AGENDA

JAMES CITY COUNTY BOARD OF SUPERVISORS

BUSINESS MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

January 28, 2025

1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

1. Proclamation - Tim O'Connor

D. CONSENT CALENDAR

1. Contract Award - $262,166 - Laurel Lane Elementary School Safe Routes to School Sidewalks - Timmons Group, Inc.
2. Grant Award - $23,340 - Community Paramedicine Software
3. Grant Award - $50,000 - James City County CONECT Program
4. Minutes Adoption

E. BOARD DISCUSSIONS

1. Strategic Plan Update
2. Employee Engagement Survey Presentation
3. General Services Headquarters Update
4. ARPA Funding
5. CIP Discussion
6. Government Center Update

F. BOARD CONSIDERATION(S)

1. Contract Award - $517,552 - Chickahominy Riverfront Park Well Facility Design

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

a. Appointment to the Board of Zoning Appeals

b. Planning Commission

2. Consultation with legal counsel employed by the public body regarding the enforcement of Zoning Ordinance 24-35 requiring the provision of legal advice by such counsel pursuant to Section 2.2-3711 (A)(8)

3. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.

4. Closed Session Certification

J. ADJOURNMENT

1. Adjourn until 12 pm on February 7, 2025 for the Board Retreat

M E M O R A N D U M

DATE: January 28, 2025

TO: The Board of Supervisors

FROM: Tom Leininger, Principal Planner

SUBJECT: Contract Award - $262,166 - Laurel Lane Elementary School Safe Routes to School Sidewalks - Timmons Group, Inc.

On July 25, 2023, the Board of Supervisors expressed support for a sidewalk infrastructure improvement project to provide pedestrian access to Laurel Lane Elementary School. The project will construct sidewalk connections from surrounding neighborhoods to Laurel Lane Elementary School. Sidewalks are proposed along Willow Drive, Laurel Lane, and Brookwood Drive. The proposed sidewalks will connect to the existing sidewalk along Lake Powell Road. In addition to sidewalks, the project proposes crosswalks and curb and gutter improvements.

Funding for this project is available as part of a previously awarded Transportation Alternatives grant from the Virginia Department of Transportation. The overall project cost is $1,993,058 with $359,835 estimated for preliminary engineering and $408,090 estimated to right-of-way expenditures. The anticipated project schedule is to begin preliminary engineering in February 2025 and a project completion date of December 2028.

To move forward with implementation on this County administered project, Timmons Group, Inc., has submitted a scope of services and quote in the amount of $262,166 to provide engineering, design, and right-of-way services.

Staff recommends approval of the attached resolution authorizing the contract agreement with Timmons Group, Inc., for engineering, design, and right-of-way services for the Laurel Lane Elementary School Safe Routes to School Sidewalks project in the amount of $262,166.

TL/ap
CA-LLES-SRTS-mem

Attachment
1. Resolution

R E S O L U T I O N

CONTRACT AWARD - $262,166 - LAUREL LANE ELEMENTARY SCHOOL

SAFE ROUTES TO SCHOOL SIDEWALKS - TIMMONS GROUP, INC.

WHEREAS, on July 25, 2023, the Board of Supervisors expressed support for a sidewalk infrastructure improvement project to provide pedestrian access to Laurel Lane Elementary School; and

WHEREAS, Timmons Group, Inc., has submitted a scope of services and quote in the amount of $262,166 to provide engineering, design, and right-of-way services for the project; and

WHEREAS, the project will construct sidewalk connections from surrounding neighborhoods along Willow Drive, Laurel Lane, and Brookwood Drive to Laurel Lane Elementary School; and

WHEREAS, the proposed sidewalks will connect to the existing sidewalk along Lake Powell Road and in addition to sidewalks, the project proposes crosswalks and curb and gutter improvements; and

WHEREAS, previously appropriated Transportation Alternatives and Transportation Match 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 $262,166 to Timmons Group, Inc., for the Laurel Lane Elementary School Safe Routes to School Sidewalks project.

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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 28th day of January, 2025.

CA-LLES-SRTS-res

M E M O R A N D U M

DATE: January 28, 2025

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Grant Award - $23,340 - Community Paramedicine Software

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The James City County Fire Department has identified the need for a better software solution to help with case management and workflow for the Mobile Integrated Healthcare - Community Paramedicine efforts identified through the CONECT Program and other referrals. The James City Volunteer Rescue Squad (JCVRS) recently collaborated with the Fire Department to identify ways they can assist community paramedicine efforts across the County.

JCVRS has approved funding to support a software solution that will integrate with the Fire Department's records management system to improve documentation for community paramedicine clients, assist in scheduling follow-up appointments, and track progress for case management. The funding will cover startup costs and the first year of maintenance. The recurring maintenance cost will be included in future budgets; however, the fiscal impact will be minimal since we will be discontinuing an existing software module once this system is operational.

The attached resolution accepts the donated funds and appropriates the received amount of $23,340. Staff recommends approval of the attached resolution appropriating funds for the Community Paramedicine Software.

RTA/ap
GA-CommPMSw-mem

Attachment

R E S O L U T I O N

GRANT AWARD - $23,340 - COMMUNITY PARAMEDICINE SOFTWARE

WHEREAS, the James City Volunteer Rescue Squad desires to provide funding for software that will improve the Mobile Integrated Healthcare - Community Paramedicine and CONECT Program for James City County; and

WHEREAS, the funds are used to purchase software that integrates with the Fire Department's records management system.

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 for the Community Paramedicine Software:

Revenue:

Community Paramedicine Software	$23,340

Expenditure:

Community Paramedicine Software	$23,340

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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
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MCGLENNON	____	____	____	____
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Adopted by the Board of Supervisors of James City County, Virginia, this 28th day of January, 2025.

GA-CommPMSw-res

M E M O R A N D U M

DATE: January 28, 2025

TO: The Board of Supervisors

FROM: Lynette Diaz, Assistant Director of Social Services

SUBJECT: Grant Award - $50,000 - James City County CONECT Program

The James City County (JCC) Community, Outreach, Network, Educate, Care, Thrive (CONECT) program has received funding through a grant received by the Williamsburg Health Foundation (WHF) to support service delivery through the Department of Social Services (DSS). The program is a Mobile Integrated Health (MIH) partnership between the JCC DSS and Fire/Emergency Medical Services (EMS). It aims to reach individuals throughout the County who need supportive services and resources. This free program "connects" residents, regardless of income or insurance, with resources to aid and support individualized needs in the home.

The efforts of the staff from the DSS specifically focus on supportive resources and services related to the social determinants of health for individuals who are 60 and older, or 18-59 with a disability. Through the program, participants may engage with Social Services case managers for support with: providing and/or connecting eligible adults to appropriate partners in the areas of adult day services, advocacy, assisted living facility placement, companion services, counseling, emergency assistance, emergency shelter, financial management/counseling, food assistance, hoarding/decluttering, home maintenance, home-delivered meals, housing services, legal assistance public assistance, respite care, Medicaid screening, and transportation. The Fire/EMS staff manage the medical side of the partnership for the participants who are working with Social Services, and any other residents in the community who benefit from the MIH model.

The WHF's grant award in the amount of $50,000 is to specifically respond to the social needs of the growing population of seniors and adults with disabilities. This funding will support safe and stable home environments to support healthy aging-in-place and in-home health services, support to prevent displacement or social isolation, and healthy nutrition and food security.

Staff respectfully requests that the Board accept the grant award in the amount of $50,000 for Calendar Year 2025.

LD/md
GA-CONECTCY25-mem

Attachment

R E S O L U T I O N

GRANT AWARD - $50,000 - JAMES CITY COUNTY CONECT PROGRAM

WHEREAS, the Williamsburg Health Foundation seeks to support service delivery through the James City County (JCC) Community, Outreach, Network, Educate, Care, Thrive (CONECT) program, the goal of which is to connect individuals who are 60 and older, or 18-59 with a disability, with services and resources related to social determinants of health; and

WHEREAS, the program is a Mobile Integrated Health partnership between the JCC Departments of Social Services (DSS) and Fire/Emergency Medical Services; and

WHEREAS, the Williamsburg Health Foundation has awarded $50,000 (the "Grant") to James City County to specifically respond to the social needs of the growing population of seniors and adults with disabilities; and

WHEREAS, no direct financial support is needed from the County to continue the JCC CONECT program except in-kind services provided by DSS.

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

Revenue:	
Calendar Year (CY)2025 CONECT Program	$50,000
Expenditure:	
CY2025 CONECT Program	$50,000

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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

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Teresa J. Saeed
Deputy Clerk to the Board

VOTES

	AYE	NAY	ABSTAIN	ABSENT
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LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 28th day of January, 2025.

GA-CONECTCY25-res

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

JOINT MEETING WITH WILLIAMSBURG CITY COUNCIL AND WJCC SCHOOL BOARD

JAMES CITY COUNTY RECREATION CENTER

5301 LONGHILL ROAD, WILLIAMSBURG, VA 23188

December 6, 2024

8:30 AM

A. CALL TO ORDER

Mrs. Ortego Calls the Joint Meeting to Order for the School Board - The meeting was called to order at 8:34 a.m.

Ms. Larson Calls the Joint Meeting to Order for the Board of Supervisors - The meeting was called to order at 8:35 a.m.

Mayor Pons Calls the Joint Meeting to Order for City Council - The meeting was called to order at 8:35 a.m.

B. ROLL CALL

School Board: Present were Dr. Daniel Cavazos, Ms. Amy Chen, Mrs. Andrea Donnor, Mrs. Kimberley Hundley, Mr. Randy Riffle, and Mrs. Sarah Ortego (Chair). Also present were Olwen E. Herron, Ed.D., superintendent; Ms. Beth Allar, clerk of the board, staff, press and the public. Mr. Michael Hosang was absent.

Board of Supervisors: Present were Mr. Michael Hipple, Mr. James Icenhour, Mr. John McGlennon, Ms. Barbara Null, and Ms. Ruth Larson (Chair). Also present was Mr. Scott Stevens, County Administrator.

City Council: Present were Mr. W. Pat Dent, Ms. Stacy Kern-Scheerer, Ms. Barbara Ramsey, Mr. Caleb Rogers, and Mr. Douglas Pons (Mayor). Also present were Mr. Andrew Trivette, City Manager; and, Ms. Dustie McCay, clerk of council.

C. PRESENTATION(S)

1. Presentation of Superintendent's Proposed FY26 - FY35 Capital Improvement Plan

Highlights from the Presentation included:

- o CIP Focus/Information - All projects presented include:

  - anticipated A&E costs (10%), if applicable
  - contingency funding (5%) and
  - cost escalation across the 5 years at rate of 6%

- o FY25 Projected Enrollment vs Actual

  - 9/30/2024 Actual Enrollment 11,379

- o High School - 3,774
- o Middle School - 2,681

- Elementary School - 4,924
- Reviewed Projected Enrollment vs. Capacity for All Levels at the Low Projection
  - Elementary was shown with and without PreK (low and moderate projections) for comparison
- FY25 Removed & Not Funded CIP Projects Reviewed - Total $3,420,000
- Additions to Plan Reviewed (Projects removed during FY25 budget process) - $4,153,000
- Modifications to FY26 - Cost Changes - Total Cost Change: $864,000
- Modifications to FY25 - Additional Request Pre-K Centers Construction/FFE Funds
  - Updated Cost Estimate - $47,825,055
  - Approved Funding Amount - $35,249,055
  - Additional Funds Needed - $12,576,000
  - FY24 Reversion Funds (90%) - (8,775,988)
  - Net Additional Funds Needed - $3,800,012
- Modifications to 10-Year Plan
- Totals by Project Type
- Financial Totals (Total Recommended CIP Projects)
  - FY26 - $26,487,000*
  - FY27 - $10,682,000
  - FY28 - $20,400,000
  - FY29 - $13,457,000
  - FY30 - $18,467,000
  - Total - $89,493,000

Includes $12.6 million for PreK Construction/FEE; FY24 Reversion funds totaled $8.8 million

Due to technical issues with audio on the live steam, a recess was called at 8:51 a.m. The meeting reconvened at 8:59 a.m.

Discussion from board and council members included:

- Appreciation for breaking ground on the Pre-K Centers in the spring
  - free up space in the schools
  - seen a real level of communication and partnership among the 3 partners at the table
- Cooley Field Turf and the over $600,000 increase from projected number in 2025
- Addition of lights to the Stonehouse athletic fields - clarified that the fields are also for community use
- Mobile cottages - first installed in 2015 at Matthew Whaley Elementary School; since they are temporary they are not included in capacity
- Architectural review for Matthew Whaley windows - inquired if an appeal was made due to the high cost; the process for review and evaluation of the application was explained
- Redistricting to resolve the capacity issues after the PreK Centers open
- State standards for capacity
- Cost changes for PreK
- Including PreK funding on the City and County Legislative Agendas

2. School Year 2023-2024 Academic Outcomes Update

Mrs. Ortego gave an introduction to the presentation, during which she explained that one of the biggest changes made to the updated Strategic Plan was the realignment of the division's priorities, and that the main priority is the academic achievement of students with measurable goals.

Assistant Superintendents Dr. Cathy Worley (Secondary) and Mr. Sean Walker (Elementary) presented data relating to academic performance, accreditation status, achievement on standardized tests, college entrance exams, and graduation data.

Discussion and comments from board and council members included:

- The School Liaison Committee felt it was important to more broadly educate the community and the boards about what is happening in the schools - appreciation expressed for the presentation
- Awed at ability to bounce back after Covid, and in some cases exceed pre-Covid numbers
- Can see the powerful impact that reducing absenteeism has had - continue to target efforts to address those concerns
- Made phenomenal progress
- Clarified the state-set standard definitions “At or Above”, “Near” and “Below” and how each level is determined/how a school can go from yellow to red
- Confirmed that the WJCC rate of economically disadvantaged sits around 36% compared to 29-30% in York County, and the English Learner population in WJCC is at 8-9%, right there with Newport News
- Appreciate the main priority of academic achievement
- Clarified that the standard regarding the college career and civic readiness index involves CTE courses and job shadowing opportunities
- Changing state standards - the division is working on understanding the expectations and educating teachers and principals; how the data is calculated and reported out to the public will change and look very different next fall
- Changing Positive progress - setting the benchmark even higher for next year
- School Improvement Plans/sharing success stories with each other
- Subgroups - made great strides, not back to where the division was in 2018-2019; how to make sure these groups do not fall through the cracks; discussed individualized instruction
- Raises - deal with different departments separately and balance to move teachers forward; comparing WJCC to communities of similar wealth with more resources
- Newport News and Hampton receive more state and federal money - noted that in some ways they have more resources than WJCC
- WJCC is undergoing a significant compensation study
- Impact of the new reading curriculum
- The importance of instructional assistants
- Changing the state funding formula - a legislative priority for VACo (Virginia Association of Counties) and the VSBA (Virginia School Board Association); board members discussed advocating together in Richmond for more funding
- JLARC (Joint Legislative Audit and Review Commission) recommendations

Mrs. Ortego thanked both governing bodies for their interest and desire to hear the success stories, and reiterated that the school board is interested in offering any additional information with both bodies, with the understanding that it is hard to make funding choices and they should know where every dollar is going and what it is producing.

Dr. Herron was recognized and thanked her for her service to the school division.

Councilman Rogers was also recognized for his work; it was noted that this was his last meeting as a member of Williamsburg City Council.

Ms. Larson commented on the discussions between the city and county regarding the future of a joint school division. She noted that on both sides, there has been 110% support for public education in the community and wanting all students to succeed no matter if they live in James City County or the City of Williamsburg.

Mayor Pons agreed and commented that the conversations they are having at this municipal level are not a reflection of, or negative thoughts about the quality of public education that they are being able to deliver the community through WJCC. He applauded the hard work being done.

Dr. Herron thanked the city and county for their incredible support over the years. She shared her sentiment that the school division is better together and stronger together, and that it is a wonderful school division that serves a wonderful community.

D. BOARD DISCUSSIONS / GUIDANCE

E. ADJOURNMENT

1. Adjourn until 2 pm on December 10, 2024 for the Business Meeting

School Board Adjourns - The Williamsburg-James City County School Board adjourned at 10:30 a.m.

Board of Supervisors Adjourns - At 10:32 a.m., Mr. McGlennon made a motion to adjourn. A roll call vote was taken, and the motion carried 5:0.

City Council Adjourns - At 10:33 a.m., Ms. Ramsey made a motion to adjourn. A roll call vote was taken, and the motion carried 5:0.

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

BUSINESS MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

December 10, 2024

2:00 PM

A. CALL TO ORDER

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

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

Ms. Larson sought a motion to Amend the Agenda to add a Closed Session for consultation with legal counsel.

A motion to Amenda the Agenda was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

C. PRESENTATION(S)

1. JCC FY2024 Audit Presentation

Ms. Brook Peterson, Audit Manager for Cherry Bekaert, LLP, addressed the Board noting she had worked with the County on all of its audits for the year. Ms. Peterson noted she would provide the Board with the required audit points. She highlighted the audit results in a PowerPoint presentation, adding that the report covered the year which ended June 30, 2024. Ms. Peterson stated an unmodified opinion had been issued on the financial statements. She noted the audit results in relation to Government Auditing Standards and state specifications reflected no instances of noncompliance as required for reporting. Ms. Peterson stated one nonmaterial noncompliance matter was noted which required reporting under the specifications. She added that no material weaknesses in internal control over financial reporting or compliance matters were noted. Ms. Peterson stated an unmodified opinion of the County’s compliance with each major federal program was issued for the single audit. She added that no material weakness in internal control over compliance in accordance with Uniform Guidance was identified. Ms. Peterson noted there were no corrected or uncorrected misstatements for discussion. She noted the Qualitative Aspects of Accounting Practices slide was not required, but she added the County’s significant accounting policies were noted in one of the financial statements. Ms. Peterson stated within that footnote was reference to the County’s increased capitalization threshold for capital assets in addition to implementation of provisions to the

Governmental Accounting Standards Board (GASB) No. 100, Accounting Changes and Error Corrections. She explained the provision was utilized in reporting the Economic Development Authority's move from a discretely presented component unit to a blended component unit which was reflected as a line item in Exhibit One. Ms. Peterson continued the PowerPoint presentation highlighting independence considerations, adding Cherry Bekaert, LLP, was unaware of any circumstances or relationships that created threats to auditor independence. She noted auditor independence from the County and compliance with ethical responsibilities and requirements in accordance with relevant ethical requirements related to the audit. Ms. Peterson noted there were no difficulties nor disagreements with management during the audit. She added there were no matters which required consultation outside of the engagement team. Ms. Peterson stated management representation was requested and referenced the December 9, 2024, management representation letter. She noted there were no findings of outside consultation of other accountants, no findings of fraud or illegal acts, nor any conditions or events indicating substantial doubt regarding the County's ability to continue. Ms. Peterson noted contact information for herself as well as Mr. Rob Churchman, Engagement Partner, was available.

Ms. Larson thanked Ms. Peterson for the presentation. Ms. Larson also thanked Ms. Sharon McCarthy, Director of Financial and Management Services, and her team for all their work and another excellent year.

2. VDOT Quarterly Update

Mr. Rossie Carroll, Virginia Department of Transportation (VDOT) Williamsburg Residency Administrator, addressed the Board highlighting the maintenance accomplishments from September 1, 2024 to November 30, 2024. He noted the completion of 605 out of 682 work orders with 77 outstanding and an 88.7% completion rate. Mr. Carroll further noted that rate was an 8.4% increase over his past quarterly report. He stated the types of work were noted in the report included in the Agenda Packet. Mr. Carroll said the report showed both customer concern-based work orders as well as VDOT road check work orders. He noted this data formed the combined Highway Maintenance Management System (HMMS) used by VDOT for work orders. Mr. Carroll addressed some current projects included the HITS Guardrail Contract and its new contract award slated to start the week of December 9, 2024, and the Croaker Road Widening Project currently in progress. He noted work continued on the abutment wall construction, storm drains and waterlines, as well as discussion with CSX regarding flaggers for coverage in the vicinity. Mr. Carroll stated work continued on the Hydraulic Lift System at the Jamestown Transfer Bridges with replacement of a cable-driven system to a hydraulic system similar to that used on the Surry side of the Jamestown-Scotland Ferry. He added the system was in the test phase before moving to the other bridge to ensure a smooth operations transition. Mr. Carroll highlighted some completed projects which included Richmond Road Bike Path/Sidewalk Improvements, Plant Mix (PM) 5E, replacement of the cross drains at Route 60 between Route 30 and the New Kent County line, PM5 Full Depth Reclamation (FDR), Skiffes Creek Connector, Longhill Road Widening Project, and removal of eight timber dolphins and replacement with six composite dolphins. He noted future VDOT projects included: SMART Scale 20 (Longhill Road Shared Use Path, estimated projected award date of April 5, 2027); SMART Scale 22 (Airport Road, Mooretown Road, and Richmond Road improvements, estimated projected award date of July 8, 2030); Jamestown High School Sidewalk/Crosswalk (projected award date of December 29, 2027, but preliminary engineering had begun); Route 5/Route 614 and Route 30/Route 746 (no left-turn projects in the Secondary Six-Year Plan with funding reallocation to possibly accelerate these projects); Revenue Share - Centerville Road/Jolly Pond Road Signal Installation (projected award date of November 10, 2025); Pocahontas Trail Widening and Complete Street - Phase One (projected award date of March 29, 2028); PM 5E 2025 schedule in Rolling Woods area streets and a 6.5-mile section of Route 5 from the Chickahominy River Bridge/Charles City Bridge (officially known as the Judith Stewart Dresser Bridge) to Prosperity Court); Gap Segment C Design-Build Project (currently under construction); and the Route 60 Roller Compacted Concrete Overlay Project (Route 60 at

Anderson's Corner to New Kent County). Mr. Carroll stated the project was advertised but no bids were received, adding the project was readvertised in November, a pre-bid meeting scheduled for December 11, with bids scheduled for receipt in January 2025. He added that VDOT was hopeful the project would begin after the beginning of 2025. Mr. Carroll addressed Fiscal Year (FY) 2025 County Safety Improvements (COSI) projects which included pipelining and repairs to Penzance Place and Olive Drive, sidewalk repair at Country Crossing, and the Cranston's Mill Pond safety analysis as funding projects. He noted the Flashing Yellow Arrow (FYA) installation was scheduled for December 11, but it was rescheduled due to inclement weather. Mr. Carroll added it could possibly be rescheduled to the beginning of 2025, but he would update the Board as the schedule became known to him. He stated several traffic studies were conducted during the quarter. Mr. Carroll noted a No Littering Sign study was conducted along John Tyler Highway, but it was not recommended as that area had regularly scheduled litter pickup throughout the year. He added that Intersection Safety Reviews were conducted along Fieldstone Parkway and Mill Pond Run, and at Penniman Road and Route 143. Mr. Carroll stated an Intersection Sign Study was conducted for Loxley Lane and Evergreen Way in addition to the Meadow Lake Subdivision Golf Cart Sign Review. He spoke to each project with recommendations in more detail. Mr. Carroll noted 26 sets of plans were reviewed, 95 permits were issued, and 60 permits were closed by VDOT from July 1, 2024 to November 20, 2024. He further noted that the Commonwealth Transportation Board (CTB) approved abandonment for a part of Schmidt Road, a Primary Institutional Route in the County near Eastern State Hospital, on December 4, 2024.

Ms. Larson asked if any Board member had questions for Mr. Carroll.

Ms. Null asked Mr. Carroll about the reinstallation of the road markers post-paving by the Wawa.

Mr. Carroll responded he was unsure, but he would check on the bollards.

Ms. Null thanked Mr. Carroll.

Ms. Larson thanked Mr. Carroll for addressing the safety concerns at Loxley Lane and Evergreen Way. She asked if VDOT could check Greensprings Road and a significant pothole there, adding she would email Mr. Carroll the location of the pothole.

Mr. Carroll noted he would have someone check on the pothole.

Ms. Larson thanked Mr. Carroll.

Mr. Icenhour referenced the great paving job done at the entrance onto Route 199 West at Longhill Road. He asked if an extension from the existing repavement line was possible.

Mr. Carroll noted that area was porous pavement and that he would check on it.

Mr. Icenhour thanked Mr. Carroll.

Mr. McGlennon asked Mr. Carroll to speak about the traffic count that VDOT was performing at Skiffes Creek and Pocahontas Trail.

Mr. Carroll referenced Mr. McGlennon's previous question about Skiffes Creek traffic and the use of the connector for addressing traffic congestion in the two-lane section in the Grove area. Mr. Carroll noted he had spoken with Mr. Paul Holt, Director of Community Development, and a traffic count study was being implemented by the County. He further noted Mr. Holt would share that information post-study for that impact.

Mr. McGlennon thanked Mr. Carroll. He then asked about road improvement suggestions on

Lake Powell Road past the curve.

Mr. Carroll asked if Mr. McGlennon was referencing the pedestrian accident.

Mr. McGlennon confirmed yes.

Mr. Carroll noted he had Traffic Engineering reviewing the area, adding there were limitations. He further noted he had also reviewed the Police report from that accident, adding a study was taking place to address safety concerns.

Mr. McGlennon noted the use of signage addressing reduced speed was a possibility. He addressed that point in more detail.

Mr. Carroll stated that he would share recommendations after Traffic Engineering completed the review and it was published.

Mr. McGlennon noted Mr. Howard Smith had notified both himself and Mr. Carroll about drainage problems across the street from the accident location. Mr. McGlennon thanked Mr. Carroll for VDOT's quick response to addressing those problems. He also thanked Mr. Carroll for the repaving in the Rolling Woods neighborhood slated for summer 2025.

Ms. Larson thanked Mr. Carroll.

D. CONSENT CALENDAR

Ms. Larson asked if any Board member wished to pull any item(s).

Mr. Hipple noted he wanted to pull Item Nos. 15 and 18, adding that due to his work with the citizens he would abstain from voting on those items.

Mr. McGlennon noted he wanted to pull Item Nos. 14-19 that related to the Chesapeake Bay Preservation Ordinance violations.

Ms. Larson noted she was not pulling an item, but she requested Fire Chief Ryan Ashe discuss the Fire Marshal appointment after the Board addressed the Consent Calendar.

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

Ms. Larson asked Mr. Hipple if he wanted a staff presentation on the items he requested be pulled.

Mr. Hipple replied no, but stated he would abstain from voting on Item Nos. 15 and 18.

Ms. Larson asked Mr. McGlennon if he wanted a staff presentation on the items he requested be pulled.

Mr. McGlennon replied yes as he had several questions.

Ms. Larson welcomed Mr. Mike Woolson, Section Chief - Resource Protection, Stormwater and Resource Protection Division.

Mr. McGlennon noted he had never seen so many Chesapeake Bay Ordinance violations at one time on a Consent Calendar. He asked if there was an issue occurring more frequently or a timing matter regarding consolidation of the violations.

Mr. Woolson responded that the situation was multifaceted, but the short answer was coincidentally all of the violations were on this Consent Calendar. He noted the Stormwater and Resource Protection Division had been pursuing the violations over an extended time period and working through them. Mr. Woolson further noted some violations came before the Board such as those on the meeting's Consent Calendar while other violations were resolved via alternative ways.

Mr. McGlennon asked if additional information needed to be available to residents regarding violation citations.

Mr. Woolson stated education was always important. He added educational materials were available on the County's website. Mr. Woolson noted some of the violations were due to property sales where the original owner(s) were aware of property constraints. He added the new owners were not necessarily aware of those constraints which created the variety of resolutions before the Board.

Mr. McGlennon thanked Mr. Woolson, adding he would move to Approve the remaining items.

Mr. Icenhour noted he had a comment. He recognized that violations had been previously reviewed by the Board but stated that some of these violations were fairly significant. Mr. Icenhour noted a more serious degree of violation particularly in conjunction with fines.

Mr. Woolson concurred with Mr. Icenhour.

Ms. Larson referenced the violation at 5380 Centerville Road, adding that was the location of D.J. Montague Elementary School. She noted the Williamsburg-James City County (WJCC) School Board was listed as the owner, but the violation letter was addressed to another party. Ms. Larson asked if that party had encroached onto the school property.

Mr. Woolson confirmed yes. He added that the WJCC School Board was intentionally not cited for the violation as it was not the cause of the violation.

Ms. Larson thanked Mr. Woolson.

Mr. McGlennon moved to Approve Item Nos. 14-19.

Mr. Hipple noted he would abstain on voting for Item Nos. 15 and 18.

Mr. McGlennon then moved to Approve Item Nos. 15 and 18.

Mr. McGlennon moved to Approve Item Nos. 14, 16, 17, and 19.

Ms. Larson referenced Item Nos. 20 and 21.

Mr. Icenhour stated those two items had already been addressed with votes.

Ms. Larson agreed but asked Mr. Stevens to include them in the vote anyway.

Ms. Larson noted the grant awards and the importance of this meeting's Consent Calendar items. She thanked everyone for their involvement on those items.

1. Appointment of Local Fire Marshal

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

Chief Ashe addressed the Board and thanked the members for approval of Mr. Joe Davis' appointment as a local Fire Marshal. Chief Ashe cited some of Mr. Davis' history regarding the appointment and his service to the County. He added Mr. Davis started with James City County in 1984, took on various roles, retired in 2013, but quickly returned to a variety of roles.

Ms. Larson thanked Chief Ashe and asked if any Board member had questions.

Mr. Davis thanked the Board.

2. Authorization for the Reclassification of the Existing Part-Time Security Monitor Position to a Full-Time Security Monitor Position

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

3. Contract Award - $141,528 - Breathing Air Compressor Replacements

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

4. Contract Award - $449,308 - Replacement Ambulance

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

5. Contract Award - $187,260 - Settler's Market Road Improvements Construction Management

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

6. Contract Award - $126,704 - Upper County Park Pool Resurfacing

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

7. Establishment of a Full-Time Regular Groundskeeper I/II Position

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

8. Grant Award - $27,026 - Bulletproof Vest Partnership

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

9. Grant Award - $285,000 - Fiscal Year 2024 Homeland Security Grant Program - Urban Area Security Initiative

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

10. Grant Award - $16,000 Glass Recycling Foundation

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

11. Grant Award - $28,005 - Litter Prevention and Recycling Program

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

12. Grant Award - $20,000 Competitive Litter Prevention and Recycling Grant

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

13. Minutes Adoption

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

The Minutes Approved for Adoption included the following meetings:

- October 8, 2024, Regular Meeting
- October 22, 2024, Business Meeting
- November 13, 2024, Regular Meeting

14. Resolution of Chesapeake Bay Preservation Ordinance Violation at 106 Discovery Lane

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

15. Resolution of Chesapeake Bay Preservation Ordinance Violation at 7250 Canal Street

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon, Null
Abstain: Hipple

16. Resolution of Chesapeake Bay Preservation Ordinance Violation at 5380 Centerville Road

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

17. Resolution of Chesapeake Bay Preservation Ordinance Violation at 3701 Mulberry Place

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

18. Resolution of Erosion and Stormwater Management Program Ordinance Violation at 7250 Canal Street

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Icenhour Jr, Larson, McGlennon, Null
Abstain: Hipple

19. Resolution of Chesapeake Bay Preservation Ordinance Violation at 205 St Cuthbert

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

20. Revised Administrative Plan for the Section 8 Housing Choice Voucher Program

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

21. Transfer of Publishing Rights - *James City County: Keystone of the Commonwealth*

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

E. BOARD DISCUSSIONS

1. Government Center Update

Mr. Brad Rinehimer, Assistant County Administrator, addressed the Board with the monthly update on the Government Center. He noted the first interim agreement with Henderson, Inc. and Gilbane Building Company (HGJV) was completed with its deliverables. Mr. Rinehimer highlighted those deliverables in a PowerPoint presentation and spoke to each point in more detail. He noted those deliverables included: Preliminary Geotechnical Report; Threatened and Endangered Species Study; Program Space Needs Study; LEED (Leadership in Energy and Environment Design); Traffic Impact Analysis; Water Flow Test Model; Preliminary Schedule; and RKG Associates, Inc. Cost Comparison Study. Mr. Rinehimer stated the next steps included the Board voting on a second interim agreement at its December 10, 2024, Regular Meeting slated for 5 p.m. and further discussion on building addition. He added that after discussion with Mr. Stevens earlier the building addition could possibly be a Board Retreat discussion item. Mr. Rinehimer continued the presentation with design and layout images. He asked the Board if there were any questions.

Ms. Larson noted during the Retreat discussion that the current Government Complex's future also be discussed. She further noted that personally she wanted the County to retain the current facility for public use.

Mr. Rinehimer stated that point would be addressed.

Ms. Larson thanked Mr. Rinehimer for the update.

F. BOARD CONSIDERATION(S)

1. Contract Award - $903,635 - Tewning Road Best Management Practice Retrofit

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

Mr. Barry Moses, Capital Projects Coordinator, addressed the Board regarding the contract award to Henderson, Inc. for the Best Management Practice (BMP) project. He noted this project would address increased stormwater capacity, improved treatment level, and stormwater diversion. Mr. Moses cited funding was available from the Capital Improvements Program (CIP) budget, James City Service Authority, and the Virginia Department of Environmental Quality (DEQ). He noted staff recommended approval of the resolution.

As there were no questions for staff, Ms. Larson sought a motion.

2. Contract Award - $854,710 James City County Recreation Center Pool HVAC Replacement

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

Mr. Mark Abbott, Capital Projects Coordinator, addressed the Board regarding the contract award to Warwick Mechanical Group for the stated project. He noted the project included the replacement of two split systems and controls which provided conditioned air to the pool enclosure.

Ms. Larson asked about the time expectation for the replacement's longevity.

Mr. Abbott replied there was a 15-year life expectancy on natatorium equipment. He added the current equipment was 16 years old. Mr. Abbott stated this replacement would occur concurrently with a full renovation.

Mr. Icenhour questioned the timeline once the project started. He asked if the pool would be unavailable during the replacement project.

Mr. Abbott replied that the pool would be unavailable during the renovation. He noted the demolition to completion timeline was approximately two weeks. Mr. Abbott stated the pool would already be closed at that time.

Ms. Null asked when this project was scheduled, particularly if it was an off time for use.

Mr. Abbott replied that the preliminary schedule for the pool renovation was over the summer so outdoor pools could be utilized. He stated the equipment lead time was approximately 24 weeks so presenting this award in December allowed for a June-July timeline.

Ms. Larson noted JCC Recreation Center patrons were mindful of the down time.

Mr. Abbott concurred adding that staff was mindful of that point.

3. Contract Award - $859,000 - Police Firing Range Site Work

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

Mr. Abbott addressed the Board regarding the contract award to William Wills Contractor, Inc.

for the site development of the expansion of the existing Police firing range. He provided specifics on the expansion project which included increased shooting area, enhanced parking, and greater accessibility to all who used the facility.

Ms. Null asked if the expansion continued behind the existing firing range.

Mr. Abbott confirmed yes.

Ms. Null asked about the berm.

Mr. Abbott responded there were currently no plans to upgrade the existing berm.

4. Title VI Program and Implementation Plan for State and Federally Funded Transportation Projects

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

Mr. Tom Leininger, Principal Planner, addressed the Board citing specifics of Title VI of the Civil Rights Act of 1964. He noted that James City County, as a subrecipient of federal and state funding for transportation improvement projects, as well as consideration as a local public agency, was required to have a Title VI Program and Implementation Plan. Mr. Leininger further noted this documentation was necessary to ensure future federal transportation project funding. He stated that staff recommended approval.

5. Policy to Address Solar Energy Generating Facilities

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

Mr. Thomas Wysong, Principal Planner, addressed the Board noting that at its October 22, 2024, Business Meeting, discussion on the draft solar policy ensued regarding limitations on land development acreage. He noted the Board provided direction to staff to include language discouraging the use of forested land for solar farms. Mr. Wysong stated that language had been incorporated into the draft solar policy. He noted staff recommended the Board approve the resolution.

6. Contract Award - $987,615 - 67 In-Car Camera Systems

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

Police Chief Mark Jamison addressed the Board noting a CIP funding request for 88 in-car camera systems. He detailed the specifics of the five-year plan as in-car cameras were considered a high priority by Police staff for several reasons. Chief Jamison noted the Police FY 2025 budget currently had funding for 67 in-car camera systems. He cited additional details of the contract award. Chief Jamison noted staff recommended the Board approve the resolution. He provided additional information stating 45 of the Police vehicles had either nonworking in-car camera systems or no camera systems. Chief Jamison explained two in-car cameras had previously been approved with the addition of two staff approvals last year. He noted 20 renewals were pending for December thus the total of 67 systems. Chief Jamison stated the remaining 21 of the slated 88 in-car camera systems would be addressed in future years for funding.

Ms. Larson asked if the cameras were automatic when the officers were in the cars or brought someone into the car with them.

Chief Jamison explained the camera system setup had a 30-second continuous recording. He noted when the lights were turned on then the camera came on with the recording starting 30 seconds back. Chief Jamison stated the audio started at 30 seconds which recorded the backseat for prisoner transport and in front of the car. He noted the in-car system synced with the officer's body camera and taser, adding it was an integrated system. Chief Jamison stated various actions such as speed activated the in-car camera system.

G. BOARD REQUESTS AND DIRECTIVES

Both Ms. Null and Mr. Hipple noted they would pass and comment at the upcoming meeting.

Mr. McGlennon referenced the December 6, 2024, Joint Meeting with the Board of Supervisors, the Williamsburg City Council, and the WJCC School Board and its productivity. He referenced the report regarding last year's performance of the School Division and addressing the chronic absenteeism concerns. Mr. McGlennon thanked the School Division for coordinating the program and fielding questions from the respective groups.

Mr. Icenhour noted he would pass and comment at the upcoming meeting.

Ms. Larson had no comments.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted he had spoken with Fire Chief Ashe about a report on the fire at the Williamsburg Premium Outlets.

Ms. Larson noted she would read the motion for the Closed Session but would withhold voting until after Chief Ashe's report.

Mr. Stevens thanked Chief Ashe for the quick response on the fire update for this meeting's presentation.

Chief Ashe noted the JCC Fire Department responded to the Williamsburg Premium Outlets on Saturday, November 23, 2024, just prior to 9 a.m. with an initial report of a structure fire. He noted reports received responses that the site resembled a possible earthquake with smoking coming from a sinkhole in the ground. Chief Ashe displayed the initial viewpoint of the site in a PowerPoint presentation. He noted the situation looked similar to a culvert in a parking lot that had collapsed. Chief Ashe further noted periodic smoke was seen at the site, adding smoke would appear near drain vents and/or trees and then stop. He stated discussion ensued on what was in that area. Chief Ashe noted Mr. Hipple identified it was an underground stormwater detention facility located in the parking lot which meant there was an underground fire. Chief Ashe stated the Fire Department contacted Ms. Grace Boone, Director of General Services, who contacted her Stormwater Division staff to provide plans to get information on the facility. He noted the parking lot was pervious concrete which meant some water could be used there to permeate down into the facility. Chief Ashe further noted during that Saturday crews could hear noises and see different sections of the parking lot collapse which emitted more smoke. He referenced a Crepe Myrtle tree that dropped into a sinkhole in the parking lot that alerted firefighters to move their truck from the area. Chief Ashe stated Saturday was spent gathering information on the facility, applying the extinguishing agent (water in this case), and equipment needs. He noted cooperation with the Outlet partners to identify potential contractors to help with the work. Chief Ashe referenced a picture later in the day, adding over 300,000 gallons of water were flowed over the area that Saturday. He noted water was also flowed through the stormwater pipe in that area in an attempt to extinguish the fire. Chief Ashe stated crews continued to monitor the site every few hours during the night with smoke and additional collapsing occurring around 9 p.m. and midnight. He referenced the PowerPoint for depiction of the site on Sunday morning. Chief Ashe noted that with the collapse more air was available to fuel the fire. He further noted the basin was consisted of approximately 18 inches of gravel, seven feet of plastic crates that comprised the detention facility, three feet of gravel, and six to eight feet of pervious concrete on top. Chief Ashe explained that remote nozzles were used throughout Sunday on the fire. He noted some of those remote nozzles were borrowed from the City of Newport News with the majority of Sunday using the nozzles for continual water flow. Chief Ashe explained the process of determining the balance for extinguishing the fire. He addressed that point in more detail and the decision to let the fire burn out. Chief Ashe noted the Virginia Department of Emergency Management (DEM) Regional HAZMAT Officer arrived to conduct an initial air monitoring. He further noted York County Fire Department sent its HAZMAT Team to assist with air monitoring. Chief Ashe stated the DEQ assisted in analyzing runoff and downstream effects of firefighting and weather concerns such as rain. He noted the early engagement with these partners during the process. Chief Ashe referenced the burning plastic, adding the carbon monoxide levels, hydrogen chloride, and other factors were all below permissible levels. He stated there was some odor, but no neighborhood evacuations were ordered based on the air monitoring done throughout Saturday and Sunday. Chief Ashe noted that DEM contacted the Environmental Protection Agency (EPA) on Sunday evening. He further noted the EPA sent a team from New Jersey with the coordinator’s arrival on Monday morning followed by a team on Monday afternoon to conduct separate air monitoring samples for confirmation of earlier testing. Chief Ashe stated all of the EPA team’s results were consistent with the previous results from Saturday and Sunday. He noted an additional 500,000 gallons of water was flowed Sunday with barely any change which ultimately led to the decision to allow the fire to burn out on its own. Chief Ashe displayed the extended collapse from Saturday to Sunday via the Police Department’s drone footage. He noted the need for heavy equipment and meetings to coordinate its use in safe zones. Chief Ashe further noted the contractor, Henry Branscome, LLC, was familiar with the area as the contractor that had performed repair work to the area previously. He stated Henry Branscome, LLC, met with responders and the planning team on Monday to address the situation. Chief Ashe noted the great coordination from everyone, but the situation was deemed structurally unsafe with an undetermined thermal load. He added the excavator weighed 84,000 pounds and with so many unknown variables, the safety team deemed the risk was too high. Chief Ashe noted that more than 75% collapse had occurred by late Monday with approximately 90% collapse later at which time the contractor deemed work could begin Tuesday. He further noted the willingness of the excavator operator to move forward on the work because they knew the firefighters were there to assist. Chief Ashe stated development of a rescue plan with dedicated crews for the excavator operator if needed. He added the Newport News Fire Department sent its five-member HAZMAT Team to remotely monitor air quality inside the excavator cabin for the operator’s safety. Chief Ashe noted the challenge of keeping the excavator view clean and clear of smoke as well as the area around the equipment clear of smoke to avoid the equipment shutting off while providing safety to the operator. He explained the City of Newport News and surrounding localities provided their LUF 60 which was a large fan on tracks capable of producing winds up to 120 miles per hour. Chief Ashe noted the LUF 60 was typically used for tunnel response. He noted the use of the LUF 60 allowed fresh air to be pushed across the front of the excavator, adding the LUF 60 was used Tuesday night and all Wednesday. Chief Ashe further noted one operator worked the excavator for almost 18 hours. He stated in almost 26 hours, the excavator was able to go through the entire pile, turn over everything, which allowed the Fire Department’s ladder streams to reach the burning areas and ultimately extinguish them late Wednesday evening prior to Thanksgiving Day. Chief Ashe displayed the damaged area at ground level and aerial view which was approximately 1.7 to 1.8 acres in size for the stormwater facility with approximately 4 acres for the parking lot area. He noted this situation was not one the Fire Department had previously experienced but the partnerships the Department had cultivated over the years was advantageous with all the team support. Chief Ashe addressed citizen concerns regarding burning plastic and the decision to allow a fire to burn. He noted crews were on-site for approximately 122 hours with an estimated two million gallons of waterflow. Chief Ashe commented on the well-coordinated operation between the various partners.

Mr. McGlennon referenced the detention pond that was constructed primarily of plastic crates. He asked if a different material could be used during the reconstruction of the parking lot.

Chief Ashe responded he was unsure about that point. He noted the Stormwater and Resource Protection Division was actively engaged in discussion on the next step. Chief Ashe further noted the use of portable pumps to address potential runoff from rain events until a decision on the final solution. He added the property owners were probably discussing options as other properties in the area used a variety of materials.

Mr. Hipple noted when this detention facility was built it was the largest one built in the United States. He added it was an undertaking.

Ms. Larson stated she had heard of this same issue with plastic crates for BMPs happening in other places.

Chief Ashe responded staff had been unable to find any cases like the one at the Outlets. He referenced some instances of stormwater pipes under interstates after spills causing ignition had been noted. Chief Ashe spoke to the research in more detail. He noted an inspector with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) living in the County who occasionally assisted the Fire Department was reaching out to his contacts. Chief Ashe noted the DEQ and EPA were reaching out to their respective contacts. He stated the majority of the area had to be destroyed to put out the fire which hindered investigation. Chief Ashe added the source of the ignition was unknown.

Mr. Hipple noted this fire could be a learning tool as he referenced a past rescue at the Diascund Creek Dam in which the Fire Department played an important role. Mr. Hipple stated the fire situation could be a nationwide learning tool as well as an award for the County on the handling of the situation. He added that he wanted staff to research that point as credit should be given to those involved.

Chief Ashe noted that post-investigation and report then the information would be assembled as an after-action bundle to share. He further noted contact from surrounding localities on those findings and sharing that information.

Mr. Hipple noted the findings could also prove beneficial to the engineers who design these stormwater detention facilities. He referenced maintenance and clearing debris from these facilities.

Ms. Larson noted she was going to ask if Chief Ashe and staff reviewed events such as this fire to determine effective methods and other points. She further noted from Chief Ashe's responses that was the case. Ms. Larson stated that the Williamsburg Premium Outlets had expressed sincere thanks to Chief Ashe and the Fire Department, as well as other groups who had assisted, for all their efforts. She commented on the timing of stores reopening, safety for shoppers and neighboring areas, and other aspects. Ms. Larson thanked Chief Ashe for the explanation.

Other Board members echoed Ms. Larson's appreciation to Chief Ashe.

I. CLOSED SESSION

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

At approximately 3:16 p.m., the Board of Supervisors entered a Closed Session.

At approximately 3:45 p.m., the Board re-entered Open Session.

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

Ms. Larson sought a motion authorizing the County Administrator to enter into an agreement to settle pending litigation.

A motion for the resolution was made by Michael Hipple, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

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

A motion for Appointment to Boards and/or Commissions was made by James Icenhour, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

a. Appointment to the Board of Adjustments and Appeals

Mr. Icenhour noted the appointment of Mr. John Otey to fill the vacant position on the Board of Adjustments and Appeals with an expiration term of December 10, 2029.

b. Appointment to the Wetlands Board and the Chesapeake Bay Board

Mr. Icenhour noted the appointments to the Wetlands Board and the Chesapeake Bay Board with adjustment of the alternate term expiration date for Mr. Mark McElroy to March 31, 2025, and the appointment of Mr. Matthew Woolsey as an alternate to fill the balance of a vacated term expiring on February 28, 2027.

2. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.

3. Consultation with legal counsel and briefings by staff members pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; specifically, the case entitled County of James City, Virginia v. Fidelity and Deposit Company of Maryland, et al, pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

J. ADJOURNMENT

1. Adjourn until 5 pm on December 10, 2024 for the Regular Meeting

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

At approximately 3:47 p.m., Ms. Larson adjourned the Board of Supervisors.

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

REGULAR MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

December 10, 2024

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

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

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Amelia Purse, a 5th grade student at Matthew Whaley Elementary School and a resident of the Jamestown District

Mr. Icenhour gave highlights of Amelia's interests and activities.

Amelia led the Board and citizens in the Pledge of Allegiance.

E. PRESENTATION(S)

Ms. Larson noted she had some closing comments for 2024 prior to the Chair Award presentations. She stated 2024 had been a very busy year with some major challenges which included the potential restructuring of the school system, adding the united school system looked promising moving forward. Ms. Larson noted there was still more work ahead, but she recognized some of James City County's 2024 accomplishments. She commented on upcoming projects such as the Government Center which would consolidate most County departments and provide assistance to ensure greater efficiency for citizens. Ms. Larson continued noting the Williamsburg Sports and Events Center, which was currently under construction, would provide amenities to the community and serve as a premier athletic facility for sports tourism. She added that Visit Williamsburg's new Chief Executive Officer would work to promote the community and encourage future tourism locally. Ms. Larson noted that Kongsberg Defence & Aerospace, a global provider of defense and aerospace systems, was investing and building a facility in the County bringing over 180 jobs to the area. She addressed the parking lot fire at the Williamsburg Premium Outlets from November 23-29 in which the County's Fire

Department led a 122-hour operation with the assistance of surrounding localities, state and federal groups, the County's Police Department, Henry S. Branscome, LLC, excavator team, and Premium Outlets staff. Ms. Larson commended the work of those involved with monitoring air quality, safety, and other aspects. She noted significant staffing had occurred in both the Fire and Police Departments with recruitment, adding other County departments had also experienced staffing challenges. Ms. Larson further noted the Board had supported implementation of a Classification and Compensation study to ensure the County was a more competitive employer. She stated improvements were being seen in the recruitment and retention levels of attracting very dedicated staff. Ms. Larson extended her appreciation to County Administrator Scott Stevens for his leadership, professionalism, and transparency, adding those qualities were admired by both staff and the Board. She also noted her honor at serving as the Board chair for the past year and acknowledged her fellow Board members, adding her thanks to them, staff, and citizens.

1. Chair Awards

Ms. Larson noted the first award, which went to a citizen, was presented to Ms. Janet Green. Ms. Larson read highlights of Ms. Green's career and service as the Chief Executive Officer of Habitat for Humanity Peninsula and Greater Williamsburg where she began her career in 2002. She acknowledged Ms. Green's consistently innovative approach to the organization and its work in providing housing to worthy families both on the Peninsula and in James City County. Ms. Larson highlighted partnerships Ms. Green had developed with the Peninsula Housing and Builders Association as well as hosting for AmeriCorps Volunteers in Service to America (VISTA) volunteers. She referenced Ms. Green's work on the 2018 Workforce Housing Task Force as the Habitat's representative and the introduction of the Neighborhood Blitz concept to the County. Ms. Larson noted the County hosted its first Neighborhood Blitz in the Forest Glen subdivision in 2019 with assistance to 16 families. She further noted another blitz took place in 2023 in the James Terrace neighborhood with assistance to eight families. Ms. Larson acknowledged Ms. Green's leadership and direction with the Habitat were instrumental in the building of the world's first owner-occupied 3D-printed house located in James City County. Ms. Larson noted Ms. Green's work with the Habitat to build 174 homes with 60 of those in the County, adding that as of 2024 the Habitat homes built in the County had a total assessed value in excess of $14.3 million. She acknowledged Ms. Green's work to acquire property for families, adding 19 new lots were available for construction of new, affordably priced homes. Ms. Larson noted the profound impact of Ms. Green's work and Habitat's work on families and housing. She extended her thanks to Ms. Green.

Ms. Green thanked everyone for the award. She noted all of Habitat's work was a partnership and she acknowledged the many groups who assisted. Ms. Green encouraged everyone to continue their assistance in providing more affordable housing opportunities to deserving citizens.

Ms. Larson noted the second award was presented to County staff. She further noted it was a difficult decision as there were numerous hard-working staff on a daily basis who served County citizens as well as the Board and she extended her appreciation to everyone. Ms. Larson acknowledged Ms. Renee Dallman, a County employee since 1993, and the current Public Information Officer where she handled news releases, media relations, leading the County's external affairs team during major storms and such crises. Ms. Larson noted Ms. Dallman provided communications support to the Board in addition to hosting and producing the podcast, "This Week in James City County." She stated Ms. Dallman launched the County's social media presence in June 2008 while also leading a team to increase the County's Facebook audience to more than 14,000 followers. Ms. Larson referenced Ms. Dallman's daily positivity during the COVID-19 pandemic with her Good Morning, JCC! Posts, adding many citizens looked forward to those positive daily updates. She acknowledged Ms. Dallman's creativity, compassion, and commitment to public service particularly during emergencies in the County. She extended her thanks to Ms. Dallman.

Ms. Dallman thanked everyone. She added her family was honored to be part of the County and working with the citizens across the years.

F. PUBLIC COMMENT

Ms. Larson noted Ms. Peg Boarman, Vice Chair of the Clean County Commission, was unable to attend. Ms. Larson further noted she wanted to remind everyone not to litter.

G. CONSENT CALENDAR

None.

H. PUBLIC HEARING(S)

Ms. Larson acknowledged Dr. Kira Allmann, the Planning Commission representative, at the meeting.

1. Amendment to Cell Tower Lease at 3201 Monticello Avenue

Ms. Liz Parman, Deputy County Attorney, noted the resolution in the Board's Agenda Packet addressed the 15-year extension of the current cell tower lease at 3201 Monticello Avenue. She further noted the lease would end March 27, 2047. Ms. Parman stated the location was at Fire Station 5 for reference. She noted the 25% rental increase would be effective on March 1, 2032, with the tenant signing an additional $30,000 signing bonus. Ms. Parman further noted staff recommended approval of the resolution.

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers.

2. MP-24-0004/Z-24-0010. Powhatan Terrace Master Plan and Proffer Amendment

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

Mr. Josh Crump, Principal Planner, addressed the Board noting the details of this case. He stated the developer was no longer planning to build the 36 townhomes and was seeking to amend the Master Plan and proffers to allow four single-family lots. Mr. Crump noted the proposed changes included a new Master Plan for the four single-family lots, a 150-foot vegetative buffer, and a 5-foot sidewalk along Jamestown Road. He stated at its November 6, 2024, meeting, the Planning Commission voted 7-0 to recommend approval of this application to the Board. Mr. Crump noted no additional changes had been made to the application since the Planning Commission's approval. He further noted staff recommended the Board approve the application and accept the amended proffers. Mr. Crump stated the applicant was in attendance.

Ms. Larson noted she would follow up with Mr. Crump after the Planning Commission report.

Dr. Allmann addressed the Board noting the Planning Commission recommended approval of this application with a 7-0 vote. She noted during the Planning Commission's Public Hearing on this case, the applicant's representative spoke in more detail about significant runoff from the nearby Raleigh Square development. Dr. Allmann stated that runoff had created a ditch as well as discharge flow into Powhatan Creek. She added the revised development plans for the four units contained a mitigation plan to address the discharge while also hearing comments from the engineering firm's representative. Dr. Allmann noted no additional public comments were made at the Planning Commission Public Hearing. She further noted one Planning Commissioner referenced concerns from residents regarding the original 36-unit proposal and possible runoff from that development. Dr. Allmann stated this revised plan offered a welcomed improvement. She added that another Planning Commissioner noted the impact to affordable housing with the reduction from 36 to four units. Dr. Allmann noted the consideration of environmental factors for this property seemed better suited to the property with the revised plan.

Ms. Larson asked the Board members if there were questions for Dr. Allmann or staff to which there were no questions.

Ms. Larson opened the Public Hearing.

1. Mr. Greg Davis, Kaufman & Canoles, P.C., 4801 Courthouse Street, Suite 300, addressed the Board noting he was representing JTR Properties, LLC. He began the PowerPoint presentation highlighting the project team. Mr. Davis noted the property owner, JTR Properties, LLC, was represented by Mr. Scott Wise. He explained that Mr. and Mrs. Wise planned for their daughter and her husband to build a home on this property. Mr. Davis continued the project team introductions citing Mr. Steve Romeo with Vanasse Hangen Brustlin, Inc., and the Kaufman & Canoles, P.C. legal team of himself and Mr. Benming Zhang. Mr. Davis noted the proposal was a less intense residential one with the reduction from 36 units to four single-family lots. He highlighted other components of the proposal included maintaining the 150-foot Community Character Corridor buffer as well as little or no traffic impact, retainment of the proffered open space, and less environmental impact. Mr. Davis identified the Raleigh Square runoff on a property diagram, adding the runoff currently emptied onto Mr. Wise's property. He noted the Raleigh Square development was in place prior to the stormwater management science and regulations currently in use and thus significant erosion had ensued. Mr. Davis stated remediation would be required for that erosion area. He noted the Planning Commission's support as well as that from adjacent property owners, TK Asian Antiquities and Lyman Hall for less density and greater sensitivity toward Powhatan Creek.

Mr. Icenhour referenced the Master Plan layout and asked Mr. Davis about Lot 4.

Mr. Davis indicated the Lot 4 location, adding it would have Jamestown Road frontage. He noted an access road would be available with maintenance by the homeowners association (HOA) which would be created.

Mr. Icenhour noted he had spoken with Mr. Davis earlier and expressed concern regarding the stormwater facility. He asked if the facility would be under the HOA's management.

Mr. Davis replied no, adding the plan was for the HOA to maintain the cul-de-sac road he identified on the diagram. He added the association would also maintain the micro-bioretention facility which would handle any runoff from the access road. Mr. Davis noted stormwater on the lots would be addressed on a lot-by-lot basis. He spoke to that point in more detail.

Mr. Icenhour questioned the maintenance of the facility where the erosion had occurred in relation to a remedy for the situation and the responsible party for the long-term maintenance.

Mr. Davis responded it was a rock structure. He noted the intention was the HOA would maintain it though a great amount of maintenance was not anticipated.

Mr. Icenhour noted it was not similar to a Best Management Practice.

Mr. Davis responded it was a pile of rocks.

Mr. Icenhour asked about the slope of the land.

Mr. Davis replied the slope was toward the creek.

Mr. Icenhour referenced the diagram and the topography lines (topo lines) and asked if there was a slope from the top.

Mr. Davis confirmed yes it was a slope.

Mr. Icenhour noted the HOA would be responsible for the main road and any structure there. He thanked Mr. Davis.

Ms. Larson asked if the proposed 36-unit project was based on that developer and costs which failed to allow the project to move forward.

Mr. Davis confirmed yes. He noted his client felt the 36-unit project was not economically viable and in turn offered the land to housing partnerships in an attempt to create affordable housing with grant money and fundraising. Mr. Davis further noted that initiative was unsuccessful with the four lots as a result.

Ms. Larson thanked Mr. Davis and asked the Board if there were additional questions.

Ms. Larson closed the Public Hearing as there were no additional speakers.

Mr. McGlennon noted he regretted that the affordable housing piece was not accomplished with this project but added his appreciation to the landowner for his support of the affordable housing aspect. He further noted his support of the positive impact on Powhatan Creek.

Mr. Kinsman clarified the motion was to move the Master Plan and the proffer amendment.

Mr. McGlennon confirmed yes.

Ms. Larson thanked Mr. Kinsman for that point.

Mr. Icenhour stated he had concerns when he had reviewed this application's materials, but after speaking with Mr. Davis those concerns had abated. Mr. Icenhour noted he wanted to address the point that many applications were approved by the Board with actions dependent on HOAs. He further noted that dependence transferred a great deal of responsibility onto the associations which meant the County was not responsible on tax rolls nor did the developer have much responsibility post-development. Mr. Icenhour addressed cases where those responsibilities existed but then the HOAs became basically defunct. He noted when that situation occurred, particularly with a stormwater facility, the County had the choice of filing a lawsuit against its citizens, which he added was not a popular option, or the County absorbed the tab for the work. Mr. Icenhour further noted historically that option had been the case. He stated that in reviewing these cases, the Board needed to implement a reasonable manner approach which meant the HOA had to have both adequate numbers and resources to handle the responsibilities that the Board had asked of the HOA and not placing an undue burden on the HOA. Mr. Icenhour stated he felt this point was an ongoing concern, adding he was in support of this application as his concerns had been addressed. He explained he felt each HOA was responsible to the County for specific items on its own property, adding the responsibilities of these four units with regard to its HOA was not particularly unreasonable. Mr. Icenhour noted the importance of reviewing these points in applications in the future.

3. SUP-24-0025. 7516 Richmond Road Dollar Tree

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

Ms. Morgan Risinger, Senior Planner, addressed the Board noting the details of this application which included a Special Use Permit (SUP) to construct a commercial building exceeding 5,000 square feet of floor area in the Norge Crossing Shopping Center. She noted staff had proposed mitigating conditions which addressed requirements regarding architectural elevations and prohibition of merchandise display outside of the building. Ms. Risinger noted staff recommended that the Board approve this SUP application, subject to the proposed conditions. She noted the applicant team was in attendance.

Dr. Allmann addressed the Board noting the Planning Commission recommended approval of this SUP with the proposed conditions by a 7-0 vote. She noted one Planning Commissioner questioned the property in relation to Croaker Road. Dr. Allmann further noted staff provided an aerial diagram of an additional road, adding several Planning Commissioners noted that road was completed. She addressed additional points and stated support for the application from several Planning Commissioners.

Ms. Larson asked the Board members if there were questions for Dr. Allmann or staff, to which there were no questions.

Ms. Larson opened the Public Hearing.

1. Mr. Vernon Geddy, Geddy, Harris, Franck & Hickman, LLP, 1177 Jamestown Road, addressed the Board noting he was the applicant's representative. He stated he was joined by Mr. Rick Bushy and Mr. Joe Bushy, principals of the applicant. Mr. Geddy noted the location, use, and existing infrastructure were advantageous points to this application.

Ms. Larson asked the Board members if there were questions for Mr. Geddy or the applicant, to which there were no questions. She thanked Mr. Geddy.

Ms. Larson closed the Public Hearing as there were no additional speakers.

Ms. Null stated she was pleased to have the Dollar Tree store in the Stonehouse District and welcomed the addition. She noted she was available to contact if questions arose as she was that district's supervisor.

4. Second Interim Agreement for New Consolidated Government Center

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

Mr. Brad Rinehimer, Assistant County Administrator, addressed the Board noting that in January 2024, the Board authorized Mr. Stevens to execute an interim agreement with the Henderson, Inc.-Gilbane Building Company, a joint venture group, to reach 30% design on the proposed new government center. He acknowledged members of Henderson, Inc. and GuernseyTingle Architects for their presence at the meeting and their support during the process. Mr. Rinehimer noted the collaboration between both groups and the County working group was tremendous. He further noted he had provided the Board with a deliverables update at its Business Meeting earlier in the day. Mr. Rinehimer stated a resolution was before the Board in its Agenda Packet which authorized Mr. Stevens to take the next step to 100% design for the new consolidated government center at 5231 Longhill Road. He noted the agreement was in the final stages, but the interim agreement would not exceed $11.5 million with funding approved in the County's Capital Improvements budget for Fiscal Year (FY) 2024 and FY 2026.

Mr. McGlennon noted he had no questions for Mr. Rinehimer but extended his appreciation to him and those working with him on all their efforts with the project.

Ms. Larson also extended her thanks to everyone involved on the project, adding Mr. Rinehimer had ensured the Board had continual information. She noted there was no Planning Commission report on this item.

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers.

I. BOARD CONSIDERATION(S)

None.

J. BOARD REQUESTS AND DIRECTIVES

Ms. Null noted her attendance at the ribbon-cutting ceremony for the new Grove Christian Outreach Center's food facility. She further noted the facility allowed Grove area residents and others to receive free food. Ms. Null stated the facility was like a grocery store, adding an area was designated for donated children's clothing. She noted all the items at the facility were free. Ms. Null further noted that residents in this section of the Grove area were five miles from any available grocery store, adding the importance of this facility and its impact to the community. She stated all the local grocery stores had contributed stock. Ms. Null noted she attended the New County Employee Orientation recently which was held at the James City County Library. She further noted welcoming approximately 25 new employees. Ms. Null stated she attended the Greater Williamsburg Chamber of Commerce's Military Affairs Committee's Home for the Holidays event at the Naval Weapons Station Yorktown, adding it was an honor to attend the event.

Mr. Hipple extended holiday wishes to everyone.

Mr. McGlennon noted his attendance with several fellow Board members at the Swearing-In Ceremony for four new County Police Officers the previous week. He commended the successful recruitment efforts. Mr. McGlennon extended his appreciation to Mr. Stevens, Mr. Paul Holt, Director of Community Development, Ms. Risinger, Ms. Christy Parrish, Zoning Administrator, Mr. Joe Davis, Fire Marshal, and Mr. Mitchell Anderson and Ms. Emma Polen of the County's Video Team for their assistance with a meeting he held on December 9 for Kingsmill residents regarding a conceptual plan submitted by Kingsmill Resort's owner, Escalante Golf. He noted the conceptual plan addressed the development of land within the Kingsmill community. Mr. McGlennon stated 250 Kingsmill residents attended the meeting with 120 viewers on YouTube. He noted the meeting allowed residents an opportunity to express opinions, ideas, and gather information on the County's involvement regarding the development. Mr. McGlennon further noted that residents were appreciative of the engagement with County staff regarding their questions. Mr. McGlennon echoed Mr. Hipple's wishes for the holiday season.

Mr. Icenhour stated he attended a Goodwill Store ribbon-cutting ceremony on November 14, adding it was the first Goodwill facility in the County. He noted the facility made use of a former Rite Aid on News Road. Mr. Icenhour stated the Goodwill store was doing very well and it was a great use of the previously empty space. He noted the Celebration of Business occurred on November 21 at The Maine of Williamsburg. Mr. Icenhour stated there had been a scheduling conflict with an event hosted by the Greater Williamsburg Chamber of Commerce.

Ms. Larson noted the event was the Jingle Fest at Busch Gardens.

Mr. Icenhour noted scheduling concerns were being addressed to increase participation at more events. He further noted he attended Eleva Coffee ribbon-cutting ceremony in New Town. Mr.

Icenhour stated the Police Officer Swearing-In Ceremony was of paramount importance to the community and the Officers, adding three of the four Officers were graduates of local high schools. He referenced Mr. McGlennon's comments and echoed the significance of people staying, living, and working in the community, adding the fourth Officer was a military retiree who was also staying in the community. Mr. Icenhour extended his appreciation to his fellow Board members noting their 100% support for the Home for the Holidays program. He spoke about the four-year history of the program which benefited 23 service people in the first year and had increased to 45 last year. Mr. Icenhour noted there were approximately 60-80 applicants and the challenges of reviewing the applications to determine recipients of the program. He stated that 2024 had been a stellar year and acknowledged Mr. Wilford Kale, a local reporter, who got an article on the program into *The Virginia Gazette* and *The Daily Press*. Mr. Icenhour noted the article generated a great deal of community participation. He stated there were 90 applicants for the program this year and all 90 applicants were sent home as the program raised $27,000. Mr. Icenhour noted Ms. Null was in attendance at the Home for the Holidays presentation where she photographed the activities. He spoke to the program's recipients in more detail, adding this program was one of the best examples of the business community, community members, and military members of the community coming together in mutual support. Mr. Icenhour extended his thanks to everyone who participated.

Ms. Larson thanked Mr. Icenhour. She noted her participation in the 250th anniversary of the establishment of the James City County Committee of Observation, sponsored by the National Society of the Sons of the American Revolution at Freedom Park. Ms. Larson thanked Ms. Carla Brittle, Tourism & Centers Administrator for James City County Parks & Recreation Department, and the 250th Anniversary Committee for their help. She expressed her appreciation at the opportunity to participate in the event. Ms. Larson also thanked Mr. Icenhour for his assistance connecting her with that group. She reminded everyone that the Board of Supervisors or Williamsburg City Council aired on the radio on Wednesday nights at 5 p.m. to learn about events and news in the community. Ms. Larson referenced the Joint Meeting with the City of Williamsburg and the Williamsburg-James City County (WJCC) School Division, adding she thought the meeting went well. Ms. Larson noted the Board's appreciation to Dr. Olwen Herron, WJCC Superintendent, who would be retiring at the end of January 2025. Ms. Larson thanked everyone for all their work.

K. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted he had nothing to report.

L. CLOSED SESSION

Ms. Larson noted there was no Closed Session.

M. ADJOURNMENT

1. Adjourn until 4 pm on January 14, 2025 for the Organizational Meeting

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

At approximately 5:57 p.m., Ms. Larson adjourned the Board of Supervisors.

MINUTES

JAMES CITY COUNTY BOARD OF SUPERVISORS

REGULAR MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

January 14, 2025

4:00 PM

A. CALL TO ORDER

Ms. Larson called the Board of Supervisors' Organizational Meeting to order following the James City Service Authority's Organizational Meeting at approximately 4:01 p.m.

B. ROLL CALL

Barbara E. Null, Stonehouse District
Michael J. Hipple, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Vice Chair, Jamestown District
Ruth M. Larson, Chair, Berkeley District

Scott A. Stevens, County Administrator
Liz Parman, Deputy County Attorney

C. ORGANIZATIONAL MEETING

1. 2025 Organizational Meeting

Ms. Larson sought a motion to nominate the Chair for the upcoming year.

A motion to Nominate James Icenhour as Chair was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

The Board members extended congratulations to Mr. Icenhour.

Mr. Icenhour sought a motion to nominate the Vice Chair for the upcoming year.

A motion to Nominate John McGlennon as Vice Chair was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

The Board members extended congratulations to Mr. McGlennon.

Mr. Icenhour sought a motion to Adopt the Organizational Meeting resolution setting the meeting times for the associated calendar. He asked if all Board members had reviewed the material and if there were any questions.

Mr. Stevens noted several special schedule dates included the Board Retreat on February 7 at 12 p.m., the Regular Meeting on November 12 (moved to Wednesday due to the Virginia Association of Counties (VACo) Annual Conference, and the November Business Meeting rescheduled for December 9 at 2 p.m. He noted the Regular Meeting would be held on December 9 at 5 p.m. Mr. Stevens confirmed those dates were included in the version sent out to the Board members.

Mr. Icenhour sought a motion to adopt the calendar.

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

Mr. McGlennon asked if the motion included both the calendar and the organizational rules.

Mr. Icenhour confirmed yes.

2. Supervisor Seats for Regional Boards and Commissions

Mr. Icenhour noted the next item could be addressed in open or closed session.

Ms. Larson expressed the option of closed session as it allowed the opportunity for discussion.

Mr. Icenhour sought a motion to Enter Closed Session regarding consideration of a personnel matter regarding the appointment of individuals to Boards and/or Commissions.

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

At approximately 4:04 p.m., the Board of Supervisors entered a Closed Session.

At approximately 4:30 p.m., the Board re-entered Open Session.

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

Mr. Icenhour sought a motion on the appointments as listed.

A motion to make the following appointments was made by Barbara Null, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Hampton Roads Military and Federal Facilities Alliance (HRMFFA):	Michael Hipple (with James Icenhour as alternate)
Hampton Roads Transportation Accountability Commission (HRTAC):	Michael Hipple (with James Icenhour as alternate)
Hampton Roads Planning District Commission (HRPDC):	Michael Hipple (with James Icenhour as alternate)

Hampton Roads Transportation Planning Organization (HRTPO):	Michael Hipple (with James Icenhour as alternate)
School Liaison Committee:	Ruth Larson and John McGlennon
Agricultural and Forestal (AFD) Advisory Committee:	Barbara Null
Economic Development Authority (EDA) Liaison:	Barbara Null
Williamsburg Tourism Council:	Ruth Larson
Hampton Roads Workforce Council:	Barbara Null
Virginia Peninsula Regional Jail Authority:	Barbara Null
Historic Virginia Land Conservancy:	John McGlennon
Greater Williamsburg Chamber of Commerce Board of Directors:	John McGlennon
High Growth Coalition:	John McGlennon
Williamsburg Area Medical Assistance Corp. (WAMAC):	John McGlennon

3. Seating Assignments

Mr. Icenhour noted seating assignments would be drawn for Seat Nos. 3-5.

The seating assignments were:

1. Icenhour
2. McGlennon
3. Larson
4. Null
5. Hipple

D. BOARD DISCUSSIONS / GUIDANCE

None.

E. CLOSED SESSION

Mr. Icenhour asked if another Closed Session would take place.

Mr. Stevens responded there could be one session regarding the School Division now or later. He noted there were two additional items under Closed Session. Mr. Stevens further noted if the Closed Session started during the Organizational Meeting and there was not enough time then the Board could come out and continue during the Regular Meeting.

Ms. Larson asked if the Board had to come out of this meeting and go into its Regular Meeting regarding the Closed Session.

Mr. Stevens stated he had spoken with the County Attorney and the Board could hold both Closed Sessions to discuss the Board appointments in general and the School Division contract at this time. He noted if the Closed Session was completed during the Organizational Meeting, that was fine. Mr. Stevens stated if the discussion was incomplete then the Board would adjourn the Organizational Meeting and resume discussion under Closed Session during the Regular Meeting.

A motion to Enter a Closed Session was made by Ruth Larson.

Mr. Icenhour clarified the Closed Session would address discussion regarding the award of a public contract pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.

Ms. Larson questioned if the Closed Session would also include consideration of appointment of individuals to County Boards and/or Commissions.

Mr. Icenhour confirmed yes that the additional item would address the appointment of individuals to County Boards and/or Commissions for the 2025 calendar year.

A motion for discussion on the stated two items was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 4:34 p.m., the Board of Supervisors entered a Closed Session.

At approximately 4:55 p.m., the Board re-entered Open Session.

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

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions for the 2025 calendar year, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia.

F. ADJOURNMENT

1. Adjourn until 5 pm for the January 14, 2025 Regular Meeting

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

At approximately 4:55 p.m., Mr. Icenhour adjourned the Board of Supervisors.

James City County, Virginia

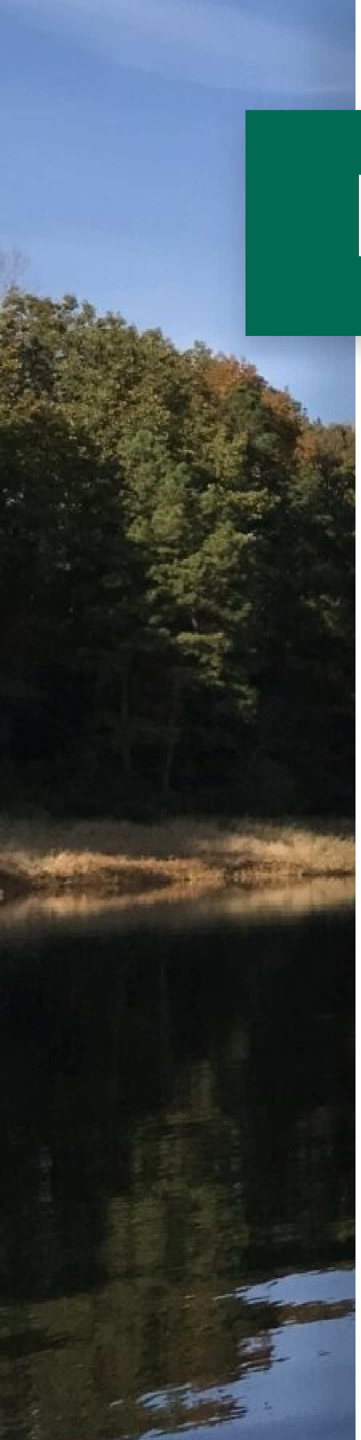
Board of Supervisors Briefing

January 28, 2025

CLARION

Agenda

1. Welcome
2. Project Status Update
3. Themes from Public Engagement
4. Plan Framework
5. Fiscal Analysis Questions
6. Next Steps



Project Process

1 Phase 1: Setting Direction — Summer **2024**

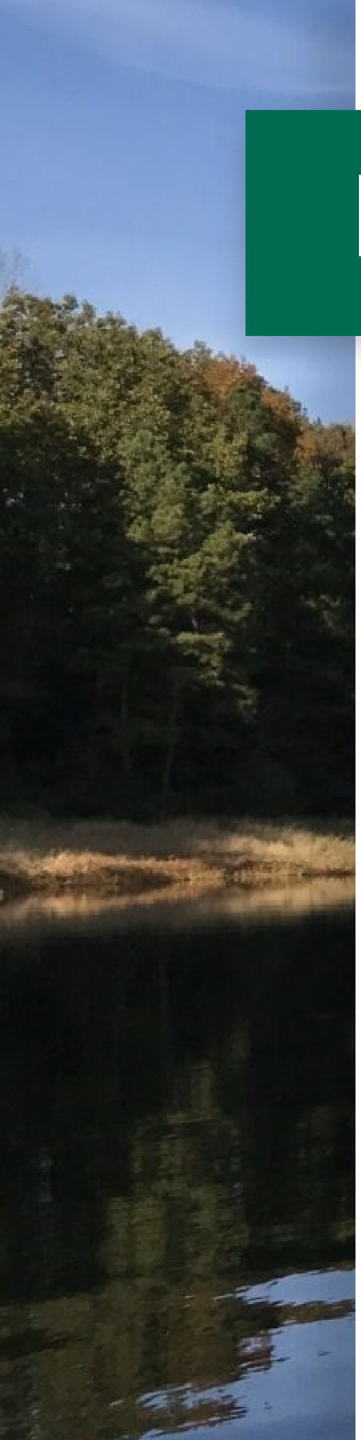
2 Phase 2: Focusing Efforts — Winter **2024-25**

3 Phase 3: Implementation — Spring **2025**

4 Phase 4: Reporting — Summer **2025**

5 Phase 5: Final Strategic Plan — Fall **2025**

PUBLIC ENGAGEMENT →

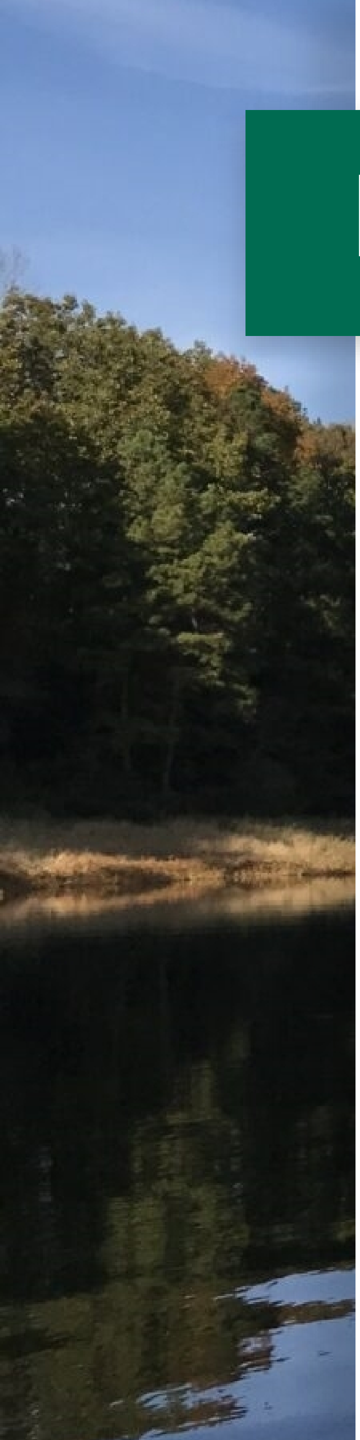


Project Status Update

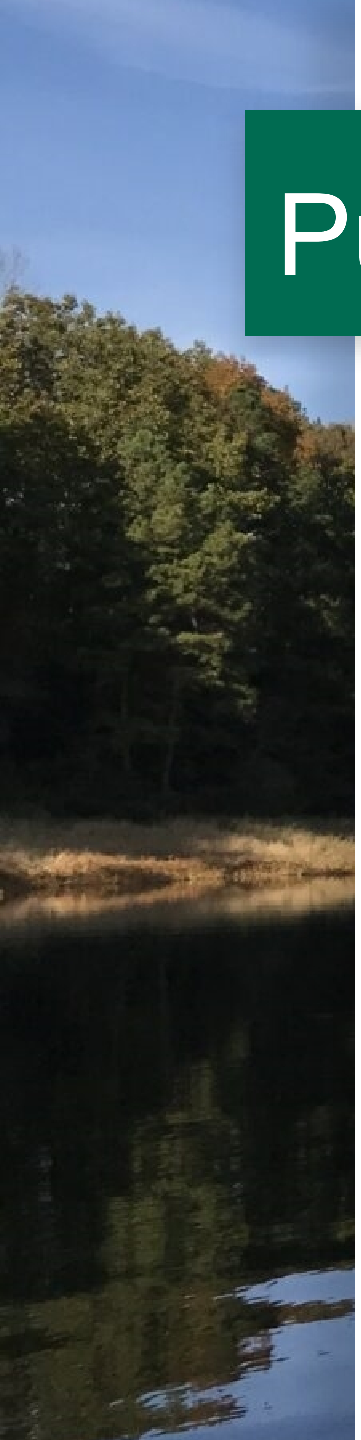
Work completed to date:

- **Phase 1**
  - BOS, Departments, and Key County Partner Interviews
  - Assessment of Adopted Strategic Plan
  - Phase 1 Summary Report
- **Phase 2**
  - Community Engagement (Workshop and Online Activities)
  - Community Engagement Summary Report
  - Inventorying Capital Projects and Initiatives
  - Identifying Staff Ranked Priorities (Projects and Initiatives)

Phase 1 Summary Report

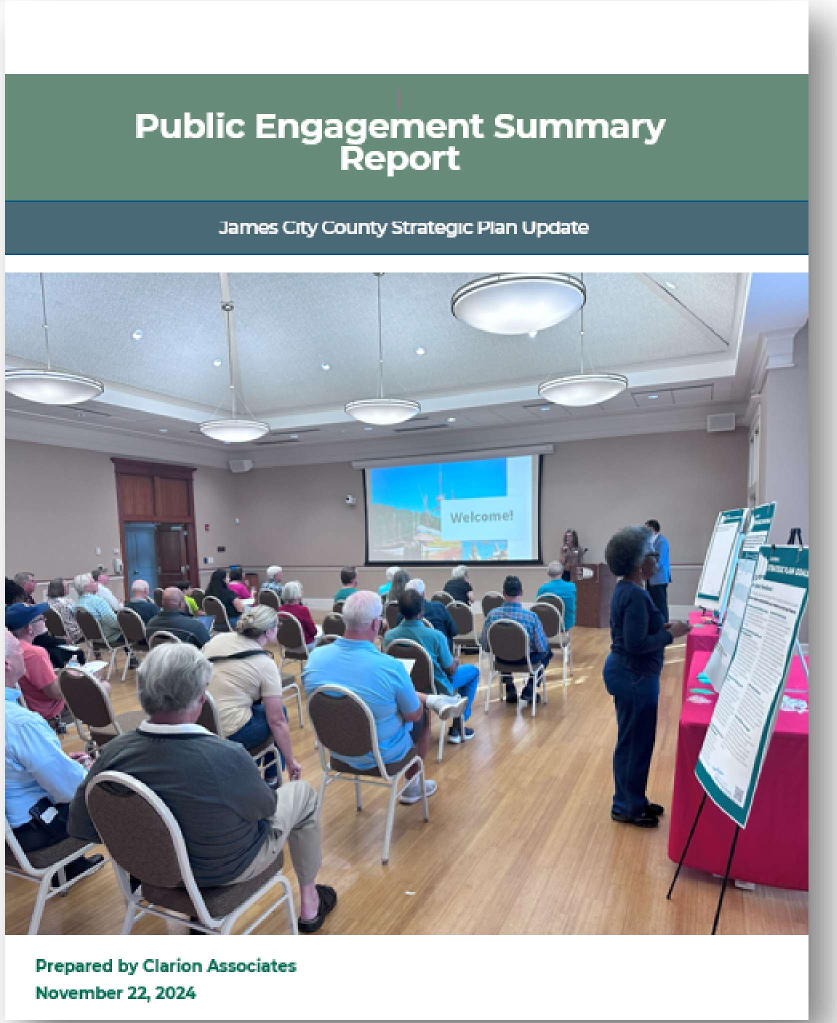


- Published on County website
- Contents:
  - JCC 2035 SP Implementation Audit
  - Summary of Recent Plans and Studies
  - Key Strategic Planning Themes (from interviews)
  - SP Goals Evaluation
  - Recommended Framework for New SP



Public Engagement Summary Report

- About the participants
- Themes from feedback
- Verbatim comments
- Published to website



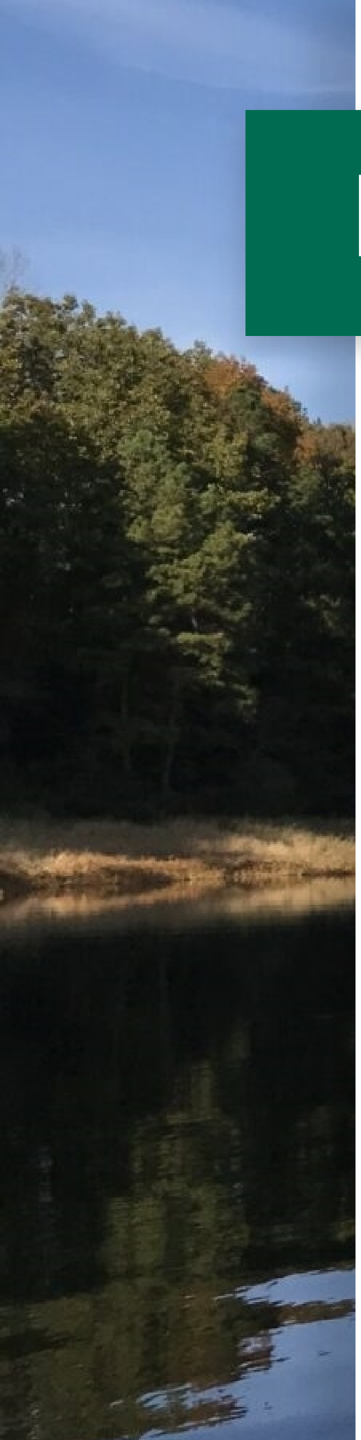
Public Engagement Summary Report

James City County Strategic Plan Update

Prepared by Clarion Associates
November 22, 2024

Public Engagement Findings

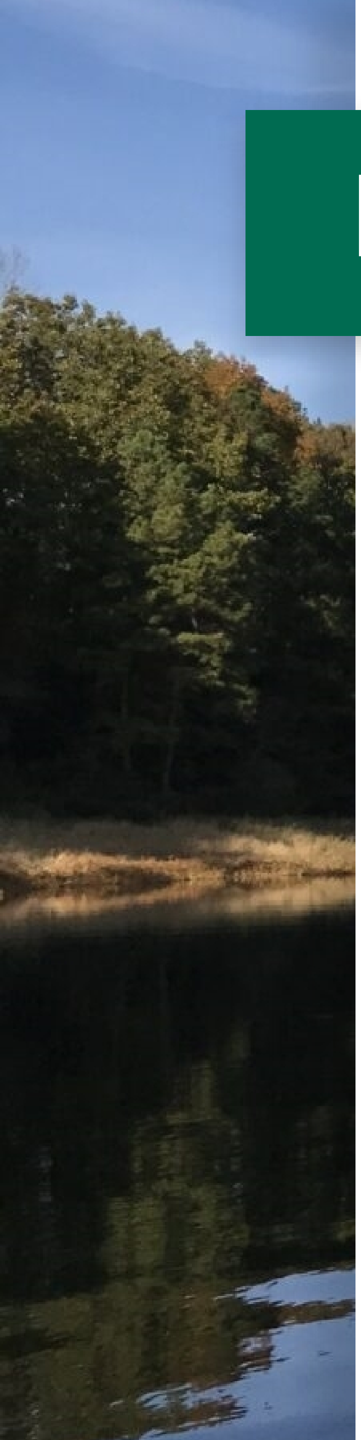
CLARION

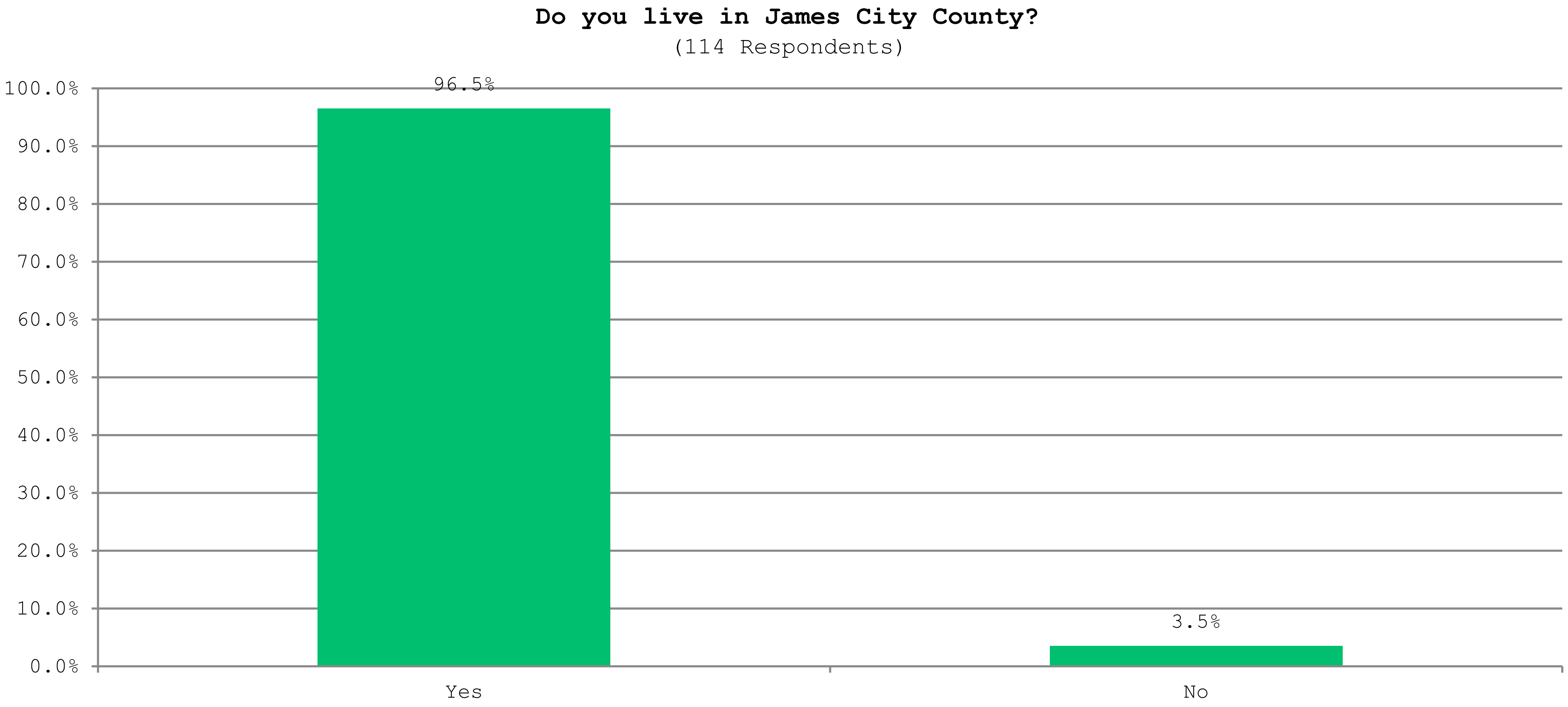


Public Engagement Overview

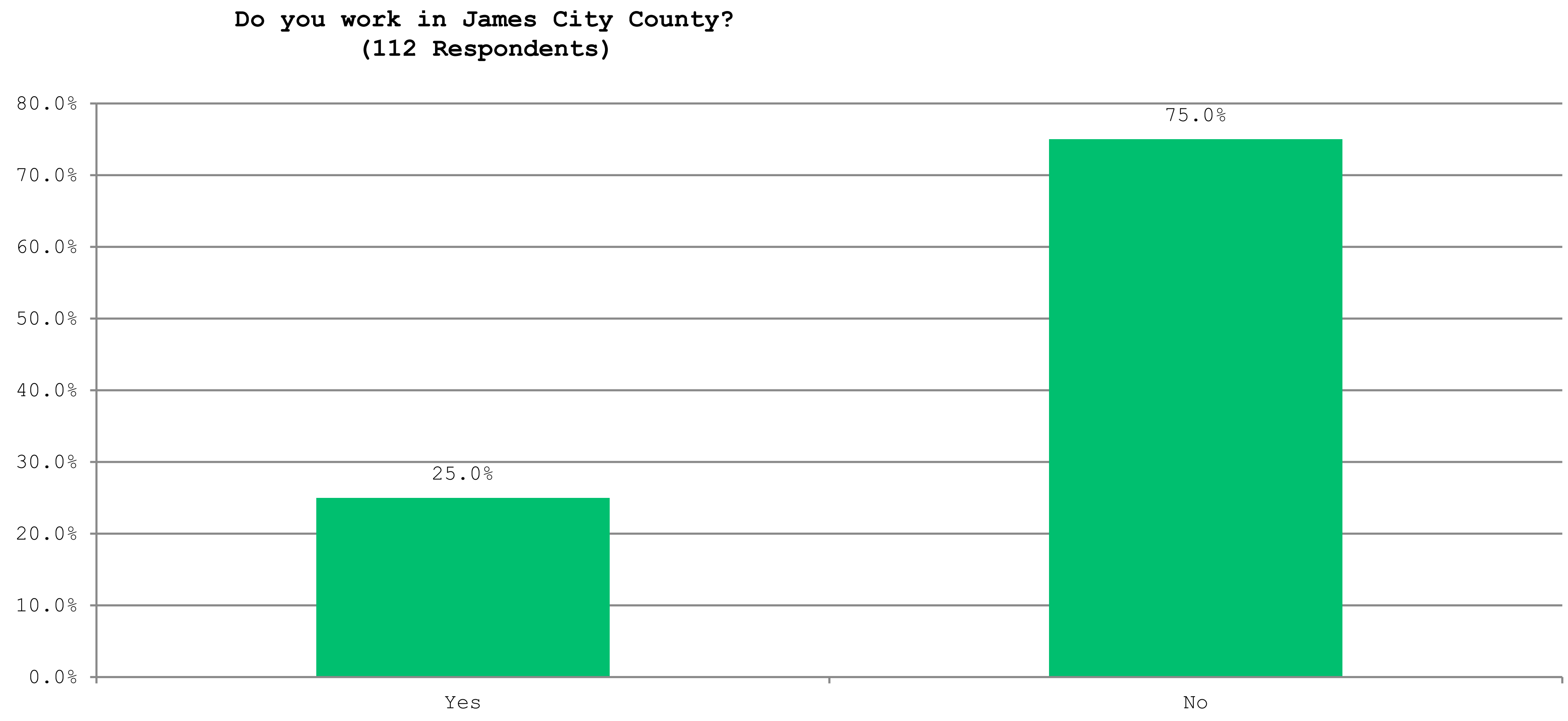
- **Public Workshop**: September 9
- **Online Engagement**: September 9-October 10
- **180 total individuals** participated

Public Engagement Overview

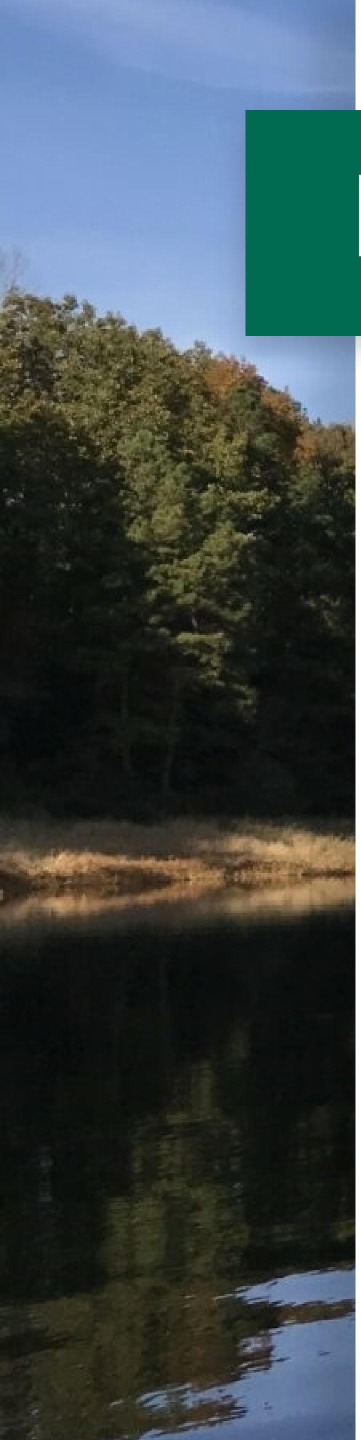


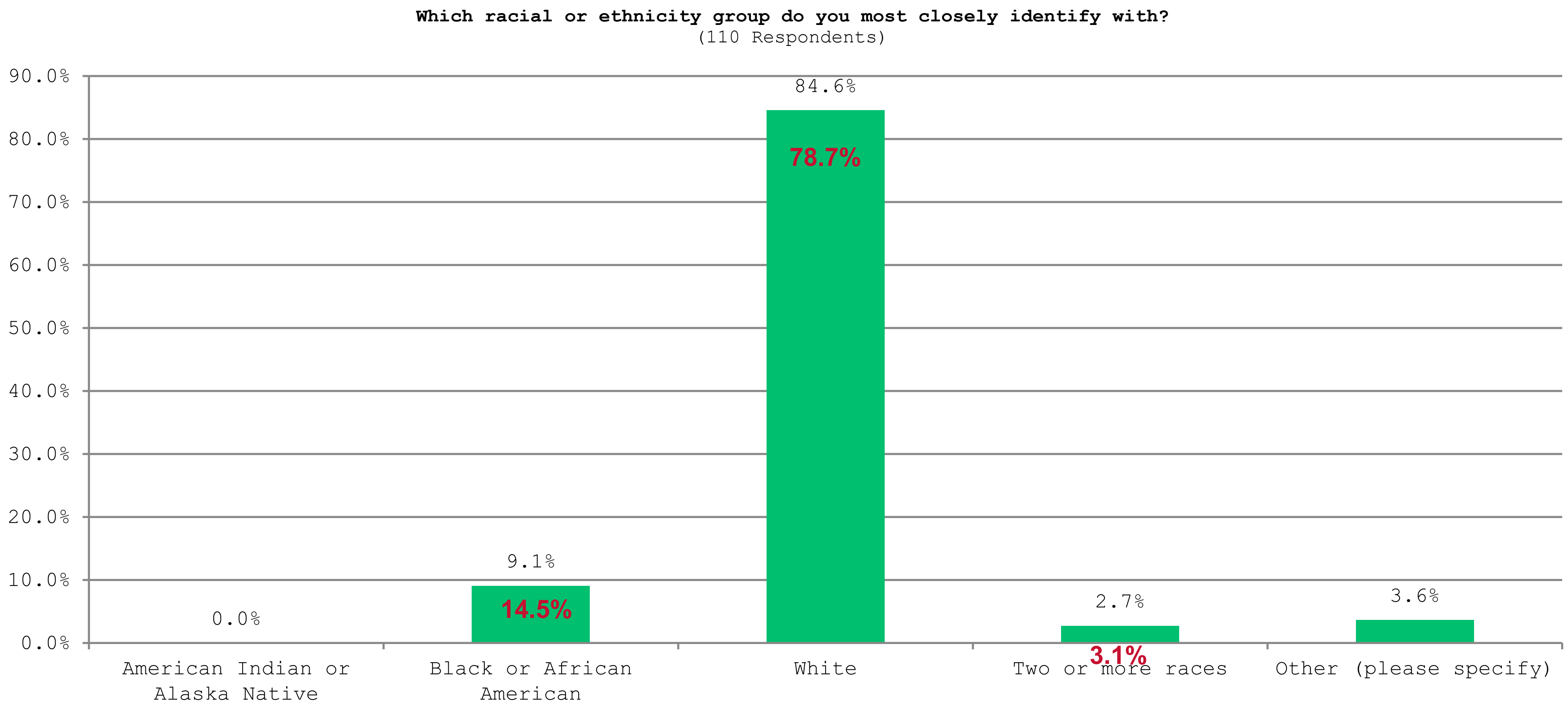


Public Engagement Overview

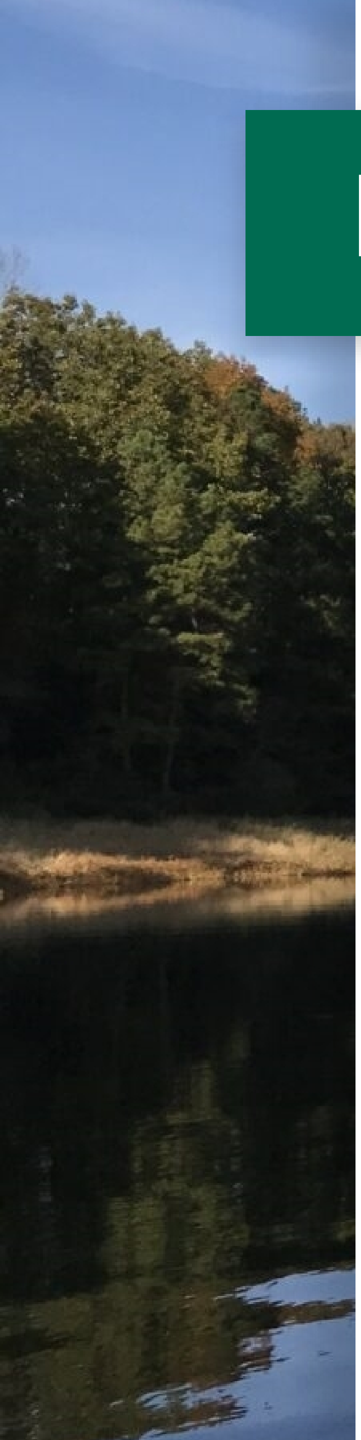


Public Engagement Overview

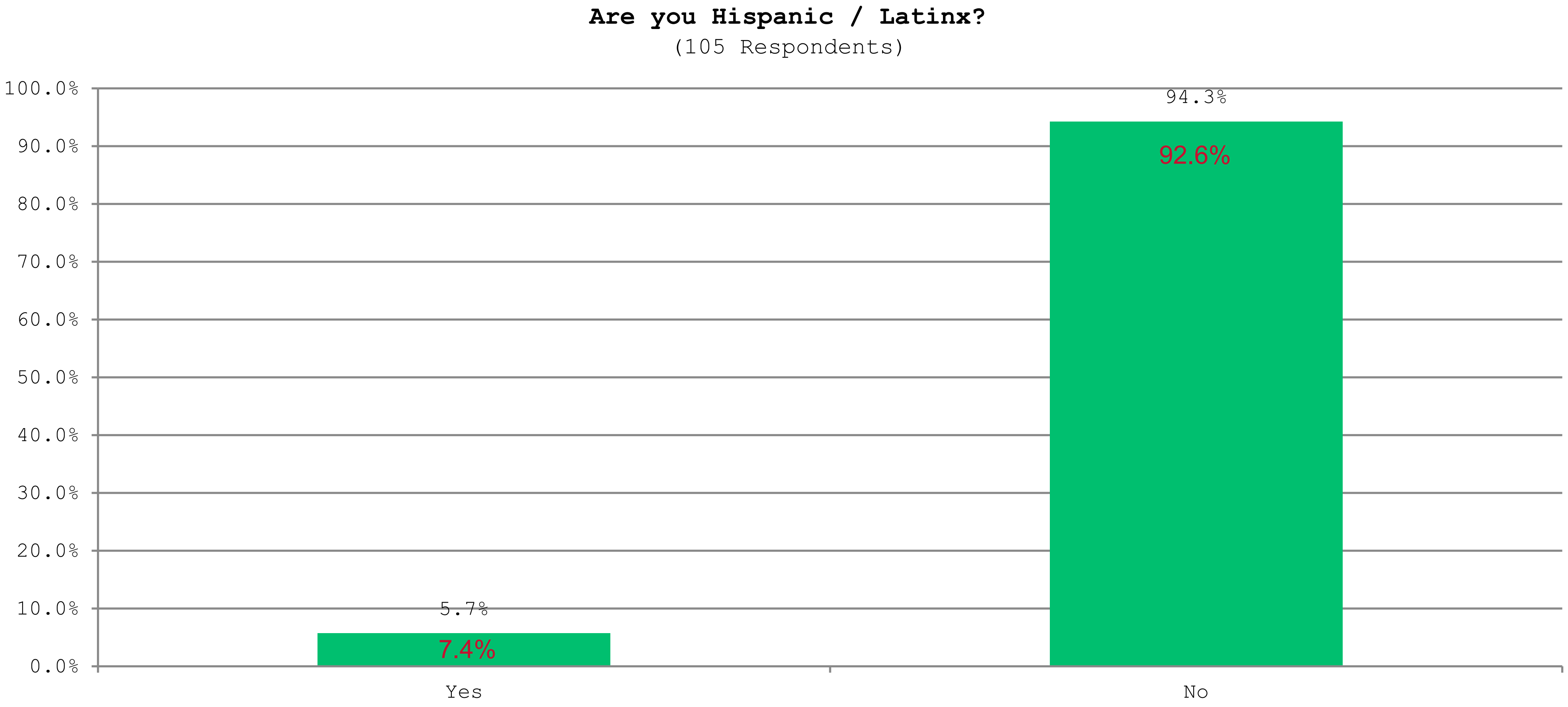




Census (2023, 5-year) estimates shown in red.

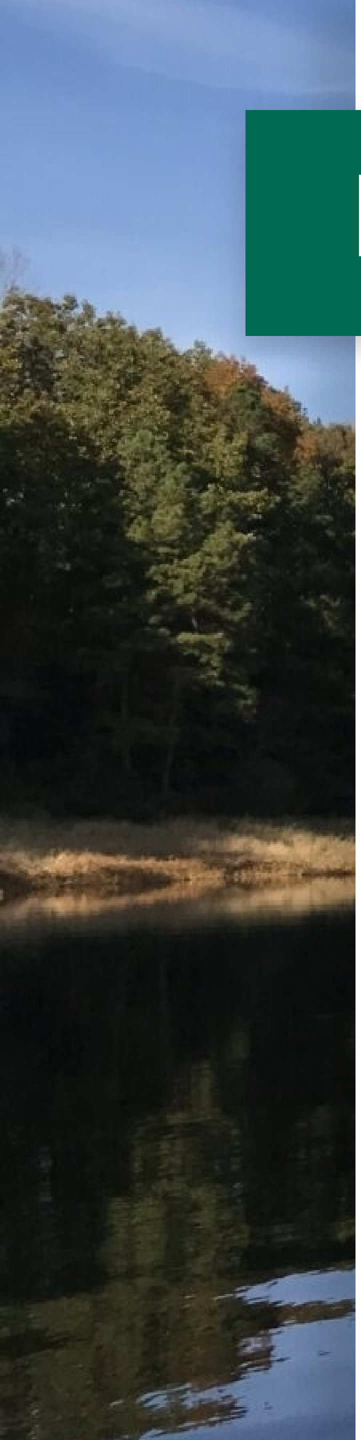


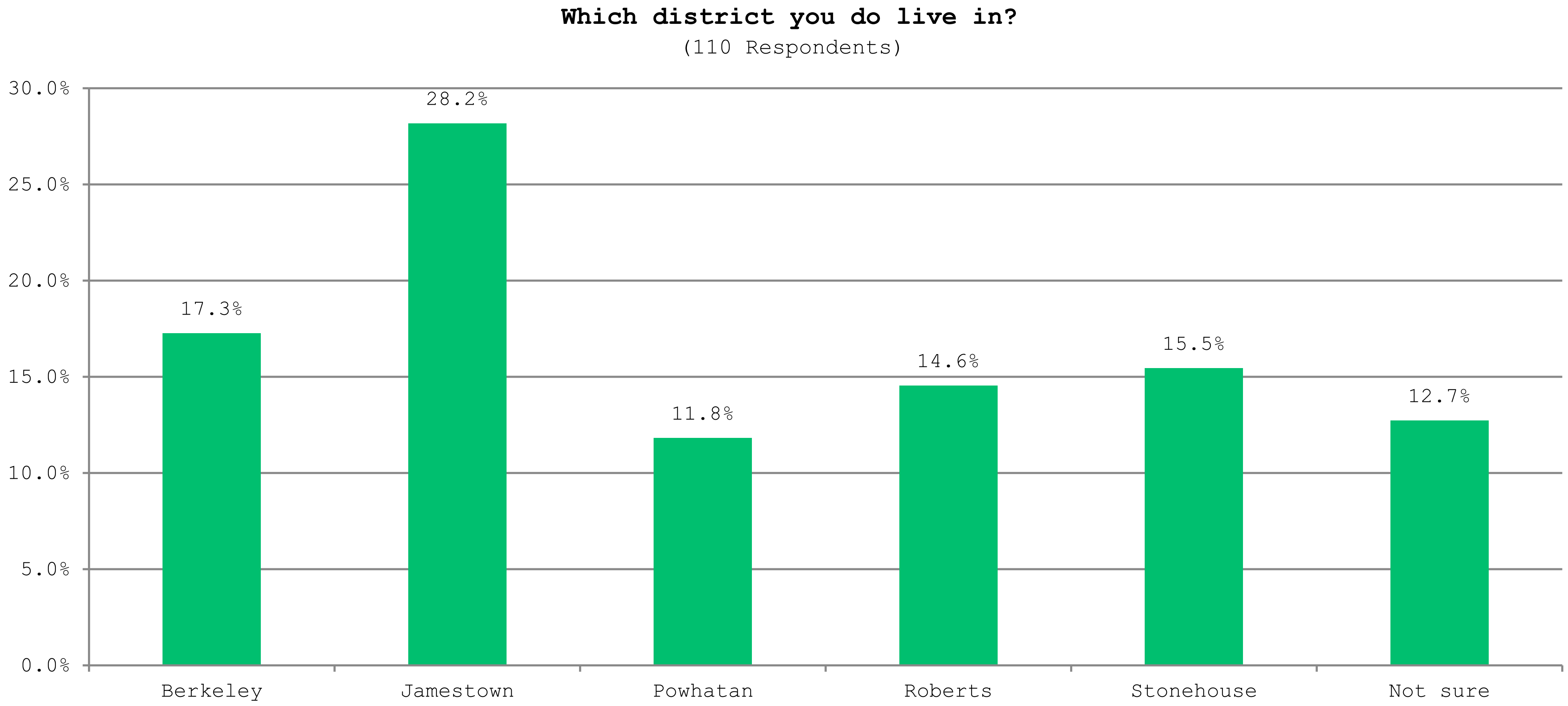
Public Engagement Overview

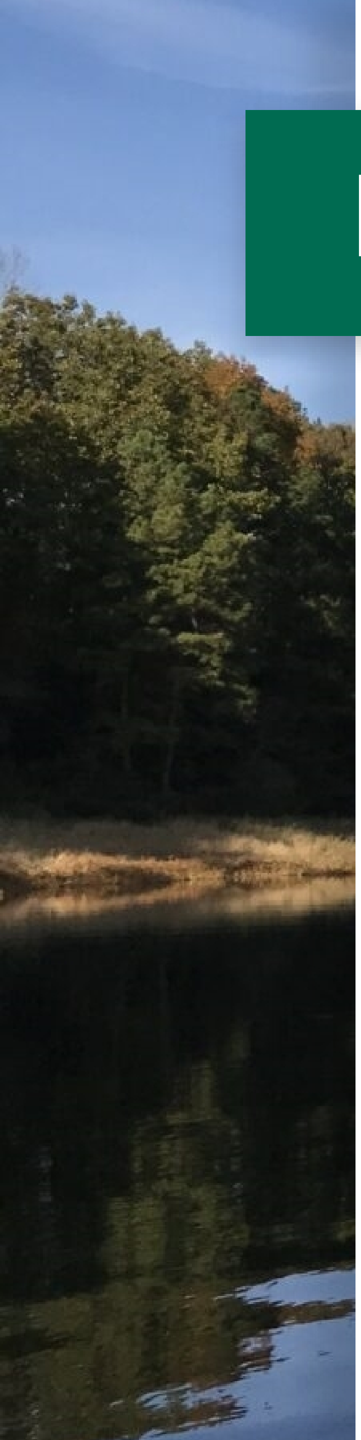


Census estimates shown in red.

Public Engagement Overview







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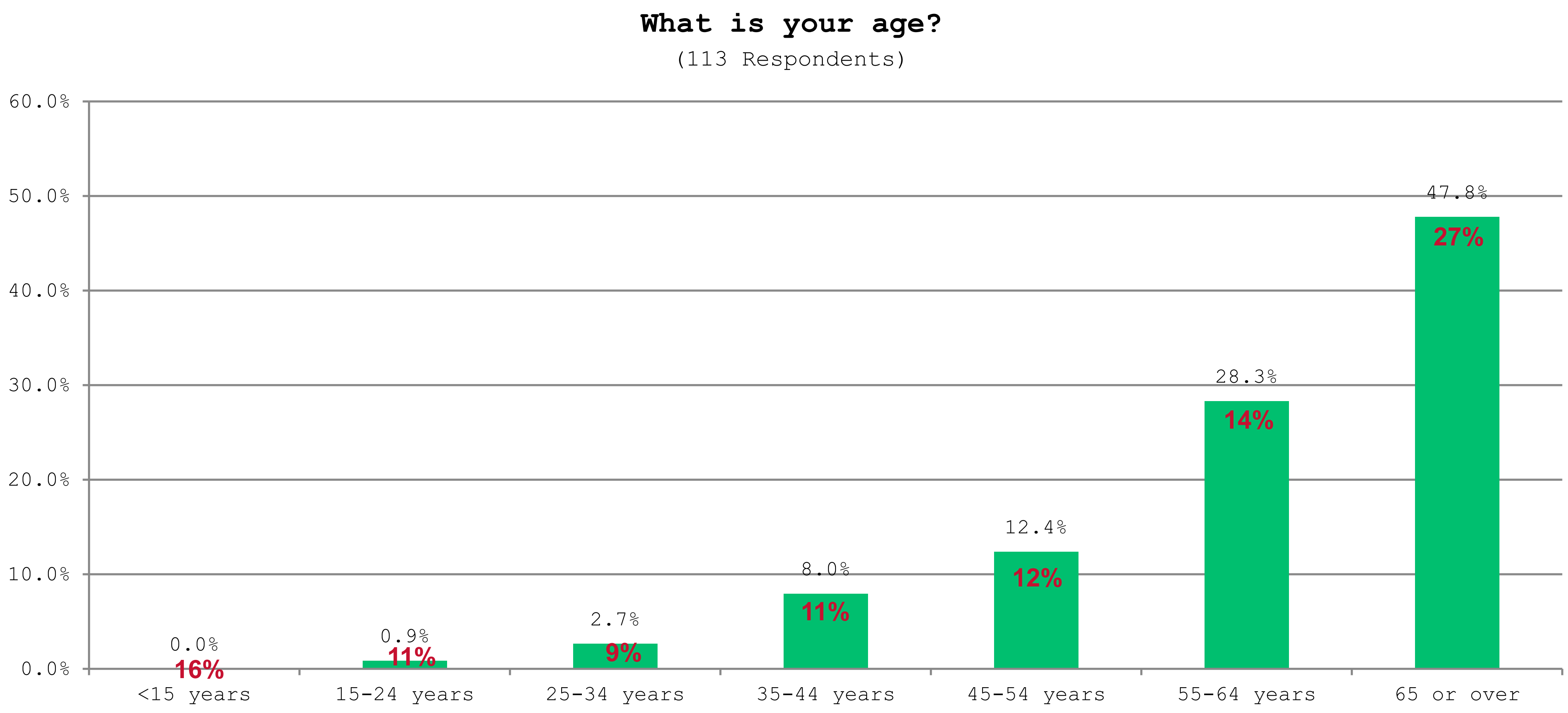

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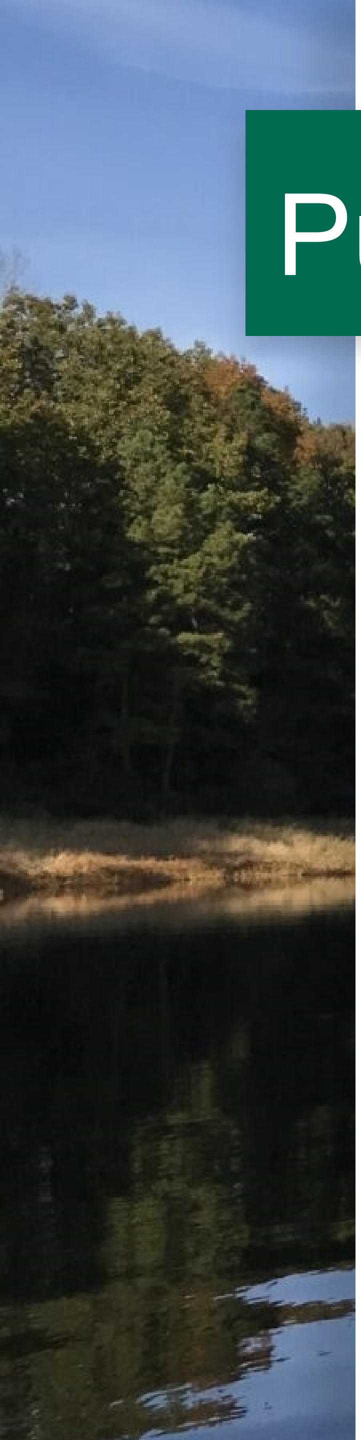
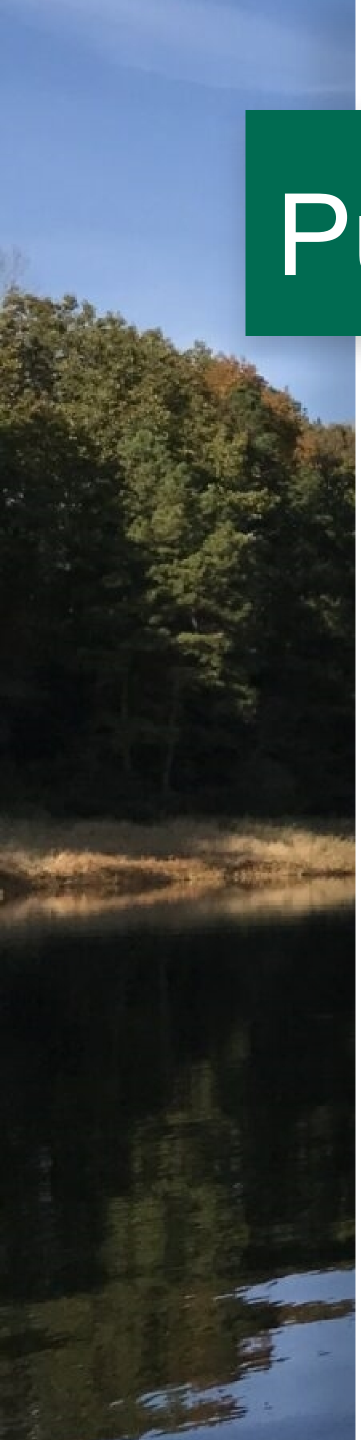


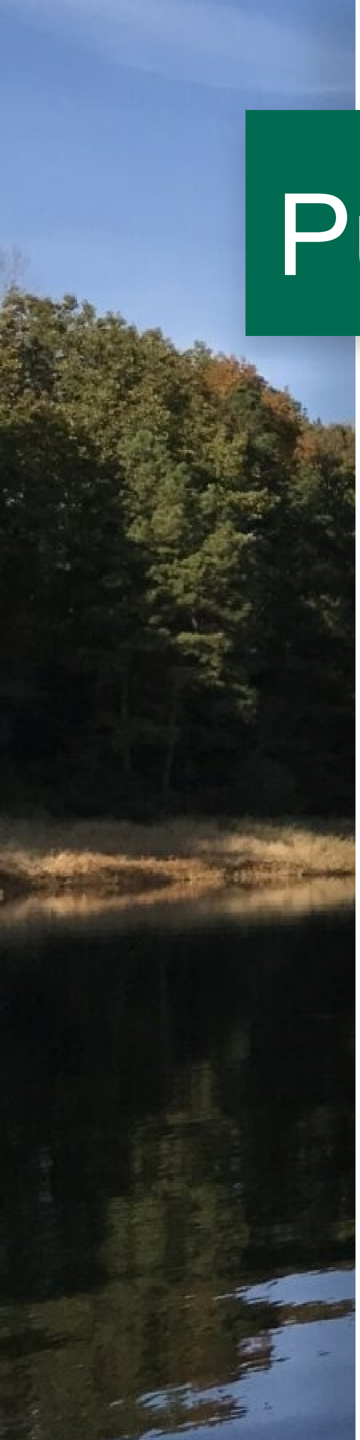
Public Engagement Themes

- **Community Members <u>Value</u>**
  - Public services: parks and recreation facilities and emergency response services
  - Commitment to providing high quality public services, communication, and fiscal efficiency
- **Community Members <u>Dissatisfied With</u>**
  - Stormwater management
  - Traffic
  - Overdevelopment



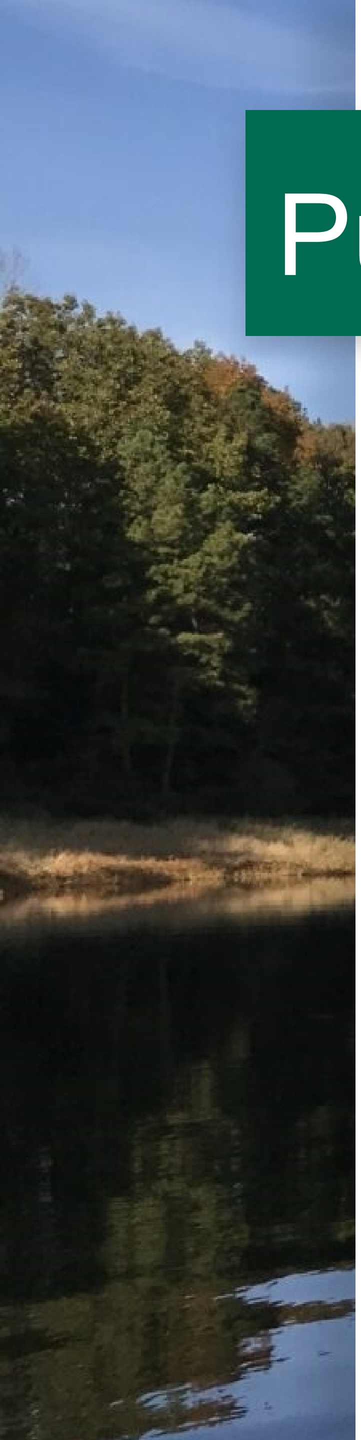
Public Engagement Themes

- **Public Services to <u>Prioritize</u>** (in order)
  - Public safety
  - Community development
  - Land use planning
  - Public education
  - Courts and criminal justice
- **Other important priorities**
  - Stormwater management
  - Public transportation
  - Libraries



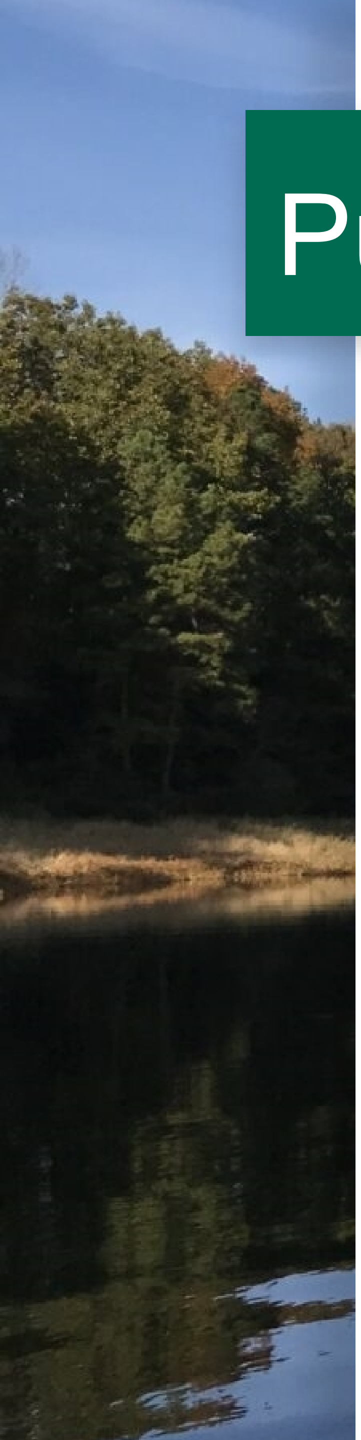
Public Engagement Themes

- **Support for Strategic Plan Update Themes**
  - Confirmed these themes from Phase 1 evaluation
    - **Staffing is more challenging** than ever before
    - **Succession planning is needed** to maintain high quality public services
    - Public **service demands are growing**
    - Community sustainability **requires that the County is attractive to young professionals and families**, as well as retirees.
    - **Fiscal tensions** exist between protecting community character, maintaining quality of life, and keeping taxes low.
    - **Technology is changing** exponentially, and built-in flexibility is needed.
    - **Regional collaboration** is a strong focus for the County.



Public Engagement Themes

- **Support for Proposed Strategic Plan Goals**
  - Good Support for Existing Goals, highest support for:
    - Sustainable, Long Term Water Supply
    - High Quality Education
    - Exceptional Public Services
  - Like to see more emphasis on:
    - Water quality
    - Schools
    - Housing
    - Community Character



Public Engagement Themes

- **Support for New Proposed Strategic Plan Goals**
  - Communication and Transparent Governance
  - Engagement and Retention of County Staff
  - Attainable Housing

Draft Strategic Plan Framework

CLARION

Recommended Framework for Plan

- Mission & Values
- Guiding Principles
- Goals
- Actions

Mission (established)


STRATEGIC PLAN

MISSION

We work in partnership with all citizens to achieve a quality Community.

VALUES

INTEGRITY

Earning confidence and respect by aligning our values, words and actions

COLLABORATION

Making better decisions by building partnerships and sharing knowledge and resources

EXCELLENCE

Providing outstanding customer service by striving to be the best in everything we do

STEWARDSHIP

Improving our quality of life by safeguarding and enhancing the resources entrusted to us

VISION

WE ARE A HISTORIC PLACE

James City County recognizes its unique historic identity as the site of the first permanent English speaking colony in 1607, the first business enterprise, and the beginning of representative government in America. We are a community that preserves and protects its irreplaceable assets for current and future generations and for visitors from around the world.

WE VALUE HEALTHY MINDS AND HEALTHY BODIES

James City County is a community that values and supports a high-performance education system for its children and adults as well as lifelong learning opportunities for all. We have easy access to a range of quality health care and a quality park and recreation system and leisure opportunities to promote wellness.

WE HAVE A SPECIAL CHARACTER

James City County is known for its beauty as reflected in open spaces, vistas and the health of its ecosystems. We have a sense of community because there is a range of quality housing that is thoughtfully and logically placed and developed with sustainability in mind. Our community feels safe in its neighborhoods, which are attractive, pleasant and welcoming places to live. Business and industry add to our character and want to locate and grow here. We are economically strong with a stable tax base and meaningful jobs. We have a safe, efficient multimodal transportation network that is interconnected with the rest of Hampton Roads and Virginia.

WE ARE A COMMUNITY OF CHOICE

James City County is the County of choice for people of many income levels, cultures and ethnicities.

WE HAVE FIRST-CLASS GOVERNMENT

James City County Government focuses on the needs of the community by fostering citizen participation and involvement in local government. By maintaining a well-trained, professional and ethical staff, we continually strive to make James City County the best community to live, work and visit.

MISSION

We work in partnership with all citizens to achieve a quality community.

Values (established)

STRATEGIC PLAN

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James City County Virginia Jamestown 1607

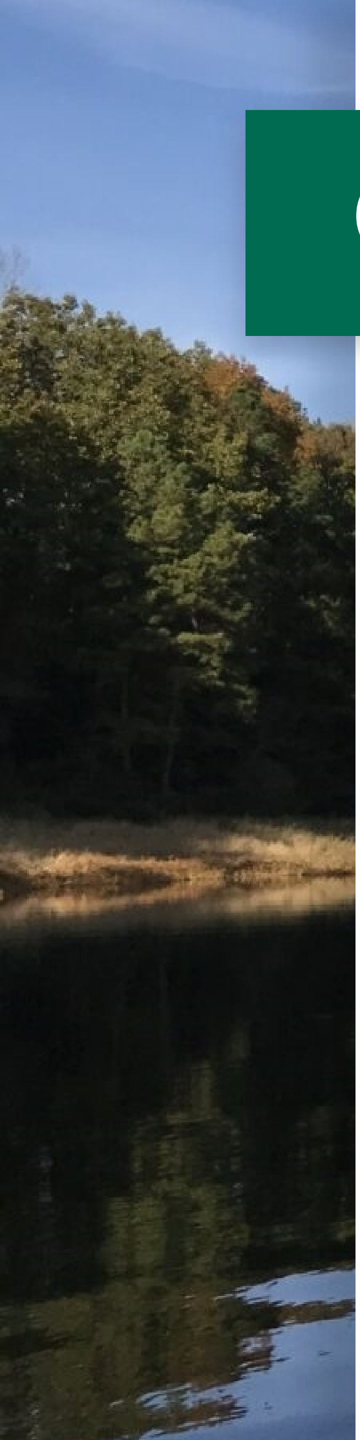
VALUES

Integrity

Collaboration

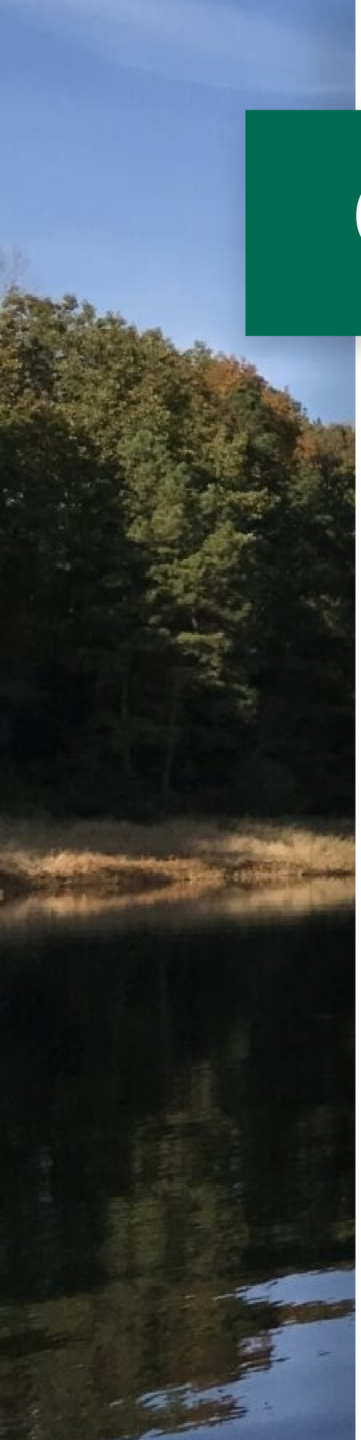
Excellence

Stewardship



Guiding Principles (new)

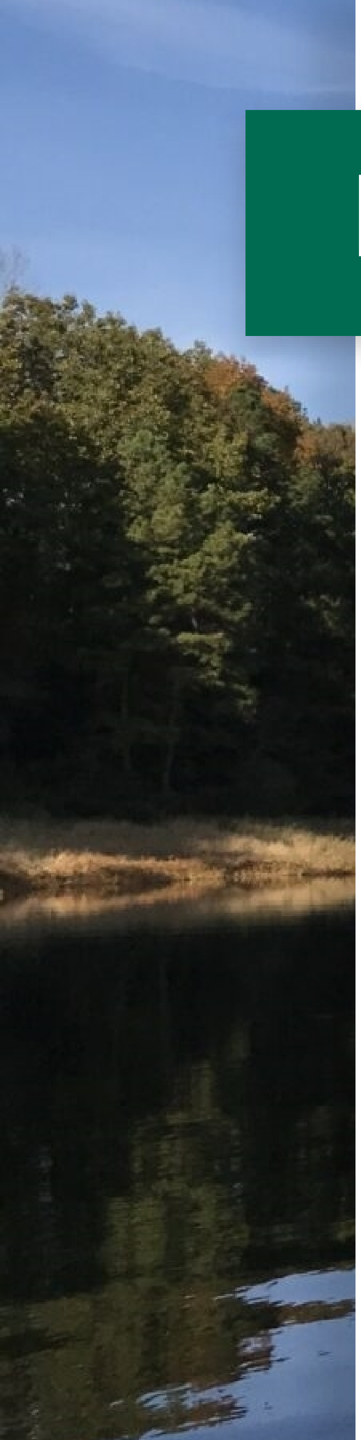
- **Service Focused –** We are service focused and aim for a positive customer experience.
- **Fiscally Efficient –**We prioritize fiscal efficiency when balancing decisions regarding operations, investments, and available resources.
- **Transparent Communications –** We achieve transparent governance through clear communications and sharing critical information about the County’s efforts and actions with the community



Goals (revised and in alpha order)

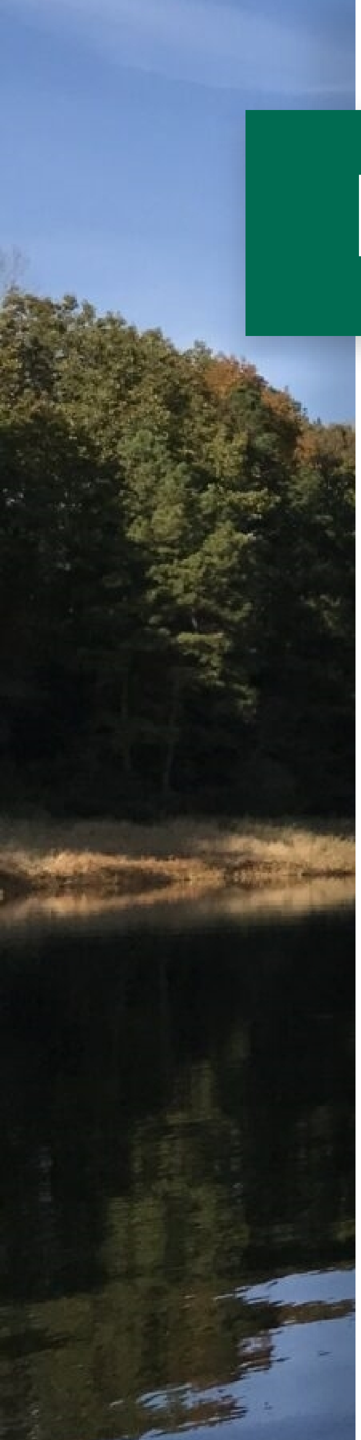
- Collaborate to Secure a Sustainable Long-Term Water Supply
- Deliver Exceptional Public Services
- Engage and Retain County Staff
- Expand and Diversify the Local Economy
- Collaborate to Provide High Quality Education
- Invest in Modern Infrastructure, Facilities, and Technology Systems
- Preserve and Support Development of Attainable Housing
- Protect Community Character and Enhance the Built

Discussion of Fiscal Testing Options



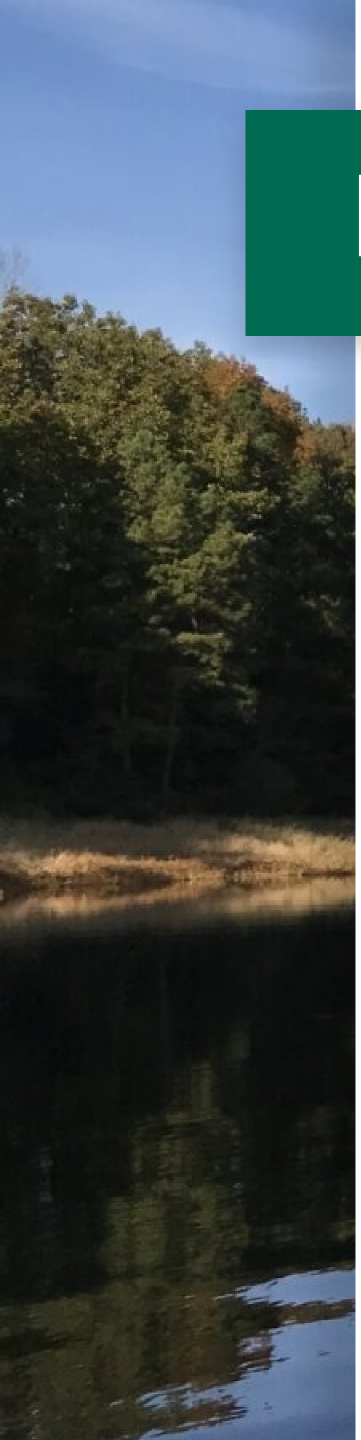
Phase 2: Fiscal Analysis Purpose

Test fiscal implications of potential Strategic Plan priorities.



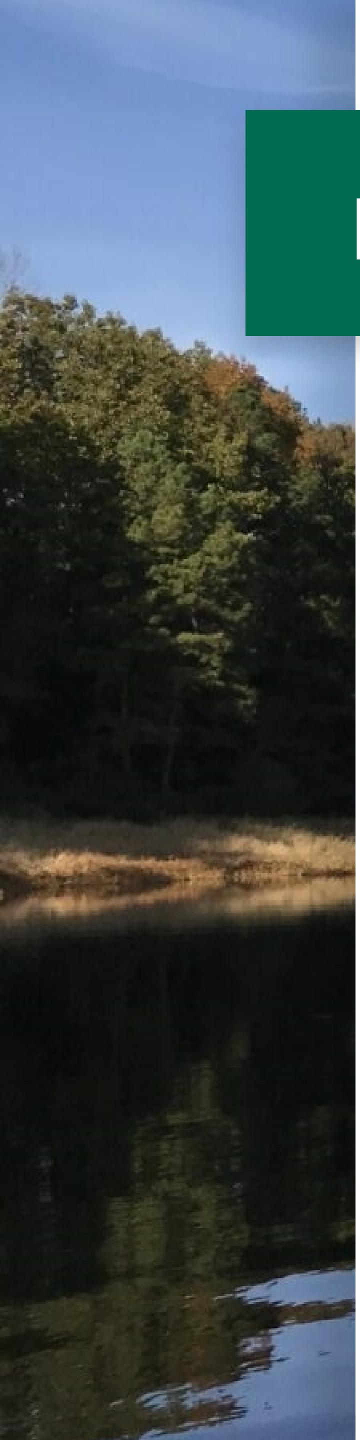
Phase 2: Fiscal Analysis

- Conduct Interviews with County Staff
- Update the James City County Fiscal Impact Model
- Evaluate County Staffing Levels
- Test Fiscal Questions Related to New Strategic Plan Guidance
- Prepare Fiscal Conditions Report



Phase 2: Fiscal Analysis

- Test Fiscal Questions Related to New Strategic Plan Guidance
  - Test up to three (3) key questions
  - Specific assumptions to be determined for each question in collaboration with County Staff
  - Some changes may be duplicative (i.e., testing different staffing levels and LOS changes)

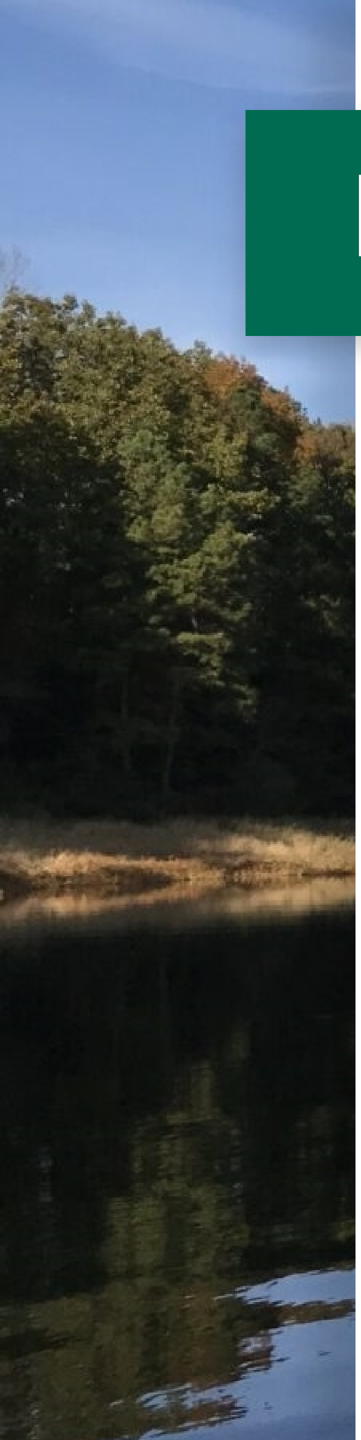


Discussion on Fiscal Assessment Approach

What are the key questions (up to 3) the BOS wants the fiscal analysis to answer?

Recommendations include…

- Increase staffing levels for priority service areas (Consider space needs study and Comprehensive Plan fiscal analysis assumptions for FTE employee assumptions)
- Increase retention/recruitment efforts
- Changes in levels of service (increase or decrease based on community identified priority)
- Long-term operational costs of capital improvements
- Other?



Phase 2 Process: Next Steps

- **Jan. 6:** Technical Advisory Group (TAG) Ranking Work Completed
- **Jan. 9:** Executive Team Discussion of Rankings and Fiscal Questions
- **Jan. 28:** BOS Meeting to Confirm Fiscal Questions
- **February:** Fiscal Analysis to be Conducted
- **Early March:** TAG meeting to Share Fiscal Analysis Findings
- **Late March:** BOS meeting to Share Fiscal Analysis Findings

2024 Employee Engagement Results

James City County – Board of Supervisors

Human Resources

January 28th, 2025

Response Overview

	Total Responses	Rate
2024	**483**	**43%**
2022*	~~664~~ 644*	71%*
2020*	~~664~~ 623*	71%*
2018	563	57%

**Past years' responses were found to differ from data previously reported/presented*

Department	# Employees	Completed Surveys	Percent
County Administration	25	11	44%
Constitutional Offices	96	33	34.38%
Colonial Community Corrections	18	12	66.67%
Community Development	37	15	40.54%
Financial and Management Services	38	21	55.26%
Fire	150	34	22.67%
General Services	121	77	63.64%
Human Resources	7	7	100%**
Information Resources Management	31	18	58.06%
James City Service Authority	99	21	21.21%
Olde Towne Medical and Dental Center	28	10	35.71%
Parks and Recreation	108 (-228 OC)	43	39.81%
Police	116	44	37.93%
Social Services	76	51	67.11%
Williamsburg Area Transit Authority	73	38	52.05%
Williamsburg Regional Library	92	48	52.17%

**Validity/Identification concern

Participant Overview

Role in Organization
Employee – 58%
Lead Worker – 4%
Supervisor – 15%
2nd Line Supervisor / Middle Manager – 9%
Unsure / Prefer not to disclose – 14%

Age	Rate
18 – 24	4%
25 – 34	18%
35 – 44	19%
45 – 54	*20%*
55 – 64	17%
65+	5%
PNtD	17%

Race/Ethnicity
American Indian or Alaska Native: <1%
Asian: 1%
Black or African American: 12%
Hispanic or Latino: 2%
Native Hawaiian or Other Pacific Islander: <1%
Two or more Races: 4%
White: 58%
Prefer not to disclose: 22%

Tenure Length	Rate
Less than one year	12%
1 – 5 years	*27%*
6 – 15 years	25%
16 – 25 years	*14%*
Over 25 years	7%
Prefer not to disclose	16%

Marital Status
51% Married
1% Widowed
7% Divorced
17% Never Been Married
23% Prefer not to disclose

Gender*
Female – 44%
Male – 37%
Did Not Disclose – 20%

At a Glance:
Items with the Highest and Lowest Levels of Agreement

HIGHEST Percentage Level of Agreement

96%	I understand how my work directly contributes to the overall success of the department. (Q2)
93%	I have a good understanding of the mission and goals of my department. (Q1)
93%	The quality of our products and services are very important to the department. (Q3)
90%	I respect my department director as a competent professional. (Q5)
89%	Customer needs are the top priority in this department. (Q4)
89%	My workplace is safe. (Q15)
85%	My department director understands the benefits of maintaining a balance between work and personal life. (Q7)
85%	My supervisor gives me praise or recognition when I do a good job. (Q24)

(Range in 2022 was 94% - 79%)

LOWEST Percentage Level of Agreement

53%	Poor performance is effectively addressed throughout department. (Q8)
58%	The department's practices for promotion and advancement are fair. (Q19)
63%	Satisfied with career growth opportunities at organization (Q29)
65%	All employees are treated fairly in my department. (Q20)
68%	Information and knowledge are shared openly within department (Q9)
69%	My department is genuinely interested in employee opinions and ideas. (Q17)
70%	Satisfied with overall compensation (pay + benefits) (Q28)
70%	There is a strong feeling of teamwork and cooperation in this department. (Q12)

(Range in 2022 was 43% - 59%)

Departmental Purpose

#	Item	2020	2022	2024	2-year Change	4-year Change
1	I have a good understanding of the mission and goals of my department.	95%	92%	**93%**	+1%	-2%
2	I understand how my work directly contributes to the overall success of the department.	98%	94%	**96%**	+2%	-2%
3	The quality of our products and services are very important to the department.	97%	91%	**93%**	+2%	-4%
4	Customer needs are the top priority in this department.	94%	85%	**89%**	+4%	-5%

Department Leadership

#	Item	2020	2022	2024	2-year Change	4-year Change
5	I respect my department director as a competent professional.	84%	79%	**90%**	+11%	+6%
6	My department director demonstrates strong leadership skills.	76%	71%	**82%**	+11%	+6%
7	My department director understands the benefits of maintaining a balance between work and personal life.	85%	79%	**85%**	+6%	0%
8	Poor performance is effectively addressed throughout this department.	51%	45%	**53%**	+8%	+2%

Information Sharing and Work Environment

#	Item	2020	2022	2024	2-year Change	4-year Change
9	Information and knowledge are shared openly within this department.	64%	58%	**68%**	+10%	+4%
10	My department director does a good job of sharing information.	78%	68%	**79%**	+11%	+1%
11	I have all the information I need to do my job effectively.	79%	72%	**80%**	+8%	+1%
12	There is a strong feeling of teamwork and cooperation in this department.	74%	61%	**70%**	+9%	-4%
13	I have the resources I need to do my job well.	85%	76%	**81%**	+5%	-4%
14	The pace of the work in this department enables me to do a good job.	82%	70%	**78%**	+8%	-4%
15	My workplace is safe.	86%	81%	**89%**	+8%	+3%

Workplace Culture

#	Item	2020	2022	**2024**	2-year Change	4-year Change
16	My department works to attract, develop, and retain people with diverse backgrounds.	70%	59%	**73%**	+14%	+3%
17	My department is genuinely interested in employee opinions and ideas.	61%	56%	**69%**	+13%	+8%
18	My department respects its employees.	78%	66%	**82%**	+16%	+4%
19	The department's practices for promotion and advancement are fair.	53%	44%	**58%**	+14%	+5%
20	All employees are treated fairly in my department.	76%	70%	**65%**	-5%	-11%
21	I am comfortable sharing my opinions within my department.	75%	65%	**73%**	+8%	-2%

Accountability and Performance Management

#	Item	2020	2022	**2024**	2-year Change	4-year Change
22	My department director is held accountable for achieving results.	64%	53%	**75%**	+22%	+11%
23	My supervisor is consistent when administering policies concerning employees	72%	62%	**78%**	+16%	+6%
24	My supervisor gives me praise or recognition when I do a good job.	82%	79%	**85%**	+6%	+3%
25	I receive feedback that helps me improve my performance.	78%	73%	**83%**	+10%	+5%
26	My supervisor is actively interested in my professional development and advancement.	69%	64%	**79%**	+15%	+10%

Job Satisfaction

#	Item	2020	2022	2024	2-year Change	4-year Change
27	Overall enjoy working at your organization	84%	74%	**84%**	+10%	0%
28	Satisfied with overall compensation (pay + benefits)	54%	43%	**70%**	+27%	+16%
29	Satisfied with career growth opportunities at organization	57%	53%	**63%**	+10%	+6%
30	Satisfied with current work-life balance	78%	66%	**76%**	+10%	-2%

Open-Ended Comments and Next Steps

- **Additional comments regarding overall compensation – 103 total**
  - Almost even split of 1/3 being positive, 1/3 expressing dissatisfaction, 1/3 neutral or otherwise hard to tell

- **Item 31: What are we doing well?**
  - 270 responses but when broken down came out to about 450 separate sentiments/topics.
  - Broad range concerning Compensation study/pay, Benefits, Serving citizens/community, Communication & Accountability, Relationships among team and with supervisors, etc.

- **Item 32: What area(s) need(s) improvement?**
  - Most common sentiments included communication/accountability, compensation/pay, work-life balance.
  - Mostly department-specific concerns, though
    - Provided department directors with individual results; they, HR, and County Admin will work together to address concerns

- Use data to identify and address factors impacting dissatisfaction
  - Directors to meet with managers/supervisors/team leads to identify focus areas for improvement opportunities
- Continue conversations with the workforce on a regular basis to ensure we hold up as well as improve upon what we are doing well to close the gap and eventually surpass the scores from 2020.

James City County
VIRGINIA
Jamestown
1607

2024 Employee Engagement Results

James City County – Board of Supervisors

Human Resources
January 28th, 2025

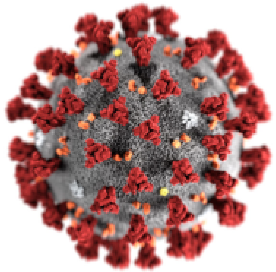
American Rescue Plan Act (ARPA) Update

Board of Supervisors Meeting

January 28, 2025

ARPA Overview

- Received $14.8M in *Coronavirus State and Local Fiscal Recovery Funds* in 2021
- ARPA funding is accounted for in its own separate fund
- Extensive reporting and audit requirements
- 4 eligible categories
  - County elected, "*Providing government services to the extent of revenue reductions due to the public health emergency*"
  - Broadest option with most flexibility
- Funding was allocated to 26 projects
  - 15 completed projects
  - 11 open projects
- Funds must be:
  - Obligated by December 31, 2024 ✓ **DONE**
  - Expended by December 31 , 2026



James City County - American Rescue Plan Act - January 2025					
Department	**Project**	**Original Budget**	**Revised Budget**	**Spent/ Obligated**	**Details**
COMPLETED PROJECTS					
Housing & Neighborhood Development	Affordable Housing: Implementation of Study Recommendations	$ 125,000	$ 114,650	$ 114,650	The Workforce Housing Task Force made recommendations in the 2019 study. JCC identified highly feasible projects that did not require additional staff and were recommended in the short and medium timeframes. JCC engaged consulting services with the VA Center for Housing Research and Housing Forward VA to review legislation as it pertains to JCC's ability to require and incentivize affordable housing as a part of the approval process for new residential development to enhance affordable and workforce housing. A portal was developed for the County's website to provide resources and information to those with housing assistance needs. The portal provides information for other social determinants like energy assistance and resources for those suffering from food insecurity.
	Housing Specialist	190,000	173,418	173,418	A limited-term position in the Housing office to oversee the local Housing Choice Voucher program implemented under ARPA. This position is funded in the General Fund effective 1/1/2025.
Social Services	Non-Profit Grant Program	500,000	492,945	492,945	Twelve local, non-profit organizations received grants from JCC.
General Services	Elimination of Bathroom Touch Points	100,000	93,550	93,550	County facilities' conversion of faucets and toilets to touch free restroom fixtures to prevent the spread of disease.
	Emergency Communications Center Generator	234,000	234,000	234,000	Installation of an additional emergency generator that supplies power to the JCC Emergency Operations Center (EOC).
	Satellite Office/ADA Compliance	500,000	61,688	61,688	Funded design for renovating Satellite DMV Office and ADA compliance updates in Building D.
	Capital Projects Coordinator	353,000	163,266	163,266	A limited-term position to assist with the increased demand on General Services for ARPA-funded and other projects. This position is funded in the General Fund effective 1/1/2025.
Parks & Recreation/ Tourism	Tourism and Hospitality Grant Program	500,000	-	-	Received a separate grant award.
	Lower County Park	6,310,000	-	-	Project moved to CIP Fund due to estimated timeline.
	Chickahominy Riverfront Park Well Facility	1,570,000	338,495	338,495	Existing well is outdated and at its life expectancy. The replacement of the well facility will provide a safe and reliable source of water for the park, and is critical for JCC's ability to effectively operate the outdoor facilities for the community and to enhance the travel/tourism sector. Project moved to CIP Fund.
	Marina Infrastructure for Restaurant	1,120,000	99,321	99,321	Improvements at the JCC Marina to support a new restaurant that will be privately funded and operated. The restaurant would enhance existing services at the marina, expand the local tax base, and positively impact that sector of our local economy that was significantly impacted during COVID. Improvements include utilities, storm water, landscaping, and parking. Project moved to CIP Fund due to timeline.
	Marina Structural Improvements	75,000	75,000	75,000	Project involves structural improvements to the Marina bldg. and will ensure that travel, tourism, and hospitality operations associated with the Marina will continue to safely serve visitors.

James City County - American Rescue Plan Act - January 2025					
Department	Project	Original Budget	Revised Budget	Spent/ Obligated	Details
COMPLETED PROJECTS					
Financial & Management Services	Procurement Specialist	-	104,222	104,222	A limited-term position to assist with solicitations, contract awards, and oversight associated with the increased demand on Purchasing personnel due to the large number of ARPA-funded projects and other departmental needs. This position was partially funded through vacancy savings in the ARPA Capital Projects Coordinator that was not filled for over a year. This position is funded in the General Fund effective 1/1/2025.
	Grant/Special Projects Analyst	288,000	338,931	338,931	This limited-term position provides support with the development, execution, administration, and reporting for ARPA projects and initiatives as well as other grants/special projects. Costs include personnel, equipment, furniture, and building construction to create an office for the position. This position is funded in the General Fund effective 1/1/2025.
Public Safety	Police Compensation Adjustments	-	513,301	513,301	The County Administrator recommended pay increases and incentive payments to public safety personnel to help address significant staffing shortages due to recruitment and retention challenges. These expenses were funded by ARPA beginning in October of 2022 until they could be incorporated into the regular, annual budget in FY2024.
	Fire Compensation Adjustments	-	351,768	351,768	
	Animal Control Compensation Adjustments	-	6,178	6,178	
Contingency	Unallocated	$ 63,696	$ -	$ -	Remaining funding available.
	Completed Projects - Total	**$ 11,928,696**	**$ 3,160,733**	**$ 3,160,733**	

James City County - American Rescue Plan Act - January 2025					
Department	Project	Original Budget	Revised Budget	Spent/ Obligated	Details
OPEN PROJECTS					
Housing & Neighborhood Development	Affordable Housing - Revenue Recovery	$ 170,000	$ 122,081	$ 122,081	Most Housing projects are funded by three streams: state/local funds, JCC budget allocations, and program income (i.e., payments homeowners make to JCC). Due to the pandemic, the VA Dept. of Housing and Community Development ordered that all monthly payments from homeowners under the CDBG and Indoor Plumbing Repair (IPR) programs must be forgiven, eliminating one source of funding for local housing projects. Funding under this project supported a Home Repair Blitz in partnership with Habitat for Humanity joining forces to provide home repairs to veteran, low income, elderly or disabled homeowners in JCC, as well as the development of parcels on Catalpa Drive, Clark Lane, and Old Mooretown Road as well as the Moses Lane area properties, which will be developed into affordable and workforce housing. *Open P.O. for grass cutting on the properties being developed.
	Affordable Housing - Acquisition of Property	540,000	450,147	450,147	To acquire property to develop a new neighborhood with homes for sale/rent that are affordable to families with low/moderate income. As of December 2024, 3 properties have been purchased and an additional property (Moses Lane) under contract.
	Local Housing Choice Voucher Program	350,000	165,526	165,526	The Local HCV Program provides financial housing subsidies and Housing Counseling services to households in the County who earn more than the federal HUD limit of 50% of the Area Median Income (AMI) of $42,500 for a family of four, yet cannot afford safe and decent housing on their own due to economic loss as a result of the pandemic. The total # of participants to date is 43 with 21 of those being children less than 18 years old. These families have achieved the following outcomes: 1) Total combined savings of $4,641; 2) Total combined debt reduction of $8,468; 3) Average credit score improvement of 144 points, 4) Total combined increase in annual income of $18,329. *15 families are currently receiving subsidies at an average of $450 per family. Contracts are in place to fund the subsidies for a total of 24 months or to 12/31/2026, whichever is reached first.
General Services	General Services New Administration Bldg.	-	3,133,729	3,133,729	Project funds architectural services. *Open P.O. for design.
Community Development	Transportation Match - Revenue Recovery	175,000	275,836	275,836	Due to revenue reductions from the pandemic, the local transportation match budget was reduced by $725,000. ARPA funds allowed $275,000 in priority transportation and roadway infrastructure projects to still be completed. *Open P.O.s for five projects: Ironbound Rd Sidewalk, Matoaka SRTS application assistance, Greensprings/Jamestown Intersection, Rte 143/60 diet Study, Richmond Rd Sidewalk Cemetery (Olive Branch Christian Church) study.
General Government	Government Center	-	3,852,803	3,852,803	Funded 30% design and construction management.*Open P.O. for construction management services.

James City County - American Rescue Plan Act - January 2025					
Department	Project	Original Budget	Revised Budget	Spent/ Obligated	Details
OPEN PROJECTS					
Parks & Recreation/ Tourism	Ambler House	450,000	160,814	160,814	Construct utility improvements including water, sewer, and electric service at the historic Ambler House located in Jamestown Beach Event Park. The extension of utilities will allow JCC to put this property back in use as a special events space. This will not only serve as an asset to the Jamestown Corridor but will also generate lease and tax revenue for JCC. The additional park improvements will increase visitors to the site and facilitate more event opportunities that would generate revenue. The original request included funding for a portable stage and restroom trailer, but those projects were funded under a separate ARPA - VA Tourism grant.*Open P.O.s for JBEP Path Paving, Conceptual Master Plan, and the utilities master plan.
	Marina Phase II	-	997,495	997,495	Phase 2 improvements include boat shed demo, dredging, floating docks and infrastructure (electric, plumbing, pedestals), parking, bathhouse, relocate boat ramp, parking for marina, parking for restaurant, replace covered boat houses, and adding uncovered slips.*Open P.O.s for JCC Marine Tender pier and engineering services for the dock extensions.
Public Safety	CONECT Program Medical Case Manager	240,000	334,497	334,497	Program provides a connection to supportive services for older adults to meet their individual needs by lifting barriers to social determinants of health to achieve their optimal health status. The program started in 2018 as a collaboration between Social Services, Fire/EMS, and Police to address the impact on first responders due to an increase in senior and disabled residents utilizing emergency services for non-emergency needs. Temporary Medical Case Manager to work with CONECT referrals. Referrals to the CONECT program increased significantly due to the pandemic. This position allows the program to follow individuals who are at high-risk, such as those with chronic diseases, to help manage their conditions while working with the Social Work Case Manager to address the social determinants creating a barrier to meeting their health needs. This position is funded in the General Fund effective 1/1/2025. *Open P.O. for an assisted evacuation chair.
Information Resources Mgmt.	Replacement Phone System	560,000	560,486	560,486	inventory. The next steps will be network testing, technical training for IRM staff and planning for a site-by-site replacement of phone devices and establishment of user subscribers. Completion is anticipated Jan./Feb. 2026 time frame. *Open P.O. for phone system.
	Fiber Optic	450,000	1,649,549	1,649,549	Costs for fiber optic cabling maintenance included in FY2022 CIP to expand the cabling and complete loops in the fiber infrastructure for redundancy. Project includes the replacement of aging communication equipment to meet modern, high-speed needs. The first of 6 planned segments from the JCSA Water Treatment Plant to Jamestown High School is complete; the second segment from Jamestown High School to Fire Station #5 will start construction in late January. *Open P.O. for fiber optic cabling to all County and School sites.
	Open Projects - Total	$ 2,935,000	$ 11,702,963	$ 11,702,963	
	GRAND TOTAL	$ 14,863,696	$ 14,863,696	$ 14,863,696	

American Rescue Plan Act (ARPA) Update

Board of Supervisors Meeting

January 28, 2025

FY2026 Budget Presentation
Capital Improvement Program Requests

Board of Supervisors Business Meeting

January 28, 2025

Capital Improvement Program (CIP) Summary

- 5-Year Program: FY2026-FY2030

- Includes Capital Projects and Capital Maintenance
    - 35 Capital Project Requests - $441.3M
    - 94 Capital Maintenance Requests - $125.3M

FY2026-FY2030 Capital Project Requests

Department	FY2026	FY2027	FY2028	FY2029	FY2030	Total
General Administration	$ 81,900,000	$ 78,400,000	$ 78,400,000	$ -	$ -	$ 238,700,000
Parks and Recreation	5,730,000	12,950,000	19,980,000	14,500,000	7,170,000	60,330,000
General Services	5,901,800	2,204,000	13,035,970	3,526,500	6,493,000	31,161,270
Public Safety	710,000	658,010	1,500,000	17,000,000	7,408,840	27,276,850
Schools	11,845,000	-	1,931,000	-	704,000	14,480,000
Library	-	4,000,000	18,000,000	18,400,000	6,425,000	46,825,000
Community Development	4,000,000	4,250,000	4,500,000	4,750,000	5,000,000	22,500,000
Total	**$ 110,086,800**	**$ 102,462,010**	**$ 137,346,970**	**$ 58,176,500**	**$ 33,200,840**	**$ 441,273,120**
Plan Total:	*104,499,000*	*5,704,000*	*23,181,000*	*52,684,000*		*$ 186,068,000*

Capital Project Requests – General Administration

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Consolidated Government Center	**$ 65,500,000**	**$ 62,000,000**	**$ 62,000,000**	**$ -**	**$ -**	**$ 189,500,000**
Plan Amounts:	*96,740,000*	-	-	-	-	*96,740,000*
Consolidated Gov't Center - Addition	**16,400,000**	**16,400,000**	**16,400,000**	**-**	**-**	**49,200,000**
Total	**$ 81,900,000**	**$ 78,400,000**	**$ 78,400,000**	**$ -**	**$ -**	**$ 238,700,000**
Plan Total:	*96,740,000*	-	-	-	-	*$ 96,740,000*

Capital Project Requests – Parks and Recreation

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Grove Community Park	**$ 1,300,000**	**$ 7,400,000**	**$ -**	**$ -**	**$ -**	**$ 8,700,000**
Plan Amounts:	*-*	*1,200,000*	*7,200,000*	*-*	*-*	*8,400,000*
Warhill Sports Complex Skate Park	**1,100,000**	**-**	**-**	**-**	**-**	**1,100,000**
Plan Amounts:	*-*	*150,000*	*1,000,000*	*-*	*-*	*1,150,000*
James City County Marina	**1,850,000**	**1,500,000**	**13,000,000**	**-**	**-**	**16,350,000**
Upper County Park Splash Pad	**890,000**	**-**	**-**	**-**	**-**	**890,000**
Greensprings Interpretive Trail Restrooms	**590,000**	**-**	**-**	**-**	**-**	**590,000**
Plan Amounts:	*400,000*	*-*	*-*	*-*	*-*	*400,000*
Veterans Park Improvements	**-**	**2,100,000**	**-**	**-**	**-**	**2,100,000**
Chickahominy Riverfront Park Paddlecraft Area	**-**	**1,600,000**	**-**	**-**	**-**	**1,600,000**
Plan Amounts:	*-*	*900,000*	*1,300,000*	*-*	*-*	*2,200,000*
Chickahominy Riverfront Park Multi-Use Trail	**-**	**350,000**	**2,900,000**	**-**	**-**	**3,250,000**
Plan Amounts:	*435,000*	*-*	*2,700,000*	*-*	*-*	*3,135,000*
CRP Restrooms and Concession Building	**-**	**-**	**1,200,000**	**-**	**-**	**1,200,000**
WSC Softball/Baseball Complex	**-**	**-**	**1,900,000**	**14,500,000**	**-**	**16,400,000**
Plan Amounts:	*-*	*-*	*-*	*13,700,000*	*-*	*13,700,000*
Upper County Park Multi-Use Trail	**-**	**-**	**980,000**	**-**	**-**	**980,000**
Warhill Sports Complex Connector Road	**-**	**-**	**-**	**-**	**970,000**	**970,000**
Jamestown Beach Event Park Improvements	**-**	**-**	**-**	**-**	**1,800,000**	**1,800,000**
Plan Amounts:	*-*	*-*	*-*	*1,600,000*	*-*	*1,600,000*
Brickyard Landing Improvements	**-**	**-**	**-**	**-**	**2,700,000**	**2,700,000**
WSC Multi-Use Field Expansion	**-**	**-**	**-**	**-**	**1,700,000**	**1,700,000**
Plan Amounts:	*-*	*-*	*-*	*1,500,000*	*-*	*1,500,000*
Total	**$ 5,730,000**	**$ 12,950,000**	**$ 19,980,000**	**$ 14,500,000**	**$ 7,170,000**	**$ 60,330,000**
Plan Total:	*835,000*	*2,250,000*	*12,200,000*	*16,800,000*	*-*	*$ 32,085,000*

Capital Project Requests – General Services

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
General Services Admin. Bldg.	**$ 3,288,800**	**$ -**	**$ 1,830,850**	**$ -**	**$ -**	**$ 5,119,650**
Plan Amounts:	*2,500,000*	*-*	*-*	*-*	*-*	*2,500,000*
Stormwater Infrastructure	**2,613,000**	**2,204,000**	**2,600,000**	**2,634,000**	**2,493,000**	**12,544,000**
Plan Amounts:	*2,613,000*	*2,204,000*	*2,600,000*	*2,634,000*	*-*	*10,051,000*
Warehouse	**-**	**-**	**8,605,120**	**892,500**	**-**	**9,497,620**
Courthouse Engineering Services	**-**	**-**	**-**	**-**	**4,000,000**	**4,000,000**
Total	**$ 5,901,800**	**$ 2,204,000**	**$ 13,035,970**	**$ 3,526,500**	**$ 6,493,000**	**$ 31,161,270**
Plan Total:	*5,113,000*	*2,204,000*	*2,600,000*	*2,634,000*	*-*	*$ 12,551,000*

Capital Project Requests – Public Safety

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Fire Department						
Fire Station 3 Replacement	**$ -**	**$ -**	**$ 1,500,000**	**$ 17,000,000**	**$ -**	**$ 18,500,000**
Plan Amounts:	*-*	*-*	*1,200,000*	*14,000,000*	*-*	*15,200,000*
Fire Station 6	**-**	**-**	**-**	**-**	**3,500,000**	**3,500,000**
Police Department						
Firing Range Expansion	**$ 710,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 710,000**
Vehicle Covered Parking	**-**	**658,010**	**-**	**-**	**-**	**658,010**
Police Classroom and Shoot House	**-**	**-**	**-**	**-**	**3,908,840**	**3,908,840**
Total	**$ 710,000**	**$ 658,010**	**$ 1,500,000**	**$ 17,000,000**	**$ 7,408,840**	**$ 27,276,850**
Plan Total:	*-*	*-*	*1,200,000*	*14,000,000*	*-*	*$ 15,200,000*

Capital Project Requests – Schools

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Clara Byrd Baker Bus Canopy	**$ 561,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 561,000**
Plan Amounts:	*561,000*	*-*	*-*	*-*	*-*	*561,000*
Pre-K Space	**11,284,000**					**11,284,000**
Centralized Storage Facility	**-**	**-**	**1,931,000**	**-**	**-**	**1,931,000**
Plan Amounts:	*-*	*-*	*1,931,000*	*-*	*-*	*1,931,000*
Jamestown High School Expansion	**-**	**-**	**-**	**-**	**704,000**	**704,000**
Total	**$ 11,845,000**	**$ -**	**$ 1,931,000**	**$ -**	**$ 704,000**	**$ 14,480,000**
Plan Total:	*561,000*	*-*	*1,931,000*	*-*	*-*	*$ 2,492,000*

Capital Project Requests – Library

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
JCC Library and Community Theatre	**$ -**	**$ 4,000,000**	**$ 18,000,000**	**$ 18,000,000**	**$ -**	**$ 40,000,000**
Plan Amounts:	*-*	*-*	*4,000,000*	*18,000,000*	*-*	*22,000,000*
Grove Area Library	**-**	**-**	**-**	**400,000**	**6,425,000**	**6,825,000**
Total	**$ -**	**$ 4,000,000**	**$ 18,000,000**	**$ 18,400,000**	**$ 6,425,000**	**$ 46,825,000**
Plan Total:	*-*	*-*	*4,000,000*	*18,000,000*	*-*	*$ 22,000,000*

Capital Project Requests – Community Development

Project	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Transportation Match	**$ 2,500,000**	**$ 2,750,000**	**$ 3,000,000**	**$ 3,250,000**	**$ 3,500,000**	**$ 15,000,000**
Open Space Match	**1,250,000**	**1,250,000**	**1,250,000**	**1,250,000**	**1,250,000**	**6,250,000**
Plan Amounts:	*1,250,000*	*1,250,000*	*1,250,000*	*1,250,000*	*-*	*5,000,000*
Transit Stop Improvements	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**	**1,250,000**
Total	**$ 4,000,000**	**$ 4,250,000**	**$ 4,500,000**	**$ 4,750,000**	**$ 5,000,000**	**$ 22,500,000**
Plan Total:	*1,250,000*	*1,250,000*	*1,250,000*	*1,250,000*	*-*	*$ 5,000,000*

FY2026-FY2030 Capital Maintenance Requests

Department	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Parks and Recreation	**$ 1,083,000**	**$ 3,224,000**	**$ 1,027,000**	**$ 544,000**	**$ 177,000**	**$ 6,055,000**
Plan Amounts:	*1,005,000*	*2,461,000*	*471,000*	*474,000*	*-*	*4,411,000*
General Services	**6,871,840**	**4,071,490**	**4,667,890**	**4,515,070**	**4,484,210**	**24,610,500**
Plan Amounts:	*5,864,000*	*4,234,000*	*4,476,000*	*4,391,000*	*-*	*18,965,000*
Public Safety	**2,659,460**	**3,141,950**	**4,659,640**	**7,805,520**	**1,880,810**	**20,147,380**
Plan Amounts:	*2,563,000*	*858,000*	*1,148,000*	*7,851,000*	*-*	*12,420,000*
Schools	**11,922,000**	**9,585,000**	**16,374,000**	**12,075,000**	**15,866,000**	**65,822,000**
Plan Amounts:	*8,762,000*	*7,530,000*	*16,164,000*	*11,756,000*	*-*	*44,212,000*
Library	**1,376,180**	**1,109,000**	**-**	**-**	**-**	**2,485,180**
Plan Amounts:	*444,000*	*-*	*-*	*-*	*-*	*444,000*
Community Development	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**5,000,000**
Plan Amounts:	*-*	*-*	*1,000,000*	*1,000,000*	*-*	*2,000,000*
Information Resource Mgmt.	**400,000**	**450,000**	**375,000**	**-**	**-**	**1,225,000**
Plan Amounts:	*400,000*	*450,000*	*-*	*-*	*-*	*850,000*
Total	**$ 25,312,480**	**$ 22,581,440**	**$ 28,103,530**	**$ 25,939,590**	**$ 23,408,020**	**$ 125,345,060**
Plan Total:	*19,038,000*	*15,533,000*	*23,259,000*	*25,472,000*	*-*	*$ 83,302,000*

FY2025 - Existing Capital Projects & Maintenance as of Dec. 2024

Department	Remaining Budget	Number of Projects/ Maintenance Items
General Administration	$ 12,405,100	9
Schools	50,327,570	16
General Services	56,360,010	38
Parks and Recreation	8,653,440	14
Public Safety	5,226,470	14
Library	1,039,780	3
Other	5,917,730	7
Total	**$ 139,930,100**	**101**

FY2026 Budget Presentation Capital Improvement Program Requests

Board of Supervisors Business Meeting

January 28, 2025

M E M O R A N D U M

DATE: January 28, 2025

TO: The Board of Supervisors

FROM: Joan Towers, Capital Projects Coordinator

SUBJECT: Contract Award - $517,552 - Chickahominy Riverfront Park Well Facility Design

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A Request for Proposals (RFP) was solicited from qualified design firms for Design Services for a new Well Facility Building and all associated site improvements. Consultant services for this proposal include production of detailed designs, construction drawings, specifications, contract documents, bid support, and construction oversight/monitoring support to obtain the necessary regulatory approvals and permits required for the construction and acceptance of the new Well Facility at Chickahominy Riverfront Park. The Design Project will encompass all permitting, site plan, and design aspects relating to the Facility building, as well as design of the pumps, valving, piping, electrical, water quality monitoring, and chlorination of the drinking water for the entire park. This project represents Phase Two of this project. Phase One was drilling of the actual wells which has been completed.

The following five design firms submitted sealed RFPs for qualification consideration of contract award:

Firm Name
Kimley-Horn and Associates, Inc.
Bowman Consulting Group, Ltd.
McGill Associates, PA
Rummel, Klepper & Kahl, LLP
Timmons Group, Inc.

These five firms' proposals were reviewed and scored by an evaluation panel. Bowman Consulting Group, Ltd. was scored the highest by the panel. After negotiations with Bowman Consulting Group, Ltd., a final offer of $517,552 was reached for the project services. Funding for this project is currently available within the Capital Projects budget.

Staff recommends approval of the attached resolution authorizing the contract award to Bowman Consulting Group, Ltd.

JT/md
CA-CRPWellFac-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $517,552 - CHICKAHOMINY RIVERFRONT PARK

WELL FACILITY DESIGN

WHEREAS, a Request for Proposals (RFP) was solicited from qualified design firms for the Design Services for a new Well Facility Building and all associated site improvements; and

WHEREAS, five design firms submitted sealed RFPs for qualification consideration of contract award; and

WHEREAS, the evaluation panel scored the proposals from these firms and Bowman Consulting Group, Ltd., was selected as the most responsive and responsible firm to partner with on the new Well Facility project; and

WHEREAS, approved funding for these project services is available in the Capital Projects budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contract for Design Services for a new Well Facility project to Bowman Consulting Group, Ltd., and the total contract amount for these project services is $517,552.

____
James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

____
Teresa J. Saeed
Deputy Clerk to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
NULL	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
ICENHOUR	____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 28th day of January, 2025.

CA-CRPWellFac-res