

**AGENDA**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**2026 ORGANIZATIONAL MEETING**  
**COUNTY GOVERNMENT CENTER BOARD ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**  
**January 13, 2026**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ORGANIZATIONAL MEETING**

1. 2026 Organizational Meeting
2. Seating Assignments

**D. CLOSED SESSION**

1. Consideration of a personnel matter, the appointment of Board Members to Regional Boards and Commissions, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
2. Certification of Closed Session

**E. BOARD DISCUSSIONS / GUIDANCE**

1. Hampton Roads Transportation Accountability Commission Appointment
2. James City County Code of Ethics/Model of Excellence

**F. ADJOURNMENT**

1. Adjourn until 5 pm on January 13, 2026 for the Regular Meeting

## MEMORANDUM

DATE: January 13, 2026

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Organizational Meeting for the Board of Supervisors

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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 48 hours to the same time and place.

Organizational Meeting for the Board of Supervisors

January 13, 2026

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

I have attached the appropriate resolution for your consideration.

ARK/ap

2026BOSOrgMtg-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 2026:

1. Meetings of the Board shall be held on those dates shown on the attached 2026 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 Room or the Board Work Session Room of the James City County Government Center at 1:00 p.m. or as soon thereafter as the Board may determine.
2. The County Administrator shall prepare and share the Board's draft agenda no later than 11 days (generally a Friday) prior to the meeting of the Board with the Chair of the Board. The Chair of the Board shall approve, deny, or modify the draft agenda as he or she determines to be appropriate and shall cause the final agenda to be publicized at least seven days prior to the meeting of the Board, or as soon thereafter as reasonably possible. Following publication, the agenda may only be modified at the meeting of the Board upon a majority vote. Any member of the Board may have an item included on a future agenda by making such request during a meeting of the Board, such request being approved by general assent or upon a majority vote.
3. 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.

4. 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.

\_\_\_\_\_

???????

Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

|            | VOTES      |            |                |               |
|------------|------------|------------|----------------|---------------|
|            | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
| WAINWRIGHT | _____      | _____      | _____          | _____         |
| NULL       | _____      | _____      | _____          | _____         |
| LARSON     | _____      | _____      | _____          | _____         |
| MCGLENNON  | _____      | _____      | _____          | _____         |
| ICENHOUR   | _____      | _____      | _____          | _____         |

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of January, 2026.

2026BOSOrgMtg-res



## 2026 Board of Supervisors' Calendar of Important Dates

Regular Meeting (2<sup>nd</sup> Tuesday) at 5 p.m. & Business Meeting (4<sup>th</sup> Tuesday) at 1 p.m. unless otherwise noted.

### January 2026

Organizational Meeting – **Jan. 13 @ 4 p.m.**

BOS Regular Meeting – **Jan. 13**

County Holiday – Jan. 19

BOS Business Meeting – **Jan. 27**

### February 2026

VACo Local Gov't Day\* - Feb. 5 @ 8:30 a.m.

Joint Meeting\* – Feb. 6 @ 8:30 a.m.

BOS Regular Meeting – **Feb. 10**

County Holiday – Feb. 16

BOS Retreat - TBD

BOS Business Meeting – **Feb. 24**

### March 2026

BOS Regular Meeting – **March 10**

BOS Business Meeting – **March 24**

### April 2026

BOS Regular Meeting – **April 14**

BOS Budget Business Meeting – **April 28**

### May 2026

BOS Regular Meeting – **May 12**

County Holiday – May 25

BOS Business Meeting – **May 26**

### June 2026

BOS Regular Meeting – **June 9**

County Holiday – June 19

BOS Business Meeting – **June 23**

### July 2026

County Holiday – July 3

BOS Regular Meeting – **July 14**

NACo Annual Conference\* – July 17-20

BOS Business Meeting – **July 28**

### August 2026

No Board Meetings Scheduled

VACo Summit – TBD

### September 2026

County Holiday – Sept. 7

BOS Regular Meeting – **Sept. 8**

BOS Business Meeting – **Sept. 22**

### October 2026

Joint Meeting\* – **Oct. 9 @ 8:30 a.m.**

BOS Regular Meeting – **Oct. 13**

BOS Business Meeting – **Oct. 27**

### November 2026

VACo Annual Conference\* – Nov. 7-10

County Holiday – Nov. 11

BOS Regular Meeting – **Nov. 17 (3<sup>rd</sup> Tuesday)**

No Business Meeting Scheduled

County Holiday – Nov. 26-27

### December 2026

Joint Meeting\* – **Dec. 4 @ 8:30 a.m.**

BOS Business Meeting – **Dec. 8 @ 2 p.m.**

BOS Regular Meeting – **Dec. 8**

County Holiday – Dec. 24-25

### **Beginning of 2027 Calendar Year**

### January 2027

County Holiday – Jan. 1

Organizational Meeting – **Jan. 12 @ 4 p.m.**

BOS Regular Meeting – **Jan. 12 @ 5 p.m.**

BOS Business Meeting – **Jan. 26 @ 1 p.m.**

**Location Information:**

Regular Meetings and Business Meetings:

Government Center Board 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](mailto:jccboard@jamescitycountyva.gov)

Webpage: <https://jamescitycountyva.gov/212/Board-of-Supervisors>

\*VACo Local Government takes place at the State Capitol in Richmond, VA where members of the Board of Supervisors will discuss local and statewide legislative issues of concern for the 2026 General Assembly with the State Legislators who represent James City County.

\*Board Retreat – TBD

\*Joint Meetings between the WJCC School Board, Williamsburg City Council, and the Board of Supervisors will be held at the following location:

Feb. 6 – Stryker Center, 412 N Boundary Street,  
Williamsburg, VA (8:30 a.m.)

Oct. 9 – Legacy Hall, 4301 New Town Ave,  
Williamsburg, VA (8:30 a.m.)

December 4 – Legacy Hall, 4301 New Town Ave,  
Williamsburg, VA (8:30 a.m.)

\*NACo Annual Conference will take place in Orleans Parish/New Orleans, La.

\*VACo Annual Conference will take place at the Homestead Resort in Hot Springs, VA

**County Celebrations & Events –BOS Members Encouraged to Attend**

Black History Month Celebration - Feb. 25 @ 11 a.m. (Legacy Hall)

County Service Awards – May 15 @ 9 a.m. (Busch Gardens)

Police Awards Banquet – May 16, time & location TBD

Juneteenth Celebration – June 17 @ 11 a.m. (Freedom Park)

Celebration of Business – Nov. 19, time & location TBD

Holiday Lunch Celebration – Dec. 16, 11 a.m. (Recreation Center)

## MEMORANDUM

DATE: January 13, 2026  
TO: The Board of Supervisors  
FROM: Teresa J. Saeed, Deputy Clerk  
SUBJECT: Seating Assignments

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The Chairman sits to the right of the County Administrator when at the dais. The Vice Chairman sits to the right of the Chairman.

The remaining Board Members will draw numbers to determine who sits in seats 3, 4, and 5.

TJS/ap  
SeatAsgn26-mem

## MEMORANDUM

DATE: January 13, 2026

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: List of Supervisor Seats for Boards and Commissions for 2026

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Below is a listing of Board/Commission/Committee appointments for the Board of Supervisors (BOS) for the 2025 calendar year.

Staff recommends that new appointments be made for the 2026 calendar year.

| <b>Board/Commission/Committee</b>                                      | <b>Board Member 2025</b>                    |
|------------------------------------------------------------------------|---------------------------------------------|
| <i>Hampton Roads Military and Federal Facilities Alliance (HRMFFA)</i> | <b>Michael Hipple<br/>Alt. Jim Icenhour</b> |
| <i>Hampton Roads Transportation Accountability Commission (HRTAC)</i>  | <b>Michael Hipple<br/>Alt. Jim Icenhour</b> |
| <i>Hampton Roads Planning District Commission (HRPDC)</i>              | <b>Michael Hipple<br/>Alt. Jim Icenhour</b> |
| <i>Hampton Roads Transportation Planning Organization (HRTPO)</i>      | <b>Michael Hipple<br/>Alt. Jim Icenhour</b> |
| <i>School Liaison Committee</i>                                        | <b>Ruth Larson and John McGlennon</b>       |
| <i>Agricultural and Forestal District (AFD) Advisory Committee</i>     | <b>Barbara Null</b>                         |
| <i>Economic Development Authority Liaison</i>                          | <b>Barbara Null</b>                         |
| <i>Williamsburg Tourism Council</i>                                    | <b>Ruth Larson</b>                          |
| <i>Hampton Roads Workforce Council</i>                                 | <b>Jim Icenhour</b>                         |
| <i>Virginia Peninsula Regional Jail Authority</i>                      | <b>Barbara Null</b>                         |
| <i>Historic Virginia Land Conservancy</i>                              | <b>John McGlennon</b>                       |
| <i>Greater Williamsburg Chamber of Commerce Board of Directors</i>     | <b>John McGlennon</b>                       |
| <i>High Growth Coalition</i>                                           | <b>John McGlennon</b>                       |
| <i>Williamsburg Area Medical Assistance Corporation (WAMAC)</i>        | <b>John McGlennon</b>                       |

TJS/tm  
2026BOSbcc-mem

Attachment:

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

## Supervisor Seats for Regional Boards and Commissions

### 2026 Calendar Year

- **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.

**Rick Dwyer, Executive Director** – [rdwyer@hrmffa.org](mailto:rdwyer@hrmffa.org)

**Website:** [www.hrmffa.org](http://www.hrmffa.org)

**Meetings:** Meets quarterly at the Regional Building in Chesapeake at 10:30 am. The annual meeting is in June, and typically the meetings are the 3<sup>rd</sup> Thursday of the month in April, 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@hrpddeva.gov](mailto:rcrum@hrpddeva.gov) Website: [www.hrpdcva.gov](http://www.hrpdcva.gov)

**Meetings:** Meets typically on the 3<sup>rd</sup> Thursday of every month at the Regional Building in Chesapeake at 12:30 pm. The annual meeting is in January, and typically the meetings are in January, February, March, May, July, October, and November.

- **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:** Meets typically on the 3<sup>rd</sup> Thursday of every month at the Regional Building in Chesapeake at 10:30 pm. The annual meeting is in January, and typically the meetings are in January, February, March, May, July, October, and November.

- **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 appointed member)**

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

**Meetings:** Meets **quarterly** at the Regional Building in Chesapeake at 12:30 pm. The annual meeting is in June, and typically the meetings are the 3<sup>rd</sup> Thursday of the month in April, June, September, and December.

- **School Liaison** – Liaison committee between James City County, the City of Williamsburg, and WJCC School Board...typically meets three times a year in February, May, and November. 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)**

**Beth Allar, School Board Clerk** – [Beth.Allar@wjccschools.org](mailto:Beth.Allar@wjccschools.org)

- **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); 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.

**Christopher Johnson, Staff Support** – [christopher.johnson@jamescitycountyva.gov](mailto:christopher.johnson@jamescitycountyva.gov); 253-6658

**Meetings:** 4 pm, 3<sup>rd</sup> Tuesday of each month, County Complex, Building D Conference Room

- **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.

**Edward Harris, Chief Executive Officer** – [edward.harris@visitwilliamsburg.com](mailto:edward.harris@visitwilliamsburg.com)

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

**Meetings:** The Council meets every other month, typically on the 3<sup>rd</sup> Tuesday, at 1 p.m. The location rotates.

- **Hampton Roads Workforce Council** - The Hampton Roads Workforce Council is a group of community leaders appointed by local elected officials and tasked with planning and oversight responsibilities for workforce development programs and services within the seven localities that comprise the Virginia Career Works – Greater Peninsula Region. We are one of the fifteen Boards established within the Commonwealth by the Governor's Office.

**Shawn Avery, President & CEO** – [savery@theworkforcecouncil.org](mailto:savery@theworkforcecouncil.org), 757-314-2370, ext. 100

**Rita Bond, Office Manager** – [rbond@theworkforcecouncil.org](mailto:rbond@theworkforcecouncil.org) – 757-826-3327

**Website:** [www.theworkforcecouncil.org/](http://www.theworkforcecouncil.org/)

**Meetings:** Held every three months at 9 am on the 3rd Wednesday of the month and the location alternates between 550 30<sup>th</sup> Street, Newport News and 6801 Bridgeway Drive, Suffolk.

- **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.

**Roy Witham, Superintendent** – [rwitham@vprj.net](mailto:rwitham@vprj.net), 757-820-3934

**Website:** [www.vprj.net](http://www.vprj.net)

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

- **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.**

**Elizabeth Friel, Executive Director** – [elizabeth@historicvirginialandconservancy.org](mailto:elizabeth@historicvirginialandconservancy.org)

- **Greater Williamsburg Chamber of Commerce Board of Directors** - Representing nearly 800 small, medium and large businesses, non-profit organizations, and educational institutions, the Greater Williamsburg Chamber of Commerce aims to advance the best interests of the business community. The Chamber 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, Chief Executive Officer** – [terrybanez@businesswilliamsburg.com](mailto:terrybanez@businesswilliamsburg.com); 757-253-2217

**Website:** <https://www.businesswilliamsburg.com/>

**Meetings:** Full Board meetings are held every other month, typically on the 3<sup>rd</sup> Thursday at 12 p.m. 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.

**John McGlennon, Chair of Coalition:** [john.mcglennon@jamescitycountyva.gov](mailto: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.

**Aaron Thompson, Executive Director** - [AThompson@otmdc.net](mailto:AThompson@otmdc.net); 757-259-3275

**Meetings:** The 4th Monday of the month from 5:00 pm to 6:30 pm at the Olde Towne Medical Building, except May with a varying schedule and December when the meeting is on the 3<sup>rd</sup> Monday.

## Beginning of 2026 Regional Boards and Commissions Dates

### January 2026

Jan. 15, 10:30 a.m. – HRTPO/HRPDC  
Jan. 20, 1 p.m. – Tourism Council  
Jan. 20, 4 p.m. – EDA  
Jan. 21, 8:30 a.m. – VPRJ  
Jan. 21, 9 a.m. – HR Workforce Council (Exec. Com.)  
Jan. 22, 12 p.m. – Chamber of Commerce BOD  
Jan. 26, 5 p.m. – Olde Towne Medical BOD

### February 2026

Feb. 17, 4 p.m. – EDA  
Feb. 18, 8:30 a.m. – VPRJ  
Feb. 18, 9 a.m. – HR Workforce Council (Exec. Com.)  
Feb. 19, 10:30 a.m. – HRTPO/HRPDC  
Feb. 23, 5 p.m. – Olde Towne Medical BOD

### March 2026

March 17, 4 p.m. – EDA  
March 18, 8:30 a.m. – VPRJ  
March 18, 9 a.m. – HR Workforce Council BOD  
March 19, 10:30 a.m. – HRTPO/HRPDC  
March 19, 12 p.m. – Chamber of Commerce BOD  
March 23, 5 p.m. – Olde Towne Medical BOD

### April 2026

April 15, 8:30 a.m. – VPRJ  
April 16, 10:30 a.m. – HRMFFA/HRTAC  
April 21, 4 p.m. – EDA  
April 27, 5 p.m. – Olde Towne Medical BOD

## MEMORANDUM

DATE: January 13, 2026

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Hampton Roads Transportation Accountability Commission Appointment

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Appointment to the Hampton Roads Transportation Accountability Commission (“HRTAC”) requires a formal resolution of the Board of Supervisors (“Board”). Once the Board determines who it wishes to serve in this role, I recommend adopting the attached resolution.

ARK/ap  
ApptHRTAC26-mem

Attachment

**RESOLUTION**

**APPOINTMENT OF [REDACTED] TO THE HAMPTON ROADS**

**TRANSPORTATION ACCOUNTABILITY COMMISSION**

WHEREAS, James City County is a member of the Hampton Roads Transportation Accountability Commission (HRTAC); and

WHEREAS, upon formation of the HRTAC, the Code of Virginia automatically designated the County's Chairperson as its Representative to the HRTAC; and

WHEREAS, because Mayors of the 10 cities included in the HRTAC generally serve longer terms of office than do County Chairpersons, the four County members of the HRTAC were at a competitive disadvantage; and

WHEREAS, at its 2016 Session, the General Assembly amended Section 33.2-2602 of the Code of Virginia to allow County members of the HRTAC to appoint their Representatives by resolution, thereby eliminating the competitive advantage enjoyed by cities; and

WHEREAS, designating a consistent member to the HRTAC will improve James City County's ability to secure HRTAC funding for road projects that directly benefit the County; and

WHEREAS, [REDACTED] is a current elected official of James City County and serves on the County's governing body.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby in accordance with Section 33.2-2602 of the Code of Virginia, 1950, as amended, appoints [REDACTED] to serve as James City County's member on the HRTAC until such time as [REDACTED]'s term of office on the James City County Board of Supervisors is complete or the Board of Supervisors adopts a resolution appointing a different member, whichever comes first.

BE IT FURTHER RESOLVED that the Board of Supervisors will review this appointment each year at its Organizational Meeting in January, or as soon thereafter as practicable.

[REDACTED]

Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

|            | VOTES |       |         |        |
|------------|-------|-------|---------|--------|
|            | AYE   | NAY   | ABSTAIN | ABSENT |
| WAINWRIGHT | _____ | _____ | _____   | _____  |
| NULL       | _____ | _____ | _____   | _____  |
| LARSON     | _____ | _____ | _____   | _____  |
| MCGLENNON  | _____ | _____ | _____   | _____  |
| ICENHOUR   | _____ | _____ | _____   | _____  |

Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of January, 2026.

ApptHRTAC26-res

## MEMORANDUM

DATE: January 13, 2026

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: James City County Code of Ethics and Model of Excellence

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At its meeting on March 28, 2006, the James City County Board of Supervisors (the “Board”) adopted its first Code of Ethics (the “Code”) and Model of Excellence (the “Model”). The Code’s stated purpose was to assure public confidence in the integrity of local government and its effective and fair operation. The four-page Code sets forth the ethical standards established by the Board, and the one-page Model summarizes those standards and includes a signed acknowledgement. The Model has been signed by each member of the Board and all members of the County’s various boards, commissions, and committees. The Code and Model were the first of their kind in the Commonwealth and have since served as models for many others.

The Code and Model have remained unchanged since they were first adopted nearly 20 years ago, and the time has come for a minor update. In the past, the Board has indicated that it would like appointed members of the County’s many boards, commissions, and committees to expressly acknowledge that a violation of the Code may result in dismissal from the Board-appointed position. Paragraph 18, *Compliance and Enforcement*, of the Code indicates that a violation of the Code may result in sanctions or removal from a Board-appointed office, but the Model lacks an express acknowledgement of that fact.

Attached is a revised Model that includes the following acknowledgement above the signature line for Board-appointees to a county board, commission, or committee:

*I hereby acknowledge and agree that a violation of the Code of Ethics and/or Model of Excellence as determined by the Board of Supervisors constitutes malfeasance in office and may result in sanctions and/or removal from the position to which I was appointed.*

This acknowledgement gives definition to the term “Malfeasance in Office” and reiterates the Board’s ability to sanction and/or remove an appointee from office as stated in Paragraph 18 of the Code.

Should the Board desire to amend the Model, I recommend that it adopt the attached resolution.

ARK/tm  
COE-MOE-mem

Attachment

## RESOLUTION

### ADOPTION OF AMENDMENTS TO THE JAMES CITY COUNTY CODE OF ETHICS AND

### MODEL OF EXCELLENCE FOR BOARD APPOINTEES TO A

### COUNTY BOARD, COMMISSION, OR COMMITTEE

WHEREAS, on March 28, 2006, the Board of Supervisors adopted a Code of Ethics (the "Code") and Model of Excellence (the "Model"), stating that the citizens and businesses of James City County are entitled to have fair, ethical, and accountable local government which has earned the public's full confidence; and

WHEREAS, the Code requires that all public elected and appointed officials comply with both the letter and the spirit of the laws of policies affecting the operation of government; and

WHEREAS, the Board desires to amend the Model to include an express acknowledgement for Board appointees to a County board, commission, or committee that violation of the Code constitutes malfeasance in office that may result in sanctions and/or removal from such Board-appointed position.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the attached amended Model of Excellence.

BE IT FURTHER RESOLVED that the Board of Supervisors directs the County Administrator to distribute a copy of the Code of Ethics and the revised Model of Excellence to all appointees of County boards, commissions, and committees and ask that each appointee sign the revised Model of Excellence.

\_\_\_\_\_  
James O. Icenhour, Jr.  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Clerk to the Board

WAINWRIGHT  
NULL  
LARSON  
MCGLENNON  
ICENHOUR

VOTES

| <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|------------|------------|----------------|---------------|
| _____      | _____      | _____          | _____         |
| _____      | _____      | _____          | _____         |
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Adopted by the Board of Supervisors of James City County, Virginia, this 13th day of January, 2026.

COE-MOE-res

**JAMES CITY COUNTY  
BOARD OF SUPERVISORS  
CODE OF ETHICS**

**Preamble**

The citizens and businesses of James City County, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the James City County Board of Supervisors has adopted this Code of Ethics for members of the Board and of the County's boards, commissions, and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of James City County and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the James City County Board of Supervisors, boards, commissions, and committees.

**2. Comply with the Law**

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the County of James City in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the County of James City; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.

**3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Supervisors, boards, commissions, and committees, the staff or public.

**4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

**5. Conduct of Public Meetings**

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

**6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

**7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

**8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

**9. Gifts and Favors**

A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

**10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

**11. Use of Public Resources**

Members shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.

**12. Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of the Board shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission, or proceeding of the County, nor shall members of boards, committees, or commissions appear before their own bodies or before the Board of Supervisors on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

**13. Advocacy**

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or James City County, nor will they allow the inference that they do.

**14. Policy Role of Members**

The Board of Supervisors determines the policies of the County with the advice, information, and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator.

Members, therefore, shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions. Inquiries to staff shall be made through the County Administrator or the appropriate department manager or director.

**15. Independence of Board and Commissions**

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

## **16. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive workplace environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

## **17. Implementation**

As an expression of the standards of conduct for members expected by the County, the James City County Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the James City County Code of Ethics. In addition, the Board of Supervisors, boards, committees, and commissions, shall annually review the Code of Ethics and the Board of Supervisors shall consider recommendations from boards, committees, and commissions to update it as necessary.

## **18. Compliance and Enforcement**

The James City County Code of Ethics expresses standards of ethical conduct expected of members of the James City County Board of Supervisors, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Chairman of the Board of Supervisors have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Board of Supervisors may impose sanctions on members whose conduct does not comply with the County's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Board of Supervisors also may remove members of Board-appointed boards, committees, and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board of Supervisors, board, committee, or commission decision.

**MODEL OF EXCELLENCE  
JAMES CITY COUNTY BOARD OF SUPERVISORS,  
BOARDS, COMMITTEES, AND COMMISSIONS  
MEMBER STATEMENT**

As a member of the James City County Board of Supervisors, or of a James City County board, committee, or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the County and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of James City County;
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the James City County Code of Ethics.

For appointees to a County board, committee, or commission: I further hereby acknowledge and agree that a violation of the Code of Ethics and/or Model of Excellence as determined by the Board of Supervisors constitutes malfeasance in office and may result in sanctions and/or removal from the position to which I was appointed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Office(s) held: \_\_\_\_\_

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