

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**BUSINESS MEETING**  
**COUNTY GOVERNMENT CENTER BOARD ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**

**March 26, 2024**

**1:00 PM**

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**A. CALL TO ORDER**

**ADOPTED**

**B. ROLL CALL**

**APR 23 2024**

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

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

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

**C. PRESENTATION(S)**

1. Proclamation Celebrating 100 years of Boy Scout Troop 103

Ms. Larson noted the Scout Master unfortunately was unable to attend, but she read several excerpts from the Proclamation. She added the Proclamation would be delivered to Troop 103 and its leaders.

2. Retiree Recognition - Bernadette Williams

Fire Chief Ryan Ashe addressed the Board noting he had two retirees being recognized. He stated Ms. Williams was present. Chief Ashe provided details regarding Ms. Williams' service years with the County's Fire Department. He noted during the early stages of the COVID-19 pandemic, Ms. Williams was instrumental in tracking the firefighters' protective gear, masks, and other necessities. Chief Ashe further noted Ms. Williams' work in tracking the necessary equipment and supplies for various County departments as well. He stated her dedication to also ensuring firefighters had drinks and food even during the early hour shifts. Chief Ashe thanked Ms. Williams and wished her well in her retirement.

Ms. Williams thanked Chief Ashe. She noted her 30-year tenure had been a fantastic time. She noted the exemplary work of the County staff and Fire Department toward citizens. Ms. Williams extended her thanks to the Board and the Fire Department.

3. Retiree Recognition - Eric Smith

Chief Ashe noted another retiree was to be recognized, but he was unable to attend. Chief Ashe presented details on Mr. Smith's 25-year tenure with the County's Fire Department. He added Mr. Smith's responsibility over the past 15 years as a primary Self-Contained Breathing Apparatus (SCBA) technician, adding SCBA units were the air packs firefighters wore on their

backs. Chief Ashe noted the SCBA maintenance performed by Mr. Smith was in addition to his firefighter duties. He extended well wishes to Mr. Smith in his retirement.

Ms. Larson asked Chief Ashe to extend the Board's thanks to Mr. Smith for his service to the County, adding she was sorry he was unable to attend. She thanked Chief Ashe for his comments regarding Mr. Smith.

#### 4. Update from Virginia Peninsula Community College

Ms. Larson welcomed Mr. Todd Estes, Vice President of Workforce Development and Innovation and Mr. Joe Fairchild, Associate Vice President for Academic Affairs from Virginia Peninsula Community College (VPCC).

Mr. Estes addressed the Board and highlighted VPCC's 2022-2023 enrollment numbers in a PowerPoint presentation. He noted enrollment included 8,676 academic credit students and 1,530 non-credit students. Mr. Estes explained the credit category reflected traditional post-secondary college courses while the non-credit category reflected primarily the workforce training. He stated skilled trades, Allied Health, and Information Technology were included in the latter category. Mr. Estes continued the presentation to address the growth of VPCC. He stated the increased enrollment reflected reversal of a trend where VPCC's enrollment had been declining for a while. He added that point was consistent with the national trend for community colleges since 2012. Mr. Estes cited some of the driving factors impacting that trend, adding VPCC had now entered a growth phase. He noted a 27% increase in dual enrollment and provided additional statistics on other areas. Mr. Estes further noted of the 23 community colleges in the system, VPCC was ranked fourth in the number of workforce industry credential trainings. He stated Mr. Fairchild would address the next section of the presentation.

Mr. Fairchild addressed the Board highlighting the dual enrollment breakdown. He noted categorical increases throughout VPCC with improved retention rates and graduation rates. Mr. Fairchild further noted these increases reflected more students returning to VPCC, more students successfully graduating, and more short-term certificate completions. He provided details on the Passport and Uniform Certificate of General Studies (UCGS) Program, adding the Passport and UCGS Program greatly benefited dual enrollment students.

Mr. Estes noted the importance of those pathway transfers and the university partnerships involved in the program. He continued the presentation highlighting employment statistics after program completion. Mr. Estes noted the return on investment to students and the community. He further noted workforce training was a vehicle to employment and VPCC was highly cognizant of that fact. Mr. Estes addressed the economic impact analysis factor which included approximately \$30 million in operational spending, \$5.5 million in student impact, and \$211.6 million in alumni impact. He continued the presentation with three perspectives for investment analysis: student, taxpayer, and social. Mr. Estes noted the positive outcome of the investment analysis findings. He stated VPCC was growing and addressed expansion projects that included rebuild of the Performing Arts Theater (Hampton campus), Student Success and Campus Administration Building (Hampton campus), the Center for Excellence in Childhood Development, and a New Skilled Trades Center with the latter two projects in the City of Newport News Southeast Center, near the Marshall-Ridley neighborhood. Mr. Estes noted the February 2023 opening of the Toano Trades Center emphasizing its welding and carpentry programs.

Mr. Fairchild addressed new academic programming was launching and would be housed at the Historic Triangle Campus. He provided details on the licensed practical nurse program, which would be accepting students in the fall semester. Mr. Fairchild noted the Passport and UCGS program would be available at the Historic Triangle Campus. He added VPCC was also reimagining its Dental Hygiene Assistant Program due to cost challenges. Mr. Fairchild provided details on the reimagining plan. He addressed other areas of increased future

community impact which included the Center for Career, Internship, and Transfer Services (Hampton campus), the Healthcare Training Center, and the Educational Programming and Innovation Center. Mr. Fairchild thanked the Board.

Ms. Larson asked the Board if any member had questions.

Mr. McGlennon noted increased community outreach from VPCC over the past months. He commended VPCC for its efforts particularly in the workforce area.

Ms. Larson referenced the Williamsburg-James City County (WJCC) School dual enrollment numbers. She questioned the reduction and if it was fewer students or program slots.

Mr. Fairchild responded that 218 students participated in dual enrollment in fall 2022.

Ms. Larson asked if the 218 was total or only WJCC students.

Mr. Fairchild stated 218 was students from Jamestown, Lafayette, and Warhill High Schools. He provided additional statistics on dual enrollment. Mr. Fairchild noted VPCC's concerted effort to work with school agencies regarding dual enrollment, adding challenges existed in matching programs to school systems and credentials for high school faculty regarding the college courses.

Ms. Larson thanked Mr. Fairchild. She cited personal experience with her youngest daughter in the dual enrollment program. Ms. Larson expressed her support of dual enrollment. She extended her appreciation to Mr. Estes and Mr. Fairchild.

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

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

1. Authorization to Continue Leasing Flock Safety LPR Cameras

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

2. Grant Award - \$7,974 - Circuit Court Records Preservation 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

3. Grant Award - \$15,000 - Virginia DEQ CBPA Support Grant 2024

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. Grant Award \$9,164 - Virginia Conservation Assistance Program Funding - Brickyard Landing Park

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. 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:

- o February 13, 2024, Regular Meeting
- o February 27, 2024, Business Meeting
- o March 2, 2024, Board of Supervisors Retreat

6. Resolution of Chesapeake Bay Preservation Ordinance Violation at 156 Spencer's 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

**E. BOARD DISCUSSIONS**

1. Forge Road Scenic Roadway Protection

Mr. Jason Purse, Assistant County Administrator, stated the Board had discussed this item several times over the past few months. He noted concern regarding the Community Character Corridor focus and potential regulatory impacts to additional properties which may be unwanted. Mr. Purse stated staff was reviewing the best option for addressing that point and the possibility of an Overlay District along Forge Road. He noted Agenda Packet material identified properties of 40 acres or more along Forge Road. Mr. Purse further noted the properties in a PowerPoint presentation. He asked if the Board could support this configuration and if so then staff could present it to the Policy Committee for additional discussion.

Mr. Hipple indicated he was fine with that point and ready to move forward.

As the Board had no questions or concerns, Ms. Larson thanked Mr. Purse.

2. Government Center Update

Mr. Brad Rinehimer, Assistant County Administrator, addressed the Board reiterating his commitment to provide updates on the Government Center at the Board's Business Meetings. He referenced a recent large staff meeting consisting of County leadership that offered the group an opportunity to provide input on their needs for the facility. Mr. Rinehimer provided additional details on that meeting. He added a list had been compiled for a stakeholder group comprised of citizens and business owners who lived or worked in the County. Mr. Rinehimer noted invitations had been extended to the stakeholder group for additional input. He further noted the timeline for the stakeholder meeting. Mr. Rinehimer stated the bi-weekly meetings with the builder group continued and added a tour of the Law Enforcement Center was slated for the group on March 27. He noted the tour offered the group the opportunity to see firsthand implementation of security and safety features. Mr. Rinehimer stated work continued on the programming phase. He added that the architects were currently meeting with department directors regarding space needs and addressing reduction of the total square footage. Mr. Rinehimer noted scheduling time with the Board for its input also. He further noted tours of the Virginia Beach Municipal Center and the Suffolk Municipal Building were being scheduled toward the end of April and welcomed any Board members who were available to attend. Mr. Rinehimer noted he would provide a definitive date to the Board for the tours.

Ms. Larson stated her appreciation for the large staff meeting and the safety and security

concerns from staff. She noted the many requests and varied ideas from staff for consideration, adding she thought the exercise had gone very well.

3. Appointment - Eastern Virginia Regional Industrial Facilities Authority

A motion to Appoint Ms. Null 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. Larson noted Board discussion on an appointment to the Eastern Virginia Regional Industrial Facilities Authority (EVRIFA).

Mr. Stevens stated Ms. Sue Sadler, former Supervisor, had been appointed to EVRIFA. He noted Mr. Chris Johnson, Director of Economic Development, had discussed the EVRIFA appointment with Ms. Null. Mr. Stevens added this was an elected official position and alternates were available if schedule conflicts arose. Mr. Stevens noted this appointment was therefore being brought to the Board's attention.

Ms. Larson thanked Mr. Stevens. She asked Ms. Null if she would serve on the EVRIFA.

Ms. Null stated she was willing and happy to take the appointment.

Ms. Larson asked if a roll call was necessary.

Mr. Stevens confirmed yes to make the appointment official.

**F. BOARD CONSIDERATION(S)**

None.

**G. BOARD REQUESTS AND DIRECTIVES**

Both Ms. Null and Mr. Hipple noted they had no comments.

Mr. McGlennon noted he had taken a tour of Jamestown High School on March 13. He stated he was joined by Ms. Amy Chen, a newly selected member of the Williamsburg City Council for the WJCC School Board. He provided details of the tour and expressed his appreciation of the opportunity to visit two classrooms and experience the teacher-student interaction. Mr. McGlennon referenced the Joint Meeting with the Williamsburg City Council and the WJCC School Board on March 15 and the budget requests.

Mr. Icenhour thanked Mr. Purse for his assistance with a constituent concern regarding abandoned vehicles in one of the neighborhoods in his district. Mr. Icenhour noted Mr. Purse had the situation quickly resolved. He added a nice thank you had been received and he wanted to be sure to direct the appreciation to Mr. Purse and staff on the matter. Mr. Icenhour stated he recently attended the Greater Williamsburg Chamber of Commerce Board meeting, adding the Chamber met every other month. He noted the meeting was held at the Yorktown Naval Weapons Station Training Center. Mr. Icenhour provided details of the meeting. He noted he was joined by Ms. Larson at a recent monthly breakfast group meeting.

Ms. Null noted she had attended the graduation at the Virginia Peninsula Regional Jail for the five women who had completed their class for getting off drugs. She further noted she was joined by the Honorable Virginia Delegate Amanda Batten and other dignitaries. Ms. Null provided additional details on the program and graduation.

Ms. Larson noted attendance at the Joint Meeting with the Williamsburg City Council and the WJCC School Board. She stated shortly after that meeting, she went to the Williamsburg Community Chapel where the Williamsburg Symphony was presenting a program for local elementary students. Ms. Larson noted the presentation was on Ellis Island and she provided additional details, adding it was an excellent program. She stated later that day she was joined by Mr. McGlennon, Williamsburg City Council Member Mr. Caleb Rogers, and Assistant County Administrator Brad Rinehimer for the local government talk with the Sorensen Institute for Political Leadership's Political Leaders Program (PLP) class for this year. She extended her thanks to Mr. McGlennon and Mr. Rinehimer. Ms. Larson noted her participation on a panel at the Williamsburg Landing and extended her thanks to the group. She stated she and Ms. Sarah Ortego, Chair of the WJCC School Board, participated in a webinar with the Virginia Association of Counties (VACo) about School Board and Board of Supervisor relations. Ms. Larson noted Ms. Null was in the VACo class for the Virginia Certified County Supervisors' Program certification. Ms. Larson further noted meeting with the owner of Muddy Marley's Dog Wash, Ms. Rebecca Mulvain, a Director on the County's Economic Development Authority. Ms. Larson provided information on an upcoming dog event coordinated by Ms. Mulvain. She noted she would provide additional details at a later date. Ms. Larson stated she and Mr. Stevens attended the Hampton Roads Transportation Planning Organization (HRTPO) and Hampton Roads Planning District Commission (HRPDC) meetings in Chesapeake on March 21. She noted a recap of the meetings should be available to Board members and to notify her if members were not receiving the recaps.

Mr. Hipple noted he had received notice of Ms. Larson's good comments made during the meetings.

Ms. Larson thanked Mr. Hipple.

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

Mr. Stevens noted the 46th Annual County-wide Spring Cleanup will take place on Saturday, April 27. He further noted the Clean County Commission would provide equipment, location, and other details for volunteers. Mr. Stevens stated groups and individuals were welcome and more information was available by calling 757-259-5375. He noted the Real Estate Assessments Division had been fielding numerous calls related to the real estate assessments that had been sent in late February. Mr. Stevens asked for patience as staff returned calls. He added the assessment process was driven by State Code and if citizens felt their assessment value was wrong to contact the Real Estate Assessments Office at 757-253-6650. Mr. Stevens noted the staff deadline regarding assessments was the end of March while the Board of Equalization appeal deadline was April 29, adding there was still time for citizens to appeal their assessments if they felt they were in error. He further noted the Fiscal Year 2025-2026 Proposed Budget would be released March 29. Mr. Stevens encouraged residents to learn more about the budget, adding Board members would be hosting a public meeting in their respective districts regarding the proposed budget. He noted residents were welcome to attend any meeting regardless of the district. Mr. Stevens stated the schedule for the Community Budget Meetings included the following dates: Berkeley District, April 3 at Legacy Hall at 6 p.m., Jamestown District, April 4 at the James City County (JCC) Recreation Center at 6 p.m., Stonehouse District, April 8 at Toano Middle School at 6 p.m., Powhatan District, April 10 at Lois S. Hornsby Middle School at 6 p.m., and Roberts District, April 11 at the JCC Government Center, Building F at 4 p.m. Mr. Stevens noted the Public Hearing for the Proposed Budget would be held at the Board's April 9, 2024, Regular Meeting sometime after the 5 p.m. start of the meeting. He stated he and Ms. Sharon McCarthy, Director of Financial and Management Services, would participate in a budget podcast that would appear prior to April 5. Mr. Stevens noted the primary need for increased revenue was for staff, both County and WJCC School staff. He further noted the pay was not competitive in many areas and addressed those points. Mr. Stevens stated May 14 was slated for the Board to adopt the budget.

Ms. Larson referenced the 3% rate increase for WJCC School staff, but the WJCC School Board requested a 4.5% rate increase.

Mr. Stevens confirmed yes.

Ms. Larson asked if the Proposed Budget reflected the 4.5% rate increase.

Mr. Stevens confirmed yes. He stated if the School Division went with a 1% rate increase, particularly if above the state amount, then the difference was on the localities and would be a significant amount for the County and the City of Williamsburg. Mr. Stevens noted the cost of salaries and benefits and its impact on the budget.

Ms. Larson thanked Mr. Stevens. She noted the dog event was chesapeakedockdogs.org and sponsorships were available. Ms. Larson also extended thanks to the General Services Department with its assistance when a motorist hit a sign across from Jamestown High School. She noted no one claimed ownership on the sign, but General Services and Mr. Kinsman were very helpful on that point. Ms. Larson added a search for the party to assist with payment was underway.

## **I. CLOSED SESSION**

A motion to Enter a Closed Session 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

At approximately 1:52 p.m., the Board of Supervisors entered a Closed Session.

At approximately 2:23 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. Consultation with the County Attorney regarding specific legal matters requiring the provision of legal advice by the County Attorney; in particular, ownership and road maintenance status of the road known as Route 1101, Shellbank Drive, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia
2. Certification of Closed Session

Ms. Larson asked if there were any other matters before the Board to address.

Mr. McGlennon referenced Board Requests and Directives. He noted over the past few years a constituent with a stormwater concern had contacted him. Mr. McGlennon further noted some concern between staff and the constituent over responsibility and stormwater erosion damage on the constituent's property. Mr. McGlennon stated the constituent was told by staff that no current funding for the erosion was earmarked, but that he would be put on a list for potential projects. He noted the constituent asked was there a list, where was he on the list, and was there any likelihood he would move on the list. Mr. McGlennon further noted despite several requests he had not received any answers. He questioned if any type of funding to address such issues was available and if not, should it be in the future. Mr. McGlennon also questioned

responsibility and a sense of direction on those points.

Ms. Larson noted that point was valid for both individuals as well as neighborhoods and ensuing development. She further noted grant funding but questioned if Mr. McGlennon's request could be addressed.

Mr. Stevens stated he had heard about a list but added with regard to stormwater the point to address the issue(s) needed to be determined. He referenced the Virginia Department of Transportation's (VDOT) criteria regarding drainage ditches.

Mr. Icenhour noted an earlier conversation with Mr. Stevens about the Meadows II neighborhood in his district. He stated the neighborhood had a homeowners association (HOA) that was responsible for a Best Management Practice (BMP) with a cost of approximately \$100,000 in upcoming maintenance. Mr. Icenhour noted the neighborhood was comprised of approximately 135 homes. He added about half of the drainage area from the BMP came from non-HOA homes or VDOT right-of-way. Mr. Icenhour noted the inequity of some homeowners paying while others did not have to address the issue. He further noted direction on these types of situations.

Mr. Stevens noted discussion on general stormwater issues and existing concerns with the Board at a future meeting. He further noted then a direction could be established.

Mr. McGlennon agreed. He noted the possibility of adding the stormwater issues on the Legislative Agenda with reference to VDOT. Mr. McGlennon stated the stormwater issues also had potential consequences to the Chesapeake Bay and other areas.

Ms. Larson thanked Mr. McGlennon.

Mr. Icenhour referenced the previous discussion on the Utility-Scale Solar Facility applications and the incorporation of a policy rather than an Ordinance. He noted he was in favor of Mr. Kinsman's suggestion to use a policy. Mr. Icenhour stated he had drafted policy revisions that he had shared with Mr. Stevens and Mr. Kinsman. He added he would give Mr. Paul Holt, Director of Community Development, a copy and email copies to his fellow Board members. Mr. Icenhour asked each member to review it and include additional revisions. He stated a policy would allow staff to address the applications without presenting them to the Board.

Ms. Larson asked if staff feedback would be noted.

Inaudible response.

Ms. Larson asked if the Community meetings would remain open for each meeting or what procedure would be used.

Inaudible response.

Mr. Stevens noted some concern regarding the recent court ruling. He further noted the meeting was not being held for a roll call. He added Ms. Larson and the respective District representative would be present but he and staff would facilitate the majority of speaking at the meetings. Mr. Stevens stated the Board members would not be taking any action at these meetings, but the meetings were advertised per the interpretation of the current law where if three Board members were in attendance with or without action taken then advertisement was required.

Ms. Larson questioned adjournment and if the meetings should be called and other procedural questions.



Mr. Kinsman's response was inaudible.

Ms. Larson noted the current meeting would be adjourned with a call for the April 3, 2024, Community Meeting, if three or more Board members were present. She further noted that procedure would be done for each Community Meeting.

Mr. Kinsman's response was inaudible.

Mr. Hipple questioned the process.

Mr. Kinsman's response was inaudible.

**J. ADJOURNMENT**

1. Adjourn until 6 pm on April 3, 2024 for the Berkeley District Community Meeting

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

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

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

At approximately 2:33 p.m., Ms. Larson adjourned the Board of Supervisors.

*Teresa J. Saeed*

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Deputy Clerk