

**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**  
**June 25, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATIONS**

**D. PUBLIC COMMENT**

**E. CONSENT CALENDAR**

1. Minutes Adoption
2. Appropriation - Hurricane Michael - \$75,361

**F. PUBLIC HEARING(S)**

**G. BOARD CONSIDERATION(S)**

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

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

1. June 2019 Update

**J. ADJOURNMENT**

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

**ITEM SUMMARY**

DATE: 6/25/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
📎	052119 BOD Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/17/2019 - 5:59 PM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 21, 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. PRESENTATIONS**

1. Cranston's Mill Pond

Mr. Powell introduced Mr. Jeff Corbin, Vice President for Restorations Systems LLC. He noted Restoration Systems LLC was the majority owner of Cranston's Mill Pond and further noted Mr. Corbin had a presentation for the Board.

Mr. Corbin addressed the Board and acknowledged Mr. Powell and the James City Service Authority (JCSA) staff for all their assistance. He also expressed his appreciation to the Board for "retaining such qualified staff." Mr. Corbin began the PowerPoint presentation regarding reduced groundwater supply sources and the possibility that Cranston's Mill Pond could be part of the solution. He noted the team was comprised of Restorations Systems LLC, Chesapeake Bay Nutrient Land Trust, and private investors with a diversified group. He continued the PowerPoint presentation noting some significant points of the Pond's history from the mid-1800s to current day as well as award-winning ownership. Mr. Corbin cited statistics on the pond water capture capacity and radius. The PowerPoint presentation showed photos from the old spillway after dam failure in 2009 from Hurricane Ernesto. He highlighted water quality, large drainage area, groundwater aquifers, water flow levels, and average water availability per day. Mr. Corbin explained the state permit timeline and the Department of Environmental Quality (DEQ) involvement. He highlighted the key permit conditions and possible restrictions that DEQ had questioned.

Ms. Sadler asked the Board for any questions.

Mr. Hipple asked about the water coming into the pond for catching nutrients and how that impacted drinking water.

Mr. Corbin explained that nutrients or sediments were not toxic in a pollutant form, but noted too many nutrients in the Chesapeake Bay created ecosystem problems with algae growth, etc. He noted each river had its specific number of how many nutrients needed removal. He

further noted it had no negative impact on the drinking water, but was a monitoring issue for the volume going into the Bay. Mr. Corbin stated “we are capturing nutrients and we do get credit for it.”

Mr. Hipple noted questions may arise after the presentation.

Mr. Corbin explained one of the first things they had done was check with DEQ. He noted “even though this was certified as a nutrient bank, really all that means is we rebuilt the dam and we need to keep the pool full. Is there anything keeping us from using it as a water supply? No.”

Mr. Hipple asked if Cranston’s Mill Pond could be used in a similar way to Little Creek Dam and the recreational activities there.

Mr. Corbin replied yes, but noted a Declaration of Covenant was on the Pond. He noted it was required under easement regarding the nutrient bank to permanently preserve it. He further noted the Covenant allowed for fishing, camping, and such.

Mr. Hipple asked about potential development and that impact on the Pond becoming a “trouble state.”

Mr. Corbin noted compliance with federal, state, and local laws and Ordinances were designed to maintain nutrients and sediments on the site, but he noted illegal activity could have an impact. He cited Colonial Heritage and the Best Management Plans (BMPs). He said “I can’t envision a situation where something would impact it.”

Ms. Sadler asked if there was any land around the Pond that would be an issue.

Mr. Corbin noted only six landowners touched the property. He cited Colonial Heritage development was one and the remaining five were under a type of easement or under an Agricultural and Forestal District (AFD).

Ms. Sadler asked how this could be an additional source to any other issues out there.

Mr. Corbin noted if this was to work for the County there could be times the Pond would need to be supplemented with groundwater and was not a stand-alone source. He further noted its use as the primary source and the conjunctive use.

Mr. Hipple asked about an extra foot on the dam.

Mr. Corbin noted discussion with the United States Army Corps of Engineers and the height of the old dam and the new one.

Mr. Hipple asked about the increased surface with the additional foot.

Mr. Corbin noted each additional foot equals about 20 million gallons. He referenced the PowerPoint presentation with nine-foot and 14-foot elevations.

Mr. Hipple asked about flooding and road closure with volume and area.

Mr. Corbin noted “once the Pond is full, no matter how big it is when it rains, there will be water coming over the spillway.” He further noted the smaller culverts and cleaning them.

Mr. Hipple noted the County had contacted the Virginia Department of Transportation on the culverts.

Mr. Icenhour asked about the daily intake and maintenance of downflow.

Mr. Corbin noted there were controls to adjust the water.

Discussion ensued.

Ms. Sadler thanked Mr. Corbin for the information.

**D. PUBLIC COMMENT**

None

**E. CONSENT CALENDAR**

1. 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

**F. PUBLIC HEARING(S)**

1. Easement Abandonment - Village Walk at New Town, Section 9, Parcel 2B, Lot 1, Phase II

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 noted JCSA had been asked to abandon a small section of the easement, 57 square feet, located at 4811 Settlers Market Boulevard. He further noted the corner of a proposed building would go into this easement and JCSA had no use for that section of the easement. Mr. Powell stated JCSA recommended the Board adopt the resolution abandoning that part of the easement.

Ms. Sadler opened the Public Hearing.

As there were no speakers, Ms. Sadler closed the Public Hearing.

**G. BOARD CONSIDERATION(S)**

1. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2020 Budget

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

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

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

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

Mr. Powell noted there were two resolutions before the Board as part of the action item. He highlighted proposed rate increases in a PowerPoint presentation. Mr. Powell recommended the Board's approval of both resolutions.

2. Contract Award - Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes

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 cited the County had approximately 210 miles of eight to 10 inches of sanitation sewer pipes in easements along public or private roads that were required to be inspected every 15 years via television. He noted a Request for Proposals (RFP) had been submitted for the inspection of the pipes. Three companies had responded to the RFP, but Mr. Powell noted that two of the companies, Prism Contractors & Engineers, Inc. and Precision Measurements, Inc., currently had contracts with JCSA for off-easement inspections. Mr. Powell further noted that would be an asset to JCSA.

Ms. Larson asked if the contract award included all three companies.

Mr. Powell explained yes, the award would allow JCSA to use the three companies: Prism Contractors & Engineers, Inc., Precision Measurements, Inc., and WB&E Construction, Inc. for the work.

## **H. BOARD REQUESTS AND DIRECTIVES**

Mr. Icenhour asked Mr. Powell for some additional information regarding Cranston's Mill Pond. He noted the following questions: 1) if the Pond was to be a water source, what infrastructure would need to be considered for connecting to the County's existing system; and 2) treatment of the water. Mr. Icenhour noted this would allow the Board to review the capital expenditures involved in the project. He further noted road improvements would be needed if flooding was an issue. Mr. Icenhour inquired about the two AFD properties on the map in the PowerPoint presentation. He cautioned about possible AFD withdrawals for development by-right in the future. He also inquired about the project along Longhill Road near the County Recreation Center.

Mr. Powell noted it was a Hampton Roads Sanitation District (HRSD) project.

Mr. Icenhour asked if that project impacted the County's system with any shutdowns.

Mr. Powell noted the HRSD project had no shutdown impact on the County's system. He assured the Board the project area would be cleaned up after the work was completed. He also noted information could be gathered in response to Mr. Icenhour's earlier questions on Cranston's Mill Pond. Mr. Powell stated "we are also waiting on the DEQ permit to see just what they are going to allow to withdraw" and the seasonal withdrawal allowances. He noted the due diligence of the County pending additional DEQ information.

Ms. Larson asked Mr. Powell if any decision regarding the Pond was on hold pending the DEQ information.

Mr. Powell confirmed that point.

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

### **1. May 2019 Report**

Mr. Powell reminded everyone that the outdoor water restriction season was in effect May 1-September 30. He highlighted the watering schedule: 1) no watering on Mondays; 2) structures with even street numbers water on Tuesdays, Thursdays, and Saturdays; 3) structures with odd street numbers water on Wednesdays, Fridays, and Sundays; and 4) no watering between 9 a.m. and 5 p.m. He also gave a meter replacement update noting 3,313 meters had been replaced since April 15. He noted the contractor was "moving along on that." Mr. Powell also noted the recent passing of Ms. Nancy Yost, a member of the JCSA team for over 18 years.

Ms. Sadler extended, on behalf of the Board, deepest sympathies to Ms. Yost's family and the entire JCSA team.

Mr. Powell noted a video that Mr. Stevens wanted to be shared with the Board. It featured the County commercial which aired during the Ladies' Professional Golf Association tournament at Kingsmill and also on the County website.

## **J. ADJOURNMENT**

### **1. Adjourn until 4 p.m. on June 25, 2019, 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 4:40 p.m., Ms. Sadler adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 6/25/2019

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Appropriation - Hurricane Michael - \$75,361

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	5/31/2019 - 11:45 AM
Publication Management	Burcham, Nan	Approved	5/31/2019 - 11:51 AM
Legal Review	Kinsman, Adam	Approved	6/3/2019 - 10:14 AM
Board Secretary	Fellows, Teresa	Approved	6/3/2019 - 11:23 AM
Board Secretary	Purse, Jason	Approved	6/4/2019 - 2:00 PM
Board Secretary	Fellows, Teresa	Approved	6/13/2019 - 1:33 PM



## MEMORANDUM

DATE: June 25, 2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Appropriation - Hurricane Michael - \$75,361

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In October 2018, Hurricane Michael produced high winds, heavy rainfall, and a tornado in James City County. In order to maintain water and wastewater services, James City Service Authority (JCSA) performed emergency protective measures such as fuel delivery to lift station generators. After the storm passed, JCSA had to restore access to remote facilities and repair damaged infrastructure such as a sewer bridge damaged by a fallen tree. The JCSA submitted Hurricane Michael storm recovery costs of \$75,361 to the Federal Emergency Management Agency Public Assistance Program.

The maximum reimbursement for these costs after insurance recovery of \$12,052 are 75% Federal (\$47,482), and 15% State (\$9,496), leaving the remaining 10% as the local share (\$6,331).

The attached resolution appropriates the funds in the Water and Sewer Funds.

Staff recommends approval of the attached resolution.

MDP/nb  
AppnHMichael-mem

Attachment

**RESOLUTION**

**APPROPRIATION - HURRICANE MICHAEL - \$75,361**

WHEREAS, James City Service Authority has filed for claims to request public assistance for Hurricane Michael disaster recovery from the Federal Emergency Management Agency for costs totaling \$75,361; and

WHEREAS, the net claims, after insurance recovery of \$12,052, are cost-shared by the federal government at 75%, state government at 15%, and local share at 10%.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following appropriation in the Water and Sewer Funds for purposes described above:

<u>Revenues:</u>	
Federal Government	\$47,482
State Government	9,496
Fund Balance	6,331
Insurance Recovery	<u>12,052</u>
Total	<u>\$75,361</u>
 <u>Expenditure:</u>	
Storm Expenses	<u>\$75,361</u>

\_\_\_\_\_  
P. Sue Sadler  
Chairman, Board of Directors

ATTEST:	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
_____	HIPPLE	_____	_____
Teresa J. Fellows	LARSON	_____	_____
Deputy Secretary to the Board	MCGLENNON	_____	_____
	ICENHOUR	_____	_____
	SADLER	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of June, 2019.

AppnHMichael-res

**ITEM SUMMARY**

DATE: 6/25/2019

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Consideration of a personnel matter, the performance evaluation of the JCSA General Manager, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

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**ATTACHMENTS:**

	Description	Type
☐	Closed Session Certification	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/17/2019 - 5:51 PM

**RESOLUTION**

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Directors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority (JCSA), James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1) of the Code of Virginia, consideration of a personnel matter, the performance evaluation of the JCSA General Manager.

\_\_\_\_\_  
P. Sue Sadler  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of June, 2019.

062519bodws-ex-res

**ITEM SUMMARY**

DATE: 6/25/2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: June 2019 Update

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**ATTACHMENTS:**

	Description	Type
📎	Report	Staff Report

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/17/2019 - 5:43 PM



**Operations Center**  
119 Tewning Road  
Williamsburg, VA 23188-2639  
P: 757-229-7421  
F: 757-229-2463  
[jcsa@jamescitycountyva.gov](mailto:jcsa@jamescitycountyva.gov)

## **GENERAL MANAGERS UPDATE**

### **June, 2019**

Staff is evaluating the next step of archeological site investigations at Chickahominy Riverfront Park and the potential conflicts with the proposed water treatment plant and pipeline locations.

Design documents for the College Creek Water Main Project are 90% complete and have been reviewed by JCSA. The site plan has been submitted.

Survey work is progressing for the White Oaks Area water main replacement project. As part of the project, staff is evaluating each meter box in White Oaks area for the condition and/or the need for replacement of each box.

Advertisement and recruitment is on-going for the vacant Water Treatment Plant Supervisor position.

JCSA is working with a consultant and original tank manufacturer related to leaks on the stainless steel piping welds at ES-01 in Stonehouse.

Staff is assisting a contractor with the replacement of all the variable frequency drives at the Five Forks Water Treatment Plant. We have also replaced all of the UPS units there.

All electrical work, force main connection and gravity main connection to Lift Station 1-7 from the new manhole have been completed. The generator start up and testing is set for June 20<sup>th</sup> and the 21<sup>st</sup> followed by pump and control testing the week of the 24<sup>th</sup>.

LS 3-2, 4-5, 5-1 and LS 5-2 Air Ejector Station Replacements – Work at LS 3-2 is nearly complete – the contractor is preparing to perform start-up and testing of equipment and alarms. Work at LS 4-5 is progressing and the contractor projects that testing will follow closely behind LS 3-2.

JCSA has received shop drawings for the Stonehouse Tract 3 pump station. The developer has applied for a temporary pump and haul permit from the Health Department to allow for wastewater disposal until the temporary pump station is completed. Once the permanent station is completed the temporary station will be removed.

Staff removed, rebuilt, and replaced the fuel injection pump on the generator at W-37 (Racefield). We installed a backup rental generator unit to maintain 100% customer service at this independent facility serving the Racefield community during repairs.

Interviews for the Rate Study Consultant were conducted, and Stantec was chosen as the most qualified firm. The principals are the same that conducted the previous study.

Staff participated in a rehearsal for the Surry drill scheduled for July.

Staff is working on revisions to the Financial Policy and Investment Policy. The proposed changes will be presented at the August Board of Directors meeting.

**ITEM SUMMARY**

DATE: 6/25/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Adjourn until 4 p.m. on July 23, 2019 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/17/2019 - 6:01 PM