

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 26, 2020**  
**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 - via phone

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

Ms. Larson requested a motion to allow Ms. Sadler to participate in the meeting remotely, due to an illness that prevented her attendance.

A motion to allow Ms. Sadler to participate by phone was made by Mr. Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon  
Absent: Sadler

Ms. Larson asked Ms. Sadler if she designated the Vice Chair as the presiding officer for today's meeting.

Ms. Sadler replied yes.

**C. PRESENTATIONS**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

1. Minutes Adoption - May 5, 2020, Regular Meeting

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

**F. PUBLIC HEARING(S)**

None.

**ADOPTED**

**JUN 23 2020**

**Board of Directors**  
**James City County, VA**

**G. BOARD CONSIDERATION(S)**

1. Contract Award - Five Forks Water Treatment Plant Roof Replacement - \$337,700

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet.

2. Contract Award - Annual Water and Wastewater Construction and Repair Services

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet.

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

Mr. Powell stated that recently the Board approved a contract regarding repairs to the 1.25-million-gallon Stonehouse elevated water storage tank and noted those repairs were successfully completed. He referenced the budget and mentioned the new fees and charges. He stated everything spoken about up to this point had an effective date of July 1, 2020; however, he requested the effective date be amended to July 6, 2020. His reasoning for amending the effective date to July 6, 2020, was for ease of administration and simplifying the customers' bills. He explained if the transaction was made to reflect the effective date of July 6, 2020, fees and charges would not overlap in one billing cycle. He referenced the upcoming adoption of the budget and stated if the Board concurred, the resolution would be amended to reflect the new fees and charges taking effect July 6, 2020.

Mr. McGlennon stated he received his first monthly bill and remarked it was approximately one-third of previous quarterly bills.

Ms. Larson referenced her monthly statement and inquired if there had been much feedback.

Mr. Powell replied no, the process appeared to have gone smoothly. He mentioned recently receiving negative feedback relating to submeters and the requirement for customers to frequently read their submeters.

Mr. Icenhour referenced a neighbor with a possible leak who would be contacting the James City Service Authority.

Mr. McGlennon noted a constituent who wrote to him expressing concern regarding the move, but was satisfied when rationale previously provided to the Board was explained.

**J. ADJOURNMENT**

1. Adjourn until 5 p.m. on June 9, 2020, for the Budget Adoption

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 4:06 p.m., Ms. Larson adjourned the Board or Directors.

  
Deputy Secretary