

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 23, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**Board of Supervisors**

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

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

**Board of Directors**

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

Scott A. Stevens, County Administrator  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager, James City Service Authority (JCSA)

Ms. Larson requested a motion to amend the Agenda to include an item for the Chamber of Commerce Alliance.

A motion to Amend the Agenda was made by John McGlennon, the motion result was Passed.  
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Sadler, Icenhour, McGlennon, Larson

At approximately 4 p.m., Ms. Sadler called the James City Service Authority Board of Directors meeting to order, noting it was a continuation from the October 9, 2018 meeting.

Mr. Powell called Roll to which all Board members confirmed their presence.

**C. BOARD DISCUSSIONS**

1. Strategic Plan Update - Fiscal Year 2020

Ms. Larson welcomed Mr. Jason Purse, Assistant County Administrator, to the meeting.

Mr. Purse addressed the Board noting a change to the Fiscal Year 2020 budget season kick-

**ADOPTED**

**NOV 13 2018**

Board of Directors  
James City County, VA

off with earlier presentation and discussion of potential upcoming projects in the budget as they related to the Strategic Plan. He noted the long-range plans as well as departmental plans and their respective yearly terms allowed the Board to see priorities and projects as presented by the department directors. Mr. Purse stated this was a preliminary view and discussion with more definitive numbers would be coming later in the budget process.

Mr. Doug Powell, JCSA General Manager, addressed the Board noting that JCSA was not anticipating any major changes to its FY 2020 budget. He further noted the initiatives were highlighted in the first two goal areas of the Strategic Plan: sustainable long-term water supply and modern infrastructure, facilities and technology systems. Mr. Powell's PowerPoint presentation detailed options under each category indicating a continual dedication of funds to the Alternative Water Supply Fund and the Repair and Replacement Fund. He also noted that Mr. Stevens had contacted the Newport News City Manager and scheduled a meeting for both Mr. Powell and himself to meet with their respective counterparts to discuss water issues.

Ms. Larson asked about the meter replacement project and appropriations.

Mr. Powell clarified there was appropriated funds in the FY 2020 Budget and that the project would be fully funded with that allocation.

Mr. McGlennon asked about the Supervisory Control and Data Acquisition (SCADA) as an upgrade or replacement.

Mr. Powell noted he referred to SCADA as an upgrade, but clarified that the system's ISDN lines would be replaced with newer technology. He further noted other options were being reviewed for that change, referencing replacement of the lines as the "backbone of that system."

Mr. McGlennon asked about the Army Corps of Engineers' permit and the timeframe on that work.

Mr. Powell noted the primary issue at the time was the sturgeon and the coordination among several federal agencies on that issue. He further noted he had no set timeline as yet.

Mr. Purse noted that Ms. Sue Mellen, Director of Financial and Management Services, was in attendance if questions arose. He further noted the departmental directors were available as well should specific questions arise during the meeting. Mr. Purse noted that within the Information Resources Management budget presentation was a continuation of elements from previous budget cycles like the online Tyler software and the County permit link for Planning and other divisions. He highlighted Human Resources and a payroll system upgrade as well as asset management through General Services as he continued the PowerPoint presentation. Mr. Purse noted these projects linked the County-owned properties and enhanced efficiency in monitoring and tracking these items throughout the County.

Mr. McGlennon asked when the software would be upgraded across the board for the County's services.

Mr. Patrick Page, Director of Information Resources Management, addressed the Board. He noted that when all the systems were in place then it would be time to review and reevaluate those systems. Mr. Page noted a 10-year timeline was in place on the payroll system, which was already several years in effect. He further noted a review of the system as well as the County's needs determined what, if any, changes to the system would be necessary.

Mr. Icenhour asked about different software within different departments and the communication issues.

Mr. Page noted the various software packages from different vendors for departments created a need for separate interfaces. He further noted the past few packages for Tyler and Community Development as well as asset management had originated from the same vendor which helped with the interface issues but there were still other issues. Mr. Page explained that contact with the vendors for a interface solution, at a cost, was an option and if not, then County programmer analysts created the interfaces.

Mr. Purse noted acquisition of business analytics software assisted with interdepartmental communication and needs and linking resources.

Mr. Page noted the link to the Fire and Police Departments' data and the ties to the business analytics system. He further noted that departmental directors and staff, familiar with their data, worked with programmer analysts. Mr. Page cited Fire Station 6 and its use in that capacity.

Mr. Purse stated this information would be on the website with updates for citizens to view in relation to Capital Projects.

Mr. Hipple stressed the staff work on code and compliance as programs were implemented. He thanked everyone involved.

Mr. Page noted the fiber optic cable expansion project in the PowerPoint presentation. He highlighted the installation of underground fiber optic cable for the County in three loops for communication, public safety and schools. Mr. Page noted the Williamsburg-James City County School system had a separate cable system from the County cable system, but further noted some shared capabilities and enhancement.

Mr. Purse noted Economic Development was the next area for discussion. He further noted a connection to the first point in relations to work being done by Parks and Recreation. Mr. Purse highlighted additional bullet points in the PowerPoint presentation with market studies and a technology zone.

Ms. Mellen noted the first bulleted project was already in the two-year budget plan, previously presented to the Board.

Mr. Purse reiterated that a majority of the projects highlighted were already in the two-year budget plan. He further noted that he would highlight additional projects not already allocated in the two-year plan.

Ms. Larson asked Ms. Amy Jordan, Director of Economic Development, about the timeline on the economic market study.

Ms. Jordan responded with regards to funding that several months of development would be likely. She noted that the Jamestown absorption would be done in conjunction with the Shaping Our Shores discussion and cited several projects in the Grove area and utility capacity.

Mr. Purse noted the Police Department's goals and operational initiatives had been highlighted in FY 2019 with the addition of three officers followed by three more for FY 2020.

Mr. Purse continued the presentation highlighting Parks and Recreation and noted some new projects were listed for the department. He further noted the first point, based on community surveys, focused on funding in a 5-year Capital Improvements Plan (CIP) to acquire property and to construct a park in the Grove area.

Mr. McGlennon noted the Grove area had expressed interest in a pool. He highlighted pool facilities in the County and noted the southern area of the County's needs and facilities.

Mr. Purse stated options were available and would be reviewed for presentation to the Board at a later date. Mr. Purse also addressed the next point which focused on the James City County Marina and funding to complete Phase I with Phase II funding to come in three years.

Mr. McGlennon addressed generating interest within the Peninsula regarding a regional dredging project. He noted this would be in conjunction with the Army Corps of Engineers. Mr. McGlennon further noted the areas of Fort Eustis, Hampton and Newport News, as well as other areas, might have possible interest in the dredging. He further noted dredging at the marina, but emphasized more comprehensive dredging also and contacting regional groups.

Mr. Hipple noted he would look into transportation committees.

Mr. Purse continued the presentation highlighting additional staffing times at the Abram Frink Jr. Community Center, possible conversion of existing tennis courts to pickleball courts and possible fee increases for some programs and facilities based on market analysis.

Discussion ensued.

Mr. Purse next addressed Human Resources in the presentation. He highlighted the second and final year of the Compensation Study salary adjustments as part of the Evergreen Study for FY 2020. Mr. Purse noted employee engagement areas and training opportunities that spanned orientation to retirement.

Ms. Larson inquired if yearly training or online modules addressing topics such as Sexual Harassment were required.

Mr. Purse replied yes, noting the recent Harassment training for County employees. He noted a more standardized schedule would be upcoming.

Mr. Stevens noted that specific groups like Fire, Police and the JCSA had more scheduled training due to regular certification requirements. He further noted that general County employees usually needed more refresher training. Mr. Stevens added that those types of preventive training would be reviewed prior to presentation to the Board.

Mr. Purse followed up noting the increase in staff training and the positive responses to that training.

Mr. McGlennon asked about certification programs. He noted Mr. Powell had previously mentioned difficulty in attracting potential employees with specialized skills. Mr. McGlennon questioned ways to identify those skills and needs and working with Thomas Nelson Community College (TNCC) for program development, as well as addressing these needs with other localities.

Ms. Larson reiterated working with the Williamsburg-James City County schools and TNCC for program development to fill JCSA's positions.

Mr. Purse noted that Economic Development had contacted TNCC regarding workforce development.

Mr. Icenhour noted he spoke with Ms. Jordan prior to the meeting about the V3 program (Virginia Values Veterans) and area businesses' participation in the program. He also noted that state level contacts could serve as resources and further the development of this

program's opportunities in the County.

Mr. Hipple echoed Ms. Larson's comments on utilization of the schools and potential work development programs. He cited "growing our own right here at home" to meet local needs.

Mr. McGlennon also noted that staff could be a viable option for training as well.

Mr. Purse moved to the Social Services section of the PowerPoint presentation. He cited the Community, Outreach, Network, Educate, Care, Thrive (CONNECT) Program, in conjunction with Fire/EMS and Police, had been introduced last month. He noted the Workforce Housing Taskforce and its anticipated recommendations for future budgets.

Ms. Larson noted her recent attendance at the Colonial Services Board legislative breakfast and further noted the outlook was not good. She cited Medicare expansion and its impact on residents.

Ms. Rebecca Vinroot, Director of Social Services, addressed the Board about the Medicare expansion and the calculations for costs for County residents. She detailed the billing and recouping of expenses.

Ms. Larson noted a significant number of County residents use the Colonial Services Board. She further noted the impact to the County and its budget, in addition to legislative action.

Mr. Icenhour asked if this should be added to the legislative agenda.

Mr. Kinsman noted it was in place already.

Ms. Vinroot noted the County's Social Services department was working with the Williamsburg Health Foundation to train people to become application assisters. She cited County statistics on recipients using the service, Ms. Vinroot further noted two sessions, slated for November and December, would be available for the application assister training.

Ms. Sadler asked about the use of volunteers for this service.

Ms. Vinroot noted approximately 50 people per training session was the goal to assist as many citizens with applications as necessary. She further noted contacting local organizations and services about the workshops.

Discussion ensued.

Ms. Mellen added that the County's funding impact had increased for the Colonial Behavioral Health program as a result of diminished state funding. She addressed the budget allotments and past yearly trends.

Discussion ensued.

Mr. Purse introduced the Fire Department as the next part of the presentation. He highlighted construction of the 6th fire station and public safety training facility with TNCC.

Ms. Larson asked if initiatives about pay in relation to the departure of Fire Department employees had helped.

Chief Ryan Ashe, Fire Department, noted the incentive pay program had helped a lot. He further noted the addition of the incentive pay had strengthened both the retention and recruitment levels. Chief Ashe stated the department was in the midst of a qualified hiring

process with 11 potential candidates. He cited departmental statistics for staffing and overtime hours.

Mr. Hipple asked about the next big retirement wave in about eight years.

Chief Ashe noted there have been some retirements, but large hire periods traditionally generated more retirements. He further noted approximately 28 retirements would take place from 2021-2030. Chief Ashe stated it was a challenge to keep up with retirements, grow the department and add a fire station.

Mr. McGlennon noted it was an attribute to the department how many people stayed until their retirements.

The Board members echoed that sentiment.

Mr. Purse addressed Community Development as the next department in the presentation. He noted the Comprehensive Plan was updated every five years and that cycle was upcoming. He further noted the areas for review and implementation in the PowerPoint presentation.

Mr. McGlennon asked if these implementations would fall under comprehensive or tune-up.

Mr. Purse responded this would be an update to ensure everything was as needed.

Mr. Paul Holt, Director of Community Development, addressed the Board noting an early work session with staff to present a substantive update.

Mr. Purse noted under General Services that the goals had previously been presented to the Board. He highlighted an update on the study of County office space needs, plans for asphalt repair/preplacement and curbside recycling programs.

Mr. Hipple addressed County space needs and discussed one centralized facility to house County departments. He cited the savings of maintenance at one facility.

Ms. Larson asked about the General Services facility and capacity on Tawning Road.

Ms. Grace Boone, Director of General Services, addressed the Board stating the space limitations at that location were due to more equipment and employees.

Mr. Hipple noted the Jolly Pond site offered possibilities for housing equipment.

Ms. Larson stated that while studying the County's office space needs, the school division should be considered with the addition to James Blair Middle School. She noted past conversations about incorporating the two groups.

Ms. Boone noted the schools had provided numbers that would be incorporated into the study for review. She further noted that when the Request for Proposal (RFP) goes out, she will follow up to ensure that data was incorporated. Ms. Boone also stated that projects would be evaluated based on the comprehensive plan and the yearly plans.

Mr. Hipple reiterated the need to look at one central multi-use County facility and its benefits. He cited the savings of traveling for multiple meetings across numerous County locations.

Ms. Boone highlighted the department's goals and costs regarding the recycling program. She noted the RFPs were currently out for bid, but that an increase was expected for the service as recycling breakout had changed.

Discussion ensued.

Ms. Larson noted she had asked Mr. Stevens about garbage pickup in the County.

Mr. McGlennon noted there was a report on solid waste collection, though outdated, that could provide information as an option.

Discussion ensued regarding options and small business costs at the transfer station.

Mr. Purse highlighted the Stormwater CIP Projects in the presentation.

Mr. Hipple stressed the importance of informing citizens on how the County protected its streams and waterways. He noted the visual impact of various projects and maximizing video presentation.

Discussion ensued.

Ms. Larson thanked Ms. Boone and staff for their hard work after the storm damage.

Mr. Purse addressed the final issue of the presentation with administration. He noted development of a citizen satisfaction survey and other initiatives. He further noted the Freedom of Information Act (FOIA) software, which was the last piece of software for this year. Mr. Purse added the FOIA software linked the various departments for information and public requests. He followed up with the operational initiative for open space preservation and other alternatives in that area. He detailed required criteria for different programs such as Purchase of Development Rights (PDR).

Mr. McGlennon asked about an earlier discussion on PDR and alternatives, especially regarding the impact of borrowing in terms of bonds.

Mr. Purse said the focus had been on the grant funding, not the bond issue.

Ms. Mellen said the alternative programs would be identified, then followed by the different funding options.

Discussion ensued.

At approximately 5:27 p.m., Ms. Larson recessed the Board for a short break.

At approximately 5:33 p.m., Ms. Larson reconvened the Board meeting.

## 2. Legislative Update Discussion

Mr. Kinsman addressed the Board noting his compilation of its list from previous meetings. He noted the list represented a draft of items the Board could amend, remove and so forth. Mr. Kinsman further noted that a formalized copy would be presented to the Board at its first November meeting for approval and resolution adoption. At the second November meeting, Mr. Kinsman said legislators would be present to see if anyone was interested in carrying any items the Board passed.

In the PowerPoint presentation, Mr. Kinsman identified the two parts of legislation to be introduced: Legislation to be Introduced on behalf of the County and Legislation Supported by the County. Mr. Kinsman shared the items listed under Introduction. The first item was the

“Junk Car Bill” that had been before the Board several times previously, citing the inoperative motor vehicle regulations. Mr. Kinsman noted the difficulty of older non-homeowner associations in relation to the criteria for this section of the Virginia Code. He further noted the use of a charter amendment as it applied to James City County. Mr. Kinsman stated the “either/or” criteria would be addressed based on an amendment to lots equal to or less than two acres.

Ms. Larson encouraged citizen input to local legislators.

Discussion ensued.

Mr. Kinsman noted the next three requests, from Mr. Icenhour, addressed increased protection for localities against developers who had not met all previous land development obligations as well as prohibition of the recording of remaining subdivision sections in conjunction with unmet obligations. He noted these amendments addressed stopping further development and reevaluation of surety based on prior misdeed.

Mr. McGlennon asked about the definition of a developer. Mr. Kinsman stated a very detailed definition was in the Code.

Mr. Icenhour inquired about adjusting bonds for inflation using the Marshall and Swift Building Index. He noted some bonds had extended over several years and expressed concern if the bond was called, would sufficient funds exist to cover the expense of the project.

Mr. Kinsman noted auto-renewal on the majority of the County’s bonds for developers. He further noted that the County addressed the bond renewal date if the developer was not performing the stated project work. Mr. Kinsman stated that if bonds were not taken on the auto-renewal system, they could be taken on a two- or three-year basis. He further noted this impact would need to be determined on a staff level.

Discussion ensued.

Mr. Kinsman addressed the next group of amendments pertaining to dogs as requested by Mr. McGlennon and Ms. Sadler. He highlighted the amendments, which covered restitution for emotion distress and damage, appropriate outside enclosure per dog size and strength and fines for owners whose non-hunting dogs were pack roaming off-property.

Mr. McGlennon asked about invisible fencing in regards to the appropriate enclosure.

Mr. Kinsman noted the fencing would have to be appropriate to the dog’s size and strength.

Mr. McGlennon asked if the developer amendments would apply to all localities and if so, while this list of legislative amendments originated with James City County, that this list be shared with those neighboring localities.

Mr. Kinsman confirmed he would share this list. He then noted the next section of the PowerPoint presentation addressed Legislation Supported by the County. He highlighted six new items with the remainders carry-over items. Mr. Kinsman noted impact fees, proffers, underground utilities, House Bill 1615 (which impacts schools as polling areas) and increased funding for Virginia Department of Emergency Management. He further noted the carry-over items included state funding for tourism, support widening of I-64 to 295, maintenance of new and existing secondary roads, application of transient occupancy tax to travel companies and internet sales and enhance rail service on the Peninsula and to Richmond.

Mr. McGlennon inquired about funding on the rail service.

Discussion ensued.

Mr. Kinsman continued the presentation with additional carry-over items: support TNCC in its efforts to build the Advanced Integrated Manufacturing Center in the County, substance abuse and mental health treatment and tax equity between cities and counties.

Ms. Sadler stated she did not support the tax equity between cities and counties. She noted the task of maintaining the County roads.

Discussion ensued.

Mr. Kinsman continued the carry-over items: allow advertisement of required public notices on a locality's website and through other means instead of publication in a newspaper having general circulation (a cost saver for the County), state funding for public education (Pre-K, K-12 and higher education), adequate funding for public libraries, no new state mandates and eliminate or adequately fund existing state mandates, legislative programs of the Virginia Municipal League, the Virginia Association of Counties and the Virginia Coalition of High Growth Communities, continued funding of the Stormwater Local Assistance Funds and state funding for mandated services provided by Community Services Boards with a revision that Medicaid expansion adjustments would not disproportionately impact the Colonial Behavioral Health.

Mr. McGlennon addressed an item not on the list - redistricting. He noted the need for Board discussion on the matter. He proposed to bring forward a resolution addressing non-partisan redistricting at both the state and local level. Mr. McGlennon referenced the federal court and the redrawing of districts and asked the Board to consider ways to have a less disruptive process. He suggested a citizens committee that would develop a set of principles for use by staff in developing proposed lines which would be presented to the Board.

Discussion ensued.

Mr. Hipple referenced 2.3 Underground Electric Utilities and the aesthetics of the work done in the community. He stressed the various vendors in the area and the need for standardized guidelines across the County for conformity.

3. Request for Funds for the Williamsburg Chamber and Tourism Alliance

A motion to Authorize was made by John McGlennon, the motion result was Passed.

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

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

Ms. Larson requested an amended budget item for \$400,000 for the Williamsburg Chamber and Tourism Alliance. She cited further discussion on this request would be required for the next year with the Board as well as between the Chamber and the localities. Ms. Larson noted the County's Tourism Contingency would support this request.

Ms. Mellen confirmed the source and explained the continued changes with Senate Bill 942 and monetary allocations.

Discussion ensued.

The Board thanked Ms. Larson, Mr. Kinsman and Ms. Mellen for their hard work.

Ms. Larson asked for a motion on the amended budget item for the Williamsburg Chamber and Tourism Alliance.

Mr. Icenhour asked if Board Requests and Directives could be added as the last item under Board Discussions at work sessions. He noted it allowed for open discussion and easier communication with Board members. He further noted it made the discussion open on the record and if the procedural change could be effective at the next work session.

The Board unanimously agreed to that change.

#### **D. CLOSED SESSION**

A motion to Enter a Closed Session for the Board of Supervisors was made by Michael Hipple, the motion result was Passed.

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

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

A motion to Enter a Closed Session for the Board of Directors was made by James Icenhour Jr, the motion result was Passed.

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

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

At approximately 6:35 p.m., the Board of Supervisors entered into Closed Session.

At approximately 6:35 p.m., the Board of Directors entered into Closed Session.

At 7:15 p.m., the Board of Directors and the Board of Supervisors re-entered Open Session.

##### **1. Certification**

A motion to Certify the Closed Session of the Board of Supervisors was made by John McGlennon, the motion result was Passed.

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

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

A motion to Certify the Closed Session of the Board of Directors was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Icenhour, Sadler

##### **2. Consideration of a personnel matter, the performance evaluation of the County Attorney pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia**

##### **3. JCSA Board of Directors - Consideration of a personnel matter, the performance evaluation of the JCSA General Manager, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia**

#### **E. ADJOURNMENT**

##### **1. Adjourn until 5 p.m. on November 13, 2018, for the Regular Meeting**

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

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

Ayes: Hipple, Larson, McGlennon, Icenhour, Sadler

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

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

Ayes: Hipple, Larson, McGlennon, Icenhour, Sadler

At approximately 7:16 p.m., Ms. Sadler adjourned the Board of Directors.

At approximately 7:16 p.m., Ms. Larson adjourned the Board of Supervisors Work Session.

  
Deputy Secretary