

**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**  
**May 26, 2015**  
**6:30 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

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

**E. BOARD CONSIDERATION(S)**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT**

1. Adjourn until June 23, 2015, Regular Meeting

**ITEM SUMMARY**

DATE: 5/26/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board of Supervisors  
SUBJECT: Minutes Adoption

---

**ATTACHMENTS:**

	Description	Type
▣	041415 BOD Mins	Minutes
▣	042815 BOD Mins	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/19/2015 - 2:03 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 14, 2015**  
**6:30 PM**

---

**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**

**D. PUBLIC HEARING(S)**

1. Public Hearing on FY 2016 James City Service Authority Budget and Utility Rates

Mr. Powell recommended that the Chair open the Public Hearing on the JCSA proposed budget and utility rate increase to run concurrently with the Public Hearing on the County's proposed budget. As there were no questions for staff, Mr. Kennedy opened the Public Hearing.

1. Mr. Robert Lund, 111 Swinley Forest, addressed the Board in support of the increase in utility rates; however, he questioned the use of so many different sized water meters and tiers based on those different sized meters.

As no one else wished to speak, Mr. Kennedy closed the Public Hearing.

Action on this item was deferred until the April 28, 2015 Regular Meeting.

**E. BOARD CONSIDERATION(S)**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT**

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

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

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

At 9:25 p.m., Mr. Kennedy adjourned the Board.

---

Bryan J. Hill  
Secretary to the Board

041415bod-min

**MINUTES**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 28, 2015**  
**6:30 PM**

---

**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**

1. Minutes - March 24, 2015, Regular Meeting

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

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

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

1. Changes to the Regulations Governing Utility Service – Water and Sewer Retail Service Charges

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, Hipple, Kennedy, McGlennon, Onizuk.

Mr. Powell addressed the Board giving a summary of the memorandum included in the Agenda Packet. He stated that these changes have been discussed during several work sessions, a public hearing was held, and it was discussed again during the Budget Work Sessions.

Mr. Kennedy questioned where we stand in comparison with other localities regarding rates.

Mr. Powell stated that we have the lowest water rate, and when combined with the sewer rate, we are the second lowest in the region.

Mr. Kennedy questioned the rate of Newport News and stated that if we merged with Newport News like some are suggesting, what would the impact be on the rates.

Mr. Powell stated that Newport News' rate is almost double what ours is and it is probably safe to say that if a merge occurred, citizens would see their rate double.

Mr. McGlennon clarified that the change in rate is to maintain the capital funds to maintain the current system infrastructure.

Mr. Powell stated correct.

Mr. Kennedy asked how many tax dollars go into the Service Authority.

Mr. Powell stated that the Service Authority is only funded through fees, no general fund revenue or property tax dollars go to the Service Authority.

2. Resolution of Appropriation - James City Service Authority (JCSA) - Fiscal Year 2016 Budget

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, Hipple, Kennedy, McGlennon, Onizuk.

As there was no wish for discussion on this item, Mr. Kennedy requested a motion to approve.

**F. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon asked if there were any updates on the Department of Environmental Quality (DEQ) or Newport News Waterworks.

Mr. Powell stated that staff met with Newport News Waterworks last week and while he believes it was a productive discussion, there is no new outcome to report at this time. He stated that staff has not met with the DEQ as of yet.

Mr. Kennedy mentioned the beginning of the annual outdoor water usage regulations beginning May 1st.

**G. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on May 26, 2015

A motion to Adjourn was made by Kevin Onizuk and the motion result was Passed.

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

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

---

Bryan J. Hill  
Secretary to the Board

042815bod-min

**ITEM SUMMARY**

DATE: 5/26/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board of Supervisors  
SUBJECT: Historic Minutes Reconciliation - 2003 thru 2005

---

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Recordation Sheet	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/12/2015 - 2:09 PM
Board Secretary	Kinsman, Adam	Approved	5/13/2015 - 4:33 PM
Board Secretary	Fellows, Teresa	Approved	5/14/2015 - 8:48 AM
Publication Management	Burcham, Nan	Approved	5/14/2015 - 9:27 AM
Board Secretary	Fellows, Teresa	Approved	5/14/2015 - 9:36 AM
Board Secretary	Kinsman, Adam	Approved	5/19/2015 - 10:33 AM
Board Secretary	Fellows, Teresa	Approved	5/19/2015 - 1:30 PM



## MEMORANDUM

DATE: May 26, 2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board of Supervisors  
SUBJECT: Historic Minutes – Signature Missing

---

The Records Management Division is in the process of building a public website for all of the historic Board of Directors Meeting Minutes. As staff has gone through records and minute books, the following meeting minutes were found to be missing the signature of the Secretary to the Board:

- April 24, 2003 through May 24, 2005

These minutes were voted on and approved and may be mentioned in subsequent meeting minutes after that date. Due to the large volume of minutes, staff has elected to not include the referenced minutes in the packet. These minutes are available for viewing in the Records Management Division if the Board so chooses.

Staff recommends that the Board acknowledge that these minutes are missing the signature of the Secretary to the Board as part of the official record.

TJF/nb  
BOD-SignatureMissing-mem

Attachment:

- Recordation Sheet – April 24, 2003 through May 24, 2005



## MEMORANDUM

**Date:** May 26, 2015  
**To:** Records Management  
**From:** The Board of Directors  
**Subject:** Board of Directors Minutes: April 14, 2003 through May 24, 2005

---

The following minutes for the Board of Directors of James City County dated April 14, 2003 through May 24, 2005 are acknowledged to be missing signatures.

It is also acknowledged that the April 14, 2003 through May 24, 2005 minutes, were voted on and approved and may be mentioned in later dated minutes of the Board of Directors.

---

James G. Kennedy  
Chairman

---

Bryan J. Hill  
Secretary

MEMOnosig-April14-2003May24-2005

**ITEM SUMMARY**

DATE: 5/26/2015

TO: Board of Directors

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

SUBJECT: Easement Abandonments – Governor’s Grove at Five Forks

---

Mr. Jason Grimes, P.E. of AES Consulting Engineers has requested that the James City Service Authority (JCSA) abandon portions of two 20-foot-wide easements in Governor’s Grove at Five Forks to reroute water and sewer.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached plat dated March 27, 2015, prepared by AES Consulting Engineers.

**ATTACHMENTS:**

	Description	Type
☐	Memo - Easement Abandonments – Governor’s Grove at Five Forks	Cover Memo
☐	Resolution - Easement Abandonments – Governor’s Grove at Five Forks	Resolution
☐	Plat - Easement Abandonments – Governor’s Grove at Five Forks	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	5/12/2015 - 2:59 PM
Publication Management	Brockmann, Grace	Approved	5/12/2015 - 4:07 PM
Board Secretary	Fellows, Teresa	Approved	5/12/2015 - 4:08 PM
Board Secretary	Kinsman, Adam	Approved	5/14/2015 - 9:02 AM
Board Secretary	Fellows, Teresa	Approved	5/14/2015 - 9:03 AM

## MEMORANDUM

DATE: May 26, 2015  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Easement Abandonments – Governor’s Grove at Five Forks

---

Mr. Jason Grimes, P.E. of AES Consulting Engineers has requested that the James City Service Authority (JCSA) abandon portions of two 20-foot-wide easements in Governor’s Grove at Five Forks to reroute water and sewer.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached plat dated March 27, 2015, prepared by AES Consulting Engineers.

MDP/gb  
EaseAban-GovGrove-mem

Attachments

**RESOLUTION**

**EASEMENT ABANDONMENTS – GOVERNOR’S GROVE AT FIVE FORKS**

WHEREAS, Mr. Jason Grimes, P.E. of AES Consulting Engineers requested that the James City Service Authority (JCSA) abandon approximately 4,366 square feet of two portions of two 20-foot-wide sewer easements in Governor’s Grove at Five Forks to reroute water and sewer as defined on a plat titled “Plat of Easement Vacation of a Portion of Existing JCSA Utility Easements” and dated March 27, 2015, prepared by AES Consulting Engineers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign the necessary documents to abandon the easements as described herein.

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

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

\_\_\_\_\_  
M. Douglas Powell  
Clerk to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 26th day of May, 2015.

EaseAban-GovGrove-res



**ITEM SUMMARY**

DATE: 5/26/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board of Supervisors  
SUBJECT: Adjournment

---

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/13/2015 - 4:19 PM