

A G 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 2, 2018
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. Organizational Meeting of the Board of Supervisors
2. Adoption of Meeting Calendar
3. Commission/Committee Appointments
4. Appointment of Clerk and Deputy Clerk to the Board
5. Seating Assignments
6. Bank Resolution Amendment

D. BOARD CONSIDERATION(S)

E. CLOSED SESSION

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 9, 2018 for the Regular Meeting

ITEM SUMMARY

DATE: 1/2/2018
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Organizational Meeting of the Board of Supervisors

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/6/2017 - 10:34 AM
Publication Management	Colonna, Tina	Approved	12/6/2017 - 11:06 AM
Legal Review	Kinsman, Adam	Approved	12/6/2017 - 11:37 AM
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 3:35 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:55 AM

MEMORANDUM

DATE: January 2, 2018
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Organizational Meeting of the Board of Supervisors

The Code of Virginia, Section 15.2-1416, 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, usually handled in closed session.
4. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 11th Edition, 2011, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 487 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 forty-eight 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
BOSOrg18-mem

Attachment

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by the Code of Virginia to organize at its 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 2018:

1. Regular meetings of the Board shall be held as shown on the attached 2018 calendar, in the Board Room of the James City County Government Center. The meeting time shall be 5:00 p.m.

Work session meetings of the Board shall be held at 4:00 p.m., on the fourth Tuesday of the month, in the Board Work Session Room of the James City County Government Center.

2. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 11th Edition, 2011, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 487 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 forty-eight hours to the same time and place.

Chairman, Board of Supervisors

ATTEST:

VOTES

AYE NAY ABSTAIN

MCGLENNON

SADLER

HIPPLE

LARSON

ICENHOUR

Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 2nd day of January, 2018.

BOSOrg18-res

ITEM SUMMARY

DATE: 1/2/2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adoption of Meeting Calendar

ATTACHMENTS:

	Description	Type
☐	Draft 2018 BOS Calendar	Exhibit
☐	Tentative Work Session Plan - 2018	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 4:29 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:55 AM
Publication Management	Burcham, Nan	Approved	12/21/2017 - 10:02 AM
Legal Review	Kinsman, Adam	Approved	12/21/2017 - 10:05 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 10:15 AM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 10:18 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 10:21 AM



2018 Board of Supervisors' Calendar

KEY

Months with change

BOS Meeting

Work Session

Dates of Interest

More Information

- 2nd Tuesday meeting 5:00 p.m.
- 4th Tuesday Work Session 4 p.m.
- January 2 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

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BOS Org Mtg-2
 BOS Meeting-9

Retreat-20
 Pre-Budget Work Session-23
 New Year's Day-1
 Martin Luther King, Jr. Day-15

BOS Meeting-13
 Work Session-27

VACo County Gov. Day-1
 Presidents Day-19

BOS Meeting-13
 Work Session-27

BOS Meeting-10
 Work Session-25

Budget Work Sessions-17-19
 4 p.m.

BOS Meeting-8
 Work Session-22

Memorial Day-28

BOS Meeting-12
 Work Session-26

JULY

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BOS Meeting-10
 Work Session-24
 Independence Day-4

BOS Meeting-14

BOS Meeting-11
 Work Session-25

Labor Day-3

BOS Meeting-9
 Work Session-23

BOS Meeting-13
 Work Session-27

VACo- 12,13,14
 Veteran's Day Observed-12
 Thanksgiving-22, 23

BOS Meeting-11
 Christmas-24, 25
 New Year's Day Holiday-Jan 1

BOS Organizational Meeting-1/2/19 - 4 p.m.

Tentative Work Session Plan for 2018

January Work Session

January 23 – FMS Pre-budget work session

February Work Session

February 27 – Possible School Board/Joint BOS Budget Meeting

March Work Session

March 27 – Williamsburg/JCC joint meeting to focus on Strategic Planning and Regionalism

April Work Sessions

April 17 – Budget Work Session Scheduled

April 19 – Budget Work Session Scheduled

May Work Sessions

May 22 – Planning Commission joint meeting

June Work Session

June 26 – Stormwater/ERP (updates on neighborhoods) and potential Transportation Update

July Work Session

July 24 – Economic Development Authority & JCSA update on alternative water sources

August Work Session

Typically no work session

September Work Session

Sept. 25 – Workforce Housing update/Social Services & Tourism update

October Work Session

Oct. 23 – Legislative Update

November Work Session

Nov. 27 – Legislative Delegation/Business Expo updates – Round Table top 5 businesses in the County (Discussion on the economy)

December Work Session

Typically no work session

ITEM SUMMARY

DATE: 1/2/2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Commission/Committee Appointments

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Information Sheet for Regional Boards and Commissions	Exhibit
☐	Citizen Term Expirations - 2018	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 4:29 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:55 AM
Publication Management	Burcham, Nan	Approved	12/21/2017 - 10:03 AM
Legal Review	Kinsman, Adam	Approved	12/21/2017 - 10:06 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 10:15 AM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 10:19 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 10:21 AM

MEMORANDUM

DATE: January 2, 2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: List of Supervisor Seats for Boards and Commissions for 2018

Below is a listing of Board/Commission/Committee appointments for the Board of Supervisors (BOS). At the Organizational Meeting in 2017, it was decided that the BOS members would continue their appointments from 2016 and follow a two-year rotation.

Staff recommends that new appointments be made for the 2018 calendar year.

Board/Commission Committee	Board Member 2016	Board Member 2017
<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) - expires 9/25/2017	Cathy Richardson, Amanda Wheeler, Lt. Jeff Hicklin (staff) and Diane Finney (staff) - expires 9/25/2022 Sue Sadler (BOS) - expires 9/25/2022
<i>Hampton Roads Military and Federal Facilities Alliance (HRMFFA)</i>	Sue Sadler	Sue Sadler
<i>Hampton Roads Planning District Commission (HRPDC)</i>	Michael Hipple	Michael Hipple
<i>Hampton Roads Transportation Planning Organization (HRTPO)</i>	Michael Hipple	Michael Hipple
<i>Hampton Roads Transportation Accountability Commission (HRTAC)</i>	Michael Hipple	Michael Hipple
<i>School Liaison</i>	Sue Sadler Ruth Larson	Sue Sadler Ruth Larson
<i>Historic Triangle Collaborative</i>	Ruth Larson	Ruth Larson
<i>Agricultural and Forestal District (AFD) Advisory Committee</i>	Sue Sadler	Sue Sadler

List of Supervisor Seats for Boards and Commissions for 2018

January 2, 2018

Page 2

Board/Commission Committee	Board Member 2016	Board Member 2017
<i>Economic Development Authority</i>	Ruth Larson	Ruth Larson
<i>Williamsburg Area Destination Marketing Committee</i>	Kevin Onizuk	Kevin Onizuk
<i>Community Services Coalition Board of Directors</i>	Barbara Watson as BOS Representative until 01/01/2017	Barbara Watson as BOS Representative until 01/01/2020
<i>Greater Peninsula Workforce Development Consortium</i>	Sue Sadler	Sue Sadler
<i>Peninsula Council for Workforce Development</i>	Sue Sadler	Sue Sadler
<i>Virginia Peninsula Regional Jail Authority</i>	John McGlennon	John McGlennon
<i>Williamsburg Land Conservancy</i>	Kevin Onizuk	Kevin Onizuk
<i>Greater Williamsburg Area Chamber and Tourism Alliance</i>	Kevin Onizuk	Kevin Onizuk
<i>High Growth Coalition</i>	John McGlennon	John McGlennon
<i>Williamsburg Area Medical Assistance Corp (WAMAC)</i>	John McGlennon	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/nb

BCCsforBOS2018-mem

Supervisor Seats for Regional Boards and Commissions – 2018

- **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, two community members, and one BOS member. Ms. Sadler was appointed to fill the BOS slot last fall.

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.

Executive Director - caa@wjccactionagency.org; 757-229-9332

Website: www.wjccactionagency.org

Meetings: Historically, the meetings have been held at noon on the 3rd 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 Website: www.hrmffa.org

Meetings: Meets **quarterly** at the regional building in Chesapeake at 10:30 am. The next meeting will be March 15, 2018. The annual meeting is in June, and typically the meetings are the 3rd Thursday of the month in March, June, September, and December.

- **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 Website: www.hrpdcva.gov

Meetings: 12:30 pm on the 3rd Thursday of the month at the regional building in Chesapeake.

- **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 Website: www.hrtpo.org

Meetings: 10:30 am on the 3rd Thursday of the month at the regional building in Chesapeake.

- **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. **(Mr. Hipple is the current Chairman of the Commission)**

Kevin Page, Executive Director - kpage@hrtac.org Website: www.hrtac.org

Meetings: Quarterly; 12:30 pm on the 3rd Thursday of the month at the regional building in Chesapeake

- **School Liaison** – Liaison committee between James City County, the City of Williamsburg, and WJCC School Board...meets four times a year in May, September, November and February. The day and time have been fluid to accommodate the members' calendars. The location rotates among the three entities. **(typically 2 BOS Members are assigned as the Liaisons)**

Janet Cerza, Clerk to the School Board - CerzaJ@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; 253-2999

Website: www.historictrianglecollaborative.com

Meetings: Typically meets at 8 am on 3rd Monday of the month

- **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

- **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.

Amy Jordan, Staff Support – amy.jordan@jamescitycountyva.gov; 253-6658

Meetings: 8 am, 2nd 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 Website: <http://www.wadmc.com>

Meetings: Meetings held monthly at 4 pm; Next meeting is February 5 and then scheduled for March 19, April 16, May 14, June 18, July 16, September 17, October 1, November 19, December 10

- **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 Social Services) has served as the BOS Representative to the Coalition. Ms. Watson's term expires on January 1, 2020.

- **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

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

Meetings: 8 am on the 4th 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.

Tony Pham, Superintendent - 757-820-3901, tpham@vprj.net Website: www.vprj.net

Meetings: 8:30 am, 3rd Wednesday of every month at the Regional Jail, next meeting is January 17.

- **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

- ***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

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

Meetings: Executive Committee meetings are held the 2nd Wednesday of every month from 8 to 9 am at the Chamber Building, 421 N. Boundary Street, Williamsburg. Full Board meetings are held bi-monthly on the 3rd Thursday at 12 p.m.

- ***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

Lindsay Bowles, Administrative Secretary - Lindsay.Bowles@jamescitycountyva.gov; 259-3263

Meetings: Bi-monthly, from 5-6:30 pm at the Olde Towne Medical Building – next meeting is January 22, then March 12, then May 21 (fiscal year ends in June, new calendar will be adopted for upcoming fiscal year)

Citizen Term Expirations for 2018

Board/Commission/Committee	First Name	Last Name	Term Expiration
Planning Commission	Rich	Krapf	1/31/2018
Planning Commission	John	Wright III	1/31/2018
Planning Commission	Felice	Pete	1/31/2018
Purchase of Development Rights	L.	Abbott	2/12/2018
Purchase of Development Rights	Loretta	Garrett	2/12/2018
Board of Equalization	Michael	Berry	2/28/2018
Board of Zoning Appeals	William	Geib	3/31/2018
Board of Zoning Appeals	Marvin	Rhodes	3/31/2018
Parks and Recreation Advisory Commission	Linda	Knight	4/12/2018
Parks and Recreation Advisory Commission	Scott	VanVoorhees	4/12/2018
Parks and Recreation Advisory Commission	Larry	Walk	4/12/2018
Parks and Recreation Advisory Commission	Linda	Wallace-Cody	4/12/2018
Clean County Commission	Elizabeth	Peterson	4/24/2018
Stormwater Program Advisory Committee	Alexandra	Younica-Gisp	6/30/2018
Stormwater Program Advisory Committee	Curtis	Darren	6/30/2018
Stormwater Program Advisory Committee	Gerald	Hanley	6/30/2018
Stormwater Program Advisory Committee	Roger	Schmidt	6/30/2018
Stormwater Program Advisory Committee	Bob	Gasink	6/30/2018
Economic Development Authority	Marshall	Warner	6/30/2018
Peninsula Alcohol Safety Action Program	Lt. Greg	LaRose	6/30/2018
Williamsburg Area Arts Commission	Thomas (Tim)	Caviness, Jr.	6/30/2018
Stormwater Program Advisory Committee	Allen	Ayers	6/30/2018
Historical Commission	Rebecca	Houston	6/30/2018
Williamsburg Area Arts Commission	Nicholas	Vrettos	6/30/2018
Economic Development Authority	Rick	Shippey	6/30/2018
Colonial Group Home Commission	Christopher	McDonald	6/30/2018
Stormwater Program Advisory Committee	Angela	Whitehead	6/30/2018
Historical Commission	James	Parrish, Jr	6/30/2018
Historical Commission	Kim	Sims	6/30/2018
Historical Commission	Benjamin	Swenson	6/30/2018
Historical Commission	Frederick	Boelt	6/30/2018
Williamsburg Area Transportation Authority BOD	Doug	Powell	6/30/2018
Social Services Advisory Board	Janet	Gonzalez	7/1/2018
Colonial Behavioral Health	Sue	Mellen	7/1/2018

Board/Commission/Committee	First Name	Last Name	Term Expiration
Colonial Behavioral Health	Lynda	Dunnigan	7/1/2018
Williamsburg Regional Library System	Jorge	Rivas	7/31/2018
Williamsburg Regional Library System	Sally	Andrews	7/31/2018
Social Services Advisory Board	Karla	Sprouse	9/13/2018
Social Services Advisory Board	Nancy	Shackleford	9/13/2018
Peninsula Agency on Aging	Ted	Juraschek	9/30/2018
Board of Building Adjustments and Appeals	John	Ozmore	9/30/2018
Board of Building Adjustments and Appeals	Roger	Guernsey	9/30/2018
Board of Building Adjustments and Appeals	Beth	Crowder	9/30/2018
Chesapeake Bay Board/Wetlands Board	Louis	Bott, Jr.	10/1/2018
Chesapeake Bay Board/Wetlands Board	Charles "Chuck"	Roadley	10/1/2018
Chesapeake Bay Board/Wetlands Board	Roger	Schmidt	10/1/2018
Historic Triangle Bicycle Advisory Committee	Stephen	Moreland	12/31/2018
Historic Triangle Bicycle Advisory Committee	Katherine	Preston	12/31/2018

****Current Vacancies****

Thomas Nelson Community College Local Board

Clean County Commission

Board of Adjustments & Appeals (requires building code expertise)

Social Services Advisory Board

AFD Advisory Committee

ITEM SUMMARY

DATE: 1/2/2018

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Appointment of Clerk and Deputy Clerk to the Board

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/6/2017 - 10:34 AM
Publication Management	Colonna, Tina	Approved	12/6/2017 - 11:09 AM
Legal Review	Kinsman, Adam	Approved	12/6/2017 - 11:37 AM
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 3:34 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:54 AM

MEMORANDUM

DATE: January 2, 2018

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Resolution Appointing _____ as County Clerk and Teresa J. Fellows as Deputy Clerk

The County Clerk serves as the custodian of the corporate seal of the County, records the proceedings of the Board in a book provided for that purpose and preserves and files all accounts and papers acted upon by the Board with its action thereon.

Section 3.7 of the Charter of James City County (the “Charter”) states that “the Board of Supervisors may appoint a County Clerk who shall serve at the pleasure of the Board.” If the Board does not appoint a County Clerk, then, pursuant to the Charter, the County Administrator becomes the County Clerk by default.

Section 15.2-407 of the Code of Virginia, 1950, as amended, states that “the Board may designate the County Administrator as Clerk of the Board by resolution.” The former County Administrator, Bryan J. Hill, resigned effective January 1, 2018; accordingly, the Board should appoint Interim County Administrator _____ as County Clerk. Mr. Jason Purse was appointed as a Deputy Clerk on May 10, 2016 and may continue to serve as a backup to _____.

In addition, Ms. Teresa J. Fellows recently obtained the designation of a Certified Municipal Clerk (“CMC”). To earn the CMC designation, a Municipal Clerk must attend extensive education programs and possess pertinent experience in a municipality. Appointing Ms. Fellows as a Deputy Clerk will streamline the process of finalizing the Board’s materials by allowing her to countersign the Board’s resolutions and ordinances. Ms. Fellows has handled the Board’s administrative matters for five years and has the education and experience to serve as the Board’s Deputy Clerk.

I recommend adoption of the attached resolution appointing _____ as County Clerk and Ms. Fellows as Deputy County Clerk.

ARK/nb
Clerk-DClerk-mem

Attachment

RESOLUTION

RESOLUTION APPOINTING ----- AS COUNTY CLERK AND

TERESA J. FELLOWS AS DEPUTY CLERK

WHEREAS, on January 2, 2018, _____ was appointed as the Interim County Administrator;
and

WHEREAS, Teresa J. Fellows has provided administrative support to the Board of Supervisors for five years and on March 1, 2017 obtained the designation of Certified Municipal Clerk; and

WHEREAS, the James City County Charter and the Code of Virginia grants the Board of Supervisors the power and discretion to appoint a County Clerk and a Deputy County Clerk.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby appoints _____, Interim County Administrator, to the position of County Clerk of James City County effective January 2, 2018.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby appoints Teresa J. Fellows to the position of Deputy County Clerk effective January 2, 2018.

Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 2nd day of January, 2018.

Clerk-DClerk-res

ITEM SUMMARY

DATE: 1/2/2018
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Seating Assignments

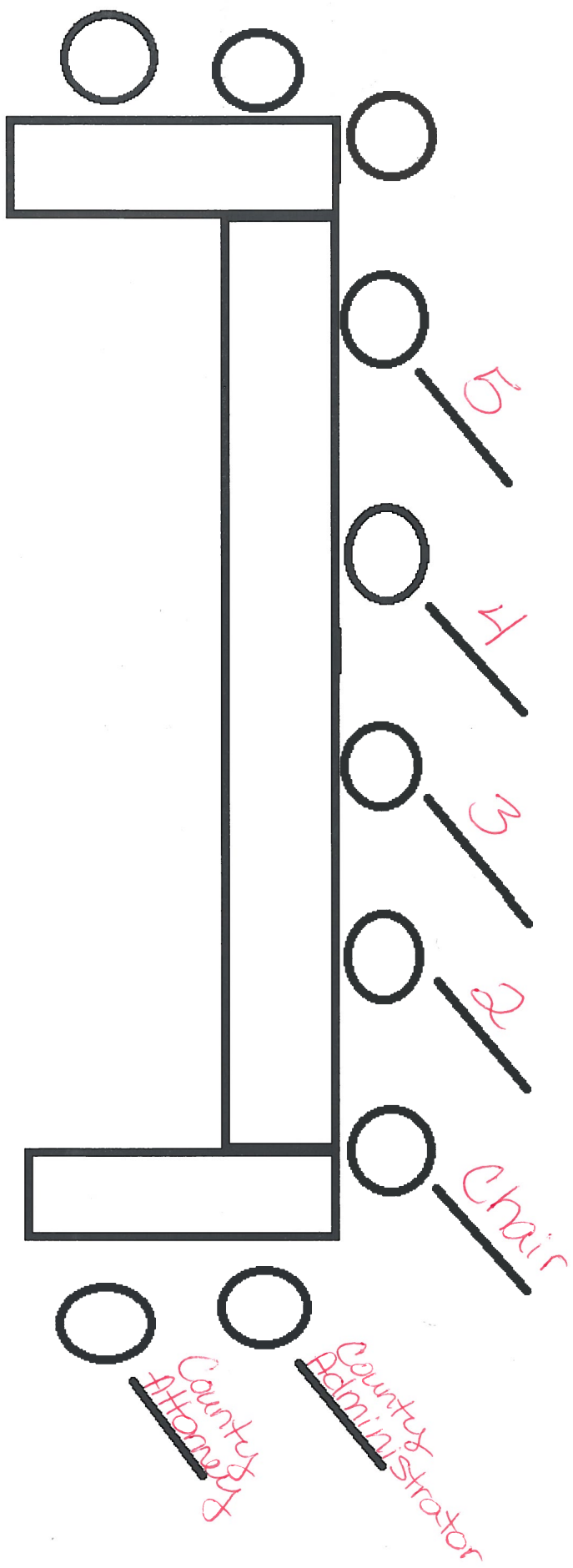
The Board shall draw numbers to determine seating assignments on the dais. The Chairman, historically, sits to the right of the County Administrator.

ATTACHMENTS:

	Description	Type
☐	Diagram	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 4:29 PM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 8:28 AM



ITEM SUMMARY

DATE: 1/2/2018
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Bank Resolution Amendment

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/6/2017 - 11:40 AM
Publication Management	Colonna, Tina	Approved	12/6/2017 - 11:55 AM
Legal Review	Kinsman, Adam	Approved	12/6/2017 - 11:57 AM
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 3:35 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:55 AM

MEMORANDUM

DATE: January 2, 2018
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Bank Resolution Amendment

The James City County (the "County") bank resolution needs to be updated to reflect the changes in County Administration.

I recommend approving the attached resolution amending the County bank resolution to include the Interim County Administrator, _____ as an authorized signer of County checks.

ARK/nb
BankResAmnd-mem

Attachment

RESOLUTION

BANK RESOLUTION AMENDMENT

WHEREAS, James City County (the "County") has multiple financial institutions designated as depositories for the County funds and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Board of Supervisors.

BE IT RESOLVED that all checks, drafts, notes, or orders drawn against said accounts be signed by two of the following:

Jennifer D. Tomes, Treasurer

OR

_____, Interim County Administrator

OR

Jason Purse, Assistant County Administrator

OR

Barbara S. Miller, Senior Accountant

whose signatures shall be duly certified to these financial institutions and that no checks, drafts, notes, or orders drawn against these financial institutions shall be valid unless so signed.

BE IT FURTHER RESOLVED, that these financial institutions are hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes, or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not and whether such checks, drafts, notes, or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes, or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the institution is also authorized and directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase Certificates of Deposit, repurchase agreements or to make other lawful investments when requested by Jennifer D. Tomes, Treasurer, or Barbara S. Miller, Senior Accountant. This resolution shall continue in force and these financial institutions may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Certificate of the Secretary, accompanying a copy of this resolution when delivered to these financial institutions or in any similar subsequent certificate, until written notice to the contrary is duly served on these financial institutions.

Chairman, Board of Supervisors

ATTEST:

VOTES

AYE NAY ABSTAIN

MCGLENNON

SADLER

HIPPLE

LARSON

ICENHOUR

Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 2nd day of January, 2018.

BankResAmnd-res

ITEM SUMMARY

DATE: 1/2/2018

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adjourn until 5 p.m. on January 9, 2018 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 4:27 PM