

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, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. Organizational Meeting
2. Supervisor Seats for Boards and Commissions
3. Seating Assignments
4. Public Speaker Policy

D. BOARD CONSIDERATION(S)

E. CLOSED SESSION

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 8, 2019 for the Regular Meeting

ITEM SUMMARY

DATE: 1/2/2019

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Organizational Meeting

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Calendar 2019	Exhibit
☐	List of Dates	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/14/2018 - 4:09 PM
Publication Management	Daniel, Martha	Approved	12/14/2018 - 4:43 PM
Legal Review	Kinsman, Adam	Approved	12/20/2018 - 4:28 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 4:28 PM
Board Secretary	Purse, Jason	Approved	12/20/2018 - 4:32 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 4:36 PM

M E M O R A N D U M

DATE: January 2, 2019

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.

Organizational Meeting
January 2, 2019
Page 2

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

I have attached the appropriate resolution for your consideration.

ARK/md
BOSOrg19-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 2019:

1. Meetings of the Board shall be held on those dates shown on the attached 2019 calendar. Meetings occurring on the second Tuesday of the month shall be held in the Board Room of the James City County Government Center at 5:00 p.m. or as soon thereafter as the Board may determine. Meetings occurring on the fourth Tuesday of the month shall be held in the Board Work Session Room of the James City County Government Center at 4:00 p.m. or as soon thereafter as the Board may determine.
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:

Teresa J. Fellows
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 2nd day of January, 2019.

BOSOrg19-res



2019 Board of Supervisors' Calendar

KEY	
Months with change	
BOS Meeting	
Work Session	
Dates of Interest	
More Information	
•2 nd Tuesday meeting 5:00 p.m.	
•4 th 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	

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BOS Org Mtg-2
BOS Meeting-8

Pre-Budget Work Session-22

Martin Luther King, Jr. Day-21
VACo County Govt. Day - Gen. Assembly -31

BOS Meeting-12
Work Session-26

Presidents Day-18

BOS Meeting-12
Work Session-26

BOS Meeting-9

Budget Work Sessions:
23 @ 4 p.m.
30 @ 4 p.m.

BOS Meeting-14
Work Session-28

Memorial Day-27

BOS Meeting-11
Work Session-25

BOS Meeting-9
Work Session-23

Independence Day-4

BOS Meeting-13

BOS Meeting-10
Work Session-24

Labor Day-2

BOS Meeting-8
Work Session-22

BOS Meeting-12
Work Session-26

VACo- 10,11,12

Veteran's Day-11

Thanksgiving-28,29

BOS Meeting-10

Christmas-24, 25

New Year's Day
Holiday-Jan 1

BOS Organizational Meeting-1/2/2020
4 p.m.



2019 Board of Supervisors' Calendar of Important Dates

Regular Meeting at 5:00 p.m. & Work Session at 4 p.m. unless otherwise noted

January 2019

County Holiday – Jan. 1
Organizational Meeting – **Jan. 2 @ 4 p.m.**
BOS Regular Meeting – **Jan. 8**
County Holiday – Jan. 21
BOS Work Session – **Jan. 22**
VACo County Government Day at the General Assembly – Jan. 31

February 2019

BOS Regular Meeting – **Feb. 12**
County Holiday – Feb. 18
BOS Work Session – **Feb. 26**

March 2019

BOS Regular Meeting – **March 12**
BOS Work Session – **March 26**

April 2019

BOS Regular Meeting – **April 9**
BOS Budget Work Sessions – **April 23 and 30**

May 2019

BOS Regular Meeting – **May 14**
County Holiday – May 27
BOS Work Session – **May 28**

June 2019

BOS Regular Meeting – **June 11**
BOS Work Session – **June 25**

July 2019

County Holiday – July 4
BOS Regular Meeting – **July 9**
BOS Work Session – **July 23**

August 2019

BOS Regular Meeting – **Aug. 13**

September 2019

County Holiday – Sept. 2
BOS Regular Meeting – **Sept. 10**
BOS Work Session – **Sept. 24**

October 2019

BOS Regular Meeting – **Oct. 8**
BOS Work Session – **Oct. 22**

November 2019

VACo Annual Conference – Nov. 10-12
County Holiday – Nov. 11
BOS Regular Meeting – **Nov. 12**
BOS Work Session – **Nov. 26**
County Holiday – Nov. 28-29

December 2019

BOS Regular Meeting – **Dec. 10**
County Holiday – Dec. 24-25

January 2020

County Holiday – Jan. 1
Organizational Meeting – **Jan. 2 @ 4 pm**

Location:

Regular Meetings and Work Sessions:

Government Center Board Room/Work Session Room, 101 F Mounts Bay Road, James City County, VA

BOS Contact Information:

Mailing Address:

P.O. Box 8784, Williamsburg, VA 23187

Phone: (757) 253-6609

Email: jccboard@jamescitycountyva.gov

Speaker's Policy and Sign-up Form:

<https://jamescitycountyva.gov/630/Public-Speaker-Policies>

ITEM SUMMARY

DATE: 1/2/2019

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Supervisor Seats for Boards and Commissions

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Information Document	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 11:53 AM
Board Secretary	Purse, Jason	Approved	12/20/2018 - 3:15 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 3:42 PM
Publication Management	Daniel, Martha	Approved	12/20/2018 - 4:09 PM
Legal Review	Kinsman, Adam	Approved	12/20/2018 - 4:28 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 4:28 PM
Board Secretary	Purse, Jason	Approved	12/20/2018 - 4:33 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 4:37 PM

MEMORANDUM

DATE: January 2, 2019
 TO: The Board of Supervisors
 FROM: Teresa J. Fellows, Deputy Clerk
 SUBJECT: List of Supervisor Seats for Boards and Commissions for 2019

Below is a listing of Board/Commission/Committee appointments for the Board of Supervisors (BOS) for the 2018 calendar year.

Staff recommends that new appointments be made for the 2019 calendar year.

Board/Commission Committee	Board Member 2018	Board Member 2019
<i>Community Action Agency Board of Directors</i>	Max Hlavin, 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>	Michael Hipple	
<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>	Ruth Larson and Jim Icenhour	
<i>Historic Triangle Collaborative</i>	Ruth Larson	
<i>Agricultural and Forestal District (AFD) Advisory Committee</i>	Sue Sadler	
<i>Economic Development Authority</i>	Sue Sadler	

List of Supervisor Seats for Boards and Commissions for 2019

January 2, 2019

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Board/Commission Committee	Board Member 2018	Board Member 2019
<i>Williamsburg Tourism Council</i>	Ruth Larson	
<i>Community Services Coalition Board of Directors</i>	Barbara Watson as BOS Representative until 01/01/2020	
<i>Greater Peninsula Workforce Development Consortium</i>	Jim Icenhour	
<i>Peninsula Council for Workforce Development</i>	Jim Icenhour	
<i>Virginia Peninsula Regional Jail Authority</i>	John McGlennon	
<i>Historic Virginia Land Conservancy</i>	John McGlennon	
<i>Greater Williamsburg Area Chamber and Tourism Alliance</i>	Ruth Larson	
<i>High Growth Coalition</i>	John McGlennon	
<i>Williamsburg Area Medical Assistance Corp (WAMAC)</i>	John McGlennon	

TJF/md

BCC-BOS2019-mem

Attachment:

1. Supervisor Seats for Regional Boards and Commissions - Information Document

Supervisor Seats for Regional Boards and Commissions

2019 Calendar Year

- **Community Action Agency Board of Directors** - Five members are appointed by the Board of Supervisors (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...the next scheduled meeting is [Feb. 21, 2019](#).

- **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 a.m. The next meeting will be [March 21, 2019](#). 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 17 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 p.m. 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 a.m. 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 p.m. 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...typically meets four times a year in February, May, September and November. The day and time have been fluid to accommodate the members' calendars. The location rotates among the three entities. The next meeting will be scheduled for the [beginning of February 2019](#). (**Typically two BOS Members are assigned as the Liaisons.**)

Janet Cerza, Clerk to the School Board - janet.cerza@wjccschools.org

- **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 11 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.

Point of Contact, Sandy Wanner - swanner1@cox.net

Meetings: Scheduled Meetings - [January 28](#), [March 18](#), [May 20](#), [September 16](#) and [November 18](#).

- **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; 253-6674

- **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: 4 p.m., 3rd Tuesday of each month, County Complex, Building.

- **The Williamsburg Tourism Council** - formed by the Virginia General Assembly legislation in 2018 (SB942). The Council oversees the marketing program and administrative services that promote the Greater Williamsburg area as an overnight destination. The Council is made up of representatives from James City and York Counties, the City of Williamsburg and other tourism partner organizations.

Dave Potter, Director of Marketing Communications - dave@visitwilliamsburg.com

Website: <https://www.visitwilliamsburg.com/williamsburg-tourism-council>

Meetings: The Council meets monthly on the third Tuesday of the month at the City's Stryker Building, 412 N. Boundary St, Williamsburg, VA. Next meeting is **January 15, 2019**.

- **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.

Rita Bond - rbond@vcwpeninsula.com - 757-826-3327

Cassie Ellis - cellis@vcwpeninsula.com - 757-826-3327

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

Meetings: 8 a.m. 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 - 757-820-3934, tpham@vprj.net Website: www.vprj.net

Meetings: 8:30 a.m., 3rd Wednesday of every month at the Regional Jail, next meeting is January 16.

- **Historic Virginia 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.**

Patrice Sadler, Executive Director - patrice@historicvirginalandconservancy.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.

Terry Banez, Interim Director - terrybanez@williamsburgcc.com; 253-2217

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

Meetings: Executive Committee meetings are held the 2nd Wednesday of every month from 8-9 a.m. 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.

John McGlennon, Chair of Coalition: john.mcglennon@jamescitycountyva.gov

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 p.m. at the Olde Towne Medical Building - scheduled meetings for 2019: January 28, March 25, April 29 and May 20 (fiscal year ends in June; new calendar will be adopted for upcoming fiscal year).

ITEM SUMMARY

DATE: 1/2/2019
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Deputy Clerk
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.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 11:54 AM

ITEM SUMMARY

DATE: 1/2/2019
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Public Speaker Policy

ATTACHMENTS:

Description	Type
☐ memo	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/21/2018 - 9:14 AM
Publication Management	Daniel, Martha	Approved	12/21/2018 - 9:24 AM
Legal Review	Kinsman, Adam	Approved	12/21/2018 - 11:49 AM
Board Secretary	Fellows, Teresa	Approved	12/27/2018 - 10:29 AM
Board Secretary	Purse, Jason	Approved	12/27/2018 - 10:47 AM
Board Secretary	Fellows, Teresa	Approved	12/27/2018 - 10:54 AM

MEMORANDUM

DATE: January 2, 2019
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Public Speaker Policies Related to “Groups”

ISSUE

The Board of Supervisors’ Public Speaker Policies references to “groups” and “group spokespersons” but does not define either.

DISCUSSION

1. *Current Policy*

The current policy allows an individual five minutes to speak during Public Comment and Public Hearing and allows a group spokesperson 15 minutes to speak during Public Hearing.

The current policy does not define “group” thus requiring the Chair to determine on-the-fly who is or is not a “group” creating an unnecessary procedural liability.

2. *Suggested Policy Modifications*

a. *Define Group*

A clear definition for “group” would eliminate the need for on-the-fly decisions and would provide for a consistent evaluation of professed “groups.” The following are three options for a “group” definition:

1. Four or more people physically assembled at the meeting, three (or more) of whom yield their time to a common speaker. This definition is easily verifiable. It allows one person to speak for 15 minutes instead of four people speaking for a total of 20.
2. One that is registered with the Virginia State Corporation Commission as a corporate entity (e.g., LLC, Corporation, etc.). This should be verified before the meeting, but in a pinch staff can verify by accessing the SCC website during the meeting. As is the case with definition (Item No. 1) above, this is easily verifiable, but it does exclude some well-known citizen groups that have not sought corporate status.
3. One that has “registered” with the County beforehand (e.g., submit a name of the group, a roster of the members, etc.). This eliminates the problem set out in (Item No. 2) above regarding non-corporate citizen groups.

b. *Eliminate “Group” from the Current Policy*

Eliminating “group” and extended speaking time for a “group spokesperson” from the current policy would entirely remove the need to determine who is or is not a “group.” This policy change would be simple to administer as any person, whether representing a group or not, would be given the same amount of time to speak.

ITEM SUMMARY

DATE: 1/2/2019
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Deputy Clerk
SUBJECT: Adjourn until 5 p.m. on January 8, 2019 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 11:57 AM