

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 13, 2018**  
**5:00 PM**

**ADOPTED**  
**APR 10 2018**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

William C. Porter, Interim County Administrator  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager

**C. PUBLIC COMMENT**

None

**D. CONSENT CALENDAR**

1. Minutes Adoption - February 13, 2018 Regular Meeting

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

**E. PUBLIC HEARING(S)**

None

**F. BOARD CONSIDERATION(S)**

1. Closed Session - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding the position of General Manager and pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia

A motion to Enter a Closed Session was made by James Icenhour Jr, the motion result was

Passed.

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

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

At approximately 7:20 p.m., the Board entered into Closed Session.

At approximately 7:34 p.m., the Board reconvened from Closed Session.

## 2. Closed Session Certification

A motion to Certify the Closed Session 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

## G. BOARD REQUESTS AND DIRECTIVES

None

## H. GENERAL MANAGER'S UPDATE

Mr. Powell addressed the Board and noted the James City Service Authority (JCSA) Customer Service counter will stop collecting counter payments at 4 p.m., effective April 2, 2018. Previously, payments had been collected until 4:30 p.m.

He noted that online, mail and dropbox options were still available. He stated this change would improve employee security. He also recognized a JCSA employee, George Adams, Operations Administrator, who will be retiring after almost 26 years of service on April 1. He noted Mr. Adams' involvement in the areas of safety and maintenance in the JCSA. Mr. Powell addressed concerns Mr. Hipple expressed from the last meeting regarding setting funds aside for future repair and replacement of infrastructure. Two slides were shown, as a result of Asset Management Planning, for water and waste water infrastructure. A 60-year study focused on the trends of needs and cost for each decade. He commented that the current infrastructure was relatively new, but with age, certain costs would need to be addressed. He noted similar trends with the water waste needs. He introduced Danny Poe, Chief Waste Water Engineer, who spoke to the Board about Asset Management Planning and how it related to the charts on the slides.

Mr. Poe noted that the planning and management must be done at the Asset level, project by project. He listed the requirements of identifying the assets and their locations. He noted the Geographic Information System (GIS) aides with determination of the assets within the system, such as pipes, valves and other equipment. He noted that equipment data was embedded in the GIS. He cited this program allowed for the assets' expendability.

Mr. Powell noted that Mr. Poe and Mr. Adams each had two decades of service to JCSA and credited the work done by both men in their respective areas.

Ms. Larson and Ms. Sadler acknowledged Mr. Poe's invitation to visit the Waste Water Department for a more detailed review.

Mr. Hipple noted 12% was designated to be set aside for budget concerns that arise. He asked if JCSA had a set 12% designation.

Mr. Poe replied that he would check on the percentage and give an update at the next meeting. Mr. Poe noted there is a line item in the budget to address expenditures so a breakdown was available for future projects.

## **I. ADJOURNMENT**

1. Adjourn until 5 p.m., on April 10, 2018, 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 7:47 p.m., Ms. Sadler adjourned the meeting.

  
Deputy Secretary