

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**December 13, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

**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 - via phone  
Ruth M. Larson, Chairman, Berkeley District

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 a medical condition that prevents her from attending in person.

A motion to Approve was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

**ADOPTED**

**JAN 10 2023**

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

**C. PRESENTATIONS**

**1. James City Service Authority Audit Report**

A motion to Accept the Audit Report and findings 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

Ms. Larson noted a presentation would be conducted by Ms. Leslie Roberts, Partner at Brown Edwards & Company, LLP.

Mr. Powell introduced Ms. Roberts and turned it over to her to begin the presentation.

Ms. Roberts addressed the Board noting she conducted the audit for the James City Service Authority (JCSA). Ms. Roberts mentioned the audit went well, adding a significant Governmental Accounting Standards Board (GASB) 87 with relation to leases was implemented which required all County leases to be recorded on the balance sheet. Ms. Roberts stated the audit was a clean unmodified opinion. Ms. Roberts pointed out a change in

accounting principles which impacted various disclosures and financials. Ms. Roberts spoke about the Management's Discussion and Analysis in the Auditor's Report which was helpful for comparative and comprehensible purposes. Ms. Roberts mentioned JCSA's net position was robust which equated to approximately \$190.5 million and of that amount approximately 70% was a net investment in capital assets, which was not unusual for a service authority. Ms. Roberts highlighted JCSA's positive unrestricted net position of approximately 26%. Ms. Roberts discussed JCSA's statement of revenues, expenses, and changes in net position which remained flat over an annual basis regarding revenues and expenses; however, there was an investment loss generating a negative change to the net position. Ms. Roberts commented overall it was a break-even year. Ms. Roberts indicated no deficiencies and/or noncompliance issues were found in the audit report. Ms. Roberts concluded the audited financial section of the presentation and asked if any Board members had questions before moving on with the presentation. Ms. Roberts moved on to the next section of the report, the Management Letter. Ms. Roberts noted the auditor team members' contact information was available there. Ms. Roberts further noted any significant estimates the team wanted brought to the Board's attention would be listed there. Ms. Roberts mentioned details about the GASB 87 implementation were highlighted in this section. Ms. Roberts touched on significant estimates for the County included Other Postemployment Benefits (OPEB) liability, pension liability, and use life of capital assets. Ms. Roberts advised there were no uncorrected or corrected misstatements found. Ms. Roberts indicated GASB 87 training would be forthcoming to ensure County staff were educated on the new implementation. Ms. Roberts concluded the presentation and welcomed any questions the Board might have.

Ms. Larson asked if any Board members had questions.

Mr. McGlennon stated he did not have a question; however, he wanted to point out in the information packet provided to the Board under lowercase roman numeral three the Board of Supervisors Officials were listed opposed to the JCSA Officials.

Ms. Roberts remarked she would ensure that was corrected.

Mr. McGlennon mentioned the importance of citizens knowing who to contact.

Ms. Larson thanked Ms. Roberts.

Ms. Larson extended thanks to Mr. Powell and staff regarding the audit.

#### **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:

-November 8, 2022, Regular Meeting

-November 22, 2022, Special Meeting

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

None.

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

Mr. Powell stated on behalf of JCSA it commended the Board for its support this year and wished the Board a Merry Christmas.

**J. ADJOURNMENT**

1. Adjourn until 4 pm on January 10, 2023 for the Organizational 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 5:10 p.m., Ms. Larson adjourned the Board of Directors.

  
Deputy Secretary