

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
County Government Center Board Room  
101 Mounts Bay Road, Williamsburg, VA 23185  
July 23, 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**

**AUG 13 2019**

Board of Directors  
James City County, VA

**C. PRESENTATIONS**

1. Resolution of Appreciation - Mr. James Hopkins, Utility Systems Analyst

Mr. Powell addressed the Board noting he was looking to start a new tradition and follow Mr. Stevens' lead in recognizing retirees at Board meetings. He noted tonight's presentation was to Mr. James Hopkins, an employee for over 21 years with the James City Service Authority (JCSA). Mr. Powell further noted Mr. Hopkins had been instrumental in leading the JCSA through significant technological changes over the years. Mr. Powell also noted Mrs. Marie Hopkins, the recipient's wife and fellow County employee, was in attendance.

Ms. Sadler invited both Mr. and Mrs. Hopkins to the podium as she read the Resolution of Appreciation for Mr. Hopkins. Ms. Sadler noted it "was a joint effort" and thanked them both for being there. Ms. Sadler noted Mr. Hopkins' role in the implementation of the Supervisory Control and Data Acquisition (SCADA) system. She added the SCADA system improved JCSA's ability to communicate with and manage its facilities. Ms. Sadler noted Mr. Hopkins had essentially been on call 24 hours a day during his service tenure and thanked Mrs. Hopkins for her part in that also. Ms. Sadler and the Board thanked Mr. Hopkins for his service.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

A motion to Approve 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

1. Minutes Adoption - June 25, 2019
2. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2019
3. Appointment of Assistant Treasurer to the Board of Directors of the James City Service Authority

**F. PUBLIC HEARING(S)**

1. Easement Conveyance: Kings Way/Queens Path

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 JCSA held several easements as part of The Promenade development area along Routes 5 and 199. He further noted for those roads to be accepted into the Virginia Department of Transportation system, JCSA had to abandon those easements. Mr. Powell added part of the process was to convey those easements to the County. He noted JCSA would still retain the right to maintain the infrastructure there as well as the ability to access it. He recommended approval of the resolution.

Ms. Sadler opened the Public Hearing.

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

**G. BOARD CONSIDERATION(S)**

None.

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

1. July 2019 Report

Mr. Powell reminded everyone the Annual Safety Awards and Employee of the Year Luncheon would take place on Wednesday and he extended an invitation to the Board to attend.

Ms. Sadler asked about water restrictions as she noted neighborhood watering taking place on Mondays.

Mr. Powell noted nothing new in the schedule. He added he had recently participated in a County podcast that addressed the watering schedule. He reminded citizens of no watering on Mondays or between 9 a.m. and 5 p.m. daily as well as the alternating days based on odd or even house address number.

**J. ADJOURNMENT**

1. Adjourn until 5 p.m. on August 13, 2019, 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 4:06 p.m., Ms. Sadler adjourned the Board of Directors.

  
Deputy Secretary