

**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, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ORGANIZATIONAL MEETING**

1. Organizational Meeting of the Board of Directors
2. Appointment of Secretary and Deputy Secretary to the Board

**D. CONSENT CALENDAR**

**E. PUBLIC HEARING(S)**

**F. BOARD CONSIDERATION(S)**

**G. BOARD REQUESTS AND DIRECTIVES**

**H. ADJOURNMENT**

1. Adjourn until 5 p.m. on January 9, 2017 for the Regular Meeting

**ITEM SUMMARY**

DATE: 1/2/2018

TO: The Board of Directors

FROM: Adam R. Kinsman, JCSA Attorney

SUBJECT: Organizational Meeting of the Board of Directors

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**ATTACHMENTS:**

	Description	Type
📎	memo	Cover Memo
📎	reso	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/6/2017 - 10:37 AM
Publication Management	Colonna, Tina	Approved	12/6/2017 - 11:16 AM
Legal Review	Kinsman, Adam	Approved	12/6/2017 - 11:37 AM
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 3:35 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:55 AM

## **M E M O R A N D U M**

DATE: January 2, 2018

TO: The Board of Directors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Organizational Meeting of the Board of Directors

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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 2018 and the date of the 2019 organizational meeting 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/nb  
BODOrgJCSA18-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, desires to establish rules for conducting its business during the year of 2018.

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 2018.

1. Regular meetings of the Board of Directors shall be held following, or concurrent with, the regular Board of Supervisors meetings on the second Tuesday of each month. The meetings shall be held at 5:00 p.m. or as soon thereafter as the Board of Directors may determine.
2. The 2019 organizational meeting shall be held on Wednesday, January 3, 2019 at 4:00 p.m.
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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Chairman, Board of Directors

ATTEST:

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Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
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, 2018.

**ITEM SUMMARY**

DATE: 1/2/2018

TO: The Board of Directors

FROM: Adam R. Kinsman, JCSA Attorney

SUBJECT: Appointment of Secretary and Deputy Secretary to the Board

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**ATTACHMENTS:**

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/6/2017 - 11:37 AM
Publication Management	Colonna, Tina	Approved	12/6/2017 - 11:57 AM
Legal Review	Kinsman, Adam	Approved	12/6/2017 - 11:57 AM
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 3:35 PM
Board Secretary	Purse, Jason	Approved	12/21/2017 - 9:54 AM
Board Secretary	Fellows, Teresa	Approved	12/21/2017 - 9:55 AM

## MEMORANDUM

DATE: January 2, 2018

TO: The Board of Directors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Resolution Appointing M. Douglas Powell as James City Service Authority Secretary and Teresa J. Fellows as Deputy Secretary

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The Secretary to the James City Service Authority (the “JCSA”) serves as the custodian of the corporate seal of the JCSA, records the proceedings of the Board of Directors (“the Board”) in a book provided for that purpose and preserves and files all accounts and papers acted upon by the Board with its action thereon.

Section 15.2-5113.A of the Code of Virginia, 1950, as amended, states that “the board members of the authority . . . shall elect a secretary” for the Board. Historically, the General Manager of the JCSA has acted as the Secretary of the Board; however, no resolution appointing him as such has been located.

In addition, Ms. Teresa J. Fellows recently obtained the designation of a Certified Municipal Clerk (“CMC”). To earn the CMC designation, a Municipal Clerk must attend extensive education programs and possess pertinent experience in a municipality. Appointing Ms. Fellows as a Deputy Secretary will streamline the process of finalizing the Board’s materials by allowing her to countersign the Board’s resolutions and ordinances. Ms. Fellows has handled the Board’s administrative matters for five years and has the education and experience to serve as the Board’s Deputy Secretary.

I recommend adoption of the attached resolution affirming and appointing M. Douglas Powell as Secretary to the Board and Ms. Fellows as Deputy Secretary to the Board.

ARK/nb  
ResAppts-mem

Attachment

## RESOLUTION

### RESOLUTION APPOINTING M. DOUGLAS POWELL AS JAMES CITY SERVICE

### AUTHORITY SECRETARY AND TERESA J. FELLOWS AS DEPUTY SECRETARY

WHEREAS, Section 15.2-5113 of the Code of Virginia, 1950, as amended, directs the Board of Directors (the "Board") of the James City Service Authority (the "JCSA") to elect a secretary to the Board; and

WHEREAS, the General Manager of the JCSA has historically acted as the Secretary and the Board wishes to affirm and reappoint M. Douglas Powell as Secretary to the Board; and

WHEREAS, Teresa J. Fellows has provided administrative support to the Board for five years and on March 1, 2017 obtained the designation of Certified Municipal Clerk and the Board wishes to appoint Teresa J. Fellows as Deputy Secretary to the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby reappoints M. Douglas Powell, General Manager of the JCSA, to the position of Secretary of the James City Service Authority of James City County effective January 2, 2018.

BE IT FURTHER RESOLVED that the Board of Supervisors of James City County, Virginia, hereby appoints Teresa J. Fellows to the position of Deputy County Clerk effective January 2, 2018.

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Chairman, Board of Directors

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

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Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 2nd day of January, 2018.

ResAppts-res

**ITEM SUMMARY**

DATE: 1/2/2018

TO: The Board of Directors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adjourn until 5 p.m. on January 9, 2017 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/18/2017 - 4:30 PM