

**AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

**ITEM #14: CORRESPONDENCE OF INTEREST**

**A. Southampton County Appointment Letter**

Attached is a appointment letter for Mr. Barry T. Porter to serve on the Hampton Roads District Commission from July 1, 2014 through June 30, 2016.

Attachment 14-A

**B. City of Chesapeake Reappointment Letter**

Attached is a reappoint letter for Ms. Debbie Ritter to serve on the Hampton Roads Planning District Commission from July 13, 2014 to July 12, 2016.

Attachment 14-B

# SOUTHAMPTON COUNTY

26022 Administration Center Drive  
P. O. Box 400  
Courtland, Virginia 23837



757-653-3015  
Fax: 757-653-0227

June 16, 2014

Mr. Dwight L. Farmer, Executive Director  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, VA 23320

Dear Mr. Farmer:

Please be advised that Mr. Barry T. Porter was reappointed by the Board of Supervisors, in their regular session of May 27, to another two (2) year term on the Hampton Roads Planning District Commission.

This term will commence on July 1, 2014 and will expire June 30, 2016.

With kind regards, I remain

Sincerely,



Michael W. Johnson  
County Administrator

cc: Barry T. Porter

RECEIVED

JUN 17 2014

HRPDC

Attachment 14-A

Office of the City Clerk  
306 Cedar Road  
Chesapeake, Virginia 23322  
email: council@cityofchesapeake.net  
(757) 382-6151  
Fax (757) 382-6678

June 30, 2014

Mr. Dwight Farmer  
Executive Director/Secretary  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, VA 23320

RE: Reappointment

Dear Mr. Farmer:

At the June 24, 2014 City Council meeting, Council Member Debbie Ritter was reappointed to the Hampton Roads Planning District Commission for a term beginning July 13, 2014 and ending on July 12, 2016.

If you have any questions or need additional information, please call me at 382-6151.

Sincerely,

*Dolores A. Moore*  
mw

Dolores A. Moore, MMC  
City Clerk

Received

JUL 02 2014

HRPDC

Office of the City Clerk  
306 Cedar Road  
Chesapeake, Virginia 23322  
email: council@cityofchesapeake.net  
(757) 382-6151  
Fax (757) 382-6678

June 25, 2014

Council Member S. Z. "Debbie" Ritter  
732 School House Road  
Chesapeake, VA 23322

Dear Council Member Ritter:

I am pleased to advise you that City Council, at its meeting of June 24, 2014, reappointed you to your second term on the Hampton Roads Planning District Commission. Your term begins on July 13, 2014 and expires on July 12, 2016.

Your Certificate of Appointment is enclosed. As required by State law, you must take the Oath of Office prior to taking your voting position on the Board/Commission. Failure to be sworn in prior to taking your seat on the Hampton Roads Planning District Commission could result in all actions of the Board/Commission on which you participate as an active member being nullified. The oath is administered by Ms. Faye Mitchell, Clerk of the Circuit Court. Please contact Ms. Mitchell's office at 382-3022 to arrange to take your oath. Again, it is necessary to be sworn in before you take your position on the Board/Commission.

By copy of this letter, the chairperson/liaison will be notified of your appointment and will advise you of the next meeting date. In the near future, you will receive additional information regarding this appointment from the Office of the City Attorney. This information includes the Freedom of Information Act (FOIA) recently amended by the Virginia State Legislature. Section 2.2-3702 of the Act requires officials of any public body to read and familiarize themselves with the information contained in the FOIA. Additionally, Section 2.2-3701 of the Act defines a public body as "...any legislative body, any authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth ...supported wholly or principally by public funds." Carefully review the information contained in the FOIA when your package arrives from the City Attorney's office.

Should you have any questions, please call Mitzie Wright, Deputy City Clerk, 382-6151.

Sincerely,

  
Dolores A. Moore, MMC  
City Clerk

DAM:mbw

Enclosure

cc: Faye Mitchell, Clerk of the Circuit Court  
Jan L. Proctor, City Attorney  
Nancy G. Parr, Commonwealth's Attorney  
Kelly Peterson, Liaison, Hampton Roads Planning District Commission