

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 25, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

**ADOPTED**

**JUL 23 2019**

Board of Directors  
James City County, VA

**C. PRESENTATIONS**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

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

1. Minutes Adoption
2. Appropriation - Hurricane Michael - \$75,361

**F. PUBLIC HEARING(S)**

None.

Ms. Sadler noted a change in the order of the meeting with the Board Requests and Directives and the General Manager's Update as the next agenda items followed by a Closed Session to address Board Considerations regarding the General Manager's performance evaluation.

**G. BOARD CONSIDERATION(S)**

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 4:02 p.m., the Board entered Closed Session.

At approximately 4:20 p.m., the Board re-entered Open Session.

1. Certification of a Closed Session

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

2. Consideration of a personnel matter, the performance evaluation of the JCSA General Manager, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

A motion to Authorize a Salary Increase of 3% for the General Manager, Doug Powell, effective October 1, 2019, was made by Ruth Larson, the motion result was Passed.

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

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

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

1. June 2019 Update

Mr. Powell thanked Financial and Management Services for its efforts on the groundwork and paperwork for the Hurricane Michael appropriation.

**J. ADJOURNMENT**

1. Adjourn until 4 p.m. on July 23, 2019, 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 4:23 p.m., Ms. Sadler adjourned the Board of Directors.

  
Deputy Secretary