

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
County Government Center Board Room  
101 Mounts Bay Road, Williamsburg, VA 23185  
July 28, 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 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**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

1. Minutes Adoption

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

The minutes Approved for Adoption included the following minutes:

**ADOPTED**

**SEP 22 2020**

Board of Directors  
James City County, VA

- June 23, 2020 Regular Meeting
- July 14, 2020 Regular Meeting

2. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2020

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

3. Contract Awards - Annual Engineering Service

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

**F. PUBLIC HEARING(S)**

1. Easement Extinguishment for SP-20-0007 King of Glory Church

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

Ms. Larson opened the Public Hearing.

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

**G. BOARD CONSIDERATION(S)**

1. Contract Award - College Creek Water Main Crossing - \$672,000

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**

1. JCSA Dashboard

Mr. Powell referenced water and sewer service revenue and commented data was available through the end of June 2020. He discussed that revenue collected in July and into August was for service provided in June and noted revenue projections were anticipated to exceed expectations. He announced the recipient of the Employee of the Year Award for the James City Service Authority was Mr. Josh Shay, Water Distribution Specialist, and highlighted Mr.

Shay's reliability, dependability, and commitment qualities.

Ms. Larson expressed her congratulations to Mr. Shay.

Mr. McGlennon complimented the new "dashboard" feature.

Ms. Sadler expressed her congratulations to Mr. Shay.

**J. ADJOURNMENT**

1. Adjourn until 4 p.m. on September 22, 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 4:05 p.m. Ms. Larson adjourned the Board of Directors.

  
Deputy Secretary