

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

ITEM SUMMARY

DATE: 1/2/2019
TO: The Board of Directors
FROM: Adam R. Kinsman, JCSA Attorney
SUBJECT: Organizational Meeting

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	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 - 4:41 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, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
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

Months with change

BOD Meeting

Work Session

Dates of Interest

More Information

•4th Tuesday BOD Meeting 4 p.m. (unless otherwise noted)

•January 2 BOD Org. Meeting 4 p.m.

Location

101-F Mounts Bay Road Williamsburg, Virginia 23185

Mailing Address

P.O. Box 8784 Williamsburg, Virginia 23187-8784

<https://jamescitycountyva.gov/BOS>

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BOD Org Mtg-2

BOD Meeting-22

Martin Luther King, Jr. Day-21

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

BOD Meeting-26

Presidents Day-18

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BOD Meeting-26

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

BOD Meeting 23

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

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

BOD Meeting-28

Memorial Day-27

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

BOD Meeting-25

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

BOD Meeting-23

Independence Day-4

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BOD Meeting-13

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

BOD Meeting-24

Labor Day-2

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BOD Meeting-22

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

BOD Meeting-26

Veteran's Day-11

Thanksgiving-28,29

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOD Meeting-10

Christmas-24, 25

New Year's Day Holiday-Jan 1

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



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>

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