

**A G E N D A**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 23, 2019**  
**4:00 PM**

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PUBLIC COMMENT**
- D. CONSENT CALENDAR**
  - 1. Minutes Adoption
- E. PUBLIC HEARING(S)**
- F. BOARD CONSIDERATION(S)**
- G. BOARD REQUESTS AND DIRECTIVES**
- H. GENERAL MANAGER'S UPDATE**
  - 1. April 2019 Report
- I. ADJOURNMENT**
  - 1. Adjourn until 4 p.m. on May 21, 2019 for the Regular Meeting

**ITEM SUMMARY**

DATE: 4/23/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Minutes Adoption

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- March 26, 2019 Regular Meeting
- April 9, 2019 Budget Meeting

**ATTACHMENTS:**

	Description	Type
☐	032619 Minutes	Minutes
☐	040919 Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/15/2019 - 10:25 AM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**March 26, 2019**  
**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

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

**C. PUBLIC COMMENT**

None

**D. CONSENT CALENDAR**

1. Minutes Adoption

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

**E. PUBLIC HEARING(S)**

None

**F. BOARD CONSIDERATION(S)**

1. Contract Award - White Oaks Area Water Main Replacement Design Services

A motion to Approve was made by James Icenhour Jr, 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. He stated this project had been in the Capital Improvements Program for several years and funds had been allocated. He further stated the James City Service Authority (JCSA) was in a position to begin the design and engineering services for this project. He stated after a competitive request for proposals process, staff recommended Rummel, Klepper & Kahl, LLP as the most qualified firm to provide the design and engineering services. He noted staff would send a letter to residents in the White Oaks area, as well as hold a community meeting around the time construction began.

Mr. Icenhour inquired regarding time estimates for the community meeting, design process, commencing construction, and timeframe for completion.

Mr. Powell replied that Mr. Michael Vergakis, Chief Civil Engineer with JCSA, was in the audience and construction was scheduled to begin in 2020. He conferred with Mr. Vergakis regarding the design process and stated it would take approximately six to eight months for completion.

Mr. Icenhour inquired if the construction would be done incrementally in sections throughout the neighborhood.

General discussion ensued regarding this topic.

Mr. McGlennon inquired if this was originally a private project or part of the JCSA.

General discussion ensued regarding the history of this project.

Mr. McGlennon inquired about the cost of the project.

Mr. Powell replied approximately \$3 million.

2. Amend adopted Board Calendar to move the May 28, 2019 Regular Meeting to May 21, 2019 at 4 p.m.

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 stated he was proposing the Board amend its calendar regarding the work session, similar to the Board of Supervisors amended calendar for May 2019.

3. Closed Session Item: Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; in particular, contract negotiation with Newport News Waterworks, pursuant to Section 2.2-3711(A)(6) of the Code of Virginia

A motion to Enter a 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

A motion to Certify the Board only spoke about those items indicated that it would speak about in 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 4:05 p.m., the Board entered Closed Session.

At approximately 4:21 p.m., the Board re-entered Open Session.

## **G. BOARD REQUESTS AND DIRECTIVES**

None

## **H. GENERAL MANAGER'S UPDATE**

### **1. March 2019 Report**

Mr. Powell emphasized the meter register replacement would begin in mid-April and due to it only being register replacement, residents would not have their service interrupted during the process. He stated there would be contractors working in the County with badges and marked vehicles. He anticipated project completion within a 6-month time span and commented that closer to mid-April there would be social media communication and a press release to make certain citizens were aware of area happenings.

## **I. ADJOURNMENT**

### **1. Adjourn until 5 p.m., on April 9, 2019, for the Budget Public Hearing**

A motion to Adjourn 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

At approximately 4:23 p.m., Ms. Sadler adjourned the Board of Directors.

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 9, 2019**  
**5:00 PM**

---

**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

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

**C. PUBLIC COMMENT**

None

**D. CONSENT CALENDAR**

None

**E. PUBLIC HEARING(S)**

1. Public Hearing on Fiscal Year 2020 James City Service Authority Budget

The Board of Directors and Board of Supervisors opened the Public Hearing concurrently for the budget presentation.

Mr. Icenhour noted Mr. Jack Haldeman of the Planning Commission was present for the Commission's recommendations on budget items.

Ms. Sharon Day, Assistant Director of Financial and Management Services, and Mr. Powell addressed the Board regarding the FY 2020 proposed budget. Ms. Day noted FY 2020 was the second year of the biennial budget as the County had a two-year budget cycle. She further noted the second year allowed for changes and new developments to be incorporated into the budget for inclusion of Strategic Plan goals and initiatives. Ms. Day highlighted changes from FY19 in a PowerPoint presentation. She cited staff additions, technology updates, and recycling program costs as some of the changes in the second year. Ms. Day presented the funding breakdown in the presentation, which also included JCSA. She noted the General Fund or operating budget fund and its respective revenue summary, which included taxes, fees, licenses, and permits. She addressed the additional 1% sales tax from Senate Bill 942 and the legislative impact of those monies. Ms. Day then explained the expenditure summary of the General Fund and the allocation breakdown per function/department. Ms. Day noted the seven goals of the Strategic Plan and economic initiatives tied to those goals in the presentation. She further noted the breakdown per the seven goals: 1) modern infrastructure,

facilities, and technology systems; 2) protected community character and an enhanced built environment; 3) expanding and diversifying local economy; 4) exceptional public services; 5) high quality education; 6) fiscally efficient government; and 7) sustainable long-term water supply. Ms. Day emphasized the importance of tourism to the County.

Ms. Day welcomed Mr. Powell for the JCSA portion of the budget presentation.

Mr. Powell noted JCSA's budget focused on sustainable water supply as well as modern infrastructure, facilities and technology systems. He highlighted JCSA's projects in a PowerPoint presentation. He further noted changes to the rebate program and proposed rate increases for water and sewer.

Ms. Day closed the presentation with information on upcoming budget meetings in the County. She noted that the County Administrator's detailed proposed FY 2020 budget was available on the County's website. Ms. Day also reminded the Board that as a Public Hearing had been opened, it needed to be closed on both the County budget and JCSA budget.

Mr. Icenhour thanked Ms. Day and noted the Public Comment on the County Budget would be next in the agenda lineup. Mr. Icenhour noted there were four speakers for the County Budget segment.

As there were no additional speakers, Mr. Icenhour closed the Public Hearing on the County's portion of the budget.

Ms. Sadler asked if there were any speakers for the JCSA's portion of the budget.

As there were no speakers, Ms. Sadler closed the Public Hearing on the JCSA's portion of the budget.

**F. BOARD CONSIDERATION(S)**

None

**G. BOARD REQUESTS AND DIRECTIVES**

None

**H. GENERAL MANAGER'S UPDATE**

None

**I. ADJOURNMENT**

1. Adjourn until 4 p.m. on April 23, 2019, for the Regular Meeting

A motion to Adjourn was made by James Icenhour Jr, the motion result was Passed.

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

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

At approximately 6:05 p.m., Ms. Sadler adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 4/23/2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: April 2019 Report

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**ATTACHMENTS:**

	Description	Type
☐	April 2019 Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/15/2019 - 10:01 AM





**Operations Center**  
119 Tewning Road  
Williamsburg, VA 23188-2639  
P: 757-229-7421  
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[jcsa@jamescitycountyva.gov](mailto:jcsa@jamescitycountyva.gov)

**GENERAL MANAGER'S UPDATE**  
**April 2019**

- JCSA received the letter of approval from United States Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), office of Nation Marine Fisheries Service for the Atlantic Sturgeon related to the Joint Permit Application (JPA) for the Raw Water Intake on the Chickahominy River.
- Also related to the JPA, JCSA received notice from the Commonwealth of Virginia, Department of Historic Resources (DHR) their concerns over impacts related to the construction of the plant and associated piping and archaeological sites that are listed as critical sites on the National Register of Historic Places (NRHP). DHR will require a Phase II archaeological evaluation and potentially Phase III archaeological recovery of these critical site within the disturbance areas of the plant and associated piping.
- 2018 Consumer Confidence Reports are complete and available for viewing on JCSA's website. Customers will be notified via a bill message during the April, May and June billing cycles.
- In-house designed upgrades to the W-5 well facility are complete. The failed 50 horsepower well pump was converted to a 60 horsepower. The upgrades resulted in an additional 216,000 gallons/day in capacity.
- Annual Virginia Department of Health (VDH) inspections for JCSA's Central System were completed in March. The results were positive.
- HVAC ductwork repairs at the Five Forks Water Treatment Plant are scheduled to begin April 15<sup>th</sup>.
- Staff has been assisting a contractor with the replacement of all the variable frequency drives at the Five Forks Water Treatment Plant.
- JCSA has submitted reimbursement requests to FEMA for certain costs incurred as a result of the remnants of Hurricane Michael.

**ITEM SUMMARY**

DATE: 4/23/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Adjourn until 4 p.m. on May 21, 2019 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/16/2019 - 4:22 PM