

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 12, 2022
5:00 PM

A. CALL TO ORDER

Mr. Hipple called the meeting to order at approximately 6:12 p.m. following the James City County Board of Supervisors Regular Meeting.

B. ROLL CALL

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

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

Mr. McGlennon requested a motion to allow Ms. Larson to participate electronically.

A motion to allow Ms. Larson to participate electronically was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Ms. Larson requested that Mr. Hipple, as the Vice Chairman of the James City Service Authority (JCSA) Board of Directors, be the presiding officer for today's meeting.

Mr. Hipple replied yes.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

ADOPTED

SEP 13 2022

Board of Directors
James City County, VA

I. Minutes Adoption

A motion to Approve was made by Sue Sadler, 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:

-June 14, 2022, Regular Meeting

F. PUBLIC HEARING(S)

1. General Manager's Authorization to Convey James City Service Authority's Easement Interests in Property Equal to or Less Than One-Half Acre

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 addressed the Board noting JCSA routinely accepted easements from other parties to facilitate the installation of utilities, adding occasionally development plans changed in which the easements granted were no longer necessary. Mr. Powell stated in those instances it was in JCSA's best interest to abandon those easements and return them to the original owner. Mr. Powell mentioned the current policy was for the Board to consider those easement abandonments after a public hearing was held; however, the resolution before the Board would authorize the General Manager to approve easement abandonments of up to one-half acre. Mr. Powell remarked this would allow for a more expedited process, adding staff recommended approval.

Mr. Hipple asked if any Board members had questions.

Mr. McGlennon asked how many cases were there typically.

Mr. Powell replied approximately two or three annually, adding the vast majority were under one-half acre.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no speakers.

G. BOARD CONSIDERATION(S)

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2022

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 the Board's annual formal acceptance of the water and sewer systems. Mr. Powell mentioned staff recommended approval of the resolution.

Mr. Hipple noted a joint Closed Session for the Board of Directors and the Board of Supervisors.

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

A motion to Enter a Closed Session was made by Sue Sadler, the motion result was Passed.

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

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

At approximately 6:16 p.m., the Board of Directors entered Closed Session.

At approximately 6:50 p.m., the Board of Directors and the Board of Supervisors re-entered Open Session.

A motion to Certify the Closed Session of the combined Boards only spoke about those items indicated that it would speak about in Closed Session 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

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted for year-end purposes JCSA had an accrual period in which not all funds were collected for the services provided and water sold for the month of June. Mr. Powell expressed he believed that based on the historical trends of the accrual period that JCSA should meet the revenue projections in relation to the Water Fund; however, if JCSA was slightly below the revenue projections for water, it would be offset due to the sewer revenues. Mr. Powell informed the Board operating revenues were good. Mr. Powell explained it was the same instance with the water tap fees; however, the sewer tap fees would offset any deficiency.

J. ADJOURNMENT

1. Adjourn until 5 pm on September 13, 2022 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 6:51 p.m., Mr. Hipple adjourned the Board of Directors.


Deputy Secretary