

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**RETREAT**  
**Visitor Meeting Room, Anheuser-Busch, Inc.**  
**7801 Pocahontas Trail, Williamsburg, VA 23185**  
**January 25, 2020**  
**9:00 AM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**Board of Supervisors**

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

**James City Service Authority Board of Directors**

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

Scott A. Stevens, County Administrator  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager  
Jason Purse, Assistant County Administrator

Mr. Jack Green represented the press at the meeting.

Mr. Icenhour called the Board of Supervisors meeting to order.

Ms. Sadler called to order a special meeting of the James City Service Authority (JCSA) Board of Directors.

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, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Enter a Closed Session for the James City Service Authority Board of Directors was made by Ruth Larson, the motion result was Passed.

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

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

1. Discussion of the investment of public funds related to James City Service Authority's long-term water supply, including an agreement with the City of Newport News pursuant to Section 2.2-3711(A)(6) of the Code of Virginia

**ADOPTED**

**MAY 12 2020**

**Board of Supervisors**  
**James City County, VA**

At approximately 9:10 a.m., the Board of Directors and the Board of Supervisors entered Closed Session.

At approximately 9:48 a.m., the Board of Directors and the Board of Supervisors re-entered Open Session.

A motion to Certify the Board of Supervisors spoke only about those items 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, Sadler

A motion to Certify the Board of Directors spoke only about those items 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, Sadler

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

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

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

At approximately 9:48 a.m., Ms. Sadler adjourned the Board of Directors.

## C. PRESENTATIONS

### 1. Service Awards Video

Mr. Stevens noted the recent Employee Service Awards ceremony. He further noted the County's Video Department had compiled a presentation from the event.

Board members expressed their appreciation of the video with applause.

### 2. Strategic Plan Reporting and Update

Mr. Purse addressed the Board regarding three main topics. He noted he and Mr. Stevens had discussed these items with updates to the Board regarding the Strategic Plan and its accomplishments over the past year. He noted the Board's review of how the overall Strategic Plan was going since it was started three years earlier. Mr. Purse further noted reviewing goals and strategies and the effectiveness of the current goals including several upcoming community meetings. Mr. Purse noted speaking with Mr. Kinsman and Community Development on the possibility of reinstituting some proffer discussions on new applications and the methodology involved in the process. He further noted the third item would be a Board-driven discussion of transportation projects and other 'big ticket items' and priorities. Mr. Purse noted a review of last year's Capital Improvements Program projects. Mr. Purse asked Mr. Stevens if he had any comments on the Service Awards.

Mr. Stevens noted employee pictures, names, and years of service would be displayed in posters throughout the various County departments.

Mr. Purse noted various projects included debt service, technologies and software upgrades, stormwater as well as community development. He further noted some Human Resources (HR) initiative programs and engaging staff and citizens.

Ms. Larson asked if Mr. Purse would be addressing each item.

Mr. Purse replied yes and noted if the Board wanted additional items to be included that would also be part of this process. He addressed technology with software replacement in Parks and Recreation with online class signups, space needs assessment, and timelines.

Ms. Larson asked about the Courthouse work.

Mr. Purse noted that was part of today's discussion and space needs. He highlighted the focus on security and safe areas for County facilities with enhanced security features on doors, restricted areas, and other implementations. Mr. Purse continued discussion with stormwater projects and economic development projects with state endorsement of James City County as a strong site for development.

Discussion ensued on economic development and future plans for attracting businesses, the LaunchPad program, funding, and the Greater Williamsburg Partnership (GWP).

Mr. Stevens noted Ms. Von Gilbreath's involvement with GWP and its impact on the County. He further noted branding for the region.

Discussion ensued regarding benchmarks, return on investments, and economic development expectations in relation to each locality involved in the GWP.

Mr. Stevens noted the GWP commitment for York County, the City of Williamsburg, and James City County totaled \$150,000 annually. He further noted a future evaluation on commitment, funding, and criteria.

Discussion ensued on establishment of criteria and priorities for the County.

Ms. Sadler noted she wanted a chart of GWP, the Greater Williamsburg Chamber and Tourism Alliance, and who reported to whom and each group's responsibilities. She further noted confusion around the groups.

Mr. Purse noted updates on the Shaping Our Shores program and grants to stabilize the shorelines. He further noted bids on the Marina and the timeline. Mr. Purse continued noting the Amblers House Phase 1 restoration project.

Discussion ensued on the cost and location of utilities for Amblers House as well as the Shaping Our Shores program.

Ms. Larson questioned the Amblers House design and layout in terms of appeal as an event or wedding venue. She noted its layout was choppy and less open as renovation concerns. Ms. Larson further noted without interior renovations for a larger working kitchen and other modifications, despite the beauty of the home, this would not be worth it.

Mr. Stevens concurred with that point. He noted exterior preservation with interior modification was the plan. Mr. Stevens further noted a bid had been received for both exterior and interior modifications, but the question of availability of water and sewer for a contractor was still being evaluated. He noted the sharing of risk between the County and a potential contractor on the project.

Discussion ensued on those points, possible design restrictions, and the Board's vision on the Amblers House.

Mr. Icenhour noted it was encouraging a contractor was interested.

Mr. Stevens agreed noting any proposal would be presented to the Board for its approval including an exit plan.

Mr. Purse noted the two stormwater projects and efficient government. He further noted the Virginia Department of Transportation (VDOT) and projects in Grove and Toano which were slated to begin in the fall. Mr. Purse noted those projects would be in the Fiscal Year (FY) 2021 budget. He further noted the completion of the design but the project would not be completed until the fall.

Discussion ensued on the Toano project.

Mr. Purse updated the Board with the recycling program statistics including citizen calls, cart removals, and other factors.

Ms. Larson requested statistics based on if people were still including non-recyclable materials in carts. She noted she wanted information on how James City County was doing with recycling.

Mr. Stevens noted it was a five-year contract with Virginia Peninsulas Public Service Authority (VPPSA). He further noted a monthly report was available, but was not sure about contaminated trash. Mr. Stevens noted he would inquire on that point.

Discussion ensued on these points as well as citizen concerns over items being truly recycled, where those items went, market trends, the VPPSA contract, and attitudes toward recycling.

Ms. Larson inquired if there were bills before the General Assembly this year addressing recycling.

Mr. Kinsman noted there were a few bills regarding plastic bags and some localities' abilities to tax on them.

Ms. Larson asked Mr. Kinsman if he could check on that point. She noted sending correspondence to legislators regarding recycling.

Discussion ensued on recycling and solid waste options, monitoring market changes, suitable recyclable materials, vendors, and other factors.

Mr. Kinsman noted a resolution requesting the Department of Environmental Quality (DEQ) to establish a task force to address open burning in assistance for localities.

Mr. Purse continued his presentation discussing scattered site project funding.

Ms. Larson noted some frustration from the Housing Task Force and receiving updates on projects.

Discussion ensued on these points and work done by the Social Services Department.

Mr. Purse noted HR had launched an Employee Engagement Survey earlier in the year. He further noted it aided in the areas of staff retention, qualified employee candidates, competitive salaries and benefits, and other factors. Mr. Purse continued with additional staff programs such as the Emerging Leaders Academy, a one-year joint program between James City County, York County, and Virginia Tech.

Mr. Stevens noted 12 employees from James City County were involved in the program. He further noted the potential of these individuals within the County organization as representatives in the program.

Ms. Larson inquired about diversity in relation to hiring.

Mr. Stevens noted the awareness was always there.

Mr. Kinsman added that HR was aware of the diversity breakdown within the County, and Mr. Patrick Teague, Director of Human Resources, would have that information.

Mr. Purse noted staff had received mandatory safety training, as well as Stop the Bleed training. He further noted an increase of police presence within 10, not six County zones and response time. Mr. Purse noted Colonial Community Corrections (CCC) had been spearheading efforts regarding people being released from the Virginia Peninsula Regional Jail. He further noted CCC had done a great job providing resources and information to those individuals during the transition.

At approximately 10:37 a.m., the Board recessed for a short break.

At approximately 10:43 a.m., the Board reconvened.

Mr. Purse noted the fiber-optic network improvement and expansion that looped all the County facilities had been completed and was part of this year's CIP projects. He further noted the expansion of communication opportunities and cited work with the School Board Liaison Committee, the Long-Range Planning Committee, and the Strategic Planning Committee. He noted potential school sites, the financial software upgrade and launch in the fall, as well as work between Mr. Kinsman's office and the Stormwater & Resource Protection staff on bond liability. Mr. Purse noted a review of these items and getting them off the books.

Discussion ensued on these points.

Mr. Purse noted Asset Management allowed for a better review of the upkeep of buildings. He further noted the various transportation projects. Mr. Purse detailed the five-year secured funding and communication with VDOT on those projects.

Discussion ensued regarding traffic lights in the Stonehouse District and Greensprings area, financial responsibility for projects, safety concerns regarding signs and lights as a result of the traffic studies, and VDOT response to these requests.

Ms. Larson and Ms. Sadler expressed concern over the growing traffic pressure in the Stonehouse and Greensprings areas.

Discussion ensued on traffic issues and legislative input.

Mr. McGlennon asked about convenience fees and electronic fund transfers, noting JCSA was moving to monthly billing.

Mr. Purse noted he would check with Ms. Jenni Tomes, County Treasurer.

Discussion ensued on this point regarding Bill Pay and various charges.

Ms. Larson asked about the redo of the web page and if the work would be handled in-house or externally.

Discussion ensued on the design, accessibility, and transparency of the website.

#### **D. BOARD DISCUSSIONS / GUIDANCE**

##### **1. Residential Proffer Impact Mitigation**

Mr. Purse continued his presentation noting CIP projects would be addressed after this next point. He addressed the proffer impact.

Mr. McGlennon asked about the consultants working on the Strategic Plan and if part of the Comprehensive Plan was being incorporated into the Strategic Plan update.

Mr. Purse noted the Board could discuss that point with the consultants at the upcoming January 28, 2020 work session.

Discussion ensued on these points.

Mr. Purse noted Virginia Code specifically tied any proffer project to the CIP plan. He further noted the County had a five-year plan. He noted continual updates and changes to developers and per unit cost, which was variable. Mr. Purse detailed the breakdown of costs per unit and to whom. He noted the Board's input on the methodology to apply if the courts should challenge the County's system.

Mr. Kinsman noted the Board did not need to make a decision today, but asked that this be something it considers going forward. He further noted finding the proper number as well as adherence and compliance to Virginia Code and addressed the breakdown in the PowerPoint presentation.

Discussion ensued on application of impact fees, proffer laws, and the cost of expansion to infrastructure due to new construction.

Mr. Purse noted staff would work with different numbers to present to the Board for consideration.

Discussion ensued on legislative zoning bills and other factors.

##### **2. Budgeting Priorities**

Mr. Purse noted \$140 million to be spent on CIP projects over the next five years. He further noted the 1% sales tax, the annual breakdown, and other factors. Mr. Purse noted these numbers reflected what was in the budget already.

Discussion ensued on the school project and its projected date.

Mr. Purse noted if money was moved around, specific funds needed to be considered. He continued his presentation with upcoming projects and adding the redline indicated potential projects that could be incorporated into the CIP.

Discussion ensued on the financial breakdown over the years.

Mr. Purse noted costs associated with the CAD system upgrade, the Marina, Amblers House, and other projects. He asked the Board to list projects and priorities so he and Mr. Stevens

could review them before the budget meetings.

Discussion ensued on different projects, which included transportation issues regarding traffic lights/road improvements, pre-Kindergarten (pre-K), solid waste and recycling, a centralized County complex, Purchase of Development Rights (PDR) program, land banking, water needs, bus shelters/benches, funding for community organizations, EDA shell building, fiber optics for Economic Development, and affordable housing.

Mr. Purse noted prioritizing the discussion items into short-term and long-term projects.

Discussion ensued on the priorities, land preservation and staff resources, and the “tool box”.

Ms. Larson noted citizens had asked her about the County purchasing land around Monticello Avenue to avoid similar situations.

Discussion ensued around potential partnership with Habitat for Humanity and land usage.

Ms. Sadler noted the County was not a real estate developer.

Discussion ensued on the County’s role in land preservation, its fit into the CIP project, the Primary Service Area, as well as greenspace.

Mr. Icenhour noted establishing staff resources and guidelines to get a foot in the door so that future plans for land preservation would be in place. He further noted preparation was needed so development could be controlled responsibly.

Mr. Hipple noted the timeline need and funding.

Mr. Kinsman noted a bond issuance normally took six to eight months. He further noted bond options with conditions.

Discussion ensued on these points, availability of property, long-term bonds, and borrowing.

Mr. Stevens discussed operational costs, school projects, and several long-term General Service and JCSA site projects.

Ms. Larson asked about a third library.

Mr. Stevens noted a third library would be a space need. He further noted this was the recommendation from Ms. Betsy Fowler, Director of the Williamsburg Regional Library.

Discussion ensued on these points.

Mr. Purse noted Ms. Fowler had requested funding from the County and the City of Williamsburg for the expansion or a third library. He further noted Ms. Fowler was developing plans to meet citizens’ needs.

Mr. Icenhour inquired if the Board members were to make lists to present to Mr. Stevens and Mr. Purse.

Mr. Stevens confirmed yes and that would be reviewed at the January 28, 2020 meeting.

Mr. Kinsman noted a tour of the brewery would begin at noon for the Board members.

**E. ADJOURNMENT**

1. Adjourn until 4 p.m. on January 28, 2020, for the Work Session

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

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

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

At approximately 11:45 a.m., Mr. Icenhour adjourned the Board of Supervisors.

  
Deputy Clerk