

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 23, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes Adoption - May 26, 2015, Regular Meeting
2. Grant Award - Wellhead Protection - Virginia Department of Health  
Office of Drinking Water - \$9,000

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

1. Closed Session (Va. Code 2.2-3711(A)(7))
2. Certification of Closed Session

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT**

1. Adjourn until July 28, 2015 for the Regular Meeting

**ITEM SUMMARY**

DATE: 6/23/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board  
SUBJECT: Minutes Adoption - May 26, 2015, Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	052615bod-mins	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/15/2015 - 1:03 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board**  
**Room 101 Mounts Bay Road,**  
**Williamsburg, VA 23185**  
**May 26, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

Mary K. Jones, Berkeley District  
John J. McGlennon, Roberts District  
Kevin D. Onizuk, Vice-Chairman, Jamestown District  
Michael J. Hipple, Powhatan District  
James G. Kennedy, Chairman, Stonehouse District

M. Douglas Powell, General Manager  
Bryan J. Hill, Secretary to the Board

**C. CONSENT CALENDAR**

A motion to Approve was made by John McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

1. Minutes - April 14, 2015 Budget Public Hearing and April 28, 2015 Regular Meeting
2. Historic Minutes Reconciliation - 2003 thru 2005

**D. PUBLIC HEARING(S)**

1. Easement Abandonments – Governor’s Grove at Five Forks

A motion to Approve was made by Mary Jones and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

Mr. Powell addressed the board giving an overview of the memorandum included in the Agenda Packet.

Mr. McGlennon questioned if the abandonment of these easements reflected any changes to the overall plan of the development.

Mr. Powell stated no.

As there were no other questions for staff, Mr. Kennedy opened the Public Hearing. As no one wished to speak to the matter, Mr. Kennedy closed the Public Hearing.

**E. BOARD CONSIDERATION(S)**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT**

1. Adjourn until June 23, 2015, Regular Meeting

A motion to Adjourn was made by Michael Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

At 7:02 pm, Mr. Kennedy adjourned the Board.

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Bryan J. Hill  
Secretary to the Board

052615bod-min

**ITEM SUMMARY**

DATE: 6/23/2015

TO: Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$9,000

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**ATTACHMENTS:**

	Description	Type
☐	Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$9,000 Memo	Cover Memo
☐	Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$9,000 Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/4/2015 - 11:41 AM
Publication Management	Burcham, Nan	Approved	6/4/2015 - 1:39 PM
Board Secretary	Fellows, Teresa	Approved	6/5/2015 - 10:09 AM
Board Secretary	Kinsman, Adam	Approved	6/8/2015 - 11:11 AM
Board Secretary	Fellows, Teresa	Approved	6/8/2015 - 12:10 PM

## MEMORANDUM

DATE: June 23, 2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$9,000

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The James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant by the Virginia Department of Health Office of Drinking Water in the amount of \$9,000. The grant funding sources are the Federal Safe Drinking Water Act and the Virginia Drinking Water State Revolving Fund Set-Asides.

The funds are to be used to properly abandon old, unused wells through the JCSA's Cap It Well Abandonment Program. Wells are abandoned when they are replaced by new wells or when homes are connected to the JCSA. Virginia law requires that private wells no longer in use be properly abandoned, which means that a licensed well driller permanently seals or "caps" the well. The Cap It program provides funding and information to assist citizens in capping wells.

The purpose of the Cap It Program is to protect James City County's groundwater resources from pollutants and contamination via unused or improperly abandoned private wells in James City County, protect the Chesapeake Bay and local rivers and watersheds by reducing the threat of groundwater contamination, and reduce the threat to humans and animals that may become trapped in an open, unused well.

Over the past 12 years, over 290 wells have been abandoned through this program. County residents and businesses are eligible for the program with residential applications taking priority. The program currently has a waiting list of 10 applications.

The grant requires no match.

Staff recommends adoption of the attached resolution.

GA-WellhdPro-mem  
MDP/gb

Attachment

**RESOLUTION**

**GRANT AWARD - WELLHEAD PROTECTION - VIRGINIA DEPARTMENT OF**

**HEALTH OFFICE OF DRINKING WATER - \$9,000**

WHEREAS, the James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant by the Virginia Department of Health Office of Drinking Water in the amount of \$9,000; and

WHEREAS, the funds are to be used to properly abandon old, unused wells through the JCSA's Cap It Well Abandonment Program; and

WHEREAS, the grant requires no match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following budget appropriation to the Water Fund:

Revenue:

Wellhead Protection Grant - FY 2016	<u>\$9,000</u>
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Expense:

Cap It Well Abandonment Program - FY 2016	<u>\$9,000</u>
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James G. Kennedy  
Chairman, Board of Directors

ATTEST:

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Bryan J. Hill  
Secretary to the Board

	<u>VOTES</u>		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____
KENNEDY	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of June, 2015.

**ITEM SUMMARY**

DATE: 6/23/2015

TO: Board of Directors

FROM: Max Hlavin, Assistant County Attorney

SUBJECT: Enter into closed session for consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation and consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel.

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**ATTACHMENTS:**

	Description	Type
☐	BOD Memo	Cover Memo
☐	Exhibit 1	Exhibit
☐	Exhibit 2	Exhibit
☐	Exhibit 3	Exhibit
☐	Exhibit 4	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Attorney	Gowdy, Michelle	Approved	6/9/2015 - 5:30 PM
Publication Management	Colonna, Tina	Approved	6/10/2015 - 8:26 AM
Board Secretary	Fellows, Teresa	Approved	6/10/2015 - 10:49 AM
Board Secretary	Kinsman, Adam	Approved	6/15/2015 - 11:21 AM
Board Secretary	Fellows, Teresa	Approved	6/15/2015 - 12:03 PM

**ITEM SUMMARY**

DATE: 6/23/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board  
SUBJECT: Certification of Closed Session

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**ATTACHMENTS:**

	Description	Type
▣	Certification Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/16/2015 - 9:38 AM

**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Directors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(7), the consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation.

\_\_\_\_\_  
James G. Kennedy  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____
KENNEDY	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of June, 2015.

062315bodex-res

**ITEM SUMMARY**

DATE: 6/23/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board  
SUBJECT: Adjourn until July 28, 2015 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/15/2015 - 1:05 PM