

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 14, 2019
4:00 PM

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
Rich Krapf
Julia Leverenz
Tim O'Connor

Staff:

Tammy Rosario, Principal Planner
Jose Ribeiro, Senior Planner
Tori Haynes, Planner
Terry Costello, Deputy Zoning Administrator
John Risinger, Community Development Assistant
Sue Mellen, Director of Financial and Management Services
Sharon Day, Assistant Director of Financial and Management Services
Jeffrey Wiggins, Budget and Accounting Analyst

C. MINUTES

1. January 10, 2019 Meeting Minutes

Mr. Rich Krapf made a motion to approve the January 10, 2018, meeting minutes.

The motion passed 4-0.

D. OLD BUSINESS

There was no old business.

E. NEW BUSINESS

Mr. Haldeman opened the meeting for public comment.

Mr. Jay Everson, 103 Branscome Boulevard, stated that he has concerns with the Future Think methodology for school enrollment projections. He stated that high school enrollment is projected to stay within the current capacity for the next 10 years. He stated that moving the Bright Beginnings program to it's own facilities could free up needed space within the elementary schools.

1. FY 2020-2024 Capital Improvements Program Review

Ms. Tammy Rosario stated that the Code of Virginia provides for the Planning Commission to provide recommendations to the Board of Supervisors for capital improvement projects. She stated that the Policy Committee may review the applications based on it's consistency with

the adopted Comprehensive Plan.

Mr. Jose Ribeiro stated that 20 applications were received for the Fiscal Year 2020-2024 Capital Improvements Program. He stated that County departments submitted 16 applications and Williamsburg-James City County Public Schools (WJCC) submitted four applications. He stated that staff could help address questions and coordinate with the County departments and WJCC to arrange for representatives to be present at the coming meetings. He stated that the Policy Committee's final rankings will be presented to the Planning Commission on March 18, 2019 and then to the Board of Supervisors at a later date.

Mr. Haldeman asked how the two revenue sections for the Ambler House application were determined. He asked if the total revenue in 2024 would be \$925,000.

Mr. Jeffrey Wiggins stated that the second entry in the revenue section should not be on the application. He stated that an older version of the proposal had additional methods of revenue.

Mr. Haldeman asked if the total revenue in 2024 would be \$125,000.

Mr. Wiggins confirmed.

Mr. Haldeman stated the Columbia Drive, Lower County Park and replacement of the bulkheads in the James City County Marina Phase I application were high priorities in his rankings.

Mr. Krapf stated that he had questions regarding how the design fees were estimated for the Fire Station 6 application and the new elementary school application. He stated that the Stormwater Capital Improvements Program and Transportation Match applications were the highest priorities in his rankings. He stated the Columbia Drive, Fire Station 6 and the Grove Convenience Center were also high priorities in his rankings. He stated that potential grant funding should not be listed as a special consideration in the application if there is no guarantee of receiving the funding.

Ms. Julia Leverenz agreed. She stated that applications for the Grove area could provide better service for the residents of that area. She stated that those applications were high priorities in her rankings. She stated that the Stormwater Capital Improvements Program and the Transportation Match applications were the highest in her rankings. She stated that the Fire Station 6, James City County Marina Phase I, and Columbia Drive were also high on her list. She asked if the data and estimates submitted with the WJCC applications are verified by County staff.

Ms. Rosario stated that representatives from WJCC would be able to answer questions regarding their estimates in a future meeting.

Ms. Leverenz asked why the Bright Beginnings program is integrated with the elementary schools. She stated that there may be advantages to creating separate facilities for the program. She stated that the estimated design costs may be impacted when a site is chosen.

Mr. Haldeman stated that the costs listed in the application do not include items such as furniture and buses.

Ms. Leverenz stated that the application does not list future administrative costs.

Mr. Haldeman asked if the estimates in the application include the City of Williamsburg's share.

Mr. Wiggins stated that the estimates listed in the application are the total costs for the project. He stated that the County's share of the project is 90.52%.

Mr. Tim O'Connor stated that he would like to have more information about how WJCC estimated the costs for its projects. He stated that eight elementary schools were constructed in Virginia throughout 2018 with total costs ranging from \$18 to \$40 million. He stated that the estimated costs are above the state averages in 2018.

Mr. Krapf stated that creating a separate facility for the Bright Beginnings program could delay the necessity of building a new elementary school.

Mr. O'Connor asked if a site had been identified for Fire Station 6.

Ms. Sue Mellen stated that they are working on acquiring land.

Mr. Krapf stated that he was interested in the potential training collaborations between the proposed Fire Station 6 and Thomas Nelson Community College.

Mr. Haldeman stated that the Fire Station 6 application helps expand the area of the County that is within the six minute response time coverage.

Ms. Leverenz stated that the online ranking system was working well.

Mr. Krapf agreed.

Mr. O'Connor asked if the elementary school application had been listed in previous plans for WJCC.

Ms. Mellen stated that WJCC used a 10-year Capital Improvements Program plan. She stated that the application had been previously submitted in Fiscal Year 2018. She stated that the new application had been listed as a higher priority.

Ms. Rosario asked Ms. Terry Costello to summarize the questions the Commissioners had for the departments.

Ms. Costello stated the questions for WJCC involved their cost projections, design fees, and the Bright Beginnings. She stated that the question for the Fire Department was in reference to the design fees for Fire Station 6.

Ms. Leverenz stated that another question for WJCC was about construction costs.

Ms. Rosario asked if there was a question about the urgency of building Fire Station 6.

Mr. Haldeman confirmed.

Ms. Leverenz stated that there was a question earlier in the meeting regarding the safety of the bulkheads at the marina.

Ms. Mellen asked if there was a question about revenue projections for the Ambler House application.

Mr. Haldeman stated that his question had been answered.

Ms. Mellen asked if more information was needed in regards to land acquisition for the Lower County Park application.

Mr. Haldeman stated that the question was not a high priority for the purpose of CIP rankings.

Ms. Leverenz asked to have WJCC address if a site had been chosen for the new elementary school.

Ms. Rosario stated that another question for the Parks and Recreation Department was in regards to the grants listed under the special considerations section of their application.

Ms. Mellen stated that the Commissioners could ask for specific grants to be listed for that section of the application.

Ms. Leverenz stated that grant must have been already awarded to be a special consideration.

Ms. Sharon Day stated that the special considerations section of the application could have additional instructions for applicants in the next fiscal year.

Mr. Ribeiro asked Ms. Costello to list the updated questions.

Ms. Costello stated that questions for WJCC included cost projections, design fees, Bright Beginnings program, construction fees and if a site had been chosen for the new elementary school. She stated that questions for the Fire Department regarded design fees for Fire Station 6 and if it was an urgent need to improve response times. She stated that questions for the Parks and Recreation Department included the safety of the bulkheads at the marina and if any grant funds had been obtained for their projects.

Ms. Mellen asked if the questions for WJCC were mostly directed towards the elementary school application.

Ms. Leverenz confirmed.

Ms. Rosario stated that the next meeting would be with representatives from the Fire Department and the Parks and Recreation Department. She stated the following meeting would be with representatives from WJCC.

Mr. Krapf asked when meeting minutes would be available for the meetings with the department representatives.

Mr. John Risinger stated that unapproved minutes could be forwarded to the Commissioners before completing the internal review stages.

Ms. Leverenz asked if this meeting's minute would be available in the following week or if it would only be for the meetings with department representatives.

Ms. Rosario stated that internal review of meeting minutes typically takes longer than a week to complete. She stated that staff would develop a plan to allow the Commissioners to review the unapproved minutes in a timely manner.

Mr. Krapf stated that the minutes for the meetings with the department representatives were the most important. He stated that the minutes would help to understand the discussions that took place at the meeting.

Mr. Ribeiro stated that the next meeting would be on February 21 with the Fire Department and Parks and Recreation Department.

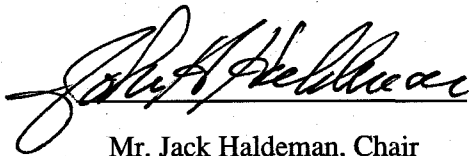
Mr. Haldeman asked if there was any further discussion.

There was none.

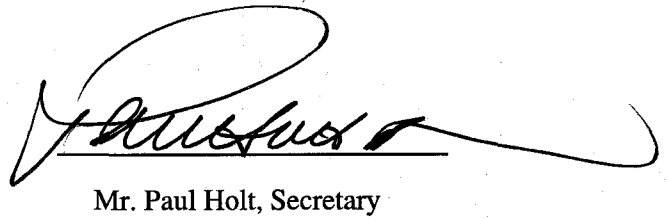
F. ADJOURNMENT

Ms. Leverenz made a motion to adjourn. The motion passed 4-0.

Mr. Haldeman adjourned the meeting at approximately 4:45 p.m.



Mr. Jack Haldeman, Chair



Mr. Paul Holt, Secretary