

**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**  
**December 13, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATIONS**

1. James City Service Authority Audit Report

**D. PUBLIC COMMENT**

**E. CONSENT CALENDAR**

1. Minutes Adoption

**F. PUBLIC HEARING(S)**

**G. BOARD CONSIDERATION(S)**

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

**J. ADJOURNMENT**

1. Adjourn until 4 pm on January 10, 2023 for the Organizational Meeting

**ITEM SUMMARY**

DATE: 12/13/2022

TO: The Board of Directors

FROM: Leslie Roberts, Partner at Brown Edwards & Company, LLP

SUBJECT: James City Service Authority Audit Report

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**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Financial Management	Cochet, Cheryl	Approved	11/21/2022 - 7:50 AM
Publication Management	Pobiak, Amanda	Approved	11/21/2022 - 8:12 AM
Legal Review	Kinsman, Adam	Approved	11/21/2022 - 12:44 PM
Board Secretary	Saeed, Teresa	Approved	12/6/2022 - 3:09 PM
Board Secretary	Purse, Jason	Approved	12/6/2022 - 3:11 PM
Board Secretary	Saeed, Teresa	Approved	12/6/2022 - 3:35 PM

**ITEM SUMMARY**

DATE: 12/13/2022  
TO: The Board of Supervisors  
FROM: Teresa Saeed, Deputy Secretary  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
☐	November 8, 2022 Regular Meeting	Minutes
☐	November 22, 2022 Special Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/6/2022 - 4:07 PM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**November 8, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

The Minutes Approved for Adoption included the following:

-October 11, 2022, Regular Meeting

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

None.

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

1. November Dashboard Report

Mr. Powell noted he had two items for the Board's attention. He further noted another round of funding assistance was available for people experiencing difficulty in paying their utility bills. Mr. Powell stated \$22 million in federal funding was available to the state. He noted the criteria included delinquency in utility payments and an income of 150% or less of poverty. Mr. Powell further noted this program differed than the previous two programs and was administered by the Hampton Roads Sanitation District (HRSD). He added the funds were not as large as the previous programs, but he wanted the Board to be aware of the funding program. Mr. Powell stated for anyone in the listening audience with utility payment issues, this offered potential assistance. He added additional information could be obtained by calling the James City Service Authority Office (757-253-6800). Mr. Powell noted the possibility of a November 22, 2022, meeting to address a particular matter requiring action from the Board of Directors. He requested the Board amend the adjournment date.

Ms. Larson asked Mr. Powell if he knew the distribution percentage of the \$22 million for James City County.

Mr. Powell stated no, adding he felt a component was first-come, first-serve. He added his thoughts were HRSD was actively pursuing the funding on a regional basis which could expedite the process.

Ms. Larson asked if HRSD was notifying delinquent customers with door tags.

Mr. Powell confirmed yes.

Ms. Larson thanked Mr. Powell for the information. She noted the Dashboard had been received.

Mr. Powell confirmed yes, adding he would answer any questions.

**J. ADJOURNMENT**

1. Adjourn until 5 pm on December 13, 2022 for the Regular Meeting

Ms. Larson noted the adjournment date and time were revised to reflect the change Mr. Powell proposed earlier. She sought a motion for adjournment until 1 p.m. on November 22, 2022, for a Special Meeting.

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

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

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

At approximately 5:03 p.m., Ms. Larson adjourned the Board of Directors.

**MINUTES**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**SPECIAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**November 22, 2022**  
**1:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

**C. BOARD DISCUSSIONS**

1. Authorization for One-Time Bonus Payment and Leave Payout

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

Mr. Powell addressed the Board noting the resolution in the Board's Agenda Packet authorized a one-time bonus payment of \$1,000 to James City Service Authority (JCSA) employees who had been hired prior to July 1, 2022. Mr. Powell added the resolution also authorized a one-time leave payout option which required employees to maintain a leave balance of 80 hours if employees were to take advantage of the leave payout option. Mr. Powell indicated there was a scale to the leave payout option which varied based upon years of service. Mr. Powell noted the combined total for both the one-time bonus payment and leave payout option equated to \$197,589. Mr. Powell further noted staff recommended approval of the resolution.

Ms. Sadler asked Mr. Powell to explain for public notification purposes how the employee initiatives would be accommodated financially.

Mr. Powell stated JCSA had experienced a significant amount of turnover this year, which resulted in turnover savings, in addition to contributions and revenues to the Unrestricted Fund Balance. Mr. Powell informed the Board the appropriation would come from the Unrestricted Fund Balance, adding the appropriation could be less depending on the number of JCSA employees who utilized the leave payout option.

Ms. Larson thanked Mr. Powell.

**D. CLOSED SESSION**

None.

**E. ADJOURNMENT**

1. Adjourn until 5 pm on December 13, 2022 for the Regular Meeting

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

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

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

At approximately 1:02 p.m., Ms. Larson adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 12/13/2022  
TO: The Board of Directors  
FROM: Teresa Saeed, Deputy Secretary  
SUBJECT: Adjourn until 4 pm on January 10, 2023 for the Organizational Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/6/2022 - 4:24 PM