

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 28, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption
2. Resolution of Appreciation - Michael Vergakis

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. JCSA Rate Study Update

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

1. Adjourn until 4 p.m. on February 25, 2020 for the Regular Meeting

ITEM SUMMARY

DATE: 1/28/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	112619 BOD Meeting	Minutes
☐	121019 BOD Meeting	Minutes
☐	010220 Organizational Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/21/2020 - 4:09 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
November 26, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
Ruth M. Larson, Vice Chairman, Berkeley District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Jamestown District
P. Sue Sadler, Chairman, Stonehouse District

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PRESENTATIONS

None

D. PUBLIC COMMENT

None

E. CONSENT CALENDAR

1. Minutes Adoption - October 22, 2019

A motion to Approve was made by Michael Hipple, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

F. PUBLIC HEARING(S)

1. Authorization to Convey Easements at 115 and 122 Depot Street

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Sadler opened the Public Hearing.

As there were no registered speakers, Ms. Sadler closed the Public Hearing.

G. BOARD CONSIDERATION(S)

None

H. BOARD REQUESTS AND DIRECTIVES

None

I. GENERAL MANAGER'S UPDATE

Mr. Powell stated the rate study was underway and would be presented to the Board at its January 2020 work session. He further stated the recruitment retention study had begun and would end sometime in the January/February 2020 timeframe.

Mr. McGlennon stated he was part of the Greater Peninsula Workforce Board and recently attended a meeting where he mentioned concerns regarding locating people with appropriate technical skills.

J. ADJOURNMENT

1. Adjourn until 5 p.m. on December 10, 2019, for the Regular Meeting

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:01 p.m., Ms. Sadler adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 10, 2019
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
Ruth M. Larson, Vice Chairman, Berkeley District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Jamestown District
P. Sue Sadler, Chairman, Stonehouse District

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PRESENTATIONS

1. James City Service Authority Audit Report

Ms. Leslie Roberts, Partner at Brown, Edwards & Company, LLP, gave an overview of the results of the Fiscal Year 2019 audited financial statements included in the Agenda Packet. Ms. Roberts commented the audit went well and thanked staff for its cooperation. She stated the overall audit report was basically the bottom line and noted this was another clean audit report. She further stated there were no issues with financial reporting, deficiencies, weaknesses, or any compliance issues with governmental accounting standards. She referenced the report that dealt with federal monies and noted it was a clean report as well. She asked the Board if there were any questions regarding the audit.

Ms. Larson expressed her appreciation to Ms. Roberts as well as the leadership and staff of Financial and Management Services.

D. PUBLIC COMMENT

None

E. CONSENT CALENDAR

1. Changes to the Regulations Governing Utility Service - Meter for Private Water Supply

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

F. PUBLIC HEARING(S)

None

G. BOARD CONSIDERATION(S)

None

H. BOARD REQUESTS AND DIRECTIVES

None

I. GENERAL MANAGER'S UPDATE

1. Report

Mr. Powell stated he did not have anything further to add to his report.

J. ADJOURNMENT

1. Adjourn until 4 p.m. on January 2, 2020, for the Organizational Meeting

A motion to Adjourn was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 5:25 p.m., Ms. Sadler adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 2, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
Ruth M. Larson, Vice Chairman, Berkeley District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Jamestown District
P. Sue Sadler, Chairman, Stonehouse District

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Doug Powell, General Manager

C. ORGANIZATIONAL MEETING

1. Organizational Meeting

Ms. Sadler opened the meeting seeking nominations for Chairman of the Board of Directors for the James City Service Authority.

Mr. Icenhour nominated Sue Sadler as Chairman.

Ms. Larson made the motion to close the nomination.

Ms. Sadler closed the voting and asked if everyone was in favor of the nomination.

On a voice vote, the motion result was Passed unanimously.

Ms. Sadler asked for nominations for Vice Chairman of the Board.

Ms. Sadler nominated Ruth Larson as Vice Chairman.

Ms. Sadler closed the voting and asked if everyone was in favor of the nomination.

On a voice vote, the motion result was Passed unanimously.

D. CONSENT CALENDAR

Ms. Sadler asked about changes to the Board calendar.

Mr. Powell noted the organizational resolution regarding the calendar.

Mr. Kinsman noted the amended date change to the calendar reflected no August

meeting. He questioned the November 10 meeting.

Mr. Powell noted no November 17 meeting. He further noted an error in the original Agenda Packet for a January 21 meeting, which should be changed to January 28. Mr. Powell recommended adding May 12 as a James City Service Authority Board of Directors meeting to coincide with the Board of Supervisors (BOS) meeting for budget adoption. He also asked about the elimination of the August meeting to match the BOS calendar.

A motion to Adopt the Calendar changes was made by Ruth Larson, the motion result was Passed on a unanimous voice vote.

Mr. Kinsman reminded the Board of the resolution regarding the changes.

A motion to Adopt the resolution was made by John McGlennon, the motion result was Passed on a unanimous voice vote.

E. PUBLIC HEARING(S)

None

F. BOARD CONSIDERATION(S)

None

G. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon noted the annual holiday party for the Service Authority was a great event.

Board members echoed their thanks for a great event.

H. ADJOURNMENT

1. Adjourn until 4 p.m., January 28, 2020, for the Regular Meeting

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

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 4:24 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 1/28/2020

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Resolution of Appreciation - Michael Vergakis

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	1/10/2020 - 3:40 PM
Publication Management	Burcham, Nan	Approved	1/10/2020 - 3:43 PM
Legal Review	Kinsman, Adam	Approved	1/13/2020 - 12:29 PM
Board Secretary	Fellows, Teresa	Approved	1/21/2020 - 4:06 PM
Board Secretary	Purse, Jason	Approved	1/21/2020 - 4:07 PM
Board Secretary	Fellows, Teresa	Approved	1/21/2020 - 4:09 PM

MEMORANDUM

DATE: January 28, 2020
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Resolution of Appreciation - Michael Vergakis

Mr. Michael Vergakis, Chief Water Engineer, is retiring effective January 31, 2020, after 24 years of dedicated service to the James City Service Authority (JCSA). Attached is a Resolution of Appreciation for his significant contributions to the JCSA.

MDP/md
MVergakisApprec-mem

Attachment

RESOLUTION OF APPRECIATION

MICHAEL VERGAKIS

WHEREAS, Mr. Michael Vergakis has been employed by the James City Service Authority (JCSA) as Chief Water Engineer from October 1992 through October 1997, and again from November 2001 through January 2020; and

WHEREAS, Mr. Vergakis is retiring effective January 31, 2020; and

WHEREAS, Mr. Vergakis has been involved in every water project during his combined 24 years of service; and

WHEREAS, Mr. Vergakis has overseen tremendous growth in the system during his tenure. In 1993, JCSA had 7,200 water customers and 195 miles of water lines. Today, JCSA has 22,832 customers and 414 miles of water lines; and

WHEREAS, Mr. Vergakis was the project manager for the Five Forks Water Treatment Plant that provides 5 million gallons a day of water treated by reverse osmosis and is the primary water source for JCSA's customers; and

WHEREAS, Mr. Vergakis has been active in developing options for JCSA's next water supply; and

WHEREAS, Mr. Vergakis assumed management responsibility for all water related functions at JCSA, which has resulted in a more coordinated delivery of service and increased efficiency; and

WHEREAS, Mr. Vergakis' professionalism, work ethic, integrity, and team-oriented approach are examples for all employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority does hereby recognize Mr. Michael Vergakis and presents this resolution as a token of appreciation for his dedicated service to the James City Service Authority.

BE IT FURTHER RESOLVED that the Board of Directors offers its best wishes to Mr. Vergakis in his retirement.

P. Sue Sadler
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of January, 2020.

MVergakisApprec-res

ITEM SUMMARY

DATE: 1/28/2020
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, JCSA
SUBJECT: JCSA Rate Study Update

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/21/2020 - 4:11 PM

ITEM SUMMARY

DATE: 1/28/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 4 p.m. on February 25, 2020 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/21/2020 - 4:12 PM