

**AG E N D A**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**ORGANIZATIONAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 3, 2017**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ORGANIZATIONAL MEETING**

1. Nominations for Chairman and Vice-Chairman with Elections to Follow
2. Establishment of Meeting Dates, Places, and Times
3. Organizational Meeting of the Board of Supervisors
4. Commission/Committee Appointments
5. Seating Assignments
6. Tentative Work Session Agenda

**D. BOARD CONSIDERATION(S)**

**E. CLOSED SESSION**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT**

1. Adjourn until 6:30 pm on January 10, 2017

**ITEM SUMMARY**

DATE: 1/3/2017  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Nominations for Chairman and Vice-Chairman with Elections to Follow

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The Board shall elect a Chairman and Vice-Chairman for 2017.

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/20/2016 - 9:53 AM

**ITEM SUMMARY**

DATE: 1/3/2017  
TO: The Board of Supervisors  
FROM: Jason Purse, Assistant County Administrator  
SUBJECT: Establishment of Meeting Dates, Places, and Times

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**ATTACHMENTS:**

	Description	Type
▣	Board Calendar for 2017	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 10:47 AM



# 2017 Board of Supervisors' Calendar

KEY
Months with change ▽
BOS Meeting ■
Dates of Interest □
More Information
•2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday meeting 6:30 p.m.
•4 <sup>th</sup> Tuesday Work Session 4 p.m.
•January 3 BOS Organizational Meeting 4 p.m.
Location
101-F Mounts Bay Road Williamsburg, Virginia 23185
Mailing Address
P.O. Box 8784 Williamsburg, Virginia 23187-8784
www.jamescitycountyva.gov/BOS

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

New Year's Day-1  
BOS Org Mtg-3  
BOS Meetings-10, 24  
Martin Luther King, Jr. Day-16  
Pre-Budget Work Sess-24/???  
VML Day-25

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

BOS Meetings-14, 28  
VACo County Gov. Day-2  
Presidents Day - 20

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

BOS Meetings-14, 28

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

BOS Meetings-11, 25  
Budget Work Sessions-18, 20 4 p.m.

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

BOS Meetings-9, 23  
Memorial Day-29

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

BOS Meetings-13, 27

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

BOS Meetings-11, 25  
Independence Day-4

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BOS Meeting-8

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

BOS Meetings-12, 26  
Labor Day-4

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOS Meetings-10, 24  
VML-1,2,3

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BOS Meetings-14, 28  
VACo-12,13,14  
Veteran's Day-10  
Thanksgiving-23, 24

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BOS Meeting-12  
Christmas- 25, 26  
New Year's Day Holiday-Jan 1  
BOS Organizational Meeting-1/2/18 4 p.m.

**ITEM SUMMARY**

DATE: 1/3/2017  
TO: Board of Supervisors  
FROM: Adam R. Kinsman, County Attorney  
SUBJECT: Organizational Meeting of the Board of Supervisors

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/21/2016 - 9:55 AM
Publication Management	Burcham, Nan	Approved	12/21/2016 - 9:57 AM
Legal Review	Kinsman, Adam	Approved	12/21/2016 - 11:22 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2016 - 12:11 PM
Board Secretary	Purse, Jason	Approved	12/28/2016 - 8:14 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 9:04 AM

## MEMORANDUM

DATE: January 3, 2017  
TO: The Board of Supervisors  
FROM: Adam R. Kinsman, County Attorney  
SUBJECT: Organizational Meeting of the Board of Supervisors

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Section 15.2-1416 of the *Code of Virginia*, 1950, as amended, requires the Board of Supervisors to organize at its first meeting in January.

The meeting should proceed generally as follows:

1. Seek nominations for Chairman and Vice Chairman and then hold elections for such offices.
2. Establishment of meeting dates, place and times (this is accomplished by adopting the attached resolution).
3. Commission/Committee appointments, may be done in closed session if necessary.
4. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et seq., in particular, the "Procedure in Small Boards" as follows:
  - Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - Motions need not be seconded.
  - There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - Informal discussion of a subject is permitted while no motion is pending.
  - The Chairman can speak in discussion without rising or leaving the chair and can make motions and votes on all questions.

In addition, the Board for the last several years has chosen to follow the following:

- Motions to rescind shall not be in order after the Board has made a decision on land use matters involving rezonings or special use permits. A motion to reconsider such matters must be made at the same meeting the original decision is made by the Board.
- Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued 48 hours to the same time and place.

I believe these rules have worked effectively for these Boards and recommend its continuation.

I have attached the appropriate resolution for your consideration.

ARK/nb  
BOSOrgMtg2017-mem

Attachment

## RESOLUTION

### ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by State law to organize at the first meeting in January.


NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the following rules shall apply for the year 2017:

1. Regular meetings of the Board shall be held as shown on the attached 2017 calendar, in the Board Room of the James City County Government Center. The meeting time shall be [REDACTED] p.m.

Work session meetings of the Board shall be held at [REDACTED] p.m., Tuesday before the second regular meeting each month in the Board Room of the James City County Government Center.

2. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
  - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - b. Motions need not be seconded.
  - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - d. Informal discussion of a subject is permitted while no motion is pending.
  - e. The Chairman can speak in discussion without rising or leaving the chair and can make motions and votes on all questions.
3. In addition, the Board agrees to the following:
  - a. A motion to rescind shall not be in order in a land use decision involving a rezoning or a special use permit. A motion to reconsider such a decision must be made at the same meeting the original decision is made by the Board.
  - b. Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued 48 hours to the same time and place.

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Chairman, Board of Supervisors

ATTEST:

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Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	___	___	___
LARSON	___	___	___
ONIZUK	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 3rd day of January, 2017.

BOSOrgMtg2017-res



**ITEM SUMMARY**

DATE: 1/3/2017  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: Commission/Committee Appointments

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Descriptions of Commission/Committee	Exhibit
☐	Citizen Term Expirations 2017	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/20/2016 - 10:27 AM
Board Secretary	Purse, Jason	Approved	12/28/2016 - 8:10 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 9:04 AM
Publication Management	Babbitt, Katterina	Approved	12/28/2016 - 9:23 AM
Legal Review	Kinsman, Adam	Approved	12/28/2016 - 1:28 PM
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 1:53 PM
Board Secretary	Purse, Jason	Approved	12/28/2016 - 1:57 PM
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 2:24 PM

**MEMORANDUM**

DATE: January 3, 2017  
 TO: The Board of Supervisors  
 FROM: Bryan J. Hill, County Administrator  
 SUBJECT: List of Supervisor Seats for Boards and Commissions for 2017

Below is a listing of requested Board/Commission/Committee appointments for Board Members for 2017.

Staff recommends that appointments be made for the coming year.

<b>Board/Commission Committee</b>	<b>Board Member 2016</b>	<b>Board Member 2017</b>
<i>Community Action Agency Board of Directors</i>	Vacancy, Cathy Richardson, John R. Smith – expire 9/25/2017  Lt. Jeff Hicklin and Diane Finney (staff) – expire 9/25/2017	
<i>Hampton Roads Military and Federal Facilities Alliance (HRMFFA)</i>	Sue Sadler	
<i>Hampton Roads Planning District Commission (HRPDC)</i>	Michael Hipple	
<i>Hampton Roads Transportation Planning Organization (HRTPO)</i>	Michael Hipple	
<i>Hampton Roads Transportation Accountability Commission (HRTAC)</i>	Michael Hipple	
<i>School Liaison</i>	Sue Sadler  Ruth Larson	
<i>Historic Triangle Collaborative</i>	Ruth Larson	
<i>Agricultural and Forestal District (AFD) Advisory Committee</i>	Sue Sadler	

<b>Board/Commission Committee</b>	<b>Board Member 2016</b>	<b>Board Member 2017</b>
<i>Economic Development Authority</i>	Ruth Larson	
<i>Williamsburg Area Destination Marketing Committee</i>	Kevin Onizuk	
<i>Community Services Coalition Board of Directors</i>	Barbara Watson as BOS Representative until 01/01/2017	
<i>Greater Peninsula Workforce Development Consortium</i>	Sue Sadler	
<i>Peninsula Council for Workforce Development</i>	Sue Sadler	
<i>Virginia Peninsula Regional Jail Authority</i>	John McGlennon	
<i>Williamsburg Land Conservancy</i>	Kevin Onizuk	
<i>Greater Williamsburg Area Chamber and Tourism Alliance</i>	Kevin Onizuk	
<i>High Growth Coalition</i>	John McGlennon	
<i>Williamsburg Area Medical Assistance Corp (WAMAC)</i>	John McGlennon	

For your information, staff has also included the 2017 term expirations for citizen appointments to the various County Boards, Commissions, and Committees.

BJH/kb  
BCCsforBOS-mem

## Supervisor Seats for Regional Boards and Commissions – 2017

- **Community Action Agency Board of Directors** – Five members are appointed by the BOS, to represent the BOS, for five-year terms. There are two staff members and three community members. There is a vacancy for one of the community member slots.

The Agency responds to continually changing community needs, while retaining a fundamental commitment to individual empowerment and social justice; and serves individuals, families, neighborhoods, and the larger community in seeking to relieve the causes and to diminish the effects of poverty.

**Reba Bolden, Executive Director** - [rbolden@wjccactionagency.org](mailto:rbolden@wjccactionagency.org); 757-229-9332

Website: [www.wjccactionagency.org](http://www.wjccactionagency.org)

**Meetings:** Next meeting is February 16, 2017, there is not a formally adopted calendar for 2017 as of yet, but the by-laws stipulate bi-monthly meetings. Historically, the meetings have been held at noon on the 3<sup>rd</sup> Thursday of Feb, April, June, August, October and December.

- **Hampton Roads Military and Federal Facilities Alliance (HRMFFA)** - The Hampton Roads Military and Federal Facilities Alliance (HRMFFA) is an initiative of the Hampton Roads Mayors and Chairs Caucus. The Alliance was established to collectively focus area efforts on preserving and growing Federal capabilities within the Hampton Roads region. HRMFFA was incorporated within the Commonwealth of Virginia in March 2006 under the provisions of the Internal Revenue Code of 1986 as a tax exempt, not-for-profit Corporation. The mission of HRMFFA is to attract, retain and grow military and federal facilities across the region for the common good and welfare of the residents of Hampton Roads. Through regional advocacy and influence, the Alliance acts to attract, retain and grow organizations, capabilities and investments owned, operated or funded by the Federal government.

**Craig Quigley, Executive Director** – [cquigley@hrmffa.org](mailto:cquigley@hrmffa.org) Website: [www.hrmffa.org](http://www.hrmffa.org)

**Meetings:** Meets **quarterly** at the regional building in Chesapeake at 10:30 am. The next meeting will be March 16, 2017. The annual meeting is June 15, and then there are meetings scheduled for September 21 and December 21.

- **Hampton Roads Planning District Commission (HRPDC)** - The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. Planning District Commissions are voluntary associations and were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed Charter Agreement. The HRPDC was formed in 1990 by the merger of the Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission.

**Robert Crum, Executive Director** - [rcrum@hrpdcva.gov](mailto:rcrum@hrpdcva.gov) Website: [www.hrpdcva.gov](http://www.hrpdcva.gov)

**Meetings:** 12:30 pm on January 19, February 16, April 20, May 18, July 20, September 21, October 19 (annual meeting), November 16

- **Hampton Roads Transportation Planning Organization (HRTPO)** - The Hampton Roads Transportation Planning Organization (HRTPO) is the body created by the Hampton Roads localities and appropriate state and federal agencies to perform the duties of an MPO under the federal regulations. Voting representation on the HRTPO Board includes elected officials from the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, and York; plus representatives from the Transportation District Commission of Hampton Roads (TDCHR), Williamsburg Area Transit Authority (WATA), and the Virginia Department of Transportation (VDOT). Non-voting board members include representatives from the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the

Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA).

**Robert Crum, Executive Director** – [rcrum@hrtpo.org](mailto:rcrum@hrtpo.org) Website: [www.hrtpo.org](http://www.hrtpo.org)

**Meetings:** 10:30 am on January 19, February 16, April 20, May 18, July 20, September 21, October 19 (annual meeting), November 16

- **Hampton Roads Transportation Accountability Commission (HRTAC)** - On March 8, 2014, the General Assembly adopted **HB1253/SB513**, which provides for the creation of the Hampton Roads Transportation Accountability Commission (HRTAC) in order to manage the Hampton Roads Transportation Fund (HRTF) revenues for the Hampton Roads region. Signed into law on April 3, 2014 by Governor Terry McAuliffe, the HRTAC became effective on July 1, 2014. Comprised of locally elected officials, the commission has the organizational structure and leadership in place to determine how new regional money, approximately \$200 million annually, will be invested in transportation projects. The new funding is part of the **transportation funding package** passed by the General Assembly in 2013. The 23-member commission consists of mayors from local governments, state legislators from the region and area Commonwealth Transportation Board members. Decisions are based on a two-thirds majority vote of elected officials on the commission, representing at least two-thirds of the region's population. (**Chairman must serve as the JCC representative**)

**Kevin Page, Executive Director** - [kpage@hrtac.org](mailto:kpage@hrtac.org) Website: [www.hrtac.org](http://www.hrtac.org)

**Meetings:** Quarterly; 12:30 pm on March 16, June 15 (annual meeting), September 21, December 21

- **School Liaison** – Liaison committee between James City County, the City of Williamsburg, and WJCC School Board...next meeting will be sometime in February.

**Janet Cerza, Clerk to the School Board** - [CerzaJ@wjcc.k12.va.us](mailto:JanetCerza@wjcc.k12.va.us)

- **Historic Triangle Collaborative** - To think regionally and work collaboratively to achieve sustainable economic and quality of life benefits for the Historic Triangle. The Historic Triangle Collaborative is an informal group comprised of eleven Historic Triangle community leaders: an elected official of James City County, the City of Williamsburg and York County, the chief administrative officers of James City County, the City of Williamsburg and York County, and the chief executive officers of the Colonial Williamsburg Foundation, the Jamestown-Yorktown Foundation, the College of William and Mary, the Greater Williamsburg Chamber & Tourism Alliance and Busch Gardens & Water Country USA.

**Susan Dickerson, Administrative Support** – [sdickerson@historictrianglecollaborative.com](mailto:sdickerson@historictrianglecollaborative.com); 253-2999

Website: [www.historictrianglecollaborative.com](http://www.historictrianglecollaborative.com)

**Meetings:** 8 am on January 23, February 27, March 20, April 17, May 15, June 19, August 21, September 18, October 16, November 20, December 18; meeting location rotates

- **Agricultural and Forestal District (AFD) Advisory Committee** - Members are appointed by the BOS to serve an indefinite term. The Committee will review applications for the creation, modification, and renewal of agricultural and forestal districts. **The Committee meets on an as needed basis.**

**Paul Holt, Staff Support** – [paul.holt@jamescitycountyva.gov](mailto:paul.holt@jamescitycountyva.gov)

- **Economic Development Authority** - The Authority's function is to pursue and comply with the goals and objectives set forth in the Comprehensive Plan; to advise the BOS through the County Administrator of any application made by an agent or representative of a prospective facility requesting the Authority to issue bonds; and to advise the governing body of James City County of the potential location of the facility.

**Kate Sipes, Staff Support** – [kate.sipes@jamescitycountyva.gov](mailto:kate.sipes@jamescitycountyva.gov)

**Meetings:** 8 am, 2<sup>nd</sup> Thursday of each month, County Complex, Building D

- **Williamsburg Area Destination Marketing Committee** - Founded in 2004, WADMC was created by the state of Virginia to represent and promote the Historic Triangle area (which includes all of the City of Williamsburg and the Counties of James City and York), as an overnight tourism destination. The Williamsburg Area Destination Marketing Committee consists of representatives of the following organizations and institutions City of Williamsburg, James City County, York County, Williamsburg Hotel & Motel Association, The Colonial Williamsburg Foundation, Busch Gardens/Water Country USA, Jamestown-Yorktown Foundation, Virginia Tourism Corporation, Greater Williamsburg Chamber & Tourism Alliance

**Dave Potter, WADMC Administrator** - [davidpotter4@cox.net](mailto:davidpotter4@cox.net) Website: <http://www.wadmc.com>

**Meetings:** Next meeting is February 13 at 4 pm; meetings held monthly at 4 pm; March 20, April 17, May 15, June 19, July 17, September 18, October 2 (3 pm), November 20, December 11 (3 pm)

- **Community Services Coalition** – With generous financial help from the City of Williamsburg, the Counties of James City and York, Colonial Williamsburg and Anheuser-Busch Companies, and more than 500 businesses, churches, service clubs, organizations and individuals, the Community Services Coalition purchased, renovated and opened the new Historic Triangle Community Services Center in November, 1994. Today, the Center is home to about a dozen agencies which serve individuals, families and groups in all three local communities. They seek to improve the lives of thousands of clients from toddlers to seniors, from stressed families to the handicapped; activities from United Way's fundraising and Head Start training to checkups, mentoring, physical activity, wellness programs, and family counseling.

Since 2014, Ms. Barbara Watson (Assistant Director of Community Services) has served as the BOS Representative to the Coalition. Ms. Watson's term expires on January 1, 2017.

- **Greater Peninsula Workforce Development Consortium/Peninsula Council for Workforce Development** -

The Consortium serves as the grant recipient and administrative entity and fiscally liable party for all Workforce Innovation and Opportunity Act (WIOA) funding allocated to the Greater Peninsula Local Workforce Development Area. In this capacity it is also responsible for appointing nominees to serve on the Greater Peninsula Workforce Development Board, approving budgets for carrying out all WIOA funded program activities and all eligible training providers, conducting, in collaboration with the Greater Peninsula Workforce Development Board comprehensive oversight of all WIOA funded operations, and ensuring that system partnerships are functioning effectively. In this last capacity, the Consortium plays an important role in providing administrative support and technical assistance for WIOA funded services delivered through the local One-Stop service delivery system and contracted Youth Programs. Additionally, the Consortium seeks out other state and federal workforce grants, serves as a liaison with state and federal officials relative to WIOA matters, and keeps local elected officials and members of the Board apprised of any new legislative or regulatory matters that may affect the WIOA Program.

**Carolyn Tarrant, Executive Assistant** – 757-826-3327 ext. 301, [ctarrant@pcfwd.org](mailto:ctarrant@pcfwd.org)

Website: [www. http://pcfwd.org](http://pcfwd.org)

**Meetings:** 8 am on the 4<sup>th</sup> Thursday of each month, Peninsula Council for Workforce Development, 11820 Fountain Way, #301, Newport News, VA

- **Virginia Peninsula Regional Jail Authority** - The Virginia Peninsula Regional Jail (VPRJ) is a facility with a rated housing capacity of 290 and an expanded housing capacity of 612 male and female inmates. Located on a 35-acre site on Rte. 143 in James City County, the jail opened in June of 1997 and serves the counties of York and James City and the cities of Williamsburg and Poquoson. The primary mission of the facility is to provide a safe and secure environment for the detention of persons lawfully admitted to the facility by the four participating jurisdictions. The operational philosophy of the Virginia Peninsula Regional Jail is to perform all duties mandated by the Constitutions of the United States, the Commonwealth of Virginia, all applicable federal and state laws, and the facility policies as set forth by the Regional Jail Authority Board of Directors.

**John R. Kuplinski, Superintendent** - 757-820-3901, [johnrk@vpri.net](mailto:johnrk@vpri.net) Website: [www.vpri.net](http://www.vpri.net)

**Meetings:** 8:30 am, 3<sup>rd</sup> Wednesday of every month at the Regional Jail

- **Williamsburg Land Conservancy** - Founded in 1990 as the Historic Rivers Land Conservancy, the Historic Virginia Land Conservancy was the first private non-profit land trust in Virginia incorporated specifically to use the provisions of the Virginia Conservation Easement Act. In 1996 the organization's name was changed to the Williamsburg Land Conservancy and, in 2015, was renamed the Historic Virginia Land Conservancy to reflect its growing regional presence. Today, the Conservancy operates as a 501 (c) (3) charitable organization, supported by annual membership dues, donations and grants. A Board of Directors, comprised of community leaders from throughout the Historic Triangle and beyond, governs the organization. Working committees, volunteers, and paid staff help to carry out the programs and projects of the Conservancy. **BOS member acts as a liaison between the organization and the Board on an as needed basis.**

**Caren Schumacher, Executive Director** - [caren@williamsburglandconservancy.org](mailto:caren@williamsburglandconservancy.org)

- **Greater Williamsburg Area Chamber and Tourism Alliance** - Representing nearly 800 small, medium and large businesses, non-profit organizations, and educational institutions, the Greater Williamsburg Chamber and Tourism Alliance aims to advance the best interests of the business community. The Alliance advocates on behalf of the business community, provides educational seminars and creates business networking opportunities so new businesses can emerge and existing businesses can grow. As the destination marketing organization (DMO) we promote the region as a premier year-round travel destination.

**Karen Riordan, President & CEO** - [karen@visitwilliamsburg.com](mailto:karen@visitwilliamsburg.com)

Website: <http://www.williamsburgcc.com>

**Meetings:** Executive Committee meetings are held the 2<sup>nd</sup> Wednesday of every month from 8 to 9 am at the Chamber Building, 421 N. Boundary Street, Williamsburg

- **High Growth Coalition** - Elected officials of 25 Virginia high growth communities discuss and identify local issues that arise from rapid growth and to advocate the development and adoption of legislative tools to assist local government in dealing with rapid growth.

**Mr. David L. Bailey, David Bailey Associates** – (804) 643-5554

**Meetings:** Meets periodically at locations to be determined

- **Williamsburg Area Medical Assistance Corp (WAMAC)** – Board of Directors that oversees Olde Towne Medical and Dental Center. Olde Towne Medical & Dental Center (OTMDC) is classified as a rural safety net clinic servicing the tri-county regions of The City of Williamsburg, James City County and York County with a total population of 135,000. At the heart of the Center's mission is the provision of preventative care and early intervention services to a vulnerable and disadvantaged population with services to children and their families a priority. This public-private non-profit 501(c)3 agency has provided cost effective, comprehensive health care (including obstetrical) to the uninsured, Medicaid, and Medicare population since 1993. OTMDC offers a full range of medical and dental services for all ages. Services are provided by OTMDC staff with the invaluable assistance of over 30 volunteer medical and dental specialist volunteers. Additionally, a community network of health care professionals provide their services free or at a discount.

**Dr. William Mann, Executive Medical Director** - [WilliamJ.Mann@jamescitycountyva.gov](mailto:WilliamJ.Mann@jamescitycountyva.gov)

**Meetings:** 4<sup>th</sup> Monday, bi-monthly, from 5-6:30 pm at the Olde Towne Medical Building – next meeting is January 23, then March 20, then May 22 (fiscal year ends in June, new calendar will be adopted for upcoming fiscal year)

## Term Expirations - 2017

Board/Commission/Committee	First Name	Last Name	DateAppointed	DateReappointed	TermExpiration
Board of Equalization	Christopher	Rouzie		2/11/2014	12/31/2016
Board of Equalization	Michael	Simerlein		2/11/2014	12/31/2016
Board of Equalization	Vickie	Nase		2/11/2014	12/31/2016
Board of Equalization	Michael	Grimes		2/11/2014	12/31/2016
Community Services Coalition	Barbara	Watson	5/27/2014		1/1/2017
Planning Commission	Christopher	Basic	8/9/2011	1/8/2013	1/31/2017
Planning Commission	Timothy	O'Connor	8/10/2010	1/8/2013	1/31/2017
Purchase of Development Rights	Dr. Martin	Mathes		2/11/2014	2/12/2017
Chesapeake Bay Board	William	Apperson		2/14/2012	2/14/2017
Wetlands Board	William	Apperson		2/14/2012	2/14/2017
Clean County Commission	Kensett	Teller	3/25/2014		3/31/2017
Social Services Advisory Board	Oscar	Liggin IV	4/9/2013		4/9/2017
Social Services Advisory Board	Christian	Silverio	4/9/2013		4/9/2017
Economic Development Authority	Thomas	Tingle		5/31/2013	5/31/2017
Economic Development Authority	Tim	Harris		5/31/2013	5/31/2017
Stormwater Program Advisory Committee	Nitant	Desai, PE		6/30/2013	6/30/2017
Williamsburg Area Transportation Authority BOD	Paul	Holt	1/5/2016		6/30/2017
Stormwater Program Advisory Committee	Randolph	Taylor	7/9/2013		6/30/2017
Stormwater Program Advisory Committee	Malcolm	Martin		6/30/2013	6/30/2017
Stormwater Program Advisory Committee	Phillip	Doggett		6/30/2013	6/30/2017
Williamsburg Area Arts Commission	Greg	Lilly	6/24/2014		6/30/2017
Williamsburg Area Arts Commission	Robert	Currie	9/13/2016		6/30/2017
Williamsburg Regional Library System	William	Porter, Jr.		6/30/2013	6/30/2017
Historical Commission	Michael	Carter	6/24/2014		6/30/2017
Historical Commission	Chris	Hamilton-Petteys	4/8/2014		6/30/2017
Stormwater Program Advisory Committee	Robert	Winters		6/30/2013	6/30/2017



<b>Board/Commission/Committee</b>	<b>First Name</b>	<b>Last Name</b>	<b>DateAppointed</b>	<b>DateReappointed</b>	<b>TermExpiration</b>
Thomas Nelson Community College Local Board	Scott	VanVoorhees	7/28/2015		6/30/2017
Middle Peninsula Juvenile Commission	Steve	Rubino	5/13/2014	7/14/2015	6/30/2017
Historical Commission	Lafayette	Jones		6/24/2014	6/30/2017
Social Services Advisory Board	Teresa	Christin	8/13/2013		7/1/2017
Clean County Commission	Marcus	Meiring	7/22/2014		7/30/2017
Colonial Community Criminal Justice Board	Hon. Colleen	Killilea	7/22/2014		7/31/2017
Wetlands Board	David	Gussman	8/14/2012		9/1/2017
Chesapeake Bay Board	David	Gussman	8/14/2012		9/1/2017
Community Action Agency	Lt. Jeff	Hicklin	7/26/2016		9/25/2017
Community Action Agency	Diane	Finney	1/13/2015		9/25/2017
Community Action Agency	Dr. Cathy	Richardson	10/23/2012		9/25/2017
Community Action Agency	Vacant		9/25/2012		9/25/2017
Community Action Agency	John	Smith	9/25/2012		9/25/2017
Williamsburg Regional Library System	W.	Kale, Jr.	10/22/2013		9/30/2017
Virginia Peninsula Public Service Authority	County	Administrator	2/11/2014		12/31/2017
Virginia Peninsula Public Service Authority	Director	General Services	2/11/2014		12/31/2017

**ITEM SUMMARY**

DATE: 1/3/2017  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Seating Assignments

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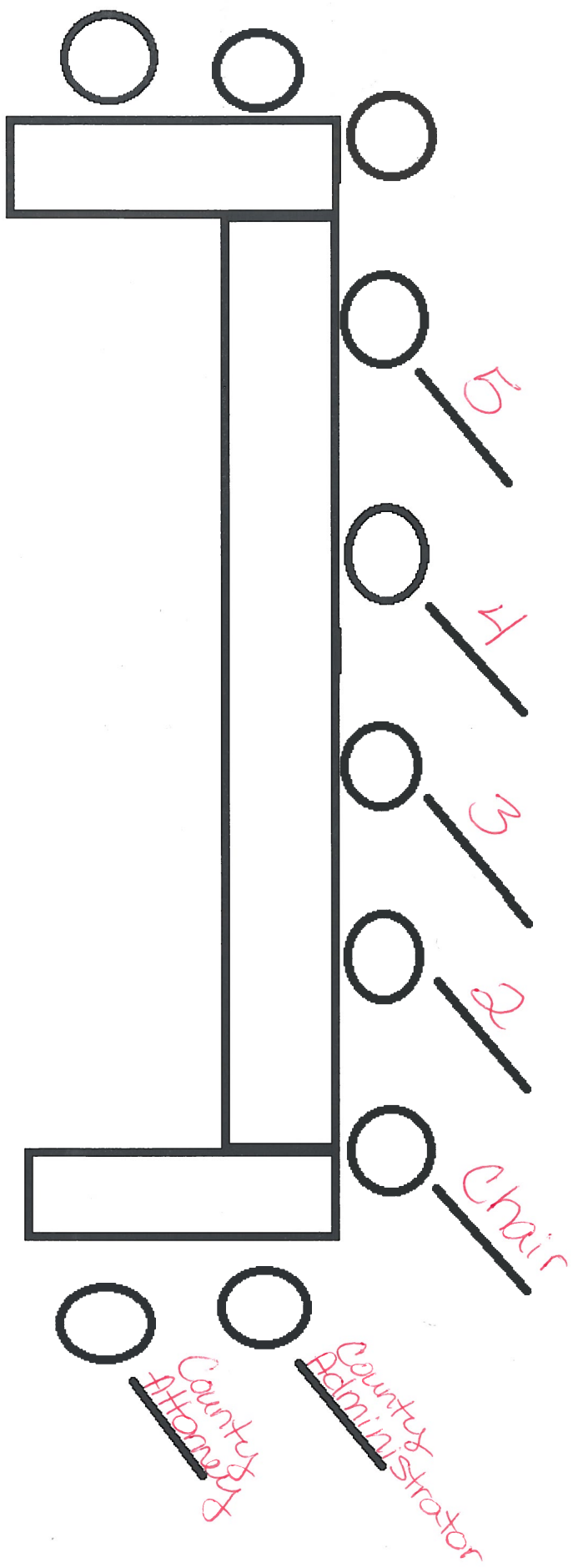
The Board shall draw numbers to determine seating assignments on the dais. The Chairman, historically, sits to the right of the County Administrator.

**ATTACHMENTS:**

	Description	Type
▣	Diagram	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/20/2016 - 10:22 AM



**ITEM SUMMARY**

DATE: 1/3/2017  
TO: The Board of Supervisors  
FROM: Jason Purse, Assistant County Administrator  
SUBJECT: Tentative Work Session Agenda

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Potential Work Session topics will be discussed during the meeting.

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 2:42 PM

**ITEM SUMMARY**

DATE: 1/3/2017  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until 6:30 pm on January 10, 2017

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Due to public hearing advertising guidelines in the State Code, the January 10th meeting has already been advertised to begin at 6:30 pm. If the Board makes changes to the start times of meetings, those changes would take effect after the January 10th meeting.

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2016 - 12:29 PM