

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**July 10, 2018**  
**5:00 PM**

---

**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 - Absent  
P. Sue Sadler, Chairman, Stonehouse District

William C. Porter, Secretary to the Board  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager, James City Service Authority (JCSA)

**ADOPTED**  
**AUG 14 2018**

**C. PUBLIC COMMENT**

None.

**D. CONSENT CALENDAR**

1. Minutes Adoption - June 12, 2018 Meeting

A motion to Approve was made by John McGlennon, the motion result was Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr, McGlennon, Sadler  
Absent: Larson

**E. PUBLIC HEARING(S)**

None.

**F. BOARD CONSIDERATION(S)**

1. Contract Award-Water Meter Register Replacement Services

A motion to Approve was made by John McGlennon, the motion result was Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr, McGlennon, Sadler  
Absent: Larson

Mr. Powell addressed the Board regarding its approval at last month's meeting for the contract award for the water meter replacement. He noted at that same time he would present the Board with a Resolution for the water meter installation. He further noted that Resolution was before the Board tonight as Professional Meters, Inc. was awarded the contract at a cost of

\$20 per meter. Mr. Powell cited staff's recommendation for approval.

2. Contract Award-Air Ejector Lift Station Replacement

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Mr. Powell addressed the Board noting the Capital Improvements Project included funding for replacement of the last four air ejector lift stations. He cited the bidding information and noted the contract had been awarded to Waco, Inc. Mr. Powell noted a revision to both the memorandum and Resolution that were not in the Agenda Packet and which reflected a recent contract negotiation change resulting in a cost reduction. He further noted the new contract price was \$1,442,258 as noted in the revised memorandum and Resolution. Mr. Powell cited staff's recommendation for approval.

**G. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon extended his congratulations to Mr. Powell for his recognition of service to Williamsburg Area Transit Authority (WATA). Mr. McGlennon noted the Board of Supervisors had also congratulated Mr. Powell on his WATA service recognition at its meeting.

**H. GENERAL MANAGER'S UPDATE**

Mr. Powell requested at the conclusion of the meeting that the Board note a continuation until the July 24, 2018, joint work session with the Board of Supervisors.

Ms. Sadler asked Mr. Powell to reiterate the alternating water schedule based on odd/even address.

Mr. Powell noted Monday was the off day, no watering on that day. He specified Wednesdays, Fridays and Sundays are water days for house numbers ending in odd number; Tuesdays, Thursdays and Saturdays are water days for those addresses ending in even number.

Ms. Sadler reminded everyone of the on/off watering schedule and adherence to it.

**I. ADJOURNMENT**

1. Continue until 4 p.m., on July 24, 2018, for a Work Session with the Board of Supervisors


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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

At approximately 6:15 p.m., Ms. Sadler recessed the Board of Directors until its continuation as noted above.

  
Deputy Secretary