

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 27, 2020
4:00 PM

A. CALL TO ORDER

Ms. Julia Leverenz called the meeting to order at approximately 4:00 p.m.

B. ROLL CALL

Present:

Julia Leverenz, Chair
Jack Haldeman

Absent:

Rich Krapf
Tim O'Connor

Staff:

Tammy Rosario, Principal Planner
Terry Costello, Deputy Zoning Administrator
Tori Haynes, Planner
John Risinger, Community Development Assistant
Sharon Day, Director of Financial and Management Services
Cheryl Cochet, Assistant Director of Financial and Management Services
Jeff Wiggins, Senior Budget and Accounting Analyst
Margo Zechman, Senior Budget and Accounting Analyst
Grace Boone, Director of General Services
Shawn Gordon, Capital Project Management Chief Engineer
Rick Koehl, Capital Projects Coordinator

C. MINUTES

There were no minutes.

D. OLD BUSINESS

1. FY 2021-2025 Capital Improvements Program Review

Ms. Tori Haynes stated that staff members from the Department of General Services and the Williamsburg-James City County Public Schools (WJCC Schools) were present at the meeting to answer questions related to Capital Improvement Program (CIP) requests. She stated that the March 5, 2020, meeting of the Policy Committee could be used to finalize the Committee's ranking of CIP requests.

Ms. Leverenz invited staff from the Department of General Services to discuss their CIP requests.

Ms. Grace Boone stated that the Committee had submitted a question about revenue that would be generated from the Grove Convenience Center. She stated that revenue from the Toano Convenience Center was about \$68,400. She stated that the County is working on acquiring property for the Grove Convenience Center. She stated that the Board of

Supervisors (BOS) has supported establishing the Grove Convenience Center. She stated that all of the County's convenience centers allow credit card payments.

Ms. Leverenz asked if the credit card readers were used more often than coupons.

Ms. Boone stated that the credit card payments were very popular with citizens. She stated that she could forward statistics to the Committee. She stated that the cost of the credit card reader was included within the furniture and equipment costs.

Ms. Leverenz asked if the furniture and equipment cost included the necessary utilities such as electrical connections.

Ms. Boone stated that the furniture and equipment costs included internet infrastructure but not electrical connections.

Mr. Shawn Gordon stated that the cost of furniture and equipment included items for the pollution prevention plan.

Ms. Leverenz asked if there were any other questions related to the Grove Convenience Center.

There were none.

Mr. Rick Koehl stated that the Department of General Services received questions related to the CIP request to construct termini on Jolly Pond Road near the dam. He stated that the County has gained access rights near Jolly Pond Dam. He stated that County staff would meet with engineers to determine how to construct the termini. He stated that the proposed design would be reviewed by the Virginia Department of Transportation (VDOT) and the property owners.

Ms. Leverenz asked if General Services knew how many vehicles were driven the entire way to Jolly Pond Dam where Jolly Pond Road was abandoned.

Mr. Koehl stated that there were about 240 vehicles passing the dam every day before that section of the road was abandoned. He stated that signage was posted along Jolly Pond Road to inform drivers that Jolly Pond Road had dead ends near the dam.

Ms. Boone stated that the signs were posted in sports to give drivers enough time to find a safe place to turn around.

Ms. Leverenz asked if General Services had noticed any signs of vehicles trying to turn around at the ends of Jolly Pond Road near the dam.

Mr. Koehl stated that there were no visible signs of vehicles turning around. He stated that one side of the dam had a small gravel turn around area. He stated that the other side of the dam had the road blocked near a driveway for vehicles to turn around. He stated that the property owner had agreed to allow vehicles to turn around in their driveway while a more permanent solution was developed. He stated that discussions with VDOT and the property owner led to the proposed location of the terminus on the southern end of the dam being moved to a steeper area which resulted in an increase in project costs. He stated that the property owner had concerns about unauthorized access to the dam.

Mr. Jack Haldeman asked if the southern terminus would be close to the dam.

Mr. Koehl stated that the terminus would be a distance away from the dam. He stated that a

portion of the road leading to the dam would remain so that construction vehicles could access the dam for repairs. He stated that a gate would be installed where the remaining road connects to the terminus.

Ms. Leverenz asked if there would be gates on both sides of the dam.

Mr. Koehl confirmed. He stated that the construction costs would be finalized after the engineers determined the amount and method of grading that was necessary for the terminus.

Ms. Leverenz asked if there were any other questions.

There were none.

Ms. Leverenz invited staff from WJCC Schools to discuss their CIP requests.

Mr. Marcellus Snipes, Senior Director for Operations, WJCC Schools, stated that staff from WJCC Schools provided answers to the Committee's questions by email. He asked if the Committee had any additional questions.

Mr. Haldeman asked if the recent Stonehouse rezoning was accounted for in the enrollment projections. He stated that the Stonehouse subdivision would have 1,100 fewer single-family homes because of the rezoning.

Ms. Rene Ewing, Chief Financial Officer, WJCC Schools, stated that the Future Think projections consider the number of issued building permits and not planned developments.

Mr. Haldeman stated that WJCC Schools had stated that there were 395 students in 31 classrooms for the Bright Beginnings program. He stated that there was an average class size of 13 students.

Mr. Snipes stated that Bright Beginnings included students with special needs. He stated that class sizes had to be smaller when they included special needs students.

Mr. Haldeman asked why WJCC Schools submitted a request for a new elementary school instead of expanding existing elementary schools.

Mr. Snipes stated that elementary schools have a recommended optimal size of about 700 students.

Mr. Haldeman stated that two elementary schools had enrollment capacities that were less than 700 students. He asked if those schools could be expanded.

Mr. Snipes stated that an architect reviewed the school sites to determine where classroom space could be added. He stated that the elementary schools with less than 700 students did not have enough space for additions.

Mr. Haldeman asked why the CIP request for Lafayette High School was described as a renovation instead of an expansion.

Mr. Snipes stated that the proposal for Lafayette High School was to repurpose space from a former auto shop and a kiln to add about eight classrooms. He stated that no new space would be added. He stated that multiple presentations at School Board meetings had discussed the various factors for expanding the high schools and building a new elementary school. He stated that the presentations from the School Board meetings were available on the WJCC Schools website.

Ms. Ewing stated that the current Future Think enrollment projections were available on the WJCC Schools website.

Mr. Haldeman asked if there was a demand for additional classrooms for the Bright Beginnings program.

Mr. Snipes stated that there is a waiting list of 100 to 200 students each year for Bright Beginnings.

Mr. Haldeman asked how long the Bright Beginnings program has been operating.

Mr. Snipes stated that the program started as the Needs Center at Norge Elementary School in the 1976.

Ms. Leverenz asked how many elementary schools have classrooms for Bright Beginnings.

Mr. Snipes stated that five elementary schools had Bright Beginnings classrooms in the current school year.

Ms. Leverenz asked if the new elementary school would include classrooms for Bright Beginnings.

Mr. Snipes stated that it depends on where there is a demand for classrooms. He stated that the design of classrooms for Bright Beginnings was mostly the same as elementary school classrooms.

Ms. Leverenz stated that the WJCC School Board had determined that there were compelling reasons to not consolidate the Bright Beginnings program at one location.

Mr. Snipes stated that having a separate facility would increase the length of bus routes. He stated that building a separate facility would result in administrative costs for staff and a cafeteria.

Ms. Leverenz asked if there were any other questions.

There were none.

Ms. Leverenz stated that the Committee could finalize its ranking at the March 5, 2020, meeting.

Ms. Tammy Rosario stated that the Committee members could forward their individual rankings to staff in advance of the March 5, 2020, meeting.

Ms. Tori Haynes stated that after the March 5, 2020 Policy Committee Meeting, the finalized CIP ranking would be included in the packet for the March 16, 2020, Planning Commission Organizational Meeting.

Ms. Leverenz asked if there were any other questions.

There were none.

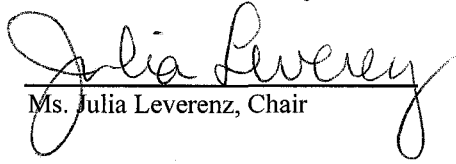
E. NEW BUSINESS

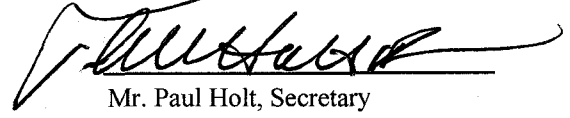
There was no new business.

F. ADJOURNMENT

Mr. Haldeman made a motion to Adjourn. The motion passed 2-0.

Ms. Leverenz adjourned the meeting at approximately 4:30 p.m.


Ms. Julia Leverenz, Chair


Mr. Paul Holt, Secretary