

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, 2020
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 21, 2020 for the Regular Meeting

ITEM SUMMARY

DATE: 1/2/2020
TO: The Board of Directors
FROM: Adam R. Kinsman, JCSA Attorney
SUBJECT: Organizational Meeting

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Board Calendar	Exhibit
☐	Calendar, List View	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/6/2019 - 11:55 AM
Publication Management	Daniel, Martha	Approved	12/6/2019 - 12:37 PM
Legal Review	Kinsman, Adam	Approved	12/6/2019 - 12:38 PM
Board Secretary	Fellows, Teresa	Approved	12/23/2019 - 1:17 PM
Board Secretary	Purse, Jason	Approved	12/23/2019 - 1:40 PM
Board Secretary	Fellows, Teresa	Approved	12/23/2019 - 3:17 PM

MEMORANDUM

DATE: January 2, 2020
TO: The Board of Directors
FROM: Adam R. Kinsman, James City Service Authority Attorney
SUBJECT: Organizational Meeting for 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 2020 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
2020JCSAOrgMtg-mem

Attachments

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 2020.

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 2020.

1. Meetings of the Board shall be held on those dates shown on the attached 2020 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 Secretary to the Board

	VOTES		
	AYE	NAY	ABSTAIN
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 2nd day of January, 2020.



2020 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 Organization Mtg-4 p.m.

Location

101-F Mounts Bay Road Williamsburg, Virginia 23185

Mailing Address

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

www.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	

New Year's Day-1
BOD Org Mtg-2

Martin Luther King, Jr. Day-20

BOD Mtg-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	29

Presidents Day-17
BOD Mtg-25

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 Mtg-24

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 at 5 p.m.-14

Budget Work Sessions at 4 p.m.-21 & 28

BOD Mtg-28

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						

Memorial Day-25

BOD Mtg-26

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 Mtg-23

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	

Independence Day recognized-3

BOD Mtg-28

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 Mtg-11 at 5 p.m.

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			

Labor Day-7

BOD Mtg-22

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 Mtg-27

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					

Veteran's Day Observed-11

BOD Mtg-24

Thanksgiving-26, 27

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 Mtg-8 at 5 p.m.

Christmas-24, 25

New Year's Day Holiday-Jan 1

BOD Organizational Mtg-1/4/2021



2020 Board of Directors' Calendar of Important Dates

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

January 2020

County Holiday – Jan. 1
Organizational Meeting – **Jan. 2 @ 4 p.m.**
County Holiday – Jan. 20
BOD Regular Meeting – **Jan. 21**

February 2020

County Holiday – Feb. 17
BOD Regular Meeting – **Feb. 25**

March 2020

BOD Regular Meeting – **March 24**

April 2020

BOD Budget Public Hearing – **April 14 @ 5 p.m.**
Budget Work Sessions – **April 21 and 28 @ 4 p.m.**
BOD Regular Meeting – **April 28**

May 2020

County Holiday – May 25
BOD Regular Meeting – **May 26**

June 2020

BOD Regular Meeting – **June 23**

July 2020

County Holiday – July 3
BOD Regular Meeting – **July 28**

August 2020

BOD Regular Meeting – **August 11 @ 5 p.m.**

September 2020

County Holiday – Sept. 7
BOD Regular Meeting – **Sept. 22**

October 2020

BOD Regular Meeting – **Oct. 27**

November 2020

County Holiday – Nov. 11
BOD Regular Meeting – **Nov. 24**
County Holiday – Nov. 26 and 27

December 2020

BOD Regular Meeting – **Dec. 8 @ 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: 1/2/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 4 p.m. on January 21, 2020 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/23/2019 - 3:36 PM