

MEMORANDUM

DATE: October 9, 2018
TO: The Board of Supervisors
FROM: William C. Porter, Interim County Administrator
SUBJECT: County Administrator's Report

The following is a summary of activities that took place September 5, 2018 through September 28, 2018:

September 5, 2018 (Wednesday)

- Met with Grace Boone, General Services (GS) Director; recycling
- Attended Hampton Roads Planning District Commission Chief Administrative Officers meeting
- Met with Betsy Fowler, Library Director
- Met with Grace Boone, GS Director

September 7, 2018 (Friday)

- Met with staff; Coffee with County Administrator
- Attended ribbon cutting ceremony at Naval Weapons Station
- State conference call with National Weather Service

September 10, 2018 (Monday)

- Attended emergency meeting at Emergency Operations Center (EOC)
- Virginia Peninsulas Public Service Authority Board Meeting - Curbside Recycling
- Virginia Department of Emergency Management conference call

September 11, 2018 (Tuesday)

- Met with Board Supervisors Ruth Larson and Sue Sadler; Sue Mellen, Financial and Management Services (FMS) Director and Adam Kinsman, County Attorney
- Attended agenda meeting
- Met with John Carnifax, Parks & Recreation Director
- State conference call and discussion of James City County timeline and actions for Hurricane Florence
- Attended Board of Supervisors (BOS) meeting

September 12, 2018 (Wednesday)

- Meeting at EOC
- Met with Patrick Page, Information Resources Management (IRM) Director
- State conference call
- Met with Amy Jordan, Economic Development Director
- Attended James Blair Middle School Dedication Ceremony

September 13, 2018 (Thursday)

- State conference call

September 14, 2018 (Friday)

- State conference call

County Administrator's Report

October 9, 2018

Page 2

September 17, 2018 (Monday)

- Met with new County employees
- Met with Paul Holt, Community Development Director
- Met with Sue Mellen, FMS Director
- Met with Patrick Teague, Human Resources (HR) Director
- Attended Lafayette High School Auxiliary Gym tour

September 18, 2018 (Tuesday)

- Met with Jason Purse, Assistant County Administrator and Patrick Teague, HR Director
- Conference call with Historic Triangle Chief Administrative Officers and Emergency Managers
- Attended Tourism Council meeting

September 19, 2018 (Wednesday)

- Attended Virginia Peninsula Regional Jail meeting
- Met with Rick Koehl, Capital Projects Coordinator; Jolly Pond Dam
- Met with Betsy Fowler, Library Director
- Met with Adam Kinsman, County Attorney

September 20, 2018 (Thursday)

- Met with Adam Kinsman, County Attorney
- Attended Hurricane Florence aftermath meeting

September 21, 2018 (Friday)

- Met Brad Rinehimer, Police Chief
- Attended mandatory James City County Harassment Training

September 24, 2018 (Monday)

- Attended Historic Triangle Collaborative meeting
- Met with Sue Mellen, FMS Director
- Met with Ryan Ashe, Fire Chief

September 25, 2018 (Tuesday)

- Attended agenda meeting
- Met with Rebecca Vinroot, Social Services Director
- Attended BOS meeting

September 26, 2018 (Wednesday)

- Met with Patrick Page, IRM Director
- Attended Greater Williamsburg Partnership meeting
- Met with Amy Jordan, Economic Development Director

WCP/md

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