

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
November 14, 2023
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

ADOPTED

DEC 12 2023

Board of Directors
James City County, VA

C. PRESENTATION(S)

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Amendment to the Employment Agreement of the General Manager

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

2. Minutes Adoption

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

The minutes Approved for Adoption included the following meetings:

- o October 10, 2023, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Contract Award - Building Envelope Technical Support 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 addressed the Board noting that a Request for Proposals was publicly advertised for qualified and experienced firms to perform Building Envelope Technical Services on an as-needed basis. He stated two firms were selected as the most qualified firms: ESC Mid-Atlantic and TAM Consultants. Mr. Powell recommended approval of the resolution.

2. Authorization for Leave Payout and Budget Amendment

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 addressed the Board noting this resolution authorized a leave payout option for James City Service Authority employees, adding the maximum would be based on years of service. He highlighted the eligibility requirements in the memorandum included in the Agenda Packet. Mr. Powell stated the estimated cost of the leave payout was \$153,500; however, the actual leave payout could be less based on the number of employees who elect it. He recommended approval of the resolution.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. November 2023 Dashboard Report

Mr. Powell mentioned for public notification purposes to remind citizens to winterize their irrigation systems. He noted last year there were issues with irrigation systems freezing. Mr. Powell further noted a postcard would be forthcoming soon to all irrigation customers for reminder purposes. He stated the public meeting would be held tomorrow, November 15, 2023, for a discussion regarding grandfathered grinder pump service agreements. Mr. Powell mentioned if more than two Board members planned on attending the meeting tomorrow, he recommended continuance of this meeting until 4 p.m. tomorrow.

Ms. Sadler stated this meeting would remain open until 4 p.m. on November 15, 2023.

Mr. Powell advised the meeting tomorrow would be held in the Board Room in Building F.

There was no adjournment.

J. ADJOURNMENT

1. Adjourn until 5 pm on December 12, 2023 for the Regular Meeting


Deputy Secretary