

A G E N D A
JAMES CITY COUNTY BOARD OF DIRECTORS
SPECIAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 26, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. BOARD DISCUSSIONS

1. Revisions to the Contract of the General Manager

D. CLOSED SESSION

E. ADJOURNMENT

1. Adjourn until 5 pm on September 13, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 7/26/2022

TO: The Board of Directors

FROM: Adam R. Kinsman, JCSA Attorney

SUBJECT: Revisions to the Contract of the General Manager

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/20/2022 - 4:54 PM

MEMORANDUM

DATE: July 26, 2022

TO: The Board of Directors

FROM: Adam R. Kinsman, James City Service Authority Attorney

SUBJECT: Revisions to the Contract of the General Manager

At the regularly scheduled meeting of the Board of Directors (the "Board") on July 12, 2022, the Board conducted its annual review of the General Manager and, as a result, desired to make changes to his contract of employment.

The desired changes are set forth in the attached resolution.

ARK/md
JCSAGMRevCon-mem

Attachment

RESOLUTION

REVISIONS TO THE CONTRACT OF THE GENERAL MANAGER

WHEREAS, at its regularly scheduled meeting on July 12, 2022, the Board of Directors of the James Service Authority (the "Board") conducted its annual review of the General Manager; and

WHEREAS, the review was positive and, in recognition thereof, the Board desires to make changes to the contract of employment for the General Manager.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby resolve to grant the General Manager a five percent (5%) pay increase and \$1,500 salary increase, retroactive to April 16, 2022.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
ICENHOUR	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____
LARSON	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 26th day of July, 2022.

JCSAGMRevCon-res

ITEM SUMMARY

DATE: 7/26/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until 5 pm on September 13, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/20/2022 - 4:57 PM