

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**July 24, 2018**  
**4:00 PM**

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**A. CALL TO ORDER**

**ADOPTED**

**B. ROLL CALL**

**AUG 14 2018**

**Board of Supervisors**

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

William C. Porter, Interim County Administrator  
Adam R. Kinsman, County Attorney

**Board of Directors**

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

William C. Porter, Interim County Administrator  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager, James City Service Authority (JCSA)

At approximately 4 p.m., Ms. Larson called the Board of Supervisors meeting to Order.

At approximately 4:01 p.m., Ms. Sadler called the Board of Directors meeting to Order.

**C. BOARD DISCUSSIONS**

1. James City Service Authority Work Session with the Board of Supervisors

Mr. Powell addressed the Board by introducing Mr. Michael Vergakis, Chief Water Engineer, Ms. Stephanie Luton, Assistant General Manager of JCSA and Mr. Danny Poe, Chief Wastewater Engineer, to the meeting. He noted these individuals, in addition to himself, comprised the senior leadership team at JCSA and had approximately 20 years each of either County or JCSA service.

Ms. Larson thanked Mr. Powell for the introductions for both the benefit of the Board and the viewers.

Mr. Powell cited the recently adopted Strategic Plan's inclusion of an initiative to develop a water conservation plan. He noted the JCSA currently had a water conservation plan and highlighted the permit and the Department of Environmental Quality (DEQ), citing the requirements regarding that plan. Mr. Powell addressed the Board with a review of the current water system, which was regulated by two state agencies: DEQ (withdrawal) and the Health Department (distribution). He presented a PowerPoint overview of the water system with usage and other statistics. Mr. Powell highlighted water supply requirements for the next few decades. He noted the demand management options that JCSA was reviewing for future water use in the presentation. He further noted irrigation created peak demands in the water system. Mr. Powell stated the consultant had evaluated several options regarding system demand and revenue. He noted one option placed a moratorium on the submeter program to allow existing customers to use them, but no new customers. He further noted the moratorium analysis had some concerns and he did not recommend any changes to the submeter program. Mr. Powell also stated a second option from the consultant addressed the current even/odd irrigation schedule. He noted the consultant proposed a schedule change with a reduction in water usage. He further noted a billing cycle modification from quarterly to monthly would prove beneficial and encourage conservation based on the consultant's evaluation. Mr. Powell highlighted the options of transitioning to two days per week for irrigation and monthly billing and noted staff's approval on these actions. Mr. Powell updated the Board on the status of the Joint Permit Application for the raw water intake at the Chickahominy River, status of Sustainable Water Initiative for Tomorrow (SWIFT), Newport News and Cranston's Mill Pond. He noted the permit allowed a nine-year window to address the issues.

Mr. Icenhour asked about SWIFT and the aquifer process involved with that program. He also addressed the recycling of the water back into the ground, but not the pipes.

Mr. Powell noted that current state law prohibited direct reuse of the water. He further noted some states did allow direct reuse and the procedure was gaining more national attention.

Mr. McGlennon questioned the funding of the SWIFT project.

Mr. Powell explained the cost of injecting purifiers into the water would be a regional cost. He noted that if James City County chose to build a filtration facility, then the County would bear that financial cost.

General discussion ensued.

Mr. Hipple noted concerns about the County's water supply. He further noted the financial impact of watering property and the use of wells versus public water. Mr. Hipple thanked Mr. Powell for presenting the water usage statistics and educating citizens with energy-efficient water options.

Ms. Larson asked about the water feasibility study and the timeline on the options. She noted increased feedback on SWIFT from concerned citizens.

Mr. Powell noted that in nine years, DEQ would expect a decision on the water plan. He cautioned a premature decision, but stressed more information was needed on the options. Mr. Powell noted the cost difference in groundwater use versus construction of a filtration facility.

Ms. Sadler asked if the feasibility study could begin without the Cranston's Mill Pond permit or SWIFT information to start the information gathering for the options.

Mr. Powell noted yes. He also noted he would supply the Board with the PowerPoint presentation.

Ms. Larson asked if irrigation pushback had been an issue with citizens. She noted she liked the monthly billing cycle.

Mr. Powell noted some pushback would be likely, but further noted the consultant said the County had "responsible irrigators".

Ms. Larson asked what measures were in place to monitor the usage.

Mr. Powell noted JCSA did not monitor individuals, but would address misuse of the even/odd usage if observed.

Ms. Larson asked about the additional administrative expense of converting to the monthly billing.

Mr. Powell confirmed some additional expense would occur with the conversion. He added some savings would be available in reading the meters.

Mr. Hipple noted issues with Cranston's Mill Pond. He expressed concerns about safety, volume of water, road maintenance and the dam.

Mr. McGlennon endorsed the monthly billing, but expressed concerns on the changes to three groups for the watering schedule. He asked if Hampton Roads Utility Billing Service (HRUBS) had the ability to bill electronically. Mr. McGlennon cited HRUBS as an encouragement to use a similar process in the County. He also noted use of a budget payment plan. He questioned about other viable watering options like drip irrigation.

Mr. Powell noted those were options JCSA would explore.

Ms. Sadler questioned educating groups like Homeowners Associations (HOAs) with irrigation.

Mr. Powell noted HOAs would be beneficial and stressed comprehensive public education program using social media. He further noted it would be a multi-faceted approach.

Mr. Icenhour asked about the timeline regarding the switch with the meters.

Mr. Powell noted a two-year window for the meter replacement completion was likely.

Mr. Icenhour questioned the water agreement with Newport News.

Mr. Powell noted additional information would be forthcoming to assist in decision-making. He further noted the existing agreement, the timeline and long-term water solutions. Mr. Powell expressed reservations on the construction of the current Newport News agreement.

Mr. Hipple noted Busch Gardens efficient water conservation policies in place. He questioned if that information could be shared with other industries.

Ms. Larson noted Hampton Roads Sanitation Department and HRUBS both offer paperless billing options.

Mr. Powell stated the irrigation schedule would require Board action if changes were made as it was established in the Regulations. He noted no action was needed at this time, but in the future he could make a presentation to the Board on its decision.

Ms. Sadler and the Board thanked Mr. Powell and staff for the presentation and information.

A Motion to Adjourn was made by John McGlennon, the motion passed unanimously.

At approximately 4:51 p.m., Ms. Sadler adjourned the Board of Directors until 5 p.m. on August 14, 2018, for the Regular Meeting.

#### **D. CLOSED SESSION**

A motion to Enter a Closed Session 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 4:52 p.m., the Board entered into Closed Session.

At approximately 5:18 p.m., the Board re-entered Open Session.

##### **1. Certification of Closed Session**

A motion to Certify the Closed Session 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

##### **2. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia**

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. McGlennon noted the Board approved the Resolution authorizing the purchase of 21 acres from Green Mount Properties.

##### **3. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Economic Development Authority**

A motion to Appoint Individuals to Boards and Commissions 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 Board recommended the EDA appointments of Mr. Mike Maddox to fill the unexpired term vacated by Mr. Paul Gerhart that expires in 2020 and Mr. William Turner and Mr. Carlton Stockton for vacant terms that will expire June 2022.

#### **E. ADJOURNMENT**

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

1. Recess until 11 a.m. on July 31, 2018, at the Law Enforcement Center, 4600 Opportunity Way, Williamsburg, VA

At approximately 5:21 p.m., Ms. Larson recessed the Work Session until the July 31, 2018 meeting.

  
Deputy Clerk