional Disability (ED)                  | 0         | 550   | 0             | 0           | 0           | 10             |                |  |
| Learning Disability (LD)                   | 0         | 480   | 0             | 0           | 0           | 10             |                | 4 Staff members  |
| Hearing Impairment (HI)                    | 0         | 700   | 0             | 0           | 0           | 10             |                |  |
| Multiple Disabilities (w/toilet)           | 0         | 900   | 0             | 0           | 0           | 8              |                | VDOE min w/ 60sf TLT                                     |
| Audiles                                    | 0         | 600   | 0             | 0           | 0           | 8              |                | VDOE min   |
| Deaf-Blindness                             | 0         | 600   | 0             | 0           | 0           | 8              |                | VDOE min   |
| Early Childhood Special Ed                 | 0         | 600   | 0             | 0           | 0           | 8              |                | VDOE min   |
| <b>Subtotal Resource/Special Ed</b>        |           |       | <b>1,810</b>  |             | <b>2</b>    |                | <b>10</b>      |  |
| <b>Administrative Facilities</b>           |           |       |               |             |             |                |                |  |
| Waiting / Reception                        | 1         | 250   | 250           | 0           | 0           |                |                |  |
| General Office Area (Secretary)            | 1         | 200   | 200           | 2           | 2           |                |                |  |
| Senior Administrator's Office              | 1         | 120   | 120           | 1           | 1           |                |                |  |
| Work Room                                  | 1         | 250   | 250           | 0           | 0           |                |                |  |
| Break Room                                 | 1         | 250   | 250           | 0           | 0           |                |                |  |
| Bookkeeping                                | 0         | 100   | 0             | 1           | 0           |                |                |  |
| Principal                                  | 1         | 325   | 325           | 1           | 1           |                |                |  |
| Principal's Toilet                         | 1         | 60    | 60            | 0           | 0           |                |                |  |
| Assistant Principal                        | 1         | 200   | 200           | 1           | 1           |                |                |  |
| Clinic                                     | 0         | 240   | 0             | 0           | 0           |                |                | 2 cots   |
| Separate Nurses Office                     | 1         | 100   | 100           | 1           | 1           |                |                |  |
| Exam                                       | 0         | 100   | 0             | 1           | 0           |                |                |  |
| Clinic Toilet                              | 1         | 60    | 60            | 0           | 0           |                |                |  |
| Clinic Storage                             | 1         | 10    | 10            | 0           | 0           |                |                |  |
| Unisex Staff Toilet                        | 2         | 60    | 120           | 0           | 0           |                |                |  |
| Records Vault                              | 1         | 150   | 150           | 0           | 0           |                |                |  |
| Closet                                     | 0         | 100   | 0             | 0           | 0           |                |                |  |
| Mail Room                                  | 0         | 100   | 0             | 0           | 0           |                |                |  |
| Supply Storage                             | 1         | 150   | 150           | 0           | 0           |                |                |  |
| Conference Room                            | 2         | 220   | 440           | 0           | 0           |                |                |  |
| Guidance Office                            | 0         | 200   | 0             | 0           | 0           |                |                |  |
| Guidance Waiting and Reception             | 0         | 375   | 0             | 0           | 0           |                |                |  |
| Gifted Resource Teacher                    | 0         | 150   | 0             | 0           | 0           |                |                |  |
| SPED Office                                | 0         | 120   | 0             | 0           | 0           |                |                |  |
| Instructional Specialist Office            | 1         | 120   | 120           | 1           | 1           |                |                |  |
| Speech Therapist/Psychology Office/Testing | 8         | 340   | 2,040         | 1           | 6           |                |                |  |
| <b>Subtotal Main Admin Office</b>          |           |       | <b>4,845</b>  |             | <b>13</b>   |                |                |  |
| <b>Auxiliary Support Spaces</b>            |           |       |               |             |             |                |                |  |
| Teacher Team Planning Rooms                | 0         | 500   | 0             | 0           | 0           |                |                | function can occur in Conference Rms (Admin Unit)        |
| Staff only Toilets                         | 2         | 60    | 120           | 0           | 0           |                |                |  |
| Book Storage                               | 0         | 350   | 0             | 0           | 0           |                |                | In Admin Storage   |
| <b>Subtotal Auxiliary Support Spaces</b>   |           |       | <b>120</b>    |             | <b>0</b>    |                |                |  |
| <b>Cafeteria / Food Service</b>            |           |       |               |             |             |                |                |  |
| Dining Area (Warming Kitchen/Staging Area) | 1         | 500   | 500           | 0           | 0           |                |                | no staff req'd / operated by Kitchen Staff?              |
| <b>Subtotal Cafeteria / Food Service</b>   |           |       | <b>500</b>    |             | <b>0</b>    |                |                |  |
| <b>Other Spaces</b>                        |           |       |               |             |             |                |                |  |
| Custodial Closets                          | 0         | 75    | 0             | 0           | 0           |                |                | incl. in Support below (35%)                             |
| Custodial Work Area / Receiving            | 0         | 250   | 0             | 2           | 2           |                |                | incl. in Support below (35%)                             |
| Main Electrical Room                       | 0         | 150   | 0             | 0           | 0           |                |                | incl. in Support below (35%)                             |
| Electrical Closets                         | 0         | 20    | 0             | 0           | 0           |                |                | incl. in Support below (35%)                             |
| IT   | 0         | 150   | 0             | 0           | 0           |                |                | incl. in Support below (35%)                             |
| Mechanical                                 | 0         | 1500  | 0             | 1           | 1           |                |                | incl. in Support below (35%)                             |
| Group Toilets                              | 0         | 300   | 0             | 0           | 0           |                |                | incl. in Support below (35%)                             |
| Unisex Public Toilet                       | 2         | 60    | 120           | 0           | 0           |                |                | incl. in Support below (35%)                             |
| Laundry                                    | 1         | 150   | 150           | 0           | 0           |                |                | incl. in Support below (35%)                             |
| Warming Kitchen/Staging Area               | 1         | 500   | 500           | 0           | 0           |                |                |  |
| <b>Subtotal Other Spaces</b>               |           |       | <b>770</b>    |             | <b>3</b>    |                |                |  |
| <b>Subtotal All Programmed Spaces</b>      |           |       | <b>34,505</b> |             |             |                |                |  |
| Corridors, Structure, Support              |           | 35.0% | 12,077        |             |             |                |                |  |
| <b>Grand Total</b>                         |           |       | <b>46,582</b> |             | <b>79</b>   |                | <b>327</b>     |  |
| <b>Square Feet Per Student</b>             |           |       | <b>142</b>    |             |             |                |                |  |

A Feasibility Study For  
Bright Beginnings Preschool Facilities

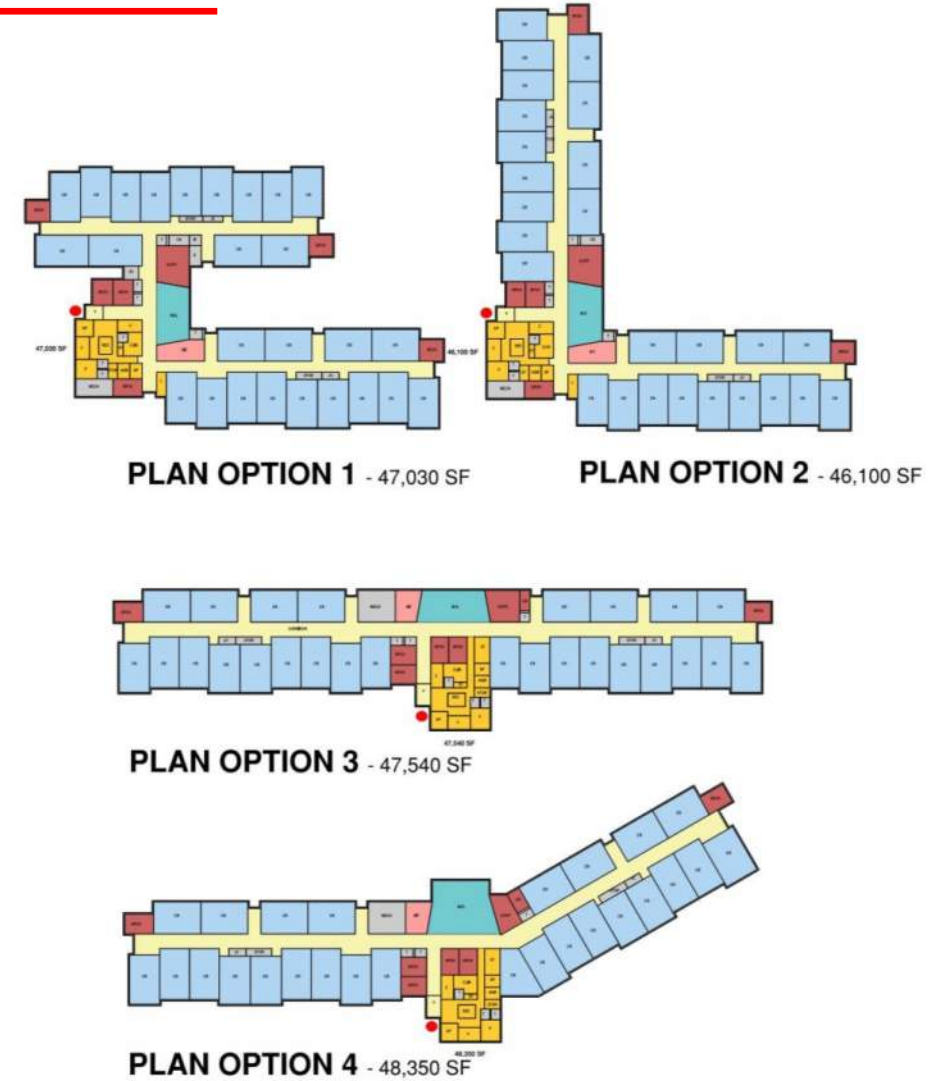


WILLIAMSBURG  
JAMES CITY COUNTY  
PUBLIC SCHOOLS



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A Feasibility Study For  
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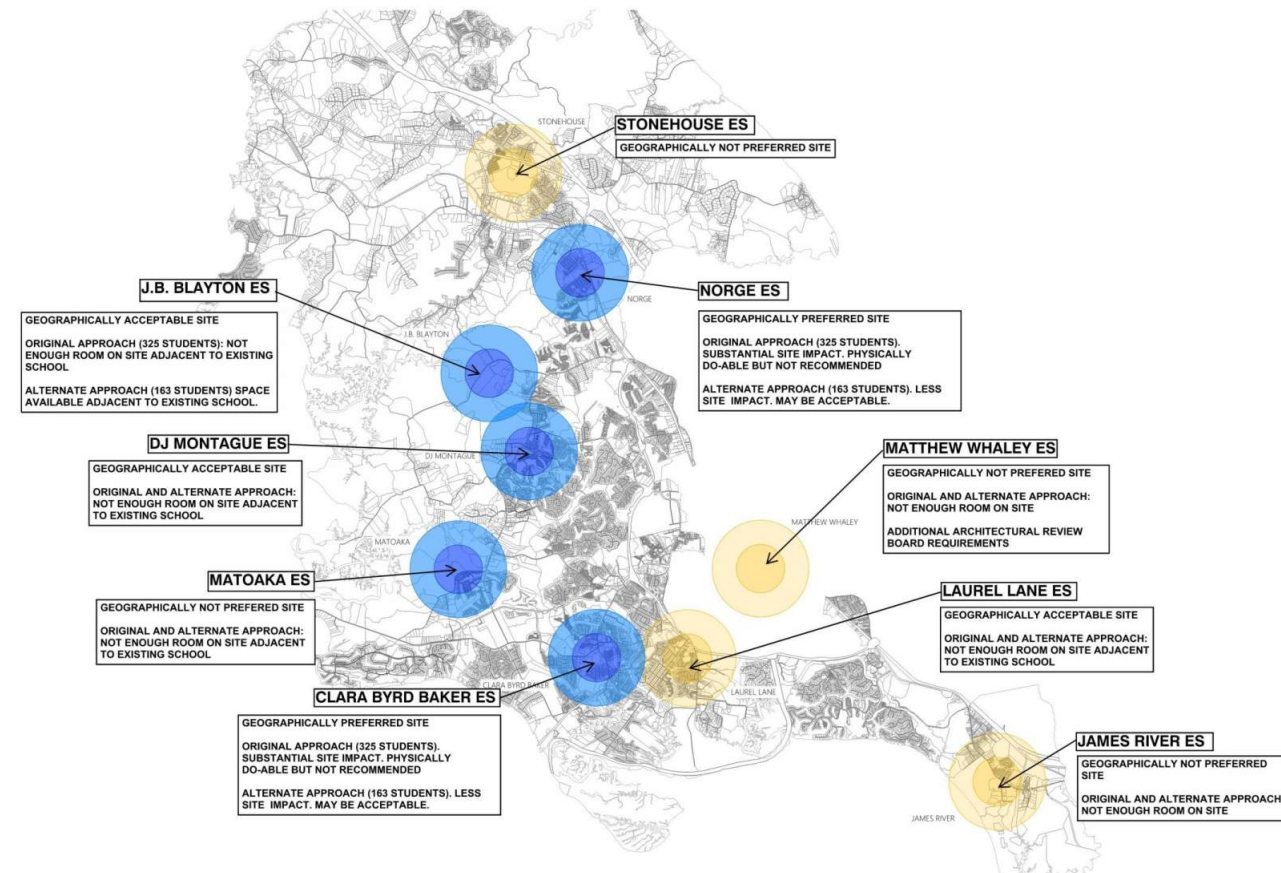


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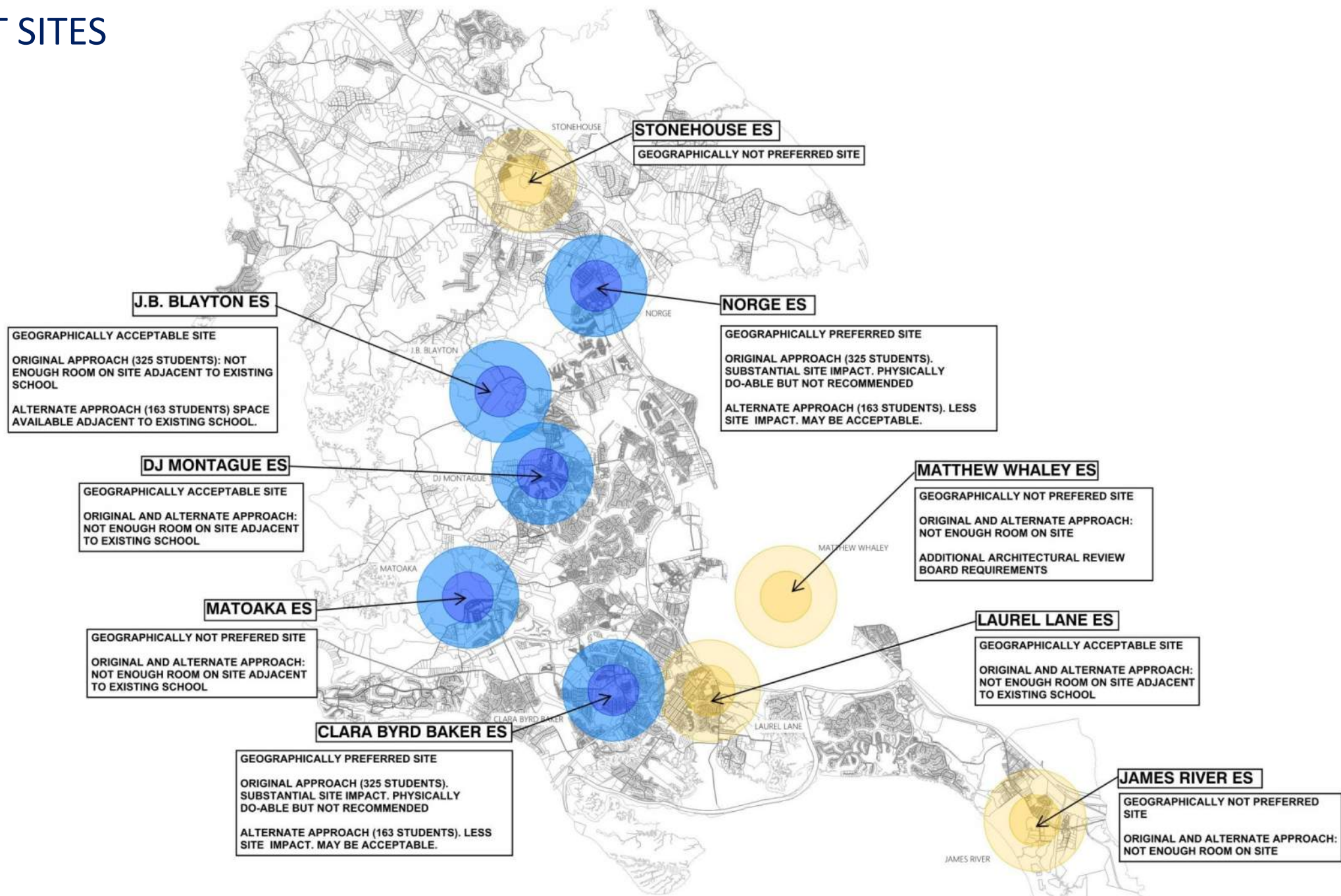
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- LOCATE NEW BUILDING **ADJACENT TO EXST. SCHOOL**
- MAINTAIN **SEPARATE CAR AND BUS DRIVEWAYS**
- ADD **NEW STAFF PARKING** TO SUPPORT PRESCHOOL
- ACCOMMODATE **13-20 BUSES** FOR EACH PRESCHOOL
- PROVIDE **ADEQUATE PLAY AREAS** FOR TOTAL SCHOOL ENROLLMENT PER VDOE GUIDELINES
- AFTER REVIEWING ALL 9 WJCC ELEMENTARY SCHOOL SITES, **5 SITES WERE POSSIBLE CANDIDATES:**
  - CLARA BYRD BAKER
  - J.B. BLAYTON
  - MATOAKA
  - D.J. MONTAGUE
  - NORGE



**A Feasibility Study For  
Bright Beginnings Preschool Facilities**

# PROJECT SITES

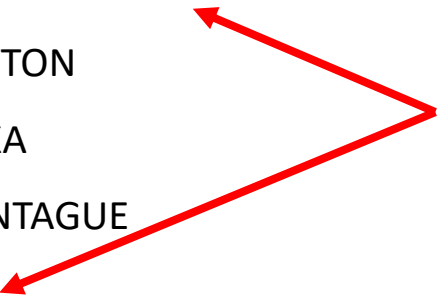


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**BEST MATCHES**



## A Feasibility Study For Bright Beginnings Preschool Facilities

### CURRENT & FUTURE ENROLLMENTS

#### CLARA BYRD BAKER

CURRENT: 487+67(BB) = 554

PROPOSED: 487+325(BB) = 812+(6x25)\*\* = **962**

#### NORGE:

CURRENT: 583+94(BB) = 677

PROPOSED: 583+325(BB) = 908+(9X25)\*\* = **1,133**

\*\* ADDED ELEMENTARY STUDENTS FILL CURRENT BRIGHT BEGINNINGS CLASSROOMS

Recommended Outside Play Areas

| Elementary School                                | Size              | Number of Students (up to 399) | Number of Students (400-599) | Number of Students (600-above) |
|--|-------------------|--------------------------------|------------------------------|--------------------------------|
| Mutiuse (Hard Surface)                           | 100 ft. x 120 ft. | 1                              | 2                            | 2                              |
| Fitness Development Fenced Equipment Area (PK-1) | 100 ft. x 120 ft. | 1                              | 1                            | 1                              |
| Fitness Development Equipment Area (2-5)         | 100 ft. x 120 ft. | 1                              | 1                            | 1                              |
| Mutiuse Field Play Area                          | 180 ft. x 140 ft. | 1                              | 1                            | 2                              |

NOTE: A gymnasium may substitute for one multiuse (hard surface) play area



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PUBLIC SCHOOLS



# PROJECT BUDGET VS. COSTS

BELOW IS WHAT STUDY TEAM IS SEEING FOR CURRENT COSTS:

- \$33,000,000 STATED CONSTRUCTION BUDGET
- \$3,300,000 STATED DESIGN BUDGET
- CURRENT VDOE COST DATA:

\$382.58/SF BUILDING + SITE (OCT 2021 COST FOR NEW ELEMENTARY SCHOOL)

- $\$383/\text{SF} \times 1.075 \text{ ESCALATION} \times 93,200 \text{ SF (2 BLDG/SITES)} = \$38,372,770$  existing, developed sites
- PROJECT SOFT COSTS\* EST 15% OF CONSTRUCTION COSTS = **\$5,755,915**
- **\$36,300,000** BUDGET VS. **\$44,128,685** POSSIBLE COSTS IN CURRENT MARKET\*\*

\* A/E FEES, FURNITURE, EQUIPMENT, TECHNOLOGY, GEOTECH, TESTING, PERMITTING, EASEMENTS, WETLANDS, STORMWATER, UTILITIES, ETC

\*\* CHALLENGING TO ESTIMATE PROJECT COSTS AT THIS EARLY STAGE AND IN CURRENT VOLATILE MARKET.

# PROPOSED PROJECT SCHEDULE

- **JUNE 2022** - COMPLETE STUDY
- **JULY 2022** - RELEASE RFP FOR DESIGN SERVICES:
- **AUGUST 2022** - INTERVIEW FOR DESIGN SERVICES:
- **SEPTEMBER 2022** - AWARD AND PROCEED WITH PROGRAMMING & DESIGN
- **SEPTEMBER 2023** - COMPLETE CONSTRUCTION DOCUMENTS / PERMITTING
- **NOVEMBER 2023** - BID / AWARD
- **AUGUST 2025** - COMPLETE CONSTRUCTION AND MOVE IN





CLARA BYRD BAKER ES

## BRIGHT BEGINNINGS CLARA BYRD BAKER ES - SITE OPTION 2

### SITE STATISTICS

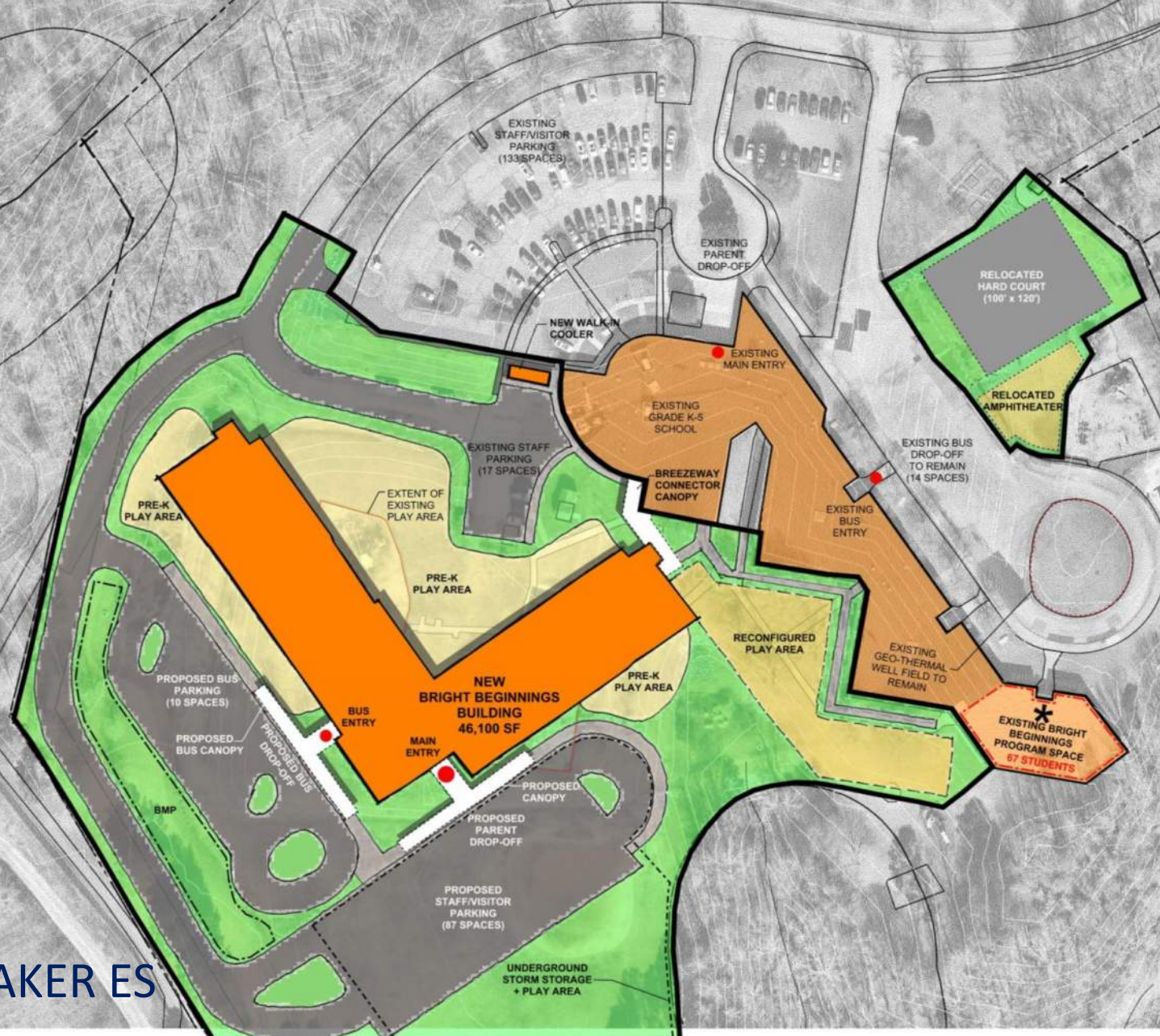
- EXISTING SITE ACREAGE: 23.4 AC
- EXISTING/PROPOSED BUS COUNT: 14 / 30
- EXISTING / PROPOSED STAFF / VISITOR PARKING: 150 / 237
- 310 TOTAL PARKING SPACES NEEDED (150 + 80)
- NEW BUILDING SIZE (325 STUDENTS): 46,100 SF
- SITE ACREAGE IMPACT: 7.5 ACRES (32%)

### PROS

- EFFICIENT FLOOR PLAN, CENTRALIZED ADMIN
- FOCUSED PLAY AREA OPPORTUNITIES FOR BB
- CLEAR SEPARATION OF VEHICULAR AND BUS TRAFFIC
- EXTENSIVE DROP-OFF LINES FOR BB, CBB UNCHANGED
- SIMPLIFIED CONSTRUCTION PHASING ON ONE SIDE OF SITE - MINIMAL IMPACT ON SCHOOL OPERATIONS
- MINIMAL SITE ACREAGE IMPACT (32%)
- NO IMPACT ON GEO-THERMAL WELL FIELD
- SHORT DISTANCE TO CONNECT TO CBB VIA BREEZEWAY CONNECTOR
- UTILIZES EXISTING LEVEL AREA FOR BUILDING PAD

### CONS

- EXTENSIVE STORMWATER IMPACTS - EXISTING BMP TO BE RELOCATED
- TWO SEPARATE BUS LOOPS REQUIRED
- KB/BB FIELD REMOVED FROM SITE PROGRAMMING
- PLAY AREAS - DOES NOT MEET MIN. VDOE RECOMMENDATIONS - MISSING 1 HARD COURT (100' x 120') AND 2 MULTI-PURPOSE PLAY FIELDS (140' x 180')
- BB ENTRANCE NOT VISIBLE FROM ROADWAY OR CBB - SECURITY CONCERN?
- FLOOR PLAN EXCEEDS ORIGINAL 32,000 SF PROGRAM



CLARA BYRD BAKER ES

# BRIGHT BEGINNINGS CLARA BYRD BAKER ES - SITE OPTION 3

## SITE STATISTICS

- EXISTING SITE ACREAGE: 23.4 AC
- EXISTING/PROPOSED BUS COUNT: 14 / 20
- EXISTING / PROPOSED STAFF / VISITOR PARKING: 150 / 234
- 230 TOTAL PARKING SPACES NEEDED (150 + 80)
- NEW BUILDING SIZE (325 STUDENTS): 46,100 SF
- SITE ACREAGE IMPACT: 13 ACRES (55%)

## PROS

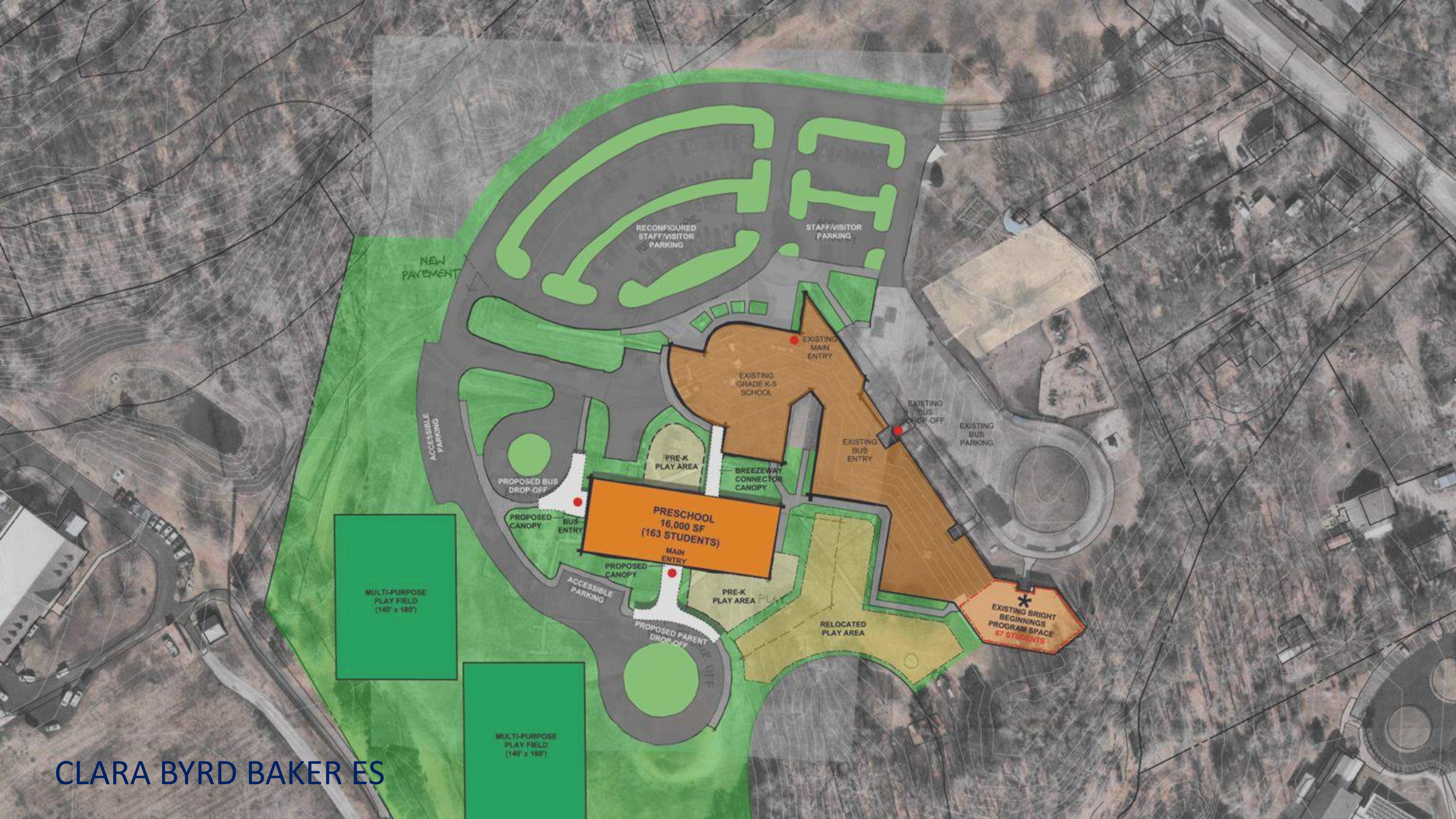
- EFFICIENT FLOOR PLAN, CENTRALIZED ADMIN
- BUILDING LOCATED AT FRONT OF SITE - STREET PRESENCE
- FOCUSED PLAY AREA OPPORTUNITIES BETWEEN BUILDINGS
- KB / BB FIELDS REPURPOSED FOR MULTI-USE PLAY FIELDS
- CLEAR SEPARATION OF VEHICULAR AND BUS TRAFFIC
- SHARED BUS LOOP FOR BB AND CBB
- EXTENSIVE DROP-OFF LINES FOR BB AND CBB ES, SHARED BY BOTH SCHOOLS

## CONS

- EXTENSIVE SITE ACREAGE IMPACT (55%)
- EXTENSIVE STORMWATER IMPACTS - EXISTING BMP TO BE RELOCATED
- LIMITED VISITOR PARKING AT BB AND CBB ENTRY AREAS
- LONG WALK FOR STUDENTS FROM BUS DROP-OFF FOR BB & CBB
- MAJORITY OF SHARED STAFF / VISITOR PARKING @ REAR OF SITE
- COMPLEX CONSTRUCTION PHASING THAT WILL REQUIRE EARLY SITE WORK SEVERELY IMPACTING SCHOOL OPERATIONS
- PLAY AREAS - DOES NOT MEET MIN. VDOE RECOMMENDATIONS - MISSING 1 HARD COURT (100' x 120')
- IMPACTS EXISTING GEO-THERMAL WELL FIELD
- FLOOR PLAN EXCEEDS ORIGINAL 32,000 SF PROGRAM



CLARA BYRD BAKER ES



CLARA BYRD BAKER ES



NORGE ES

# BRIGHT BEGINNINGS NORGE ES - SITE OPTION 2

## SITE STATISTICS

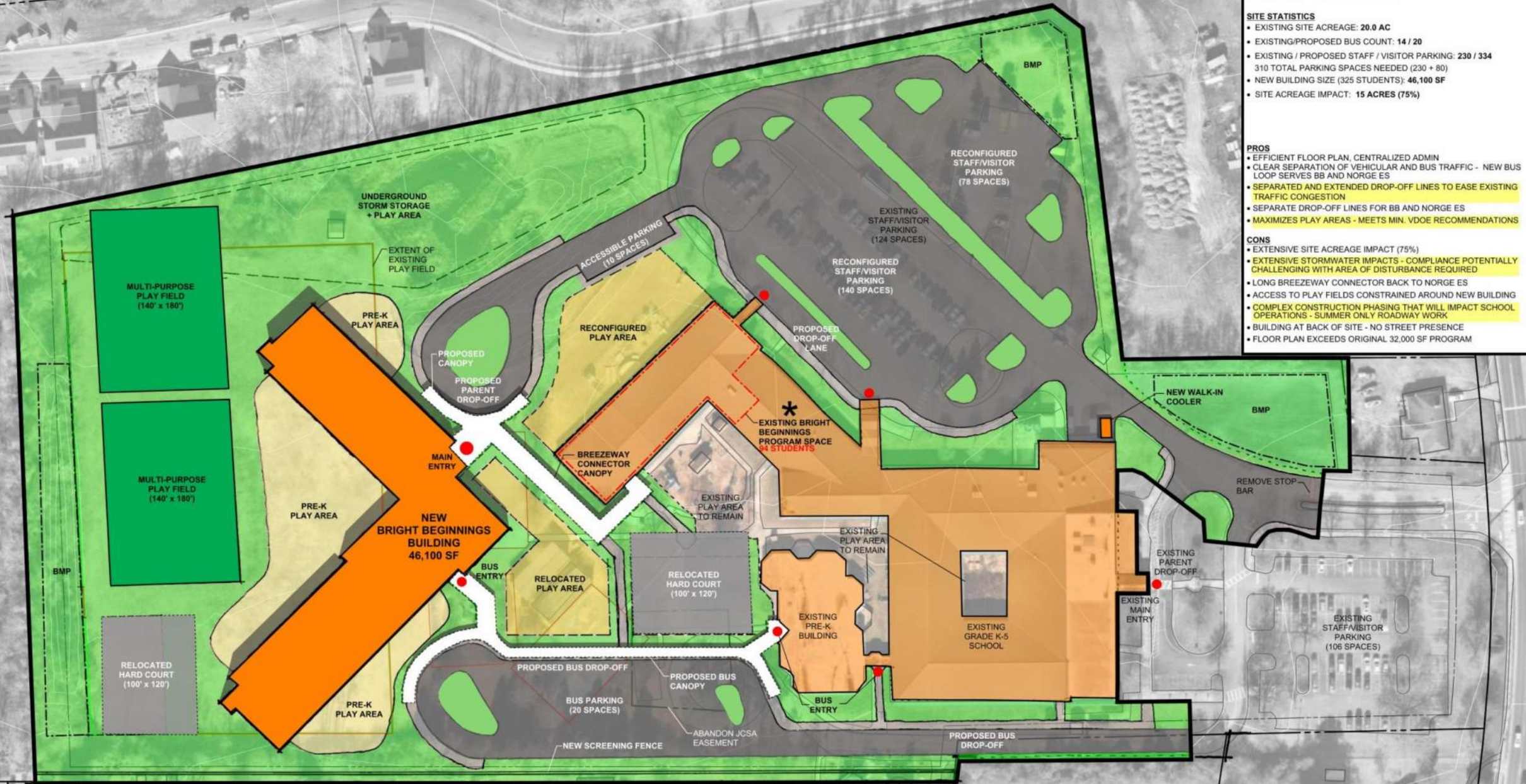
- EXISTING SITE ACREAGE: 20.0 AC
- EXISTING/PROPOSED BUS COUNT: 14 / 20
- EXISTING / PROPOSED STAFF / VISITOR PARKING: 230 / 334
- 310 TOTAL PARKING SPACES NEEDED (230 + 80)
- NEW BUILDING SIZE (325 STUDENTS): 46,100 SF
- SITE ACREAGE IMPACT: 15 ACRES (75%)

## PROS

- EFFICIENT FLOOR PLAN, CENTRALIZED ADMIN
- CLEAR SEPARATION OF VEHICULAR AND BUS TRAFFIC - NEW BUS LOOP SERVES BB AND NORGE ES
- SEPARATED AND EXTENDED DROP-OFF LINES TO EASE EXISTING TRAFFIC CONGESTION
- SEPARATE DROP-OFF LINES FOR BB AND NORGE ES
- MAXIMIZES PLAY AREAS - MEETS MIN. VDOE RECOMMENDATIONS

## CONS

- EXTENSIVE SITE ACREAGE IMPACT (75%)
- EXTENSIVE STORMWATER IMPACTS - COMPLIANCE POTENTIALLY CHALLENGING WITH AREA OF DISTURBANCE REQUIRED
- LONG BREEZEWAY CONNECTOR BACK TO NORGE ES
- ACCESS TO PLAY FIELDS CONSTRAINED AROUND NEW BUILDING
- COMPLEX CONSTRUCTION PHASING THAT WILL IMPACT SCHOOL OPERATIONS - SUMMER ONLY ROADWAY WORK
- BUILDING AT BACK OF SITE - NO STREET PRESENCE
- FLOOR PLAN EXCEEDS ORIGINAL 32,000 SF PROGRAM



NORGE ES

# BRIGHT BEGINNINGS NORGE ES - SITE OPTION 3

## SITE STATISTICS

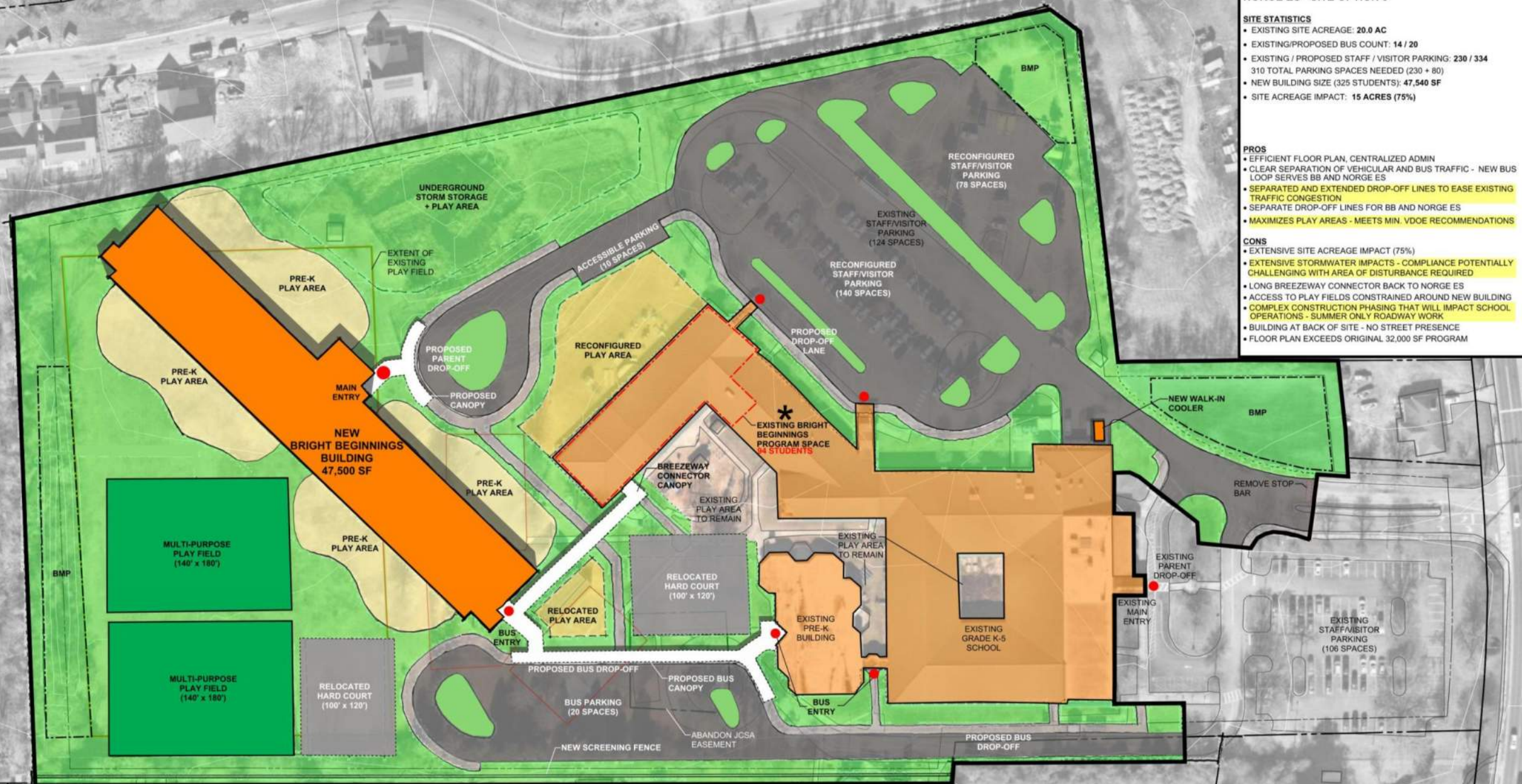
- EXISTING SITE ACREAGE: 20.0 AC
- EXISTING/PROPOSED BUS COUNT: 14 / 20
- EXISTING / PROPOSED STAFF / VISITOR PARKING: 230 / 334
- 310 TOTAL PARKING SPACES NEEDED (230 + 80)
- NEW BUILDING SIZE (325 STUDENTS): 47,540 SF
- SITE ACREAGE IMPACT: 15 ACRES (75%)

## PROS

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- CLEAR SEPARATION OF VEHICULAR AND BUS TRAFFIC - NEW BUS LOOP SERVES BB AND NORGE ES
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- COMPLEX CONSTRUCTION PHASING THAT WILL IMPACT SCHOOL OPERATIONS - SUMMER ONLY ROADWAY WORK
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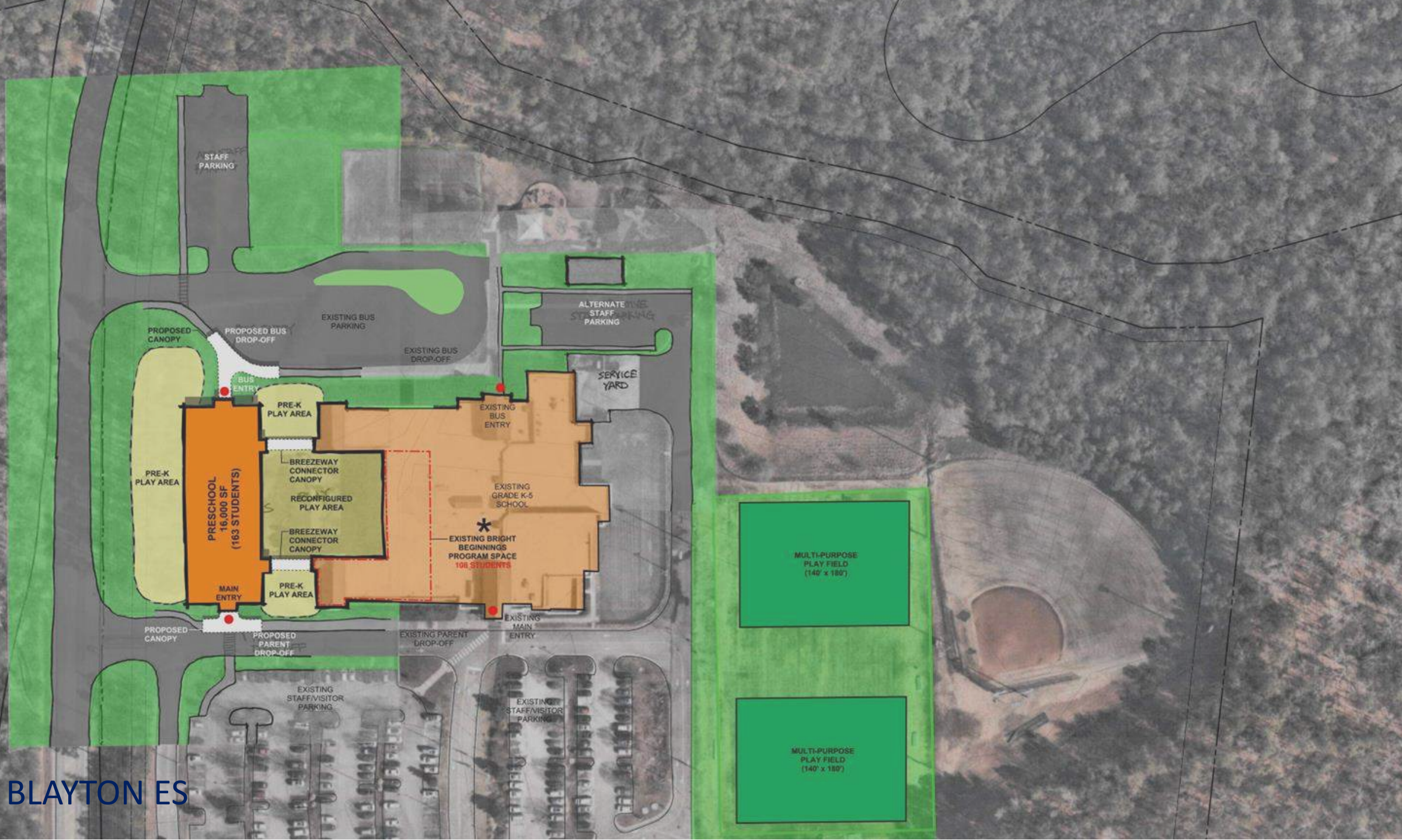


NORGE ES





JB BLAYTON ES



JB BLAYTON ES



DJ MONTAGUE ES



DJ MONTAGUE ES

MATOAKA ES



# PROJECT CHALLENGES

## SITE CONSTRAINTS

- All sites are **too small** for 325-student preschool additions. While it may be possible to squeeze projects onto Clara Byrd Baker ES and Norge ES sites, once complete, little outdoor student space would remain – **Not recommended.**

## BUDGET

- If decision is made to move forward with the two 325-student preschools, budget may need to **increase by \$8m (+/-)** on existing school sites

## STORMWATER

- Managing stormwater from increased impervious surface will add to project costs and challenge already-tight sites

## OCCUPIED CONSTRUCTION

- Construction phasing impacting school operations.



# RECOMMENDATIONS

## NEW PRESCHOOL(S)

two

- Build ~~one~~ or more **new preschools** on ~~one~~ or more appropriately sized parcels of land. Moving preschoolers into new facilities will open existing classrooms for elementary students.

Budgeting for design and construction of one new **325 student preschool** (2022 dollars)

|                                      |                           |                     |
|--------------------------------------|---------------------------|---------------------|
| Building                             | \$360/sf x 46,600 sf      | \$16,776,000        |
| Site                                 | \$475,000/acre* x 9 acres | \$4,275,000         |
| Total Construction Budget            |                           | \$21,051,000        |
| Soft Costs Budget 15%                |                           | \$3,157,650         |
| Total (not including land)           |                           | \$24,208,650        |
| <b>x 2 preschools (650 students)</b> |                           | <b>\$48,417,300</b> |

## NEW ELEMENTARY SCHOOL

- Build a **new elementary school** with a preschool component and keep preschool students associated with elementary schools.

Budgeting for design and construction of one new **650 student elementary school** (2022 dollars)

|                            |                              |              |
|----------------------------|------------------------------|--------------|
| Building                   | \$360/sf x 93,000 sf         | \$33,552,000 |
| Site                       | \$475,000/acre* x 12** acres | \$5,700,000  |
| Total Construction Budget  |                              | \$39,252,000 |
| Soft Costs Budget 15%      |                              | \$5,887,800  |
| Total (not including land) |                              | \$45,139,800 |

\* General site development. Special conditions and off site improvements not included  
\*\* DOE minimum recommended land for school uses. Discussion needed for actual size of acquired land.



# RECOMMENDATIONS

## SMALLER NEW PRESCHOOLS ON MULTIPLE SITES

- Build smaller preschools that will fit on multiple sites.
- 16,000 sf will accommodate 163 (+/-) students
- Study team identified 3 sites for smaller preschool.
  - Clara Byrd Baker ES, Norge ES, JB Blayton ES
  - 4th site, DJ Montague, may work with major site modifications - \$\$\$ - This site not recommended.
  - Total of 489 students accommodated
  - 161 students less than 650-student goal
- Construction cost for 3 smaller preschools:
  - $\$383/\text{sf} \times 1.075 \text{ escalation} \times 48,000 \text{ sf (3 bldg/sites)}$   
= \$19,762,800

This number has been revised to include further design investigation, soft costs and updated market conditions. Total Budget = \$26,059,204

existing school



# Questions / Discussions

A Feasibility Study For

## Bright Beginnings Preschool Facilities



WILLIAMSBURG  
JAMES CITY COUNTY  

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PUBLIC SCHOOLS

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

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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**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/15/2022 - 4:02 PM |

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Michael Woolson, Section Chief - Resource Protection

SUBJECT: Appointment - Chesapeake Bay Board and Wetlands Board

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**ATTACHMENTS:**

| Description | Type |
|-------------|------|
|-------------|------|

**REVIEWERS:**

| Department                        | Reviewer           | Action   | Date                 |
|-----------------------------------|--------------------|----------|----------------------|
| Engineering & Resource Protection | Small, Toni        | Approved | 7/13/2022 - 3:29 PM  |
| Development Management            | Holt, Paul         | Approved | 7/14/2022 - 7:50 AM  |
| Publication Management            | Pobiak, Amanda     | Approved | 7/14/2022 - 8:11 AM  |
| Legal Review                      | Parman, Liz        | Approved | 7/14/2022 - 10:21 AM |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/14/2022 - 10:40 AM |
| Board Secretary                   | Rinehimer, Bradley | Approved | 7/14/2022 - 1:46 PM  |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/18/2022 - 9:00 AM  |

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Toni Small, Director, Stormwater and Resource Protection Division

SUBJECT: Appointment - Stormwater Program Advisory Committee

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**ATTACHMENTS:**

| Description | Type |
|-------------|------|
|-------------|------|

**REVIEWERS:**

| Department                        | Reviewer           | Action   | Date                |
|-----------------------------------|--------------------|----------|---------------------|
| Engineering & Resource Protection | Small, Toni        | Approved | 7/15/2022 - 3:41 PM |
| Development Management            | Holt, Paul         | Approved | 7/15/2022 - 3:46 PM |
| Publication Management            | Daniel, Martha     | Approved | 7/15/2022 - 3:49 PM |
| Legal Review                      | Kinsman, Adam      | Approved | 7/18/2022 - 8:25 AM |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/18/2022 - 9:00 AM |
| Board Secretary                   | Rinehimer, Bradley | Approved | 7/19/2022 - 9:29 AM |
| Board Secretary                   | Saeed, Teresa      | Approved | 7/19/2022 - 1:00 PM |

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711 (A)(5) of the Code of Virginia

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**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/15/2022 - 4:00 PM |

**ITEM SUMMARY**

DATE: 7/26/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Adjourn until 5 pm on September 13, 2022 for the Regular Meeting

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**REVIEWERS:**

| Department      | Reviewer      | Action   | Date                |
|-----------------|---------------|----------|---------------------|
| Board Secretary | Saeed, Teresa | Approved | 7/15/2022 - 4:03 PM |