A G E N D A JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS 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
- D. CONSENT CALENDAR
- E. PUBLIC HEARING(S)
- F. BOARD CONSIDERATION(S)
- G. BOARD REQUESTS AND DIRECTIVES
- H. ADJOURNMENT
 - 1. Adjourn until 4 p.m. on January 22, 2019 for the Regular Meeting

AGENDA ITEM NO. C.1.

ITEM SUMMARY

DATE: 1/2/2019

TO: The Board of Directors

FROM: Adam R. Kinsman, JCSA Attorney

SUBJECT: Organizational Meeting

ATTACHMENTS:

	Description	Type
D	memo	Cover Memo
D	reso	Resolution
D	Calendar 2019	Exhibit
D	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 - 4:41 PM
Legal Review	Kinsman, Adam	Approved	12/20/2018 - 4:28 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 4:29 PM
Board Secretary	Purse, Jason	Approved	12/20/2018 - 4:32 PM
Board Secretary	Fellows, Teresa	Approved	12/20/2018 - 4:37 PM

MEMORANDUM

DATE: January 2, 2019

TO: The Board of Directors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Organizational Meeting of the Board of Directors

The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2019 as established in the attached resolution, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

ARK/md BODOrgJCSA19-mem

Attachment

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, desire to establish rules for conducting its business during the year of 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, 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. The meetings shall be held in the Board Room of the James City County Government Center at 4:00 p.m. or as soon thereafter as the Board of Directors may determine.
- 2. The Board of Directors 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 leaving the chair; and can make motions and votes on all questions.

	Chairman, B	oard of I	Directors					
ATTECT	VOTES							
ATTEST:		<u>AYE</u>	NAY	ABSTAIN				
	MCGLENNON							
	SADLER							
Teresa J. Fellows	- HIPPLE							
Deputy Clerk to the Board	ICENHOUR LARSON							

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



2019 Board of Directors' Calendar

KEY			JA	NUA	RY	7	$\overline{\ }$					JULY	,			
	S	M	T 1	W 2	T 3	F 4	S 5	BOD Org Mtg-2	S	M 1	T 2	W 3	T 4	F 5	S 6	
Months with change	6	7	8	9	10	11	12		7	8	9	10	11	12	13	BOD Meeting-23
- Change	13 20	14 21	15 22	16 23	17 24	18 25	19 26	BOD Meeting-22	14	15	16	17	18	19	20	Independence Day-4
	27	28	29	30	31	23	20	Martin Luther	21	22	23	24	25	26	27	
BOD Meeting		-			01			King, Jr. Day-21	28	29	30	31				
DOD WESTING		l														
			FE	BRUA	RY						A	UGUS	ST	7	$\overline{\vee}$	
Work Session	S	M	Т	W	Т	F 1	S 2	· 	S	M	Т	W	T 1	F 2	S 3	BOD Meeting-13
	3	4	5	6	7	8	9	BOD Meeting-26	4	5	6	7	8	9	10	BOD Meeting-13
Dates of	10	11	12	13	14	15	16	Bob Meeting 20	11	12	13	14	15	16	17	
Interest	17	18	19	20	21	22	23		18	19	20	21	22	23	24	
	24	25	26	27	28			Presidents Day- 18	25	26	27	28	29	30	31	
More		1					I	10			I	l				I
Information			M	IARC	Н						SEF	TEM	BER			I
•4 th Tuesday	S	M	Т	W	Т	F	S 2		S	M	Т	W	Т	F	S	1
BOD Meeting 4 p.m. (unless	3	4	5	6	7	1 8	9	BOD Meeting-26	1 8	9	3 10	4 11	5 12	6 13	7 14	BOD Meeting-24
otherwise	10	11	12	13	14	15	16	DOD Meeting-20	15	16	17	18	19	20	21	DOD Meeting-24
noted)	17	18	19	20	21	22	23		22	23	24	25	26	27	28	Labor Day-2
•January 2 BOD	24	25	26	27	28	29	30		29	30						
Org. Meeting	31															_
4 p.m.			I	APRII	L		7					стов				
4 p.m.	S	M 1	Т	W	Т	F	S 6	BOD Budget	S	M	T 1	W 2	ER T	F 4	S 5	
		1	T 2	W 3	T 4	5	6	Public Hearing-9 @ 5 p.m.	S 6	M 7	Т	W	Т			BOD Meeting-22
4 p.m.	7	8	T 2	W 3	T 4	5 12	6 13	Public Hearing-9			T 1	W 2	T 3	4	5	BOD Meeting-22
Location 101-F Mounts	7 14	8 15	T 2 9 16	W 3 10 17	T 4 11 18	5 12 19	6 13 20	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget	6 13 20	7 14 21	T 1 8 15	W 2 9 16 23	T 3 10 17 24	4 11	5 12	BOD Meeting-22
Location	7 14 21	8 15 22	T 2 9 16 23	W 3	T 4	5 12	6 13	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget Work Sessions:	6 13	7 14	T 1 8 15	W 2 9	T 3 10 17	4 11 18	5 12 19	BOD Meeting-22
Location 101-F Mounts Bay Road Williamsburg, Virginia	7 14	8 15	T 2 9 16	W 3 10 17	T 4 11 18	5 12 19	6 13 20	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget	6 13 20	7 14 21	T 1 8 15	W 2 9 16 23	T 3 10 17 24	4 11 18	5 12 19	BOD Meeting-22
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Location 101-F Mounts Bay Road Williamsburg, Virginia 23185 Mailing Address P.O. Box 8784 Williamsburg, Virginia	7 14 21 28 S 5 12 19	M 6 13 20	T 2 9 16 23 30 T 7 14 21	W 3 10 17 24 W 1 8 15 22	T 4 11 18 25 T 2 9 16 23	5 12 19 26 F 3 10 17 24	6 13 20 27 S 4 11 18	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget Work Sessions: 23 @ 4 p.m. 30 @ 4 p.m.	6 13 20 27 S	7 14 21 28 M 4	T 1 8 15 22 29 NO T 5 12 19	W 2 9 16 23 30 VEMI W 6	T 3 10 17 24 31 BER T 7	F 1 8 15 22	5 12 19 26 S 2 9	BOD Meeting-26 Veteran's Day-11
Location 101-F Mounts Bay Road Williamsburg, Virginia 23185 Mailing Address P.O. Box 8784 Williamsburg,	7 14 21 28 S 5 12	M 6 13	T 2 9 16 23 30 T 7 14	W 3 10 17 24 W 1 1 8 15	T 4 11 18 25 T 2 9 16	5 12 19 26 F 3 10 17	6 13 20 27 S 4 11 18	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget Work Sessions: 23 @ 4 p.m. 30 @ 4 p.m.	6 13 20 27 S 3 10 17	7 14 21 28 M 4 11 18	T 1 8 15 22 29 NO T 5 12	W 2 9 16 23 30 VEMI W 6 13 20	T 3 10 17 24 31 T 7 14 21	F 1 8 15	5 12 19 26 S 2 9 16 23	BOD Meeting-26
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Location 101-F Mounts Bay Road Williamsburg, Virginia 23185 Mailing Address P.O. Box 8784 Williamsburg, Virginia 23187-8784 https://james citycountyva	7 14 21 28 S 5 12 19 26	M 6 13 20 27	T 2 9 16 23 30 T 7 14 21 28	W 3 10 17 24 W 1 8 15 22 29 JUNE W 5 12	T 4 11 18 25 T 2 9 16 23 30 T T 6 13	5 12 19 26 F 3 10 17 24 31	6 13 20 27 3 4 11 18 25 1 8 15	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget Work Sessions: 23 @ 4 p.m. 30 @ 4 p.m. BOD Meeting-28 Memorial Day- 27	6 13 20 27 S 3 10 17 24	M 4 11 18 25 M 2 9 16	T 1 8 15 22 29 NO T 5 12 19 26 T 3 10 17	W 2 9 16 23 30 VEMI W 6 13 20 27 CEMI W 4 11 18	T 3 10 17 24 31 8ER T 7 14 21 28 8ER T 5 12 19	F 1 8 15 22 29 F 6 13 20	5 12 19 26 S 2 9 16 23 30 S 7 14 21	BOD Meeting-26 Veteran's Day-11 Thanksgiving-28,29 BOD Meeting-10 Christmas-24, 25 New Year's Day Holiday-Jan 1
Location 101-F Mounts Bay Road Williamsburg, Virginia 23185 Mailing Address P.O. Box 8784 Williamsburg, Virginia 23187-8784 https://james citycountyva	7 14 21 28 S 5 12 19 26	M 6 13 20 27	T 2 9 16 23 30 T 7 14 21 28	W 3 10 17 24 W 1 8 15 22 29 JUNE W 5	T 4 11 18 25 T 2 9 16 23 30 T T 6 6	5 12 19 26 F 3 10 17 24 31	6 13 20 27 8 4 11 18 25 1 8	Public Hearing-9 @ 5 p.m. BOD Meeting 23 Budget Work Sessions: 23 @ 4 p.m. 30 @ 4 p.m. BOD Meeting-28 Memorial Day- 27	6 13 20 27 S 3 10 17 24	M 4 11 18 25 M 2 9	T 1 8 15 22 29 NO T 5 12 19 26 DE T 3 10	W 2 9 16 23 30 VEMI W 6 13 20 27 CEMI W 4 11	T 3 10 17 24 31 SER T 28 SER T 5 12	F 1 8 15 22 29 F 6 13	5 12 19 26 S 2 9 16 23 30	BOD Meeting-26 Veteran's Day-11 Thanksgiving-28,29 BOD Meeting-10 Christmas-24, 25 New Year's Day



2019 Board of Directors' Calendar of Important Dates

Regular Meeting at 4:00 p.m. unless otherwise noted

January 2019

County Holiday - Jan. 1

Organizational Meeting – Jan. 2 @ 4 p.m.

County Holiday - Jan. 21

BOD Regular Meeting - Jan. 22

February 2019

County Holiday – Feb. 18

BOD Regular Meeting - Feb. 26

March 2019

BOD Regular Meeting - March 26

April 2019

BOD Budget Public Hearing - April 9 @ 5 p.m.

Budget Work Sessions – April 23 and 30 @ 4 p.m.

BOD Regular Meeting - April 23

May 2019

County Holiday - May 27

BOD Regular Meeting - May 28

June 2019

BOD Regular Meeting - June 25

July 2019

County Holiday - July 4

BOD Regular Meeting – July 23

August 2019

BOD Regular Meeting - August 13 @ 5 p.m.

September 2019

County Holiday - Sept. 2

 $BOD\ Regular\ Meeting-Sept.\ 24$

October 2019

BOD Regular Meeting - Oct. 22

November 2019

County Holiday - Nov. 11

BOD Regular Meeting - Nov. 26

County Holiday - Nov. 28-29

December 2019

BOD Regular Meeting - Dec. 10 @ 5 p.m.

County Holiday - Dec. 24-25

January 2020

County Holiday - Jan. 1

BOD Organizational Meeting - Jan. 2 @ 4 p.m.

Location:

Regular Meetings and Work Sessions:

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

BOD 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/DocumentCenter/View/15966

AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 1/2/2019

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 4 p.m. on January 22, 2019 for the Regular Meeting

REVIEWERS:

Department Reviewer Action Date

Board Secretary Fellows, Teresa Approved 12/27/2018 - 3:10 PM