

**M I N U T E S**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 9, 2020**  
**5:00 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 Michael 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**

Mr. Powell explained since both the Board of Supervisors and the Board of Directors were both in session, Mr. Stevens would give a brief presentation on the County Budget and he would follow afterwards with a summary for the James City Service Authority (JCSA) budget.

Mr. Stevens expressed his pleasure to present the Fiscal Year (FY) 2021 budget totaling \$238.2 million for James City County funds and the James City Service Authority. He stated the General Fund is the County's primary operating fund and the FY 2021 General Fund budget is \$196.2 million, which is \$15.6 million or 7.4% below FY 2020 and noted there is no tax rate change recommended in the FY 2021 budget. He referenced a resolution included in the Board's package that appropriates the FY 2021 budget and reflects changes to the proposed budget made by the Board of Supervisors. He emphasized the majority of the changes related to the economic impacts of COVID-19 are expected to result in revenue shortfalls that require corresponding reductions in expenditures and noted an errata sheet which detailed those changes. In conclusion, Mr. Stevens recommended the Board of Supervisors adopt the resolution to appropriate FY 2021 funding for James City County.

**ADOPTED**

**JUN 23 2020**

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

Mr. Powell referenced two resolutions that were before the Board of Directors. He explained the first resolution adopted the changes to the regulations governing utility services and the second was the Resolution of Appropriation for the FY 2021 budget in the amount of \$29,522,661. He emphasized no changes had been made to the proposed budget since the public hearing. He reviewed some of the key points of the FY 2021 budget to include: an adjustment to the number and size of tiers; an increase to the fixed charge for water with a corresponding decrease in the service charge for water; no changes for the fixed charge or service charge in waste water; facilities fees to be based on meter size; and an increase for the grinder pump maintenance charge from \$325 to \$350 per year. He referenced the May 26, 2020 Board of Directors meeting, where discussion was held regarding the proposed effective date for changes to the regulations being July 6, 2020, and the Appropriation of Resolution effective date being July 1, 2020. In conclusion, he stated staff recommended approval of both resolutions.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

None.

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

1. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2021 Budget

A motion to the Change to the Regulations Governing Utility Service was made by Michael Hipple, the motion was Passed.

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

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

A motion to Adopt the Resolution of Appropriation for Fiscal Year 2021 Budget was made by Michael Hipple, the motion was Passed.

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

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

See Presentations portion of the meeting for discussion regarding this item.

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

Mr. Powell expressed his gratitude to Ms. Stephanie Luton, Assistant General Manager of JCSA, for her exceptional work throughout the year.

**J. ADJOURNMENT**

1. Adjourn until 4 p.m. on June 23, 2020, 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 5:04 p.m. the Board of Directors adjourned.

  
Deputy Secretary