

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
November 13, 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
P. Sue Sadler, Chairman, Stonehouse District

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager, James City Service Authority (JCSA)

ADOPTED

DEC 11 2018

Board of Directors
James City County, VA

C. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

1. Minutes Adoption - October 9, 2018 Meeting

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

E. PUBLIC HEARING(S)

1. Easement Abandonment - 7345 Richmond Road - Walnut Farms

A motion to Approve 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

Mr. Powell addressed the Board regarding an easement abandonment at Walnut Farms. He noted the owner/developer of Walnut Farms sought the easement abandonment from JCSA as it ran through the middle of the property. He further noted a force main was no longer needed at that location and would be relocated as the owner was installing a gravity sewer system in the development. Mr. Powell stated staff recommended the easement abandonment resolution.

Ms. Sadler opened the Public Hearing.

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

F. BOARD CONSIDERATION(S)

1. Proposed Transfer of Facilities to Hampton Roads Sanitation District (HRSD)

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 addressed the Board regarding the proposed transfer of facilities to HRSD. He noted HRSD had recently assumed responsibility for the wastewater treatment services in Surry County. He further noted in lieu of replacing the existing deficient infrastructure in that county, HRSD proposed to pump the wastewater from Surry to James City County via pipes that would connect to Lift Station 1-1. Mr. Powell noted the layout in a PowerPoint presentation and diagrammed the process. He further noted HRSD proposed to assume ownership of the force main at Lift Station 1-1 and assume responsibility of maintenance and any improvements to those facilities for future development. Mr. Powell noted a financial breakdown was included in the Agenda Packet. He also noted if approved, several items would need to be completed. Mr. Powell cited a Special Use Permit for HRSD and a Public Hearing before the Board to convey the property. He noted staff recommended approval as the proposal relieved JCSA of liability and addressed future growth needs. Mr. Powell stated Mr. Edward Henifin, General Manager of HRSD, was in attendance if any questions.

Mr. Icenhour asked if Lift Station 1-1 had the capacity to handle the Surry County load.

Mr. Powell noted that the current capacity could handle the load. He further noted that with this proposal, should that capacity need change, then HRSD would assume responsibility for any necessary changes to accommodate those capacity differences.

Mr. Hipple asked if additional Lift Stations would be needed.

Mr. Powell noted no additional stations were needed at this time.

Mr. Hipple inquired if James City County would be able to tie into the force main if needed.

Mr. Henifin confirmed that and noted this proposal was advantageous for all parties involved and did not require additional building on any protected lands.

2. Contract Award - Engineering Services for College Creek Water Main Crossing - \$97,465

A motion to Approve 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

Mr. Powell noted the contract award addressed a 16-inch water main on College Creek and the engineering services to install a redundant line for repairs. He cited Rummel, Klepper & Kahl, LLP was selected for the bid work. Mr. Powell noted that the contract award amount was lower than the requirement for Board consideration and addressed any change orders that could impact the award amount. He further noted this allowed JCSA to be proactive on the award and its presentation to the Board of Directors.

Mr. Hipple asked about the number of lines at the project's completion.

Mr. Powell noted both lines would remain with a permanent redundant line in place.

3. Closed Session - Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected regarding a project development agreement with the City of Newport News pursuant to Section 2.2-3711(A)(6) of the Code of Virginia

A motion to Enter a Closed Session 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 7:08 p.m., the Board of Directors entered a Closed Session.

At approximately 7:39 p.m., the Board of Directors re-entered Open Session.

1. 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: McGlennon, Icenhour, Hipple, Larson, Sadler

G. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler stated that based on the recent annual review of the General Manager and based on the positive outcome of that review she would like to entertain the motion to grant the General Manager a 2% salary increase retroactively effective July 1, 2018, to be paid for out of contingency funds.

Mr. McGlennon made a motion to grant the General Manager a 2% salary increase retroactively effective July 1, 2018 to be paid out of contingency funds, the motion result was Passed.

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

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

Mr. Powell expressed his thanks to the Board.

H. GENERAL MANAGER'S UPDATE

Mr. Powell had no further comments and referred to his report in the Agenda Packet.

I. ADJOURNMENT

1. Adjourn until 5 p.m. on December 11, 2018, for the Regular Meeting

A motion to Adjourn 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

At approximately 7:40 p.m., Ms. Sadler adjourned the Board of Directors.


Deputy Secretary