

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
2026 ORGANIZATIONAL MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
January 13, 2026
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. 2026 Organizational Meeting

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT

1. Adjourn until 5 pm on January 13, 2026 for the Regular Meeting

MEMORANDUM

DATE: January 13, 2026

TO: The Board of Directors

FROM: Adam R. Kinsman, County 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 2026 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/ap
2026JCSAOrgMtg-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 2026.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, that the following rules shall apply for the year 2026:

1. Meetings of the Board shall be held on those dates shown on the attached 2026 calendar. The meetings shall be held in the Board Room of the James City County Government Center at 5:00 p.m. or as soon thereafter as the Board of Directors may determine.
2. The General Manager shall prepare and share the Board's draft agenda no later than 11 days (generally a Friday) prior to the meeting of the Board with the Chair of the Board. The Chair of the Board shall approve, deny, or modify the draft agenda as he or she determines to be appropriate and shall cause the final agenda to be publicized at least seven days prior to the meeting of the Board, or as soon thereafter as reasonably possible. Following publication, the agenda may only be modified at the meeting of the Board upon a majority vote. Any member of the Board may have an item included on a future agenda by making such request during a meeting of the Board, such request being approved by general assent or upon a majority vote.
3. 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.

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Chair, 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>
WAINWRIGHT	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
NULL	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 13th day of January, 2026.

2026JCSAOrgMtg-res



2026 Board of Directors' Calendar of Important Dates

Regular Meeting at 5 p.m., unless otherwise noted.

October
2026

January 2026

Organizational Meeting – **Jan. 13 @ 4 p.m.**

BOD Regular Meeting – **Jan. 13**

County Holiday – Jan. 19

BOD Retreat* – **Jan. 27 @ 8:30 a.m.**

February 2026

BOD Regular Meeting – **Feb. 10**

County Holiday – Feb. 16

March 2026

BOD Regular Meeting – **March 10**

April 2026

BOD Regular Meeting – **April 14**

Budget Business Meeting – **April 28 @ 1 p.m.**

May 2026

BOD Regular Meeting – **May 12**

County Holiday – May 25

June 2026

BOD Regular Meeting – **June 9**

County Holiday – June 19

July 2026

County Holiday – July 3

BOD Regular Meeting – **July 14**

August 2026

No Meeting Scheduled

September 2026

County Holiday – Sept. 7

BOD Regular Meeting – **Sept. 8**

BOD Regular Meeting – **Oct. 13**

November 2026

County Holiday – Nov. 11

BOD Regular Meeting – **Nov. 17 (3rd Tuesday)**

County Holiday – Nov. 26-27

December 2026

BOD Regular Meeting – **Dec. 8**

County Holiday – Dec. 24-25

Beginning of 2027 Calendar Year

January 2026

County Holiday – Jan. 1

BOD Organizational Meeting – **Jan. 12 @ 4 p.m.**

BOD Regular Meeting – **Jan. 12 @ 5 p.m.**

Location:

Regular Meetings and Business Meetings:

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

Webpage: <https://www.jamescitycountyva.gov/613/Board-of-Directors>

*The Retreat will take place in the Training Room of the JCSA Operations Center, 119 Tewning Road, Williamsburg, VA.