

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 11, 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

JAN 22 2019

Board of Directors
James City County, VA

C. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

1. Minutes Adoption - November 13, 2018 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. Contract Award - Lift Station 5-4 Floodproofing and Renovation

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 Lift Station 5-4 contract award as this lift station had a history of flooding.

Mr. McGlennon asked about the location of the lift station.

Mr. Powell confirmed the location was west of Government Road.

2. Virginia Retirement System Benefits

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 referenced the September 2018 Board of Supervisors meeting and changes to the VRS system for years of service and age requirements. He noted that the actuarial study for JCSA had been completed and highlighted the results. Mr. Powell requested the same years of service and age requirements as adopted for County employees be granted to JCSA employees.

G. BOARD REQUESTS AND DIRECTIVES

None.

H. GENERAL MANAGER'S UPDATE

1. JCSA Financial Audit Presentation

Mr. Powell welcomed Ms. Sue Mellen, Director of Financial and Management Services (FMS), to the presentation.

Ms. Mellen noted a change to the Service Authority audit, which had always been part of the County audit. She further noted the County audit was complete, but was still awaiting the School System's financials. Ms. Mellen added that Ms. Leslie Roberts from Brown Edwards would present the JCSA financial statements. She noted that prior to the completion of the audits there was a change from Dixon Hughes Goodman and the governmental section of the firm split off and moved to Brown Edwards. She further noted the advantage to having this governmental knowledge for the County.

Ms. Roberts provided an update on the JCSA audit noting a more detailed report was available for the Board. She noted her team was working well with the County's team on the financials. Ms. Roberts highlighted certain aspects of the report including net position, revenue expenses and changes and statement of cash flow. She also highlighted state compliances in the report.

The Board thanked Ms. Roberts.

Mr. Powell also thanked Ms. Roberts, as well as Ms. Mellen, Ms. Sharon Day and the FMS staff for all their work. Mr. Powell also acknowledged Ms. Stephanie Luton, Chief Financial Officer and Treasurer of JCSA, for her excellent work.

2. Results of Employee Engagement Survey

Mr. Powell addressed the Board regarding the County Survey in relation to JCSA. He noted the positivity, but also stressed that he and senior management would address any concerns.

Mr. McGlennon asked about workforce development and the community college in a training program with senior employees.

Discussion ensued.

Ms. Sadler noted prior to adjournment, a point of clarification on a change to the JCSA Board of Directors meeting schedule.

Mr. Powell confirmed that would be discussed at the January 2, 2019 organizational meeting, but stated his understanding was the JCSA Board meetings would move to the fourth Tuesday of the month at the work session meeting at 4 p.m.

I. ADJOURNMENT

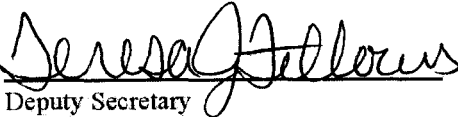
1. Adjourn until 4 p.m. on January 2, 2019, for the Organizational Meeting

A motion to Adjourn 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 7:03 p.m., Ms. Sadler adjourned the Board of Directors.


Deputy Secretary