

**MINUTES**  
**JAMES CITY COUNTY POLICY COMMITTEE**  
**REGULAR MEETING**  
**Building A Large Conference Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 15, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

Mr. Jack Haldeman called the meeting to order at approximately 4:00 p.m.

**B. ROLL CALL**

Present:

Jack Haldeman, Chair  
Danny Schmidt  
Rich Krapf

Absent:

Heath Richardson

Staff:

Tammy Rosario, Principal Planner  
Savannah Pietrowski, Senior Planner  
Tom Leininger, Community Development Assistant  
Sharon Day, Assistant Director Financial and Management Services (FMS)  
Jeffrey Wiggins, Budget and Accounting Analyst, FMS

**C. MINUTES**

1. January 11, 2018 Meeting Minutes

Mr. Danny Schmidt made a motion to Approve the January 11, 2018, meeting minutes.

The motion passed 3-0.

**D. OLD BUSINESS**

1. FY 2019-2023 Capital Improvements Program (CIP) Review

Mr. Jack Haldeman opened the discussion.

Mr. Jay Everson, 103 Branscome Boulevard, stated that he opposes the classroom expansion applications for \$110 million. He stated that the projections used by the Williamsburg-James City County (WJCC) Schools have been skewed to show more students than the actual enrollment. He stated that Colonial Heritage showed about 12% increase in growth in students. He stated that the projections are based on building permits and the average household size. He stated that the low enrollment projections are projected too low based on the number of homes without children.

Mr. Haldeman stated that there are 12 school applications. He asked if the Policy Committee

members had any questions.

Mr. Danny Schmidt asked if WJCC Schools have a plan if the funding does not get approved for the bus replacements.

Mr. Marcellus Snipes stated that the WJCC Schools are understaffed for bus driver positions, and drivers are required to double their routes. He stated that after the September enrollment, the number of students needing a bus ride to school typically decrease. He stated that the efficiency increases as the school year progresses. He stated that the bus routes are generated by a third party consultant. He stated that when James Blair Middle School was shut down and students were relocated to Hornsby Middle School, five additional buses were needed. He stated that it is difficult to determine where the students are going to come from each year with families moving over the summer and new families moving into the area.

Mr. Schmidt stated that the delays not only impact the students, but also impacts the parents.

Mr. Haldeman asked what the total student enrollment was for 2017-2018 school year.

Mr. Snipes stated that on September 30, the enrollment was 11,670 students.

Mr. Schmidt asked if there will be enough drivers to drive the buses if the project is funded.

Mr. Snipes stated that the WJCC Schools Human Resources Department has reduced the vacancies from 22 to six. He stated that WJCC Schools do not require families to live a certain distance from the school to be eligible to ride the bus. He stated that approximately 73% of elementary students ride the bus and approximately 35% of high schoolers ride the bus.

Mr. Haldeman stated that there have been 178 more students enrolled than projected.

Mr. Snipes stated that another enrollment total is calculated at the end of the school year.

Mr. Rich Krapf asked which projections are used for accessing capacity and capital requirements.

Mr. Snipes stated that the most likely projection is the number used to access future expansions.

Mr. Haldeman asked why the WJCC School Board Capital Improvements Program (CIP) is different than the CIP applications submitted to the Policy Committee.

Ms. Sharon Day stated that the replacement items were submitted as maintenance requests and not as new projects.

Ms. Tammy Rosario stated that the Policy Committee focuses on only new projects and not on the maintenance requests.

Mr. Haldeman stated that the Jamestown High School cafeteria would begin in 2020 and construction in 2021, Warhill High School Expansion begins in 2021 and construction in 2022 and Lafayette High School Expansion begins in 2022 and construction in 2023.

Mr. Snipes stated that the first year is used for design, which is typically 10% of the construction cost.

Mr. Haldeman asked if the enrollment totals lower, would the expansions be delayed until

enrollment increases.

Mr. Snipes stated that the School Board would delay the projects until the enrollment totals increase.

Mr. Krapf asked if the entrance redesigns include identification card entry, electronic locks and barriers.

Mr. Snipes stated that after Sandy Hook Elementary School shooting, members of the administration met to increase the safety of the school entries. He stated that the new entrances would prevent visitors from bypassing the office. He stated that the older schools need to be redesigned.

Mr. Schmidt asked what was included in the changes for Laurel Lane Elementary School.

Mr. Snipes stated that the entrance of the building is located on the side of the building and visitors are able to bypass the office of the building.

Mr. Schmidt stated that the Policy Committee has an opportunity to make the schools safer with the school entrance redesigns. He stated that he would rank these projects higher because of the health and public safety aspect.

Mr. Krapf stated that the entrance redesigns are ranked lower by the School Board compared to the other school projects. He asked what schools are doing to keep the entrance redesigns that are ranked lower safe in the meantime.

Mr. Snipes stated that because of the procedures in place by the school administration and card access entries, the entries are relatively safe. He stated that some schools have security standing at the front of the school. He stated that all schools have cameras at the front doors. He stated that because of the processes already in place, the ranking of the entrance redesigns are lower.

Mr. Haldeman asked if the entrance redesigns can be completed all at once.

Mr. Snipes stated that there are companies that do multiple projects and some companies are not capable of handling multiple projects.

Mr. Schmidt stated that he would rank the redesigns higher to increase safety.

Mr. Snipes stated that there are many safety measures taken to protect the students in an event of an emergency.

Mr. Snipes stated that there is a replacement plan in place for the buses as they age. He stated that in 2026, there are 24 buses due to be replaced. He stated that all of the buses would not be able to be replaced at the same time. He stated that the replacement plan is to replace 10 buses every year.

Mr. Krapf asked if the WJCC Schools are taking into account the possibility of the over-capacity of the high schools only lasting for a short period of time when applying for a school expansion.

Mr. Snipes stated that every year there is a middle school trailer analysis done to show the enrollment going into the high school. He stated that there is a ten-year strategic plan.

Mr. Krapf asked if the schools are looking into the future as to what the enrollment trend will

do or if there is just a random spike in population to create a higher enrollment.

Mr. Snipes stated that the enrollments are projected to increase and stay high. He stated that cafeterias are already beginning to be over-populated. He stated that the state provides a guideline to the amount of square feet of cafeteria space per number of students. He stated that there is work being done to create a long-range facility plan.

Ms. Savannah Pietrowski asked what the process was for the School Board to approve the CIP applications.

Mr. Snipes stated that local contractors provide the school administration with an estimate on the items needed to be done. He stated that the school CIP committee goes through each application to decide which applications will be recommended to the School Board. He stated that the School Board meets with the superintendent to prioritize the list of applications. He stated that the applications are approved by the School Board in December before being presented to the Policy Committee. He stated that the entire process takes approximately a year.

Ms. Pietrowski asked if the Policy Committee is comfortable with the enrollment estimates.

Mr. Haldeman confirmed. He stated that the actual enrollment is higher than the projected enrollment.

Mr. Krapf thanked Mr. Snipes for coming in and answering the questions.

Mr. Haldeman asked the Policy Committee if there were any other concerns or questions with the CIP items.

Mr. Krapf stated that he has emailed the questions to the Policy Committee and staff. He stated that he will not be present at the next Policy meeting.

Ms. Rosario asked if the Policy Committee wanted to address the weighting of the applications.

Mr. Haldeman stated that he is comfortable with leaving them as they are.

Mr. Krapf stated that the weighting factors are a guideline when making the rankings. He stated that the health and safety issue could be as simple as buying two more fire trucks. He stated that the special consideration criteria helps bring the bigger issues to the top.

Mr. Haldeman stated that he would rank Columbia Drive higher because of the lower cost of the project and the potential for it to raise the property values around the area.

Mr. Krapf stated that he makes his adjustments to his rankings after meeting with other committee members and the departments.

Mr. Schmidt stated that he is going to rank the bus replacements higher because of the need and the extra routes that the current buses are being forced to take.

Mr. Haldeman asked if there were additional questions.

There were no more questions.

## **E. NEW BUSINESS**

There was no new business.

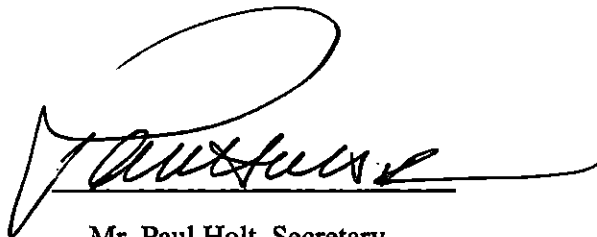
**F. ADJOURNMENT**

Mr. Krapf made a motion to Adjourn. The motion passed 3-0.

Mr. Haldeman adjourned the meeting at approximately 4:50 p.m.

A handwritten signature in cursive script, appearing to read "Jack Haldeman", written over a horizontal line.

Mr Jack Haldeman, Chair

A handwritten signature in cursive script, appearing to read "Paul Holt", written over a horizontal line.

Mr. Paul Holt, Secretary