

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
September 14, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. September 2021 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 p.m. on October 12, 2021 for the Regular Meeting

ITEM SUMMARY

DATE: 9/14/2021
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	July 13, 2021 Regular Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/1/2021 - 9:11 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 13, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption

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

The minutes Approved for Adoption included the following minutes:

-June 8, 2021, Regular Meeting

2. Amendment to the Contract of the General Manager

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 requested Item No. 2 be pulled from the Agenda.

Ms. Larson noted Item No. 2 was pulled.

Mr. McGlennon noted the Board was approving a new contract agreement for Mr. Powell. He further noted the contract agreement reflected the Board's enthusiastic response to Mr.

Powell's performance as the James City Service Authority's (JCSA) General Manager. Mr. McGlennon noted Mr. Powell's strong leadership skills.

Ms. Larson concurred.

Mr. Powell expressed his appreciation of the comments.

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2021

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 noted the Board's annual formal acceptance of the water and sewer systems. He further noted this year's total dedication was slightly over \$5.2 million. Mr. Powell noted staff's recommendation to approve the resolution.

2. Contract Award - Five Forks Water Treatment Plant HVAC Replacement - \$630,024

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 noted the Five Forks Water Treatment Plant HVAC unit was beyond its useful life. He further noted solicitation of bids from three vendors who are used on annual JCSA contracts. Mr. Powell noted Warwick Plumbing & Heating Corporation was selected for its bid in the amount of \$630,024. He further noted prior use of this company and staff's recommendation for approval of the resolution.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon asked for a bridge replacement update.

Mr. Powell noted the water main replacement work on Route 5 at Powhatan Creek was estimated to have an early August 2021 completion date. He further noted the footers had been placed and delivery of the prefabricated bridge was pending. Mr. Powell noted with the bridge delivery, installation would take several weeks, adding he had been in contact with the contractor for the project.

Mr. McGlennon asked about the water usage during the voluntary water restriction time frame.

Mr. Powell noted a PowerPoint presentation highlighting the daily water production. He further noted the voluntary water restriction time started May 24, 2021 and water usage trended downward for several weeks after the announcement. Mr. Powell noted some up and down trends, but in general, some decline had occurred.

Ms. Larson noted Mr. Powell had done a great job getting information out to the public. She

further noted receiving a citizen question if the voluntary restriction was still in place and asked Mr. Powell to send out a reminder on the water restriction.

Mr. Powell confirmed yes he would do that.

Ms. Larson noted the great job regarding little traffic disruption during the repair work.

I. GENERAL MANAGER'S UPDATE

1. July Report

Mr. Powell noted the bridge update was his only point to address for the July report.

Ms. Larson noted she echoed Mr. McGlennon's comments on Mr. Powell's hard work as well as the JCSA staff.

J. ADJOURNMENT

1. Adjourn until 5 p.m. on September 14, 2021 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 5:06 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 9/14/2021
TO: The Board of Directors
FROM: M. Douglas Powell, JCSA General Manager
SUBJECT: September 2021 Dashboard Report

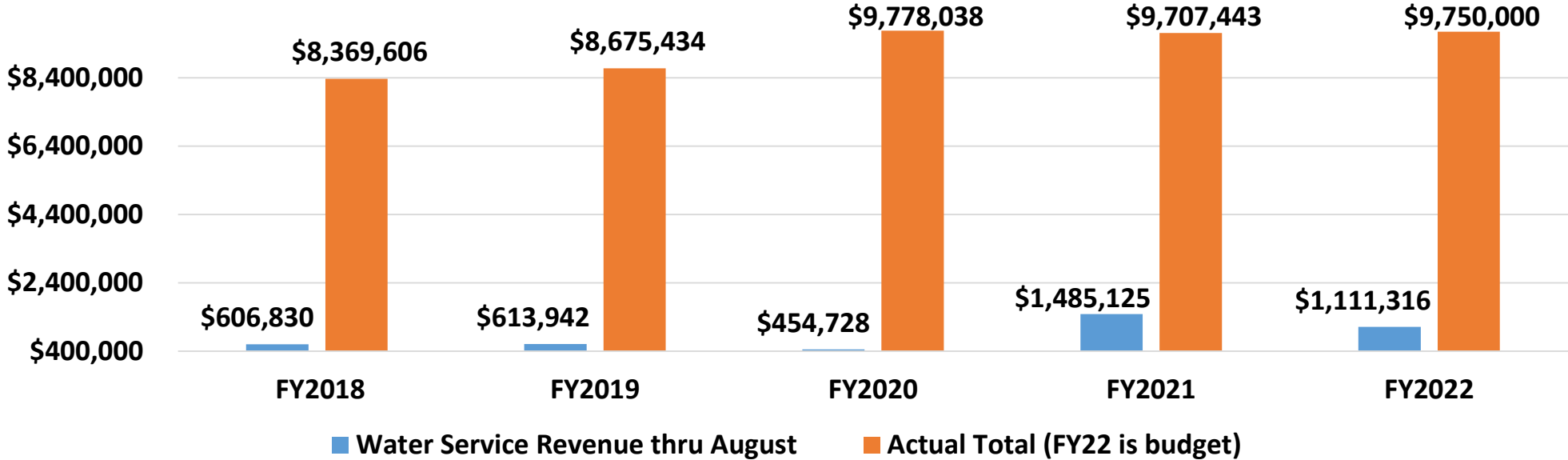
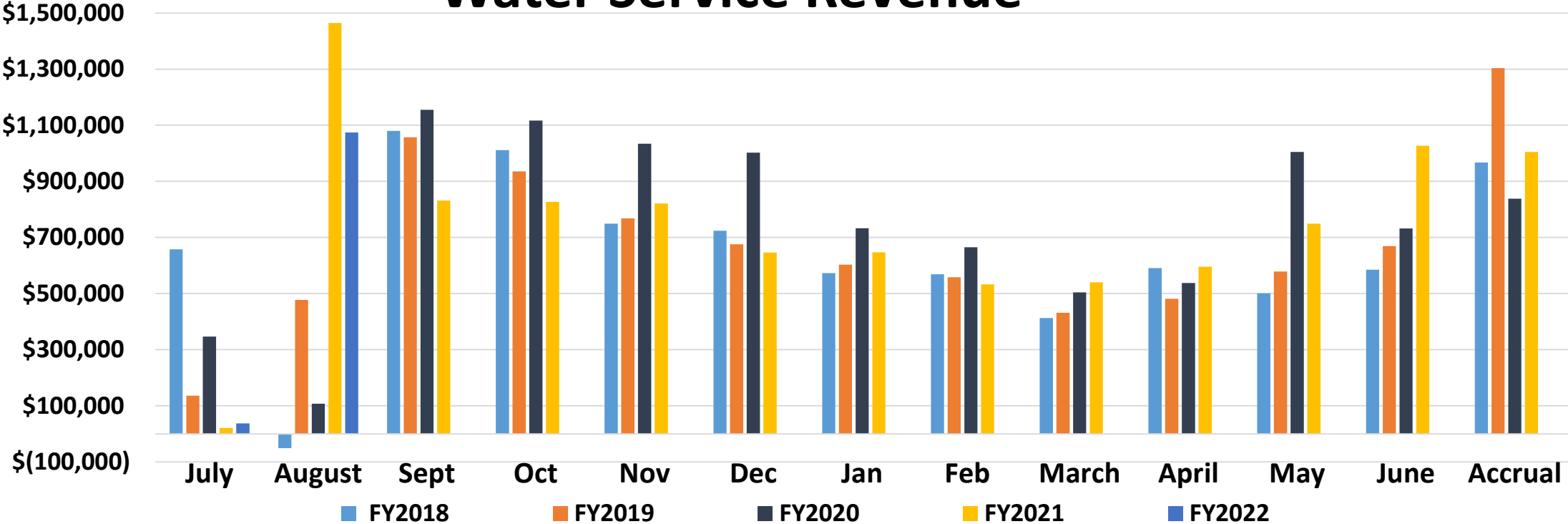
ATTACHMENTS:

	Description	Type
📎	Sept. 2021 Dashboard	Exhibit

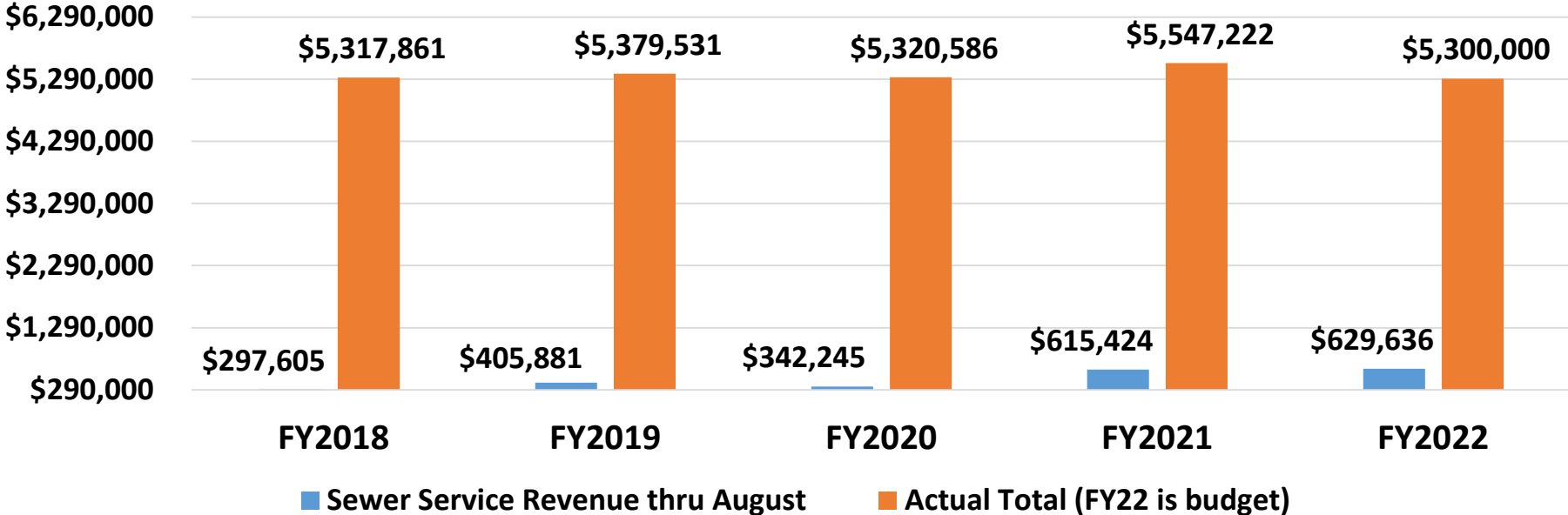
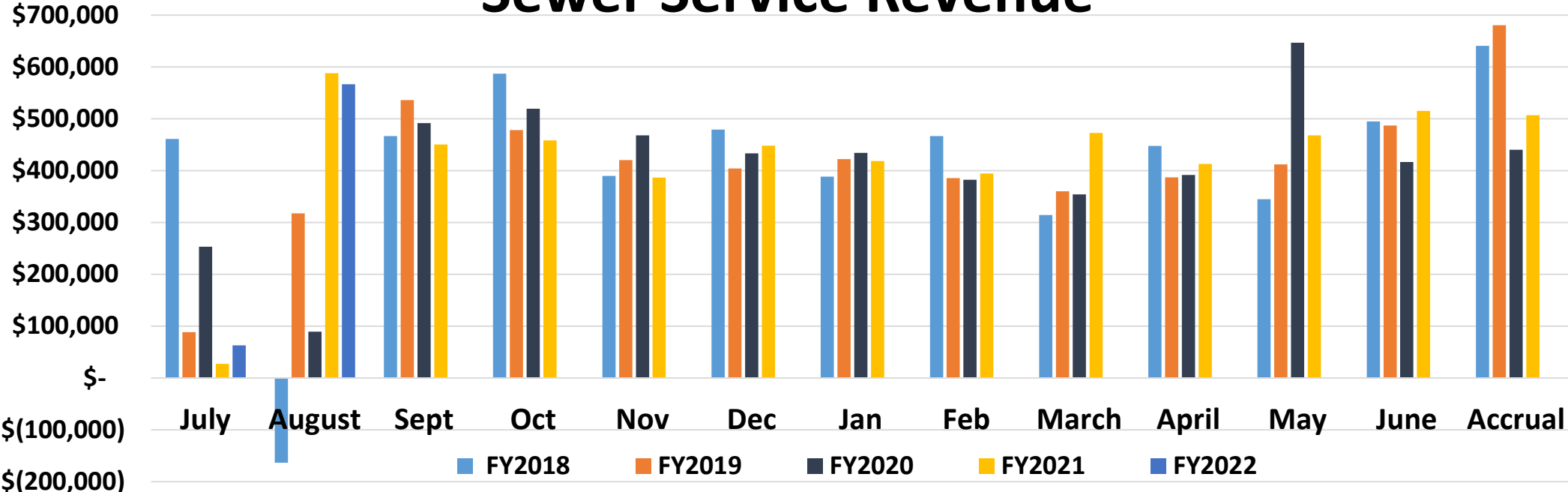
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/14/2021 - 3:27 PM

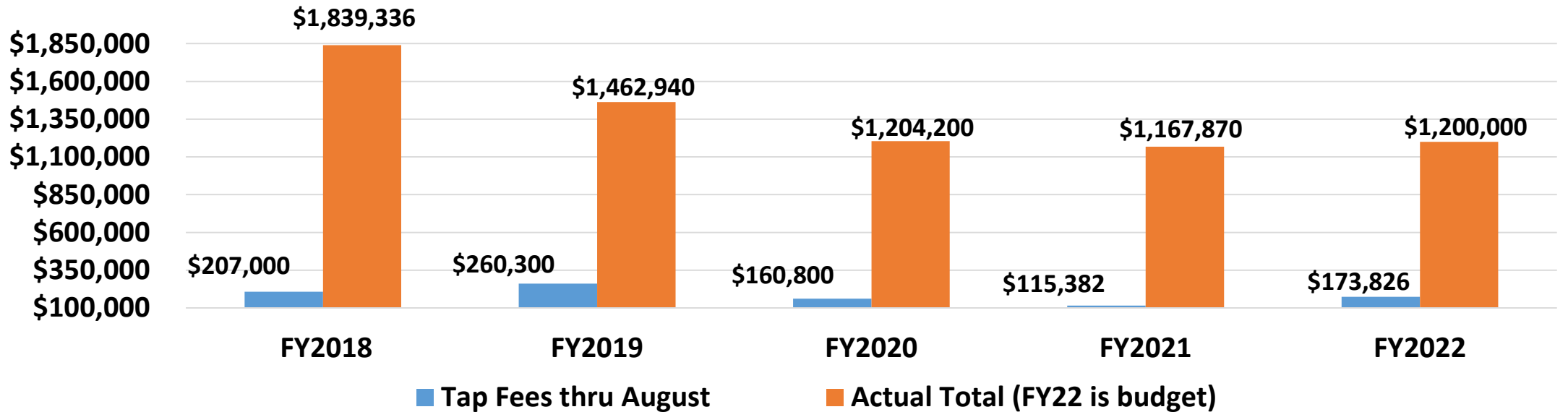
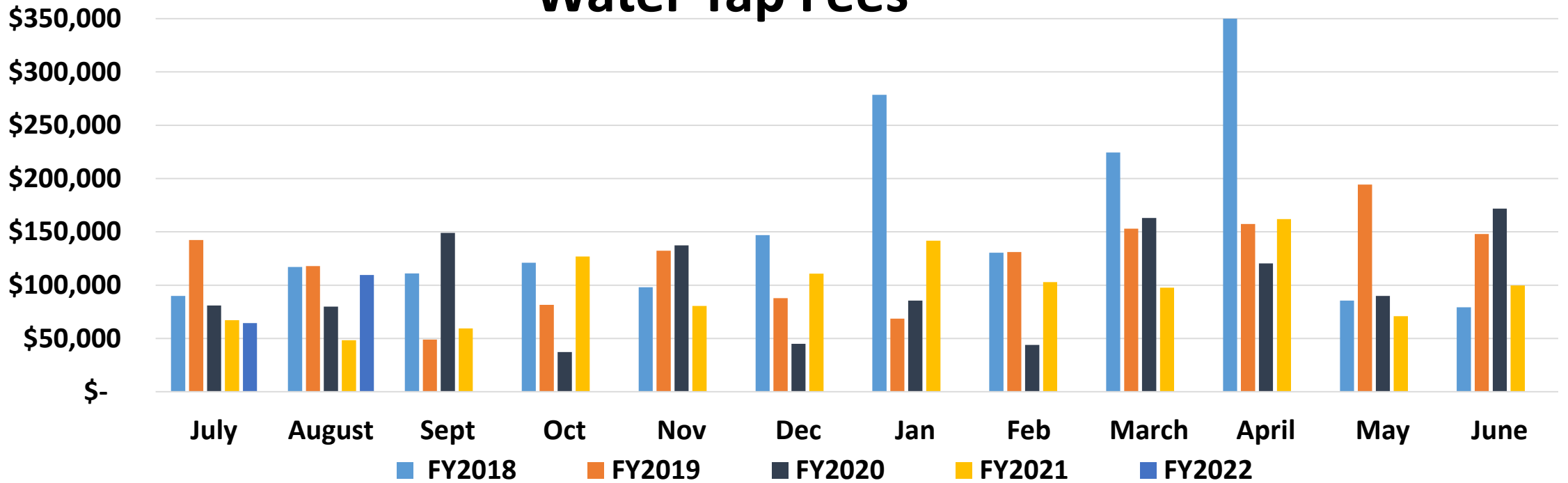
Water Service Revenue



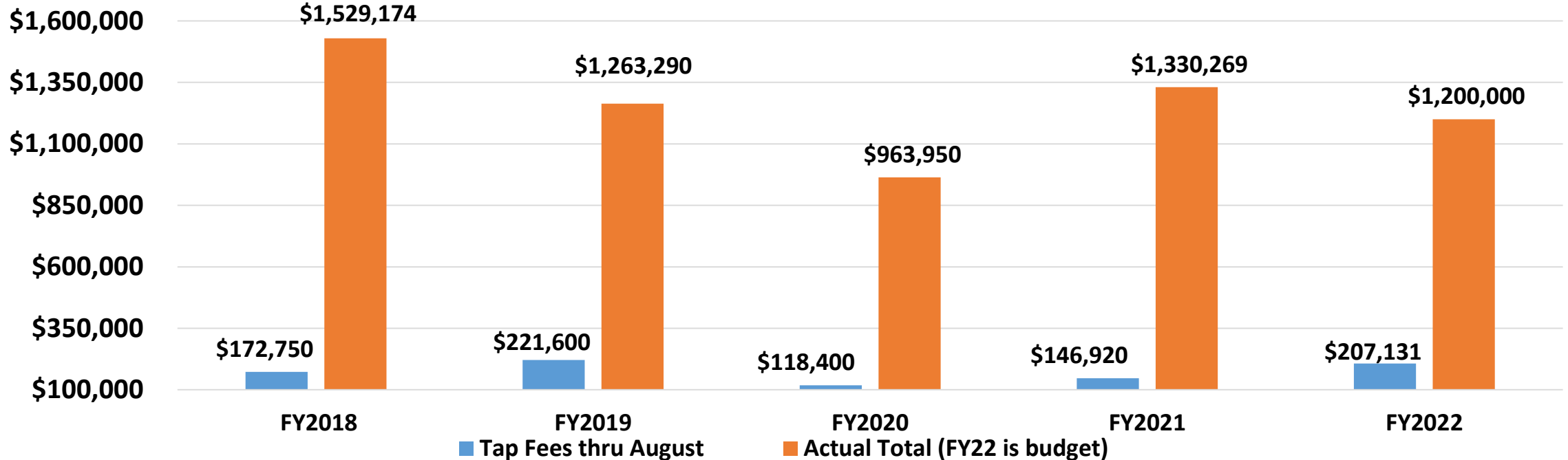
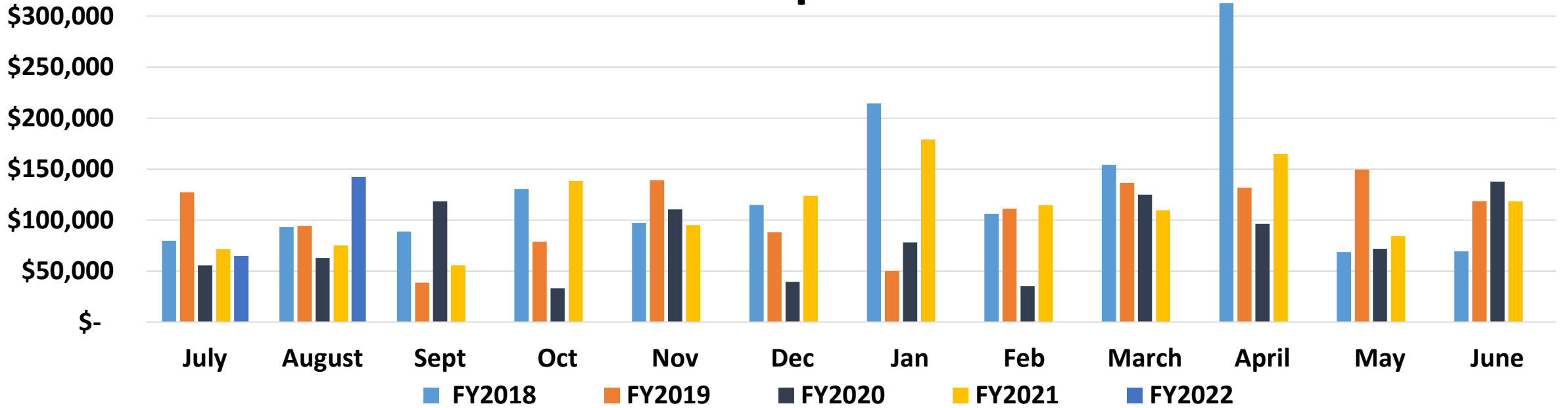
Sewer Service Revenue



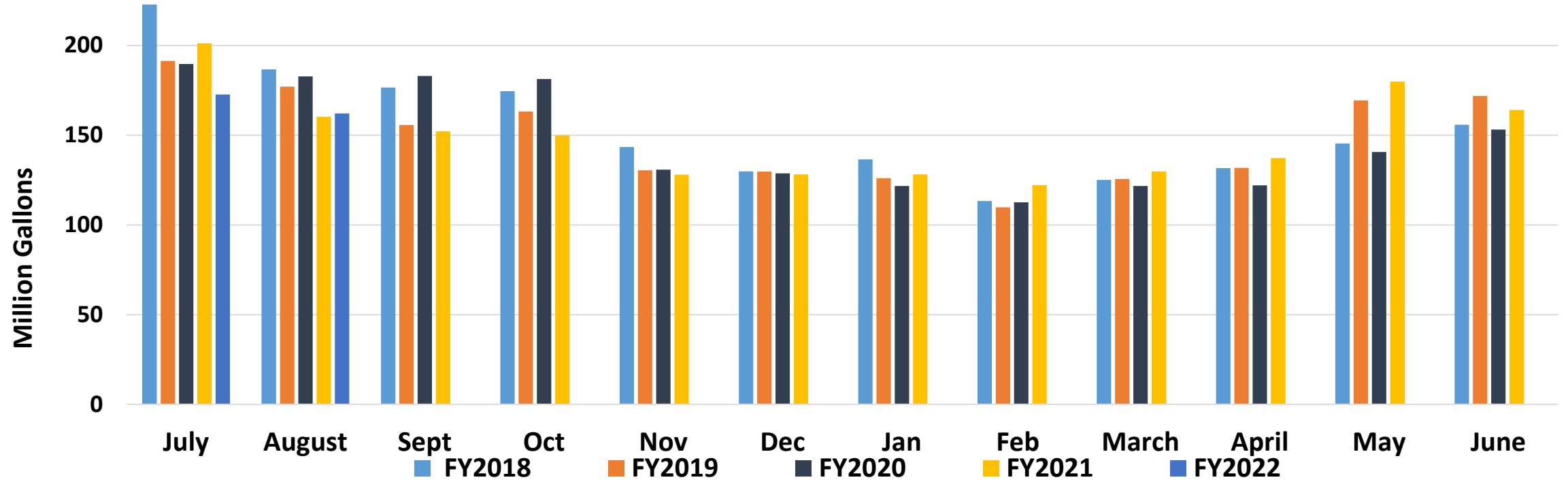
Water Tap Fees



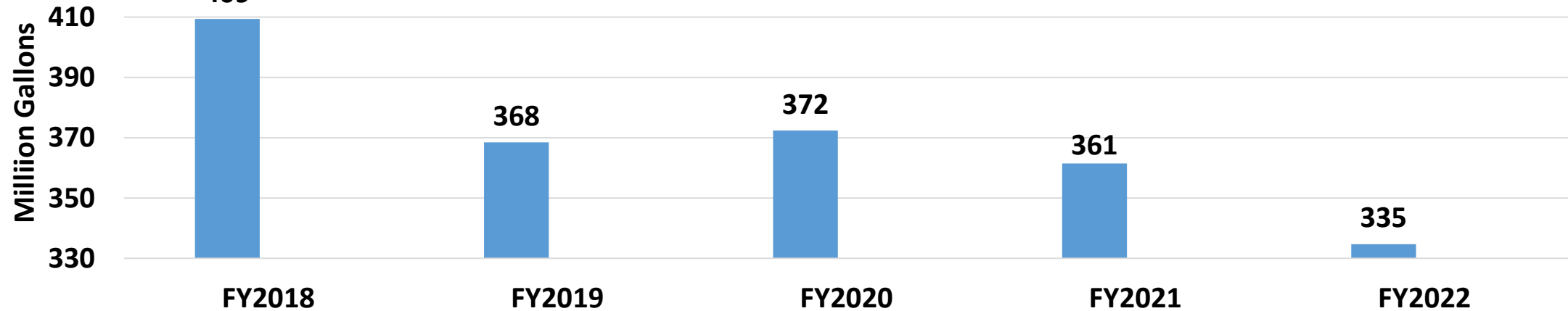
Sewer Tap Fees



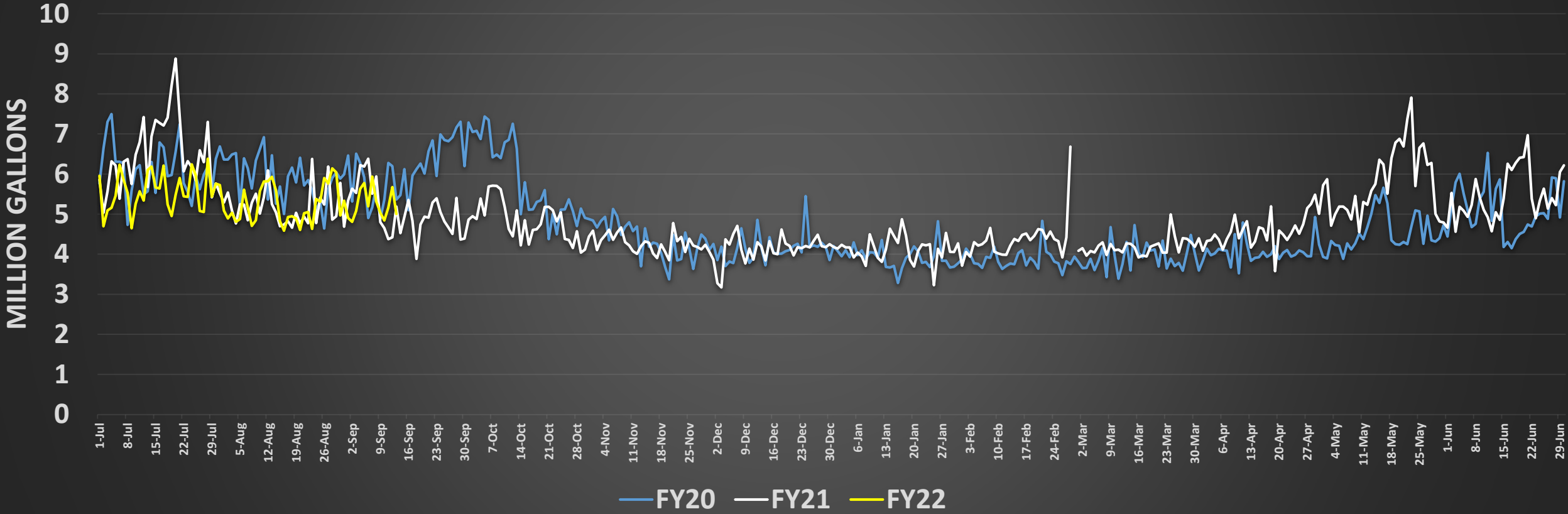
Monthly Water Production



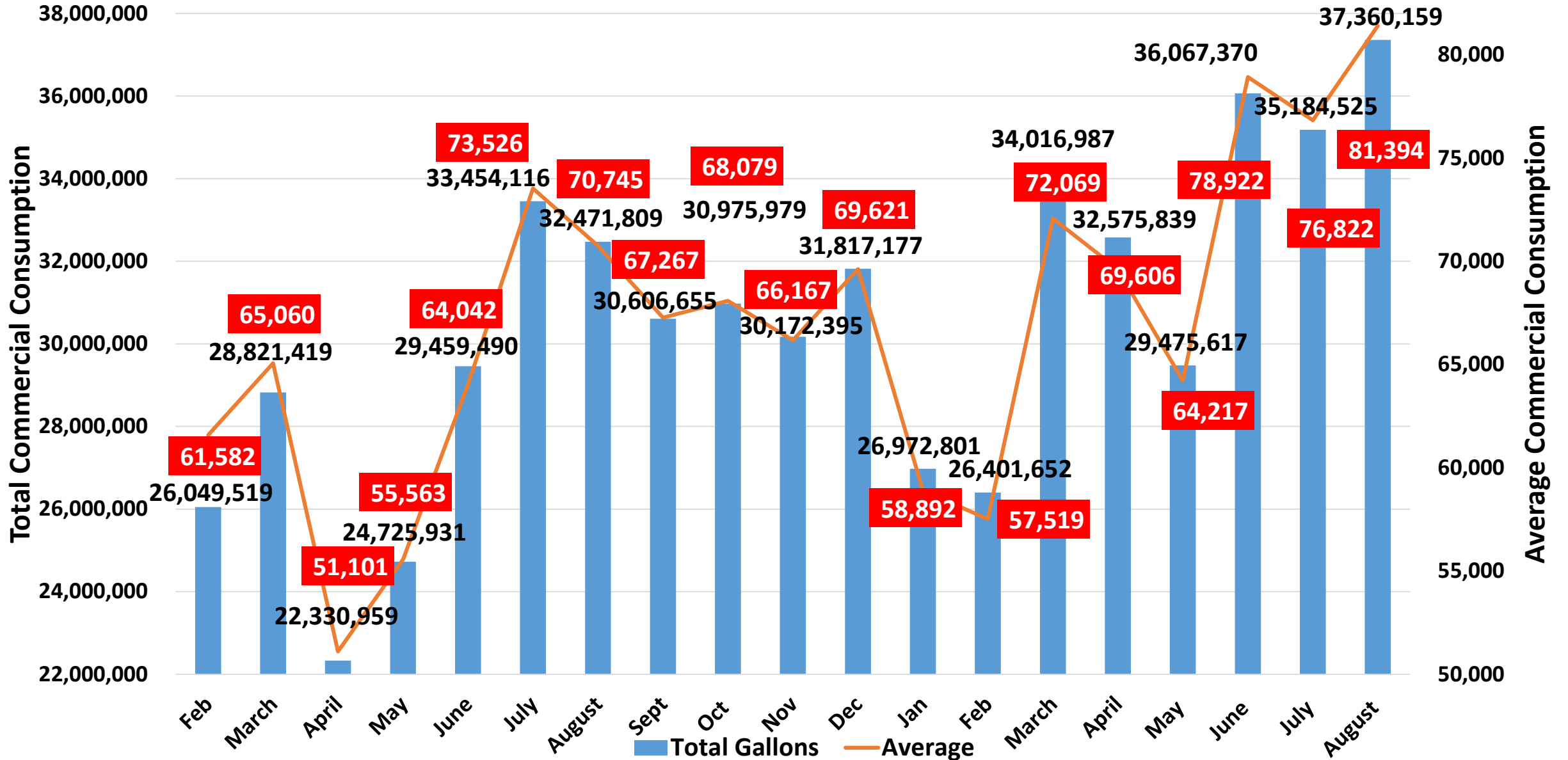
Annual Production through August



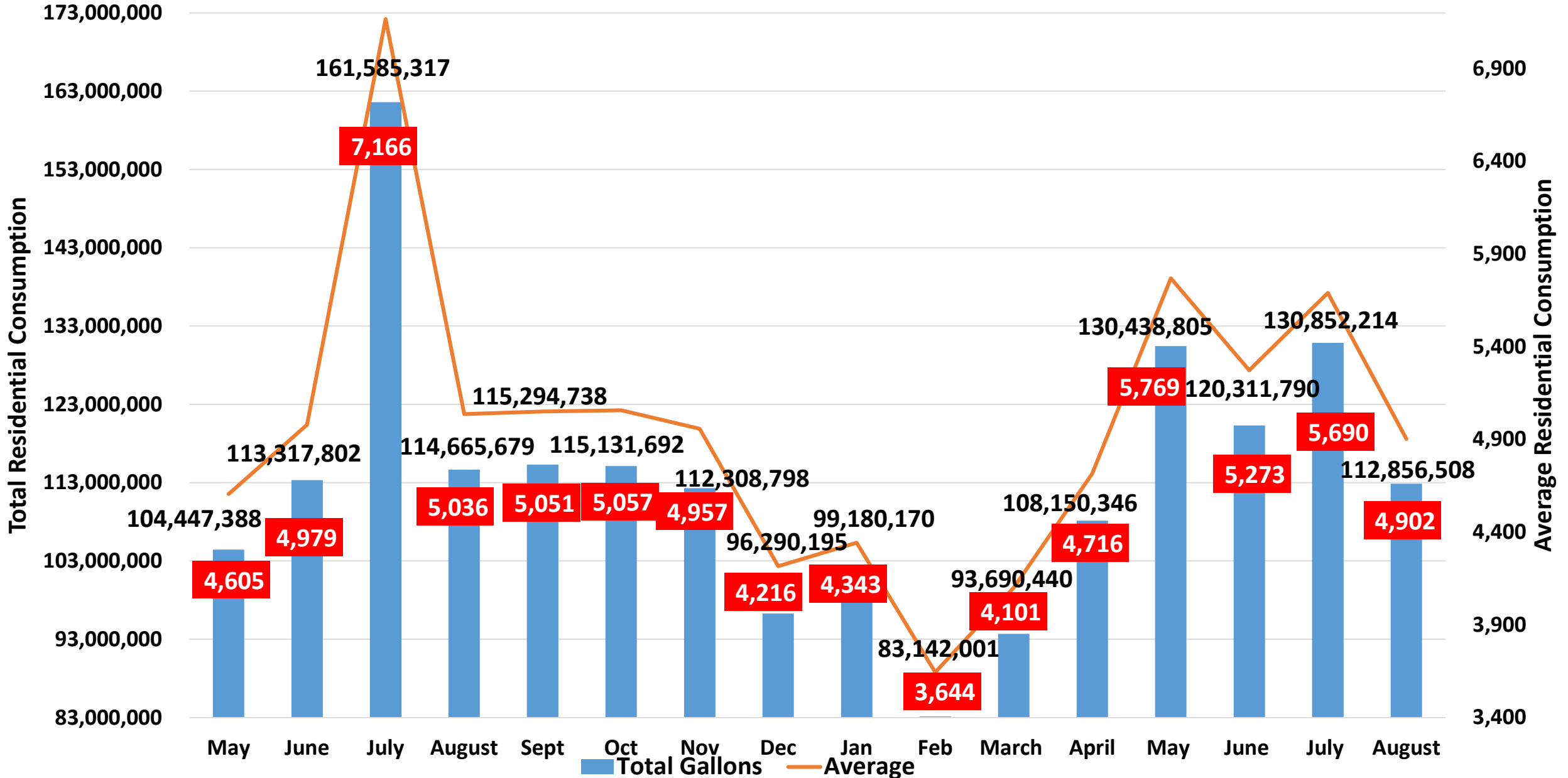
Daily Water Production



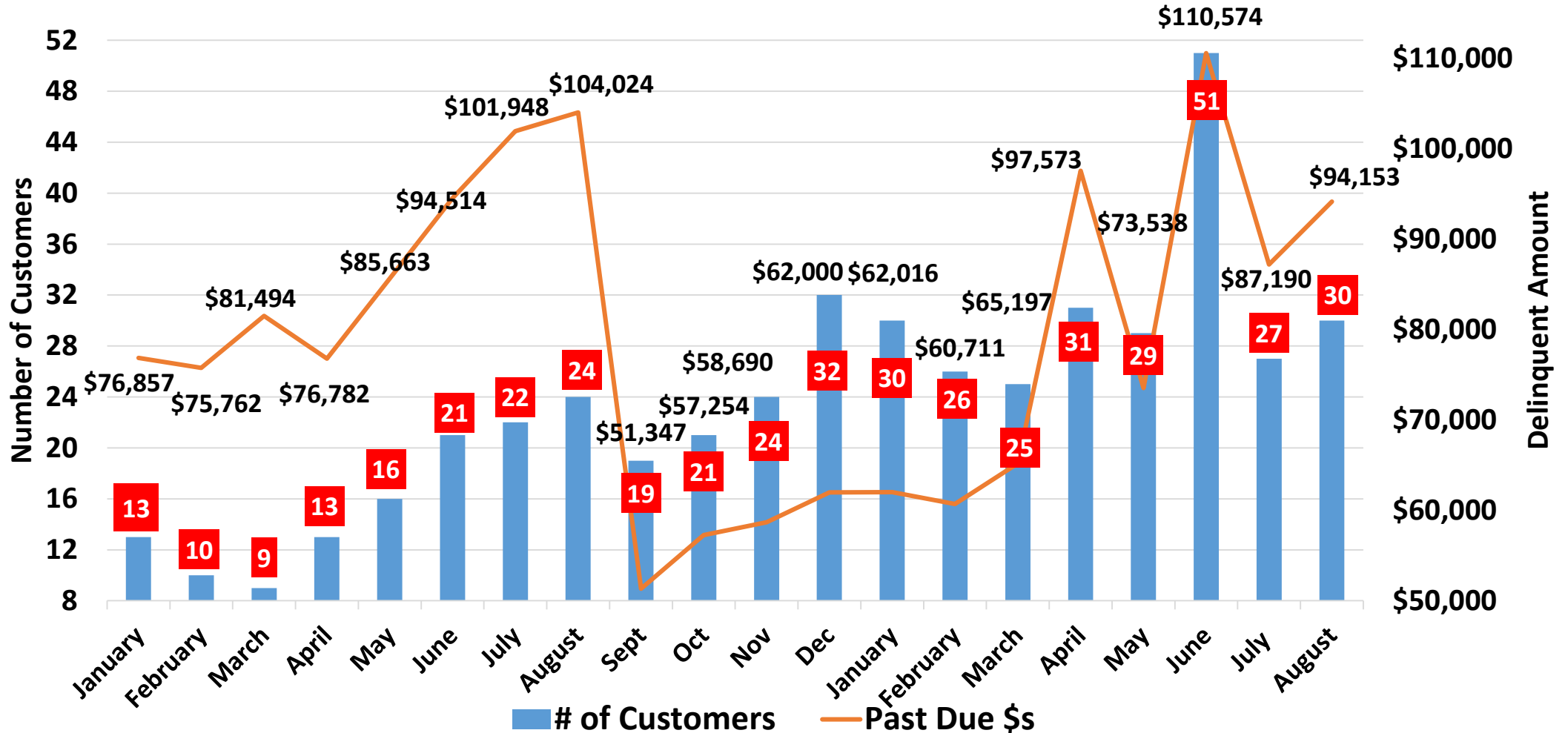
JCSA Commercial Account Consumption



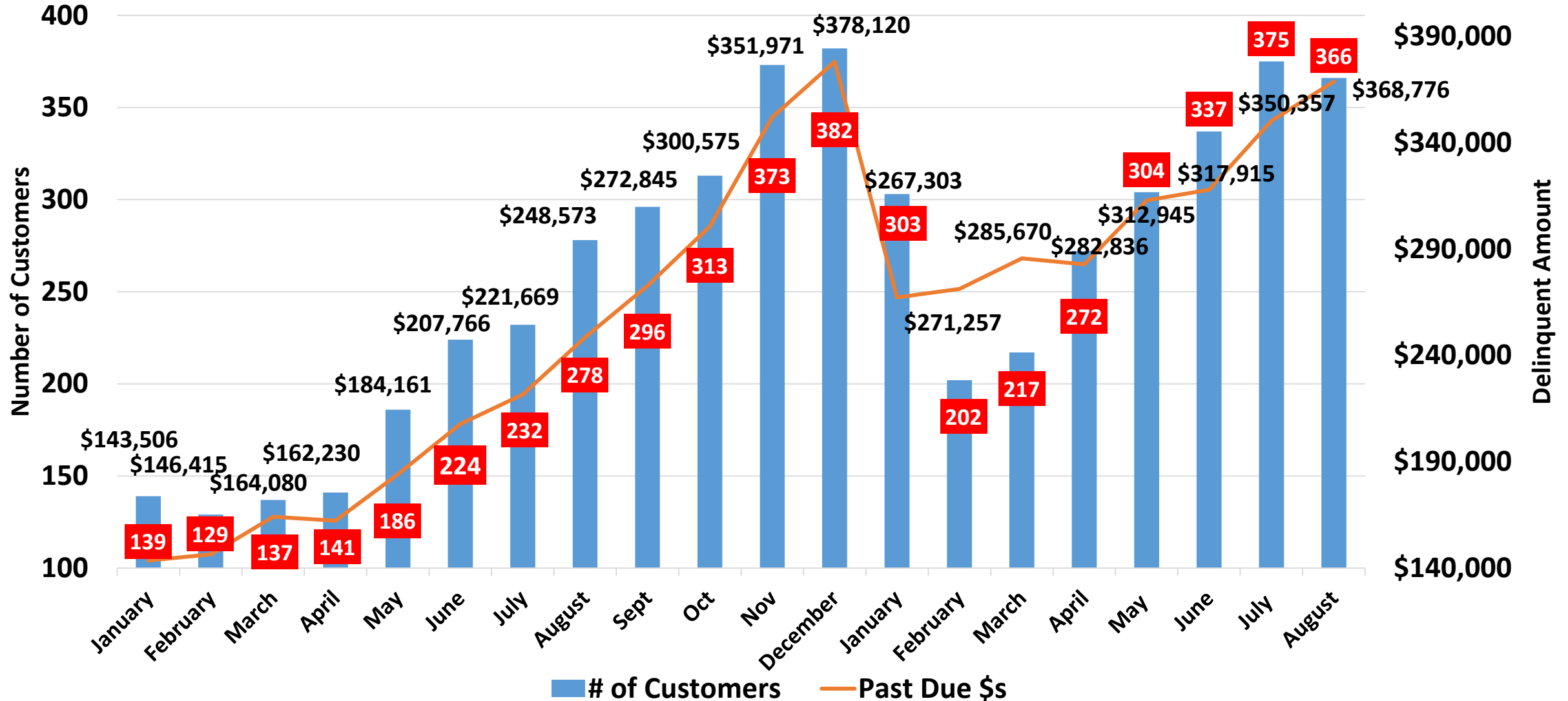
Residential Account Consumption



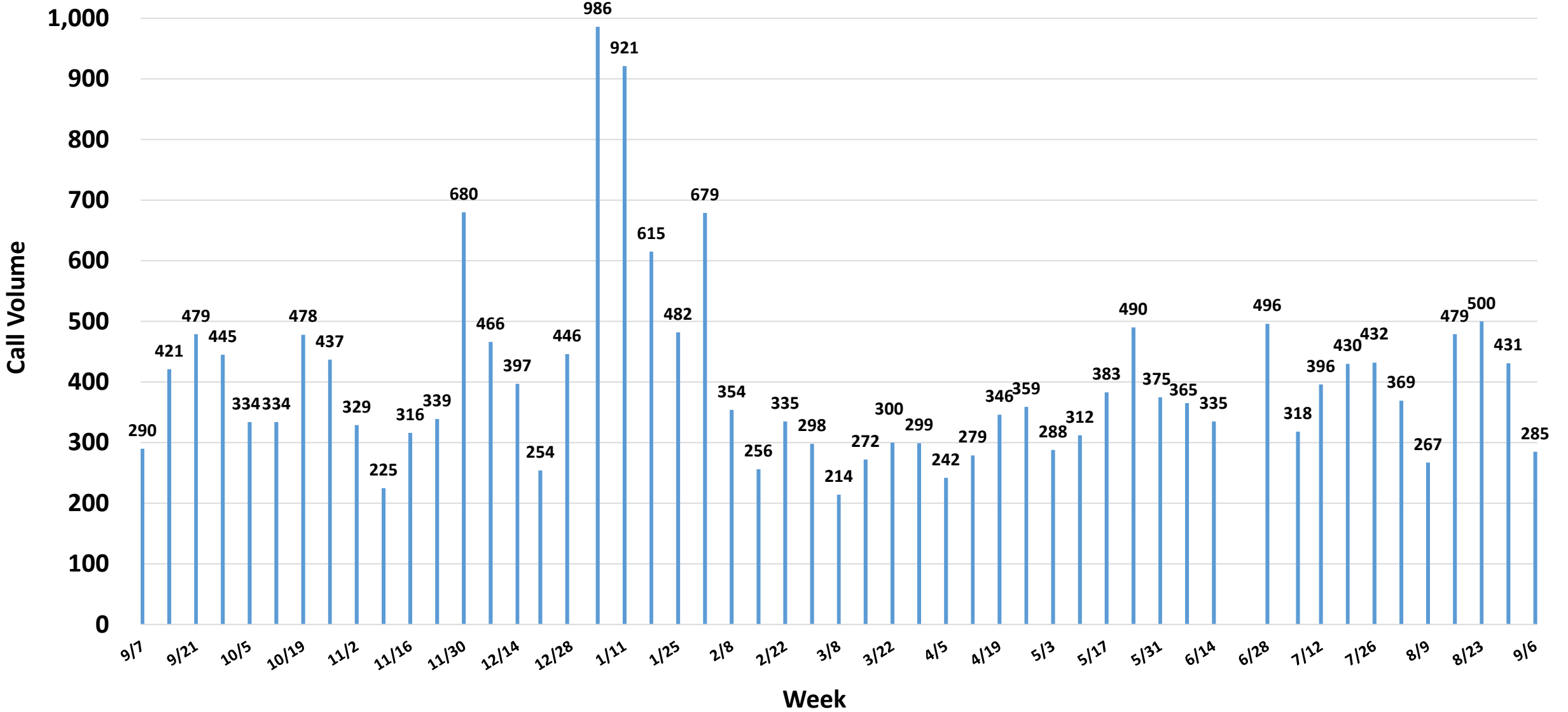
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 9/14/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on October 12, 2021 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/7/2021 - 2:19 PM