

**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**  
**February 8, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATIONS**

**D. PUBLIC COMMENT**

**E. CONSENT CALENDAR**

1. Minutes Adoption
2. Memorandum of Agreement - Regional Groundwater Mitigation Program Administration
3. Resolutions of Appreciation - Stuart Burcham and Dion Walsh

**F. PUBLIC HEARING(S)**

**G. BOARD CONSIDERATION(S)**

1. Setting a Public Hearing - Fiscal Year 2023 Utility Rates
2. Contract Award and Budget Amendment - Vac-Con Combination Jet Vacuum Rodding Machine Replacement - \$434,776

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

1. February 2022 Dashboard Report

**J. ADJOURNMENT**

1. Adjourn until 5 pm on March 8, 2022 for the Regular Meeting

**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
☐	Jan. 3, 2022 Organizational Meeting	Minutes
☐	Jan. 11, 2022 Regular Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/31/2022 - 2:09 PM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**ORGANIZATIONAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 3, 2022**  
**1:00 PM**

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**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. ORGANIZATIONAL MEETING**

1. 2022 Board Organization

Ms. Larson sought a nomination and motion for the Chair for the upcoming year.

A motion to Re-Appoint Ruth Larson as Chair of the Board of Directors 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

Ms. Larson sought a nomination and motion for the Vice Chair.

Ms. Sadler nominated Mr. Hipple as Vice Chair for the Board of Directors.

A motion to Appoint Michael Hipple as Vice Chair of the Board of Directors 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

Ms. Larson explained that a motion was needed to adopt the Organizational Meeting resolution setting the meeting times and the associated calendar. She asked if there were any changes to the calendar.

Mr. McGlennon noted discussion on the meetings and calendars which would also impact the Board of Supervisors. He further noted the date for the 2023 Organizational Meeting, which moved to the same date as the first regular meeting of the calendar year. Mr. McGlennon addressed potential membership changes on the Board which could impact its leadership and an earlier meeting could assist that leadership team with better preparation for Board activity and decisions. Mr.

McGlennon further noted consideration of those points, adding a calendar amendment could take place later if needed.

Mr. Hipple noted he liked the combined meeting and the travel impact around the earlier meeting after the holidays. He further noted the Organizational Meeting an hour or two prior to the first regular meeting to address business eliminated multiple meetings and travel time.

Ms. Larson noted while she had no preference, the first Monday limited the schedule. She further noted her preference was a Tuesday for the Organizational Meeting. Ms. Larson asked if the schedule should remain as currently posted and readdress it later in the year.

Mr. McGlennon agreed, adding the issue could be readdressed if any concerns arose.

Ms. Larson agreed. She noted the James City Service Authority (JCSA) was on board with that decision. Ms. Larson sought a motion to adopt the calendar.

A motion to Adopt the Calendar 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

**D. CONSENT CALENDAR**

None.

**E. PUBLIC HEARING(S)**

None.

**F. BOARD CONSIDERATION(S)**

None.

**G. BOARD REQUESTS AND DIRECTIVES**

None.

**H. ADJOURNMENT**

1. Adjourn until 5 p.m. on January 11, 2022 for the Regular Meeting

A motion to Adjourn 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

At approximately 1:06 p.m., Ms. Larson 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**  
**January 11, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

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

Ms. Larson requested a motion to allow Ms. Sadler to participate in the meeting remotely, due to medical conditions that prevented her attendance.

A motion to Approve was made by Michael Hipple, the motion result was Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr., Larson, McGlennon  
Absent: Sadler

Ms. Larson acknowledged Ms. Sadler's presence.

**C. PRESENTATIONS**

None.

**D. PUBLIC COMMENT**

1. Mr. Jay Everson, 6923 Chancery Lane, addressed the Board to discuss water rates. Mr. Everson expressed his concern in which the County subsidized community wells in the A-1, General Agricultural District. Mr. Everson noted the cost was exorbitant overtime in which County citizens who resided in the Primary Service Area would incur those costs. Mr. Everson further noted he felt the water rates in the A-1 District should reflect the overall costs.

**E. 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

The minutes Approved for Adoption included the following minutes:

-December 14, 2021, Regular Meeting

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

1. Budget Amendment and Final Contract Award - Kingswood Water Main Replacement - \$4,880,893

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. Mr. Powell welcomed any questions the Board might have.

Mr. Icenhour inquired, if approved when construction would start and how long it would take.

Mr. Powell responded it was a multiyear project, adding it would take approximately two to three years to complete.

**H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

1. January Dashboard Report

Mr. Powell noted there were no updates to provide.

Mr. Icenhour asked why the sewer revenue was significantly lower based on the revenue reports he received. Mr. Icenhour added it appeared the sewer revenue was approximately at 30%-35% opposed to 50% for being halfway through the Fiscal Year 2022 budget.

Mr. Powell advised he would investigate that further.

**J. ADJOURNMENT**

1. Adjourn until 5 p.m. on February 8, 2022 for the Regular Meeting

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

At approximately 5:04 p.m., Ms. Larson adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Memorandum of Agreement - Regional Groundwater Mitigation Program Administration

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	MOA	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	1/24/2022 - 9:22 AM
Publication Management	Daniel, Martha	Approved	1/24/2022 - 9:30 AM
Legal Review	Kinsman, Adam	Approved	1/24/2022 - 9:37 AM
Board Secretary	Saeed, Teresa	Approved	1/24/2022 - 9:41 AM
Board Secretary	Rinehimer, Bradley	Approved	2/1/2022 - 10:09 AM
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 10:12 AM



## MEMORANDUM

DATE: February 8, 2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Memorandum of Agreement - Regional Groundwater Mitigation Program Administration

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Pursuant to the James City Service Authority's (JCSA) groundwater withdrawal permit issued by the Department of Environmental Quality, JCSA is required to have a groundwater mitigation plan. The plan stipulates that in the case where the operation of a public water supply well causes or contributes to groundwater drawdown that renders a private well unusable, then mitigation or damages attributable to that drawdown may be sought by the private well owner.

JCSA has historically participated in a regional program begun in 1994 where the Hampton Roads Planning District Commission (HRPDC) has administered a Regional Groundwater Mitigation Program. HRPDC's role is to provide technical analysis of requests by private well owners for mitigation. The current agreement has expired. A copy of the new proposed agreement, which would remain in effect until December 31, 2025, is attached. Program costs are allocated on a pro-rata basis among the participating localities and are determined annually as part of the HRPDC Directors of Utilities Committee budget planning process.

Staff recommends approval of the resolution authorizing the General Manager to execute the Memorandum of Agreement for Regional Groundwater Mitigation Program Administration.

MDP/md  
MOA-RegGrdWtrPln-mem

Attachment

**RESOLUTION**

**MEMORANDUM OF AGREEMENT**

**REGIONAL GROUNDWATER MITIGATION PROGRAM ADMINISTRATION**

WHEREAS, the James City Service Authority (JCSA) has participated in a regional groundwater mitigation program (the “Program”) since 1994; and

WHEREAS, the Memorandum of Agreement (MOA) for administration of the Program has expired; and

WHEREAS, JCSA wishes to continue participation in the Program where the Hampton Roads Planning District Commission provides technical analysis in the event that a private well fails due to the operation of a public water supply well.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to execute the MOA for Regional Groundwater Mitigation Program Administration.

\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Teresa J. Saeed  
Deputy Secretary to the Board

ICENHOUR  
HIPPLE  
MCGLENNON  
SADLER  
LARSON

VOTES

AYE    NAY    ABSTAIN    ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of February, 2022.

MOA-RegGrdWtrPln-res

## REGIONAL GROUNDWATER MITIGATION PROGRAM ADMINISTRATION

### MEMORANDUM OF AGREEMENT

**WHEREAS**, Section 15.2-1300 of the Code of Virginia enables local governments to enter into cooperative agreements to exercise those powers that each may be enabled to exercise, including conducting technical analyses to support such activities; and

**WHEREAS**, Section 15.2-4200 of the Code of Virginia enables local governments to establish Planning District Commissions; and

**WHEREAS**, the cities and counties that are signatories to this Agreement have acted, in accordance with Section 15.2-4200 of the Code of Virginia to establish the Hampton Roads Planning District Commission; and

**WHEREAS**, several Localities in the Hampton Roads region operate groundwater based water supply systems and

**WHEREAS**, the Hampton Roads Planning District Commission has been requested and has undertaken various studies to support local government water supply development, including groundwater resource management efforts; and

**WHEREAS**, on behalf of the signatory parties, the Hampton Roads Planning District Commission, has contracted with the U.S. Geological Survey to complete various technical analyses of the region's groundwater resources, including the following efforts:

- Development of a methodology for allocating responsibilities for groundwater impacts, as documented in Michael J. Focazio and Gary K. Speiran, Estimating Net Drawdown for Episodic Withdrawals at Six Well Fields in the Virginia Coastal Plain Aquifers, U.S. Geological Survey, Water Resources Investigations Report No. 93-4159, 1992;
- Refined description of the aquifer system of the Virginia Coastal Plain and a hydrogeologic framework for ground-water investigation, as documented in E. Randolph McFarland and T. Scott Bruce, The Virginia Coastal Plain Hydrogeologic Framework, U.S. Geological Survey, Professional Paper 1731, 2006; and
- Development of the Virginia Coastal Plain Groundwater Model to provide a better tool to understand the groundwater resource through simulation of groundwater withdrawals, drought, and saltwater intrusion, as documented in Charles E. Heywood and Jason P. Pope, Simulation of Groundwater Flow in the Coastal Plain Aquifer System of Virginia, U.S. Geological Survey, Scientific Investigations Report 2009-5039, 2009.

**WHEREAS**, the signatory parties have requested the Hampton Roads Planning District Commission to administer a Regional Groundwater Mitigation Program, on their behalf; and

**WHEREAS**, on August 11, 1994, the signatory parties entered into the Groundwater Mitigation Program Administration Agreement; and

**WHEREAS**, on May 31, 2000, July 5, 2006, March 18, 2010, and July 21, 2016, the signatory parties extended the Groundwater Mitigation Program Administration Agreement; and

**WHEREAS**, in accordance with the provisions of the August 11, 1994 Agreement, as extended on May 31, 2000, July 5, 2006, March 18, 2010, and July 21, 2016, the signatory parties have evaluated the Groundwater Mitigation Program and determined that the Program should be continued;

**NOW THEREFORE**, the signatory parties enter into the following Agreement.

This Memorandum of Agreement, entered into this XX<sup>st</sup> day of XXXX, 2020 among and between fifteen local governments in Hampton Roads, the James City Service Authority, and the Hampton Roads Planning District Commission, establishes and extends the Regional Groundwater Mitigation Program. It outlines the roles and responsibilities of each entity in administering and funding the Regional Groundwater Mitigation Program.

## **BASIC PREMISES**

1. Some local governments in Hampton Roads operate public water supply wells inside and/or outside of their incorporated boundaries.
2. All local governments in Hampton Roads are interested in ensuring that groundwater drawdown associated with the operation of public water supply wells does not adversely impact the private wells of their citizens.
3. In the case where operation of a public water supply well causes or contributes to groundwater drawdown that renders a well unusable, then mitigation of damages attributable to that drawdown may be sought by the well owner in accordance with local mitigation plans and agreements.
4. This Agreement establishes the administrative framework, which will be used by the signatory parties to obtain technical analysis of requests for mitigation by private well owners or other local governments in Hampton Roads. Financial issues related to these requests are governed by existing interjurisdictional agreements and state-approved Groundwater Mitigation Plans that are separate and distinct from this Agreement.
5. This Agreement will have a term of five years, extending from January 1, 2021 through December 31, 2025. To conform to local government charter and Virginia Code requirements, the funding provisions of this Agreement will be subject to annual renewal.

6. Program costs will be allocated on a pro-rata basis among the signatory parties. The annual base buy-in per city or county will be determined each year as part of the HRPDC Directors of Utilities Committee budget planning process. The balance of annual costs will be allocated according to the local share of regional population. The most current estimate of population, developed by the Weldon Cooper Center for Public Service, will be used as the population base for allocating program costs. Local contributions may be escalated annually to reflect program experience and projected HRPDC expenditures. Future private sector and non-Hampton Roads local government participation may provide financial support to the program according to a yet-to-be-determined formula, which will reflect annual program costs. The funding formula will be evaluated on a regular basis by the HRPDC Directors of Utilities Committee and may be adjusted to ensure its continued equitability.

## **HRPDC RESPONSIBILITIES**

Under the terms of this Agreement, the Hampton Roads Planning District Commission is responsible for the following:

1. Conduct technical analyses of the impacts of groundwater withdrawals.
2. Respond equitably and in a timely fashion to requests from all signatory parties for analyses of the impacts of groundwater withdrawals. The time frame for responses will be based on experience and the complexity of individual cases.
3. Develop a technical guidance document to determine the allocation of impact mitigation responsibilities among the signatory parties. From 1994 to 2015, this determination was based on application of the superpositioning methodology developed by the U.S. Geological Survey for the Hampton Roads Planning District Commission. The methodology is described in Michael J. Focazio and Gary K. Speiran, Estimating Net Drawdown for Episodic Withdrawals at Six Well fields in the Virginia Coastal Plain Aquifers, U.S. Geological Survey, Water Resources Investigation Report No. 93-4159, 1992. Beginning in 2016, the HRPDC staff began to apply an analysis approach using the U.S. Geological Survey Virginia Coastal Plain Groundwater Model. The HRPDC technical guidance document will be updated to address the use of the model and future model updates.
4. Provide report(s) documenting the results of the HRPDC technical analysis(es) to all signatory parties.

5. In any case where an aggrieved party appeals a local government mitigation determination, provide the HRPDC analysis to the mitigation panel, established under the local government's mitigation plan. However, the HRPDC will not serve as a member of the mitigation panel.
6. Provide other technical support, as requested, to the signatory parties for other groundwater analyses, including support for development of local groundwater withdrawal permit applications and review of other proposed groundwater withdrawals which may impact on groundwater resources in the Hampton Roads region.
7. On request, provide technical staff support, at cost, to signatory parties for data collection (field work), required by that signatory party's permit or mitigation plan, approved by the Virginia Department of Environmental Quality (State Water Control Board).
8. Take steps, in conjunction with the signatory parties, to involve private sector groundwater users in the Regional Groundwater Mitigation Program. Administrative procedures and financial arrangements for private sector and non-Hampton Roads local government participation will be developed in the future, but will reflect the actual cost of the work.

## **LOCAL GOVERNMENT RESPONSIBILITIES**

Under the terms of this Agreement, the signatory parties are responsible for the following:

1. Serve as the initial point of contact for aggrieved parties. Request mitigation analysis(es) from HRPDC in a timely fashion following receipt of a claim.
2. Provide any locally-generated/collected data on groundwater conditions and well construction that may be useful to HRPDC technical analysis(es).
3. Provide, in a timely fashion, all technical supporting data required by Mitigation Plans, approved by the Virginia Department of Environmental Quality (State Water Control Board) as elements of Groundwater Withdrawal Permits, to the HRPDC for use in analyses of mitigation claims.
4. Provide timely technical review of the HRPDC analysis(es) and conclusions.
5. Support HRPDC efforts to expand the mitigation program to cover all groundwater uses.
6. Establish the appropriate mitigation panels, in accordance with local mitigation plans, to hear appeals of initial mitigation responsibility determinations.

## **PROCEDURE FOR REQUESTING MITIGATION ANALYSES**

Under this Memorandum of Agreement, the following process will be followed to request HRPDC technical support to address mitigation claims.

1. Aggrieved party contacts the locality of residence.
2. The local government contacts the HRPDC and requests that an impact analysis be conducted. In addition, any signatory parties may request that an impact analysis be undertaken.
3. The HRPDC conducts the analysis, as requested, and advises all signatory parties of the results of the technical analysis(es).
4. This procedure may be modified from time to time with the concurrence of all signatory parties, as represented by the HRPDC Directors of Utilities Committee, in order to improve the efficiency of the mitigation process.

## **SIGNATORIES**

This Memorandum of Agreement will be executed by the Chief Administrative Officer of each participating local government or service authority and by the Executive Director of the HRPDC. Individual signatory pages are included for each participating locality.

CITY OF CHESAPEAKE  
CITY OF FRANKLIN  
CITY OF HAMPTON  
CITY OF NEWPORT NEWS  
CITY OF NORFOLK  
CITY OF POQUOSON  
CITY OF PORTSMOUTH  
CITY OF SUFFOLK  
CITY OF VIRGINIA BEACH  
CITY OF WILLIAMSBURG  
COUNTY OF GLOUCESTER  
COUNTY OF ISLE OF WIGHT  
COUNTY OF SOUTHAMPTON  
COUNTY OF YORK  
JAMES CITY SERVICE AUTHORITY  
TOWN OF SMITHFIELD  
HAMPTON ROADS PLANING DISTRICT COMMISSION

**IN WITNESS THEREOF**, the Chief Administrative Officer of the local governments and service authority and the Executive Director of the Hampton Roads Planning District Commission hereby execute this Agreement.

**COUNTY OF ISLE OF WIGHT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_



**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Resolutions of Appreciation - Stuart Burcham and Dion Walsh

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution - Burcham	Resolution
☐	Resolution - Walsh	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 2:56 PM

## MEMORANDUM

DATE: February 8, 2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Resolutions of Appreciation - Stuart Burcham and Dion Walsh

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The James City Service Authority (JCSA) wishes to recognize two long-term employees who are retiring. Mr. Stuart Burcham has been employed by the JCSA for 42 years and retired January 31, 2022. Ms. Dion Walsh has been employed by the JCSA for 23 years and is retiring effective March 1, 2022.

Staff recommends approval of the resolutions of appreciation for Mr. Burcham and Ms. Walsh.

MDP/md  
App-Burcham-Walsh-mem

Attachment

## **RESOLUTION OF APPRECIATION**

### **STUART BURCHAM**

WHEREAS, Stuart Burcham has been employed by the James City Service Authority (JCSA) for 42 years beginning April 15, 1980; and

WHEREAS, Mr. Burcham retired from the JCSA effective January 31, 2022.

WHEREAS, Mr. Burcham began his career in the Underground Utility Department and was later promoted to crew leader; and

WHEREAS, Mr. Burcham moved into the Construction Inspection position over 20 years ago; and

WHEREAS, Mr. Burcham was the inspector for numerous large development projects including Stonehouse, White Hall, Wellington, and Colonial Heritage; and

WHEREAS, Mr. Burcham was the primary inspector for private well installations.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby recognize Mr. Stuart Burcham and presents this resolution as a token of appreciation for his dedicated service to the James City Service Authority.

BE IT FURTHER RESOLVED that the Board of Directors offers its best wishes to Mr. Burcham in his retirement.

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Ruth M. Larson  
Chairman, Board of Directors

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of February, 2022.

Apprec-Burcham-res

## **RESOLUTION OF APPRECIATION**

### **DION WALSH**

WHEREAS, Dion Walsh has been employed by the James City Service Authority (JCSA) for 23 years beginning August 10, 1998; and

WHEREAS, Ms. Walsh is retiring from the JCSA effective March 1, 2022.

WHEREAS, Ms. Walsh began her career building JCSA's Geographic Information System (GIS) by loading all of JCSA's infrastructure and as-built plans into the system; and

WHEREAS, Ms. Walsh's effort building the GIS system revolutionized the way that JCSA operated; and

WHEREAS, Ms. Walsh has also been responsible for plan review and has reviewed thousands of plans during her tenure; and

WHEREAS, Ms. Walsh developed the Conservation Water Agreement; and

WHEREAS, Ms. Walsh was JCSA's Employee of the Year in 2004.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby recognize Ms. Dion Walsh and presents this resolution as a token of appreciation for her dedicated service to the James City Service Authority.

BE IT FURTHER RESOLVED that the Board of Directors offers its best wishes to Ms. Walsh in her retirement.

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Ruth M. Larson  
Chairman, Board of Directors

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of February, 2022.

Apprec-Walsh-res

**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Setting a Public Hearing - Fiscal Year 2023 Utility Rates

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In accordance with Section 15.2-5136 of the Code of Virginia, a public hearing for changes in fees requires a minimum 14-day notice from the time the second public notice of the hearing is printed in a local publication. James City Service Authority staff is currently preparing the FY 2022 budget and recommends the Board authorize staff to advertise a public hearing on April 12, 2022, for changes in the water and sewer service rates and charges effective July 1, 2022, as listed in the attached resolution. The Board can change the advertised charges and rates during its subsequent budget discussions.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Exhibit 1 Resolution Attachment JCSA Regulations Proposed FY23 Budget Rate Changes	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	1/21/2022 - 1:49 PM
Publication Management	Daniel, Martha	Approved	1/21/2022 - 1:52 PM
Legal Review	Kinsman, Adam	Approved	1/24/2022 - 9:37 AM
Board Secretary	Saeed, Teresa	Approved	1/24/2022 - 9:42 AM
Board Secretary	Rinehimer, Bradley	Approved	2/1/2022 - 10:08 AM
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 10:12 AM

## MEMORANDUM

DATE: February 8, 2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Setting a Public Hearing - Fiscal Year 2023 Utility Rates

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The proposed Fiscal Year (FY) 2023 changes to the water service rates and water fixed charge reflect the multi-year plan from the 2020 rate study, which is designed to maintain adequate revenue despite continued decreases in water usage. No changes are proposed to the current sewer service rate or sewer fixed charge.

The total monthly water and sewer bill for a typical 5,000 gallons per month residential user would increase by \$0.94 per month from \$44.77 to \$45.71. The combined bill would be the third lowest among the 18 Hampton Roads localities.

The remaining proposed change is an increase to the grinder pump maintenance fee to better match the program's current contract, inspection, and administrative costs.

In accordance with Section 15.2-5136 of the Code of Virginia, a public hearing for changes in fees requires a minimum 14-day notice from the time the second public notice of the hearing is printed in a local publication. James City Service Authority staff is currently preparing the FY 2022 budget and recommends the Board authorize staff to advertise a public hearing on April 12, 2022, for changes in the water and sewer service rates and charges effective July 1, 2022, as listed in the attached resolution. The Board can change the advertised charges and rates during its subsequent budget discussions.

MDP/ap  
PH-FY23UtilRts-mem

Attachment

## RESOLUTION

### SETTING A PUBLIC HEARING - FISCAL YEAR 2023 UTILITY RATES

WHEREAS, the Board of Directors of the James City Service Authority desires to set a Public Hearing for proposed utility rate changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, will hold a Public Hearing on April 12, 2022, and request staff to review Section 17, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates as summarized in the attachments which will become effective July 1, 2022, if adopted.

BE IT FURTHER RESOLVED that the proposed amendment be made part of this resolution.

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Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

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Teresa J. Saeed  
Deputy Secretary to the Board

ICENHOUR  
HIPPLE  
MCGLENNON  
SADLER  
LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of February, 2022.

PH-FY23UtilRts-res

3. Grinder Pump Maintenance Charge.

- (a) Maintenance of sanitary sewer grinder pumps is the responsibility of the property owner, unless a residential property owner applies for and enters into a grinder pump service agreement with the Authority subject to compliance with the Authority's current grinder pump policy. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless it is deemed to be in the best interest of the Authority.
- (b) If a residential grinder pump service agreement is entered into, an annual grinder pump maintenance charge of ~~\$400.00~~ \$375.00 shall be paid for each separate connection to a grinder pump. The payment for this charge will be prorated in equal amounts in the customers' utility service charge billing.
- (c) Existing grinder pump service agreements, contracts, or grandfathered grinder pump maintenance agreements between the property owner and the Authority are not transferable or assignable by the property owner and automatically terminate upon transfer of title or ownership of the property.

4. Retail service charge. The wastewater service charge shall be based on usage from a metered water source where available. For wastewater service on an unmetered water source a meter size equivalent shall be used, based upon an estimated charge. Wastewater service charges shall be as follows:(a) Metered water source.

Charge for all collection of wastewater.

- (1) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the monthly fixed charge chart below. This fixed charge is for expenses associated with operating and maintaining the wastewater collection system.

Meter Size	Monthly Fixed Charge
5/8"	\$ 2.00
3/4"	\$ 3.00
1"	\$ 5.01
1-1/2"	\$ 10.01
2"	\$ 16.01
3"	\$ 32.02
4"	\$ 50.03
6"	\$ 100.06
8"	\$ 160.10
10"	\$ 230.14



distribution system. The charge shall be paid prior to the issuance of a plumbing permit from Building Safety and Permits.

2. Water service connection fee. A water service connection fee of \$1,436 for each separate connection to the Authority's water system shall be paid by each applicant upon approval of the application for service, and prior to the issuance of a plumbing permit by Building Safety and Permits and making the connection.

If the service connection is required by the Authority, the water service connection fee shall be paid and the Authority shall provide the service connection. Exceptions are as follows:

- a. If the service connection is not required by the Authority, the service connection fee shall be waived and the applicant shall be required to make the connection at their own expense.
- b. If a service connection previously installed by a developer exists to the applicant's property, the service connection fee is waived.
- c. Non-Residential properties are exempt from the service connection fee; however, the applicant must make the connection at their own expense.

The purpose of this charge is to defray in part the cost of installing water service connections where applicable.

4. Retail service charge. The water service charge shall be based on usage from a metered water source, as follows:

- (a) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the monthly fixed charge chart below. This fixed charge is for expenses associated with operating and maintaining the water distribution system.

Meter Size	Monthly Fixed Charge
5/8"	\$ 5.71 <del>5.41</del>
3/4"	\$ 8.56 <del>8.11</del>
1"	\$ 14.26 <del>13.52</del>
1-1/2"	\$ 28.53 <del>27.04</del>
2"	\$ 45.65 <del>43.27</del>
3"	\$ 99.86 <del>94.65</del>
4"	\$ 171.18 <del>162.26</del>
6"	\$ 385.17 <del>365.09</del>
8"	\$ 456.50 <del>432.70</del>
10"	\$ 656.21 <del>622.00</del>

- (b) Volumetric Charge - Water service shall be based upon a volumetric consumption charge, as follows:

Single Family Residential				
	Tier 1	Tier 2	Tier 3	Tier 4
	(monthly use)	(monthly use)	(monthly use)	(monthly use)
	0-4,000 gallons	4,001-8,000gallons	8,001-12,000 gallons	12,001+ gallons
Rate Per 1,000 Gallons	<del>\$3.86</del> <b>\$3.75</b>	<del>\$7.01</del> <b>\$6.81</b>	<del>\$14.03</del> <b>\$13.62</b>	<del>\$21.74</del> <b>\$21.11</b>

Multi-Family Residential and Non-Residential	
<u>All Meter Sizes</u>	<u>All Use</u>
Rate Per 1,000 Gallons	<b>\$ 6.10</b> <del>5.92</del>

The purpose of the retail service charge is to defray all costs associated with operation and maintenance, and capital improvement for providing water treatment, transmission, and distribution for domestic, commercial, and industrial uses and for firefighting purposes, including replacement, renewals, and extensions, and the repayment of money borrowed to acquire or construct the water treatment, transmission, and distribution system.

- D. Independent Water Systems Connection Fee. The developer of any subdivision that requires an Independent Water System to comply with the County Subdivision Ordinance, shall be required to pay to the Authority a connection fee as follows:

1. An independent water system approved by the County and the Authority prior to April 26, 2011, shall pay a fee of \$4,000 per lot or residential unit. Payment shall be made prior to final approval of a subdivision plat.
2. An independent water system approved by the County and the Authority after April 26, 2011, shall pay a fee of \$8,000 per lot or residential unit. Payment shall be made prior to the acceptance by the Authority of the independent water production and treatment facility.

The monies collected shall be placed in a dedicated account; the proceeds and investment returns will be used to offset the costs of operating the Independent Water Systems created after August 10, 2004. Should it become financially practical for the Authority to connect an Independent Water System constructed under these provisions to the Authority Central Water System and all necessary land use approvals are obtained from the County, then the monies deposited in the account for such system shall be used to offset the costs of constructing the infrastructure to connect the two water systems. Any balance of the funds will remain in the Authority account and will be used to offset the operating deficits of the Independent Water System created after August 10, 2004.

- E. Billing and account charges. Where certain conditions are met, the following charges shall be assessed for any customer billed by the Authority.

**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Contract Award and Budget Amendment - Vac-Con Combination Jet Vacuum Rodding Machine Replacement - \$434,776

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The James City Service Authority's (JCSA) existing 2009 Vac-Con vacuum truck, the primary tool for cleaning sanitary sewer mains and removing blockages, is nearing the end of its service life and is scheduled for replacement in Fiscal Year 2023. Purchasing this unit in Fiscal Year 2022 will save JCSA time and money by avoiding the increasingly long lead times and material cost increases associated with the global pandemic. Immediate purchase will result in a cost savings of \$23,159 and avoid additional lead time of approximately three to five months.

JCSA and County Purchasing staff examined different options and determined the most efficient procurement method was a cooperative purchasing contract for heavy equipment issued by the Virginia Sheriffs' Association (VSA) to Atlantic Machinery Inc. as a result of a competitive procurement process. The VSA contract contains wording allowing other public bodies to purchase from the contract.

The purchase price of \$434,776 includes the truck mounted Vac-Con Combination Jet Vacuum Rodding Machine with a Freightliner Chassis and trade-in of the existing unit.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	1/21/2022 - 1:52 PM
Publication Management	Daniel, Martha	Approved	1/21/2022 - 1:54 PM
Legal Review	Kinsman, Adam	Approved	1/24/2022 - 9:37 AM
Board Secretary	Saeed, Teresa	Approved	1/24/2022 - 9:41 AM
Board Secretary	Rinehimer, Bradley	Approved	2/1/2022 - 10:10 AM
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 10:12 AM

## MEMORANDUM

DATE: February 8, 2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Contract Award and Budget Amendment - Vac-Con Combination Jet Vacuum Rodding Machine Replacement - \$434,776

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The James City Service Authority's (JCSA) existing 2009 Vac-Con vacuum truck, the primary tool for cleaning sanitary sewer mains and removing blockages, is nearing the end of its service life and is scheduled for replacement in Fiscal Year 2023. Purchasing this unit in Fiscal Year 2022 will save JCSA time and money by avoiding the increasingly long lead times and material cost increases associated with the global pandemic. Immediate purchase will result in a cost savings of \$23,159 and avoid additional lead time of approximately three to five months.

JCSA and County Purchasing staff examined different options and determined the most efficient procurement method was a cooperative purchasing contract for heavy equipment issued by the Virginia Sheriffs' Association (VSA) to Atlantic Machinery Inc. as a result of a competitive procurement process. The VSA contract contains wording allowing other public bodies to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy, and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes JCSA will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

The purchase price of \$434,776 includes the truck mounted Vac-Con Combination Jet Vacuum Rodding Machine with a Freightliner Chassis and trade-in of the existing unit.

The attached resolution awards the contract to Atlantic Machinery Inc. and amends JCSA's Fiscal Year 2022 Sewer Fund budget. The budget amendment consists of an appropriation from Unrestricted Net Position and a transfer from the Mirror Lakes Dam Mitigation budget made possible due to project cancellation.

Staff recommends approval of the attached resolution.

MDP/ap  
CA-Vac-ConRepl22-mem

Attachment

## RESOLUTION

### CONTRACT AWARD AND BUDGET AMENDMENT - VAC-CON COMBINATION JET

#### VACUUM RODDING MACHINE REPLACEMENT - \$434,776

WHEREAS, immediate purchase of a replacement Vac-Con vacuum truck will save time and money by avoiding increasingly long lead times and material cost increases associated with the global pandemic; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy, and the Virginia Public Procurement Act, and the Virginia Sheriffs' Association issued a cooperative purchasing contract for heavy equipment to Atlantic Machinery Inc. as a result of a competitive procurement process; and

WHEREAS, the James City Service Authority's Fiscal Year 2022 Sewer Fund requires amendment to accommodate the total purchase price of \$434,776.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby amends the Fiscal Year 2022 Sewer Fund budget as follows:

Appropriation:

Revenue:

Unrestricted Net Position	<u>\$214,595</u>
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Expenditure:

Heavy Equipment	<u>\$214,595</u>
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Transfer:

From:

Mirror Lakes Dam Mitigation	<u>\$220,181</u>
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To:

Heavy Equipment	<u>\$220,181</u>
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Total	<u>\$434,776</u>
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BE IT FURTHER RESOLVED that the Board of Directors hereby awards the contract for the replacement Vac-Con vacuum truck to Atlantic Machinery Inc. in the amount of \$434,776.

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Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

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Teresa J. Saeed  
Deputy Secretary to the Board

ICENHOUR  
HIPPLE  
MCGLENNON  
SADLER  
LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of February, 2022.

CA-Vac-ConRepl22-res

**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: February 2022 Dashboard Report

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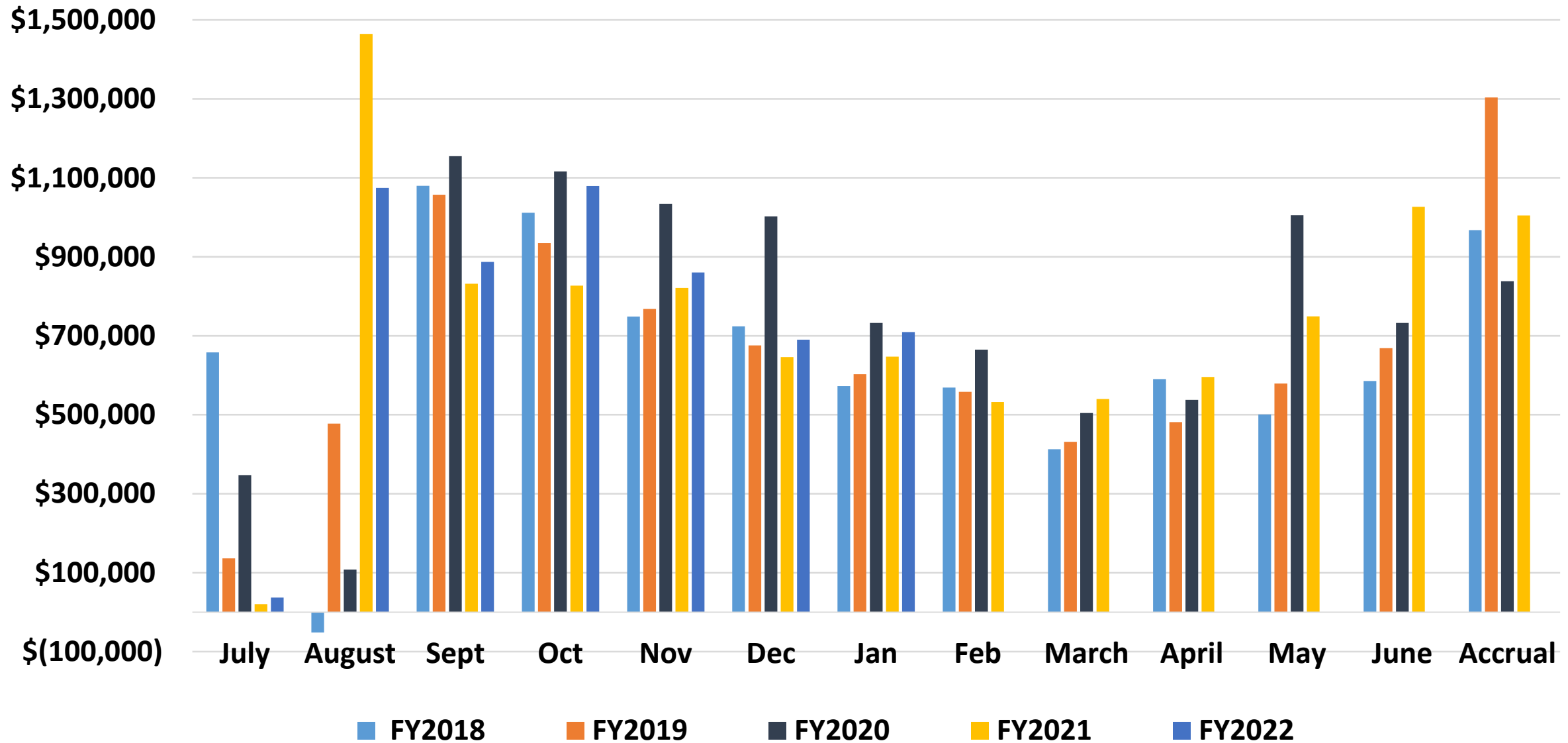
**ATTACHMENTS:**

	Description	Type
	Feb. 2022 Report	Exhibit

**REVIEWERS:**

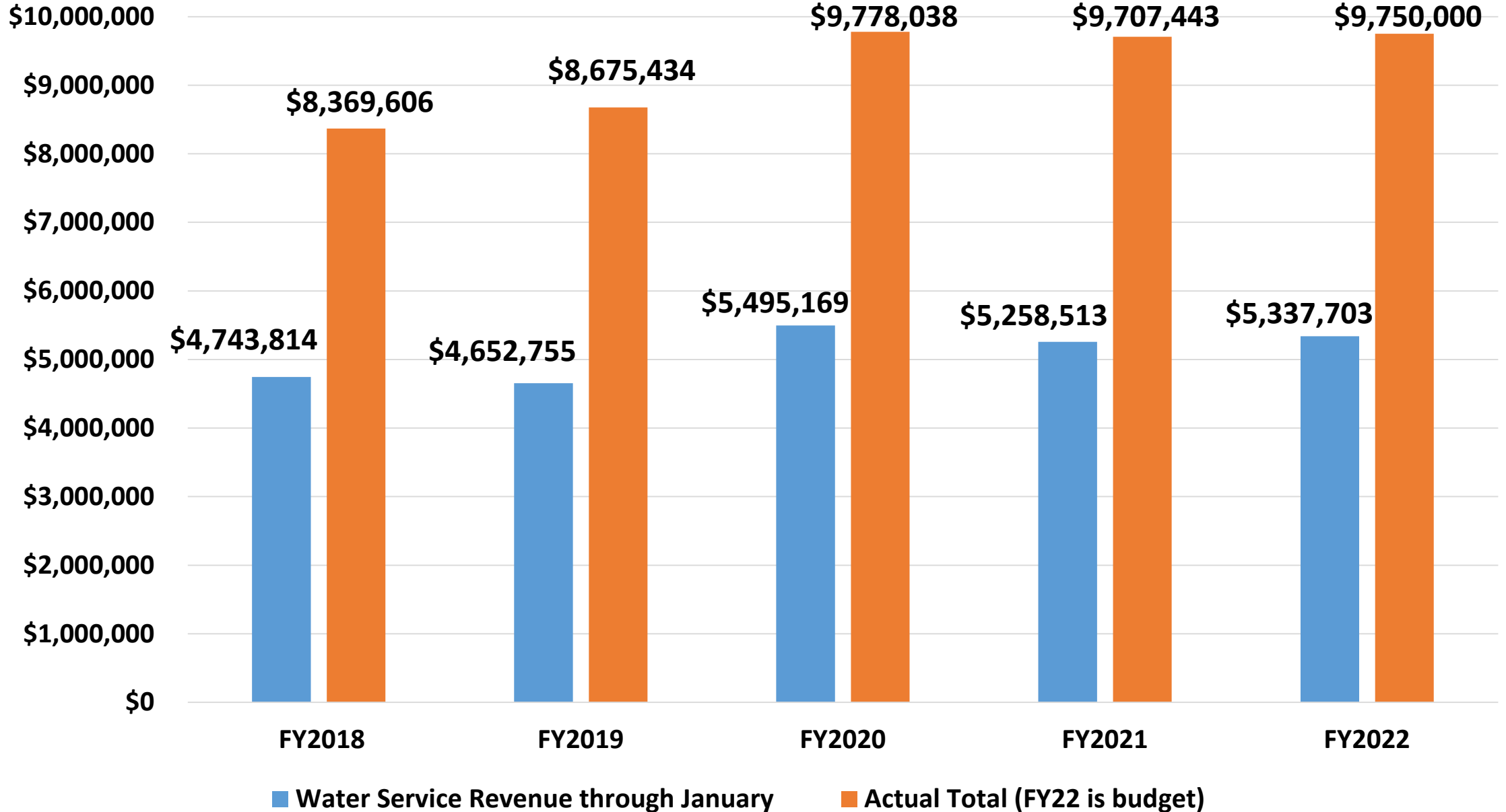
Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/8/2022 - 8:39 AM

# Water Service Revenue

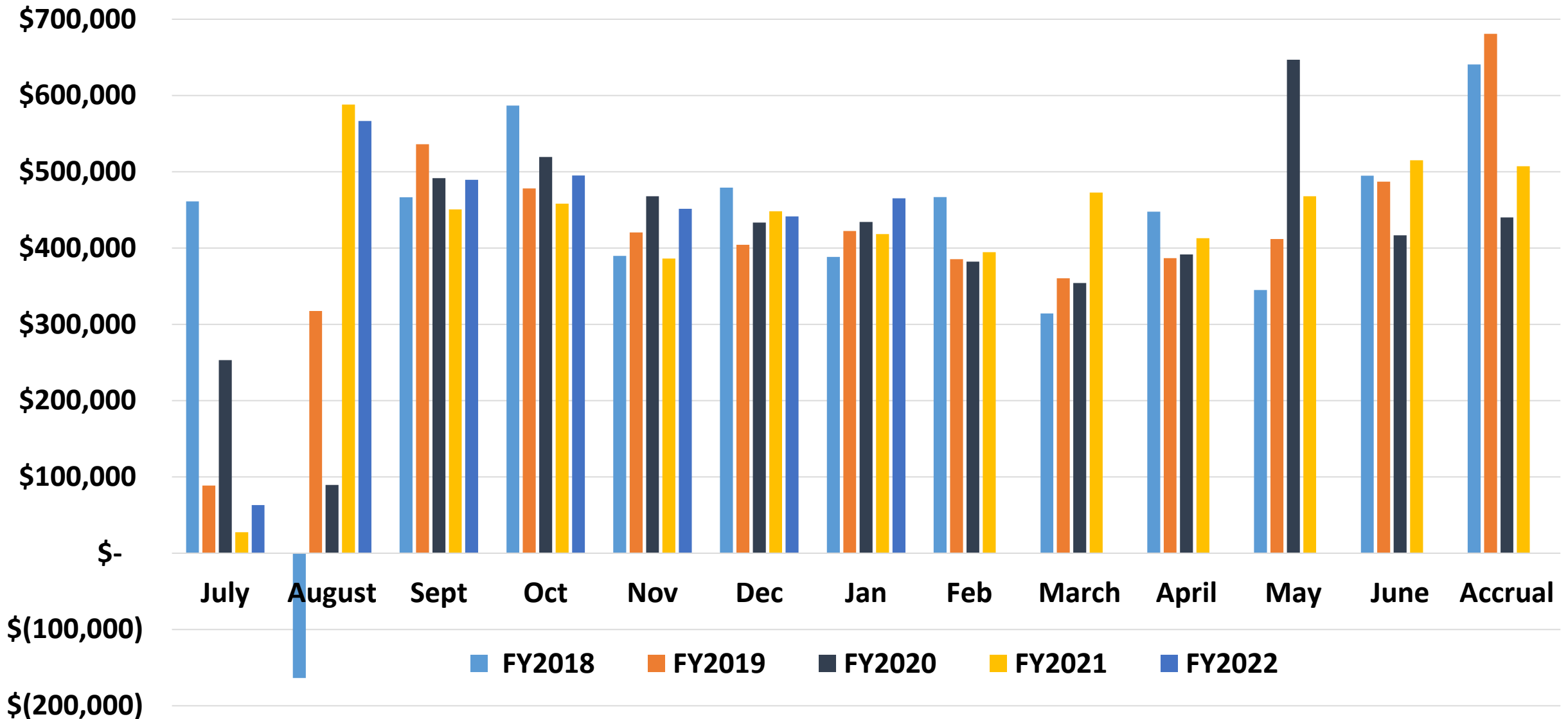




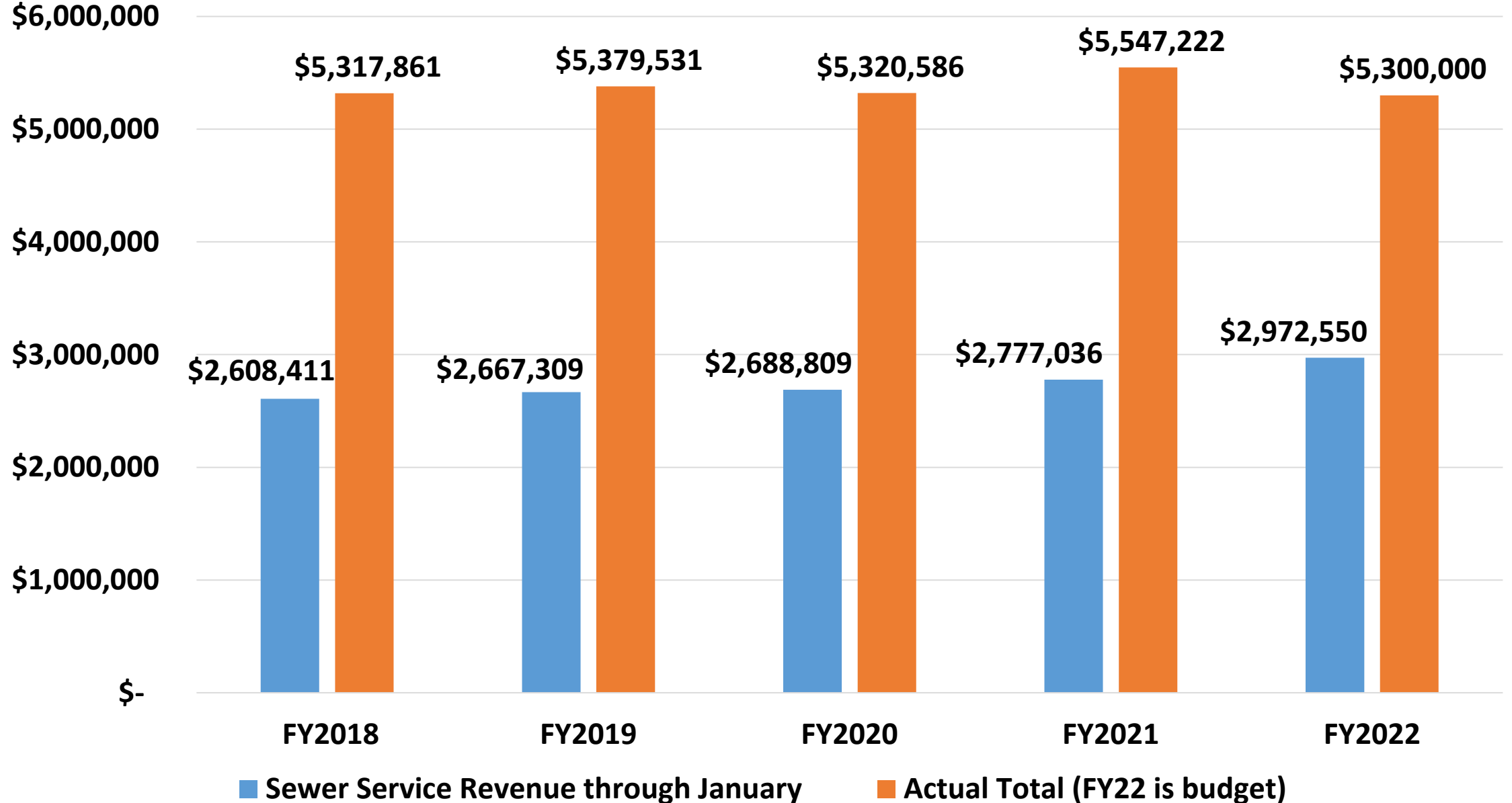
# Water Service Revenue through January



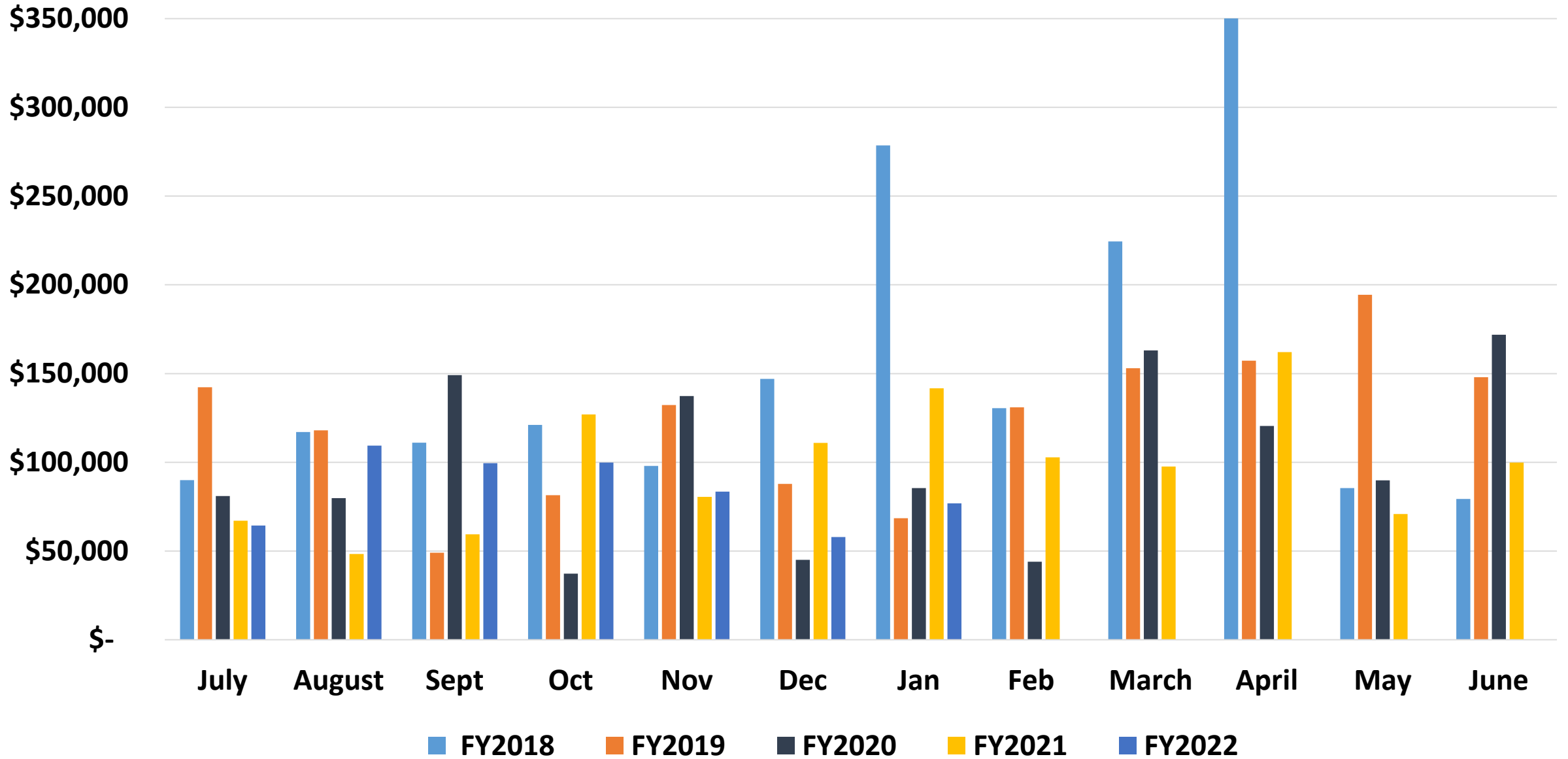
# Sewer Service Revenue



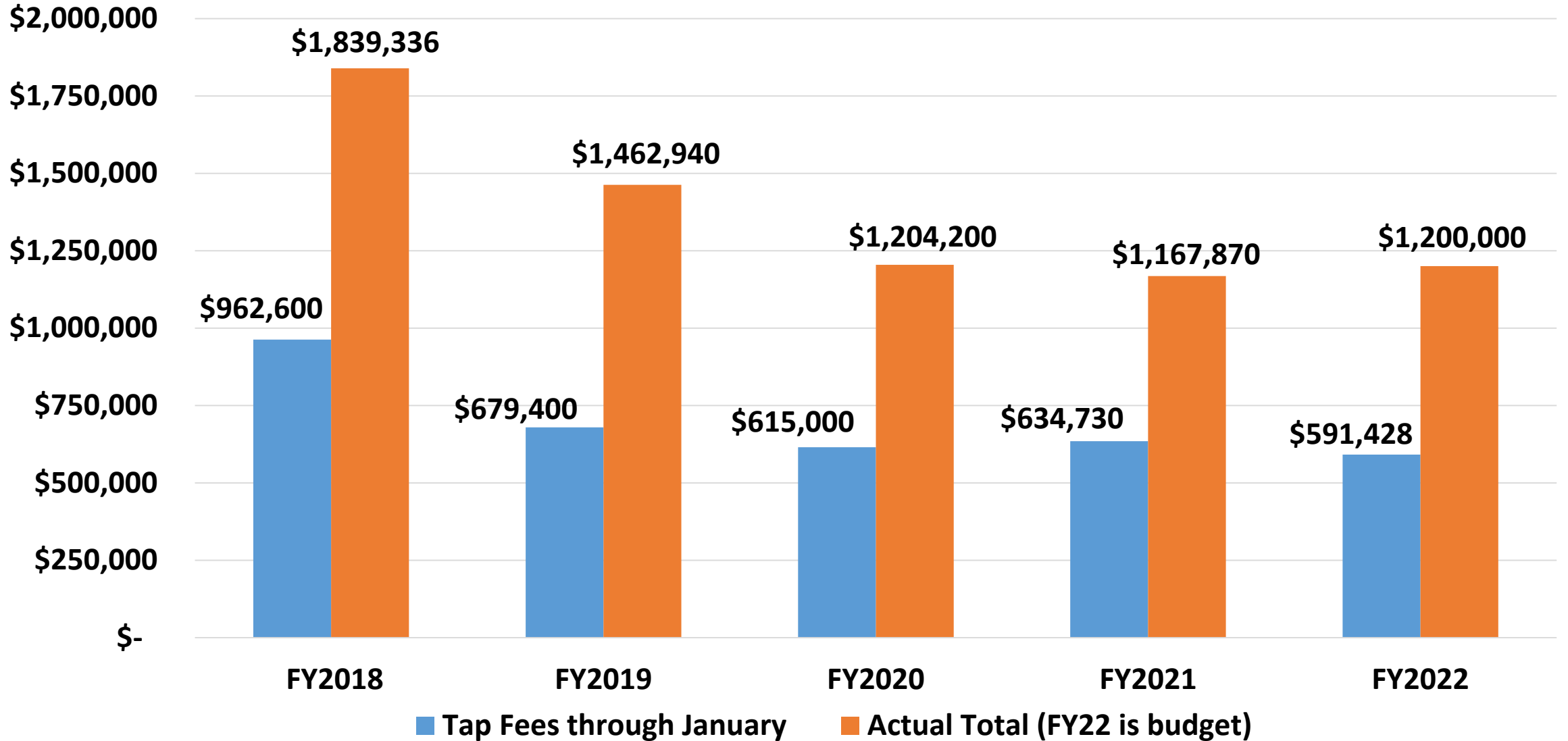
# Sewer Service Revenue through January



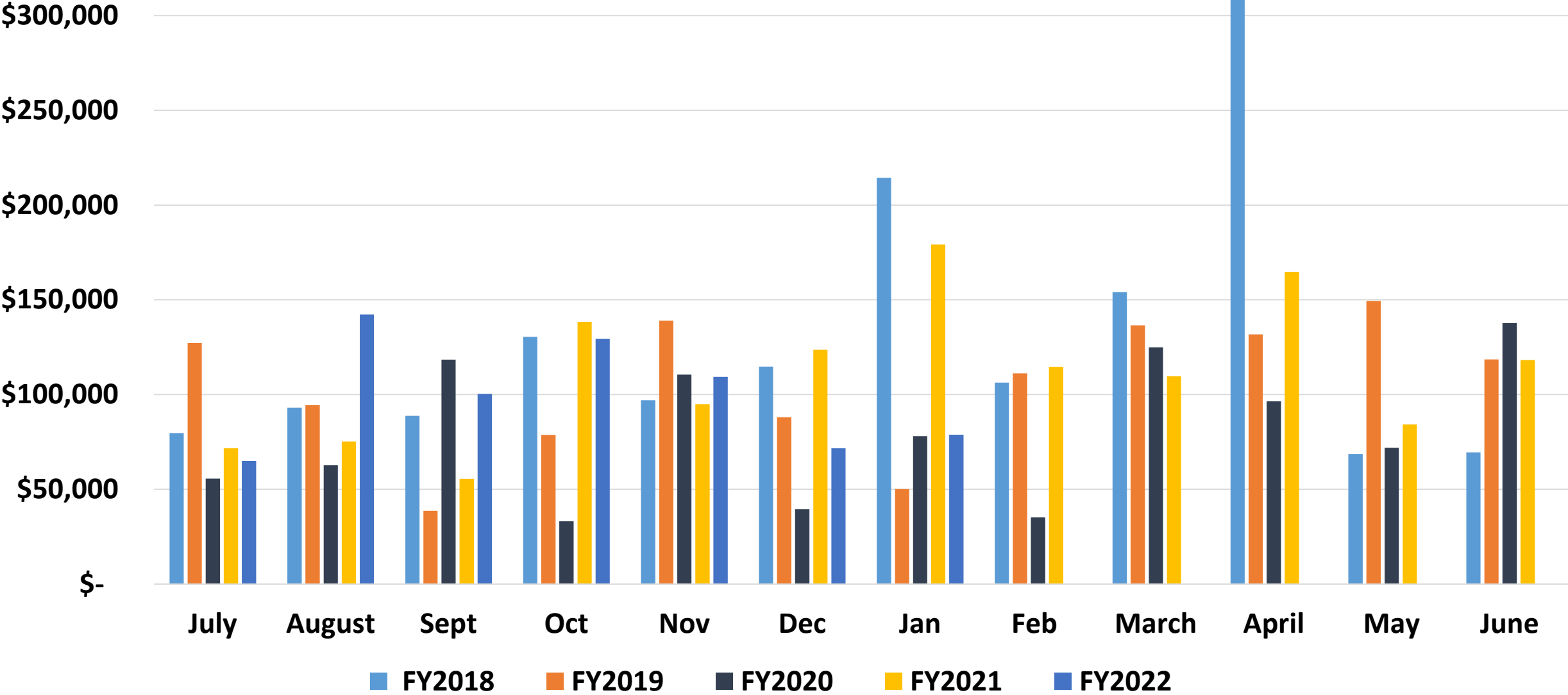
# Water Tap Fees



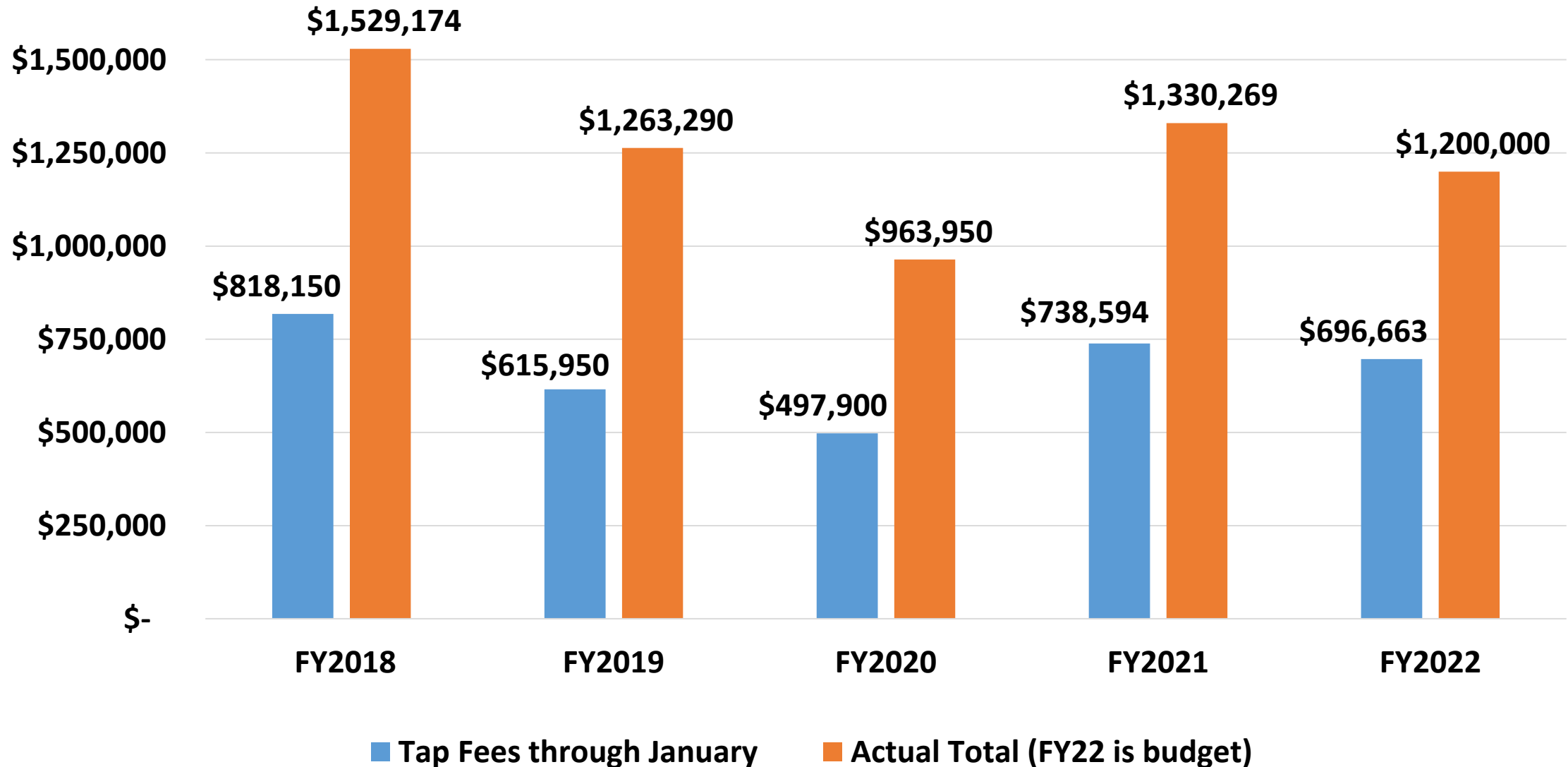
# Water Tap Fees through January



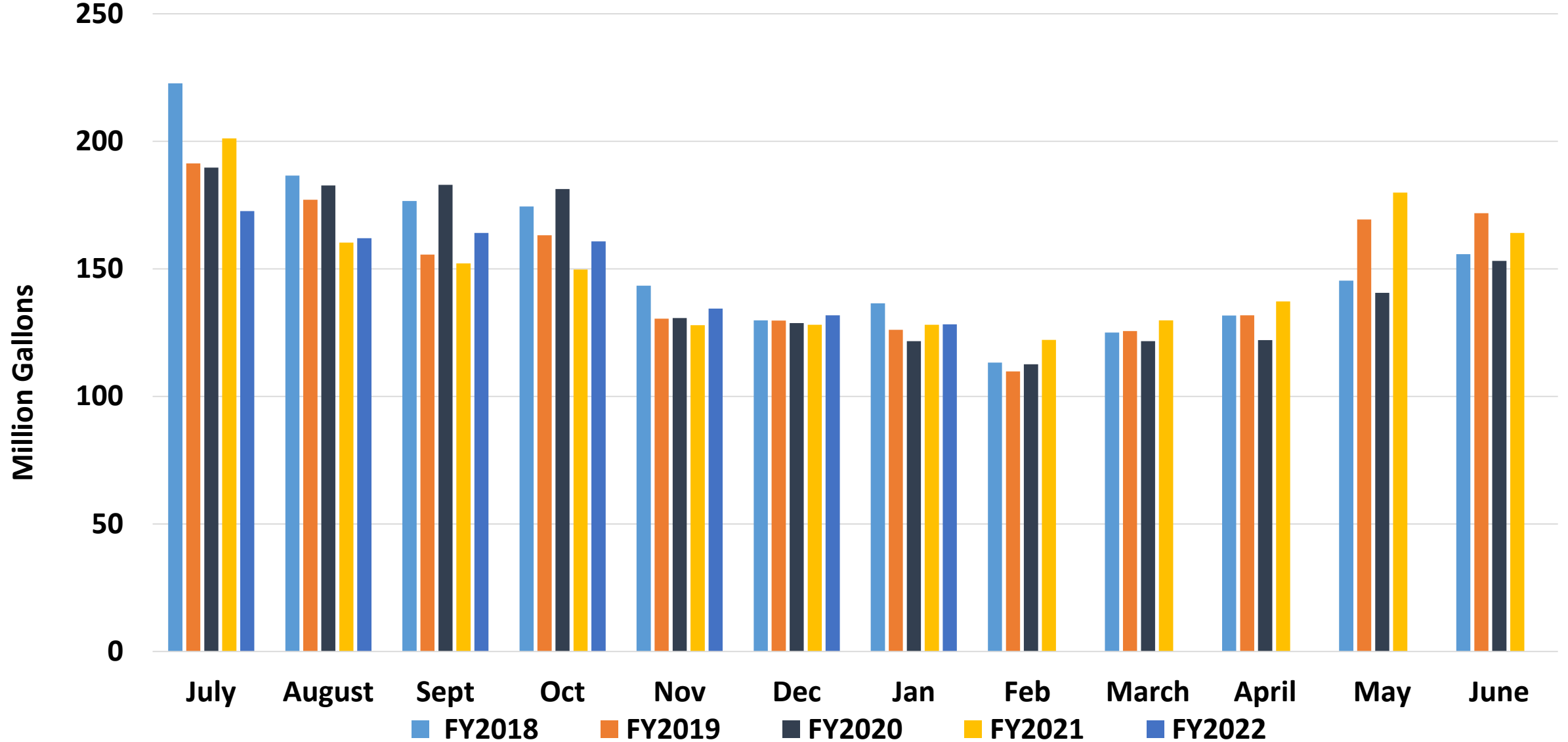
# Sewer Tap Fees



# Sewer Tap Fees through January

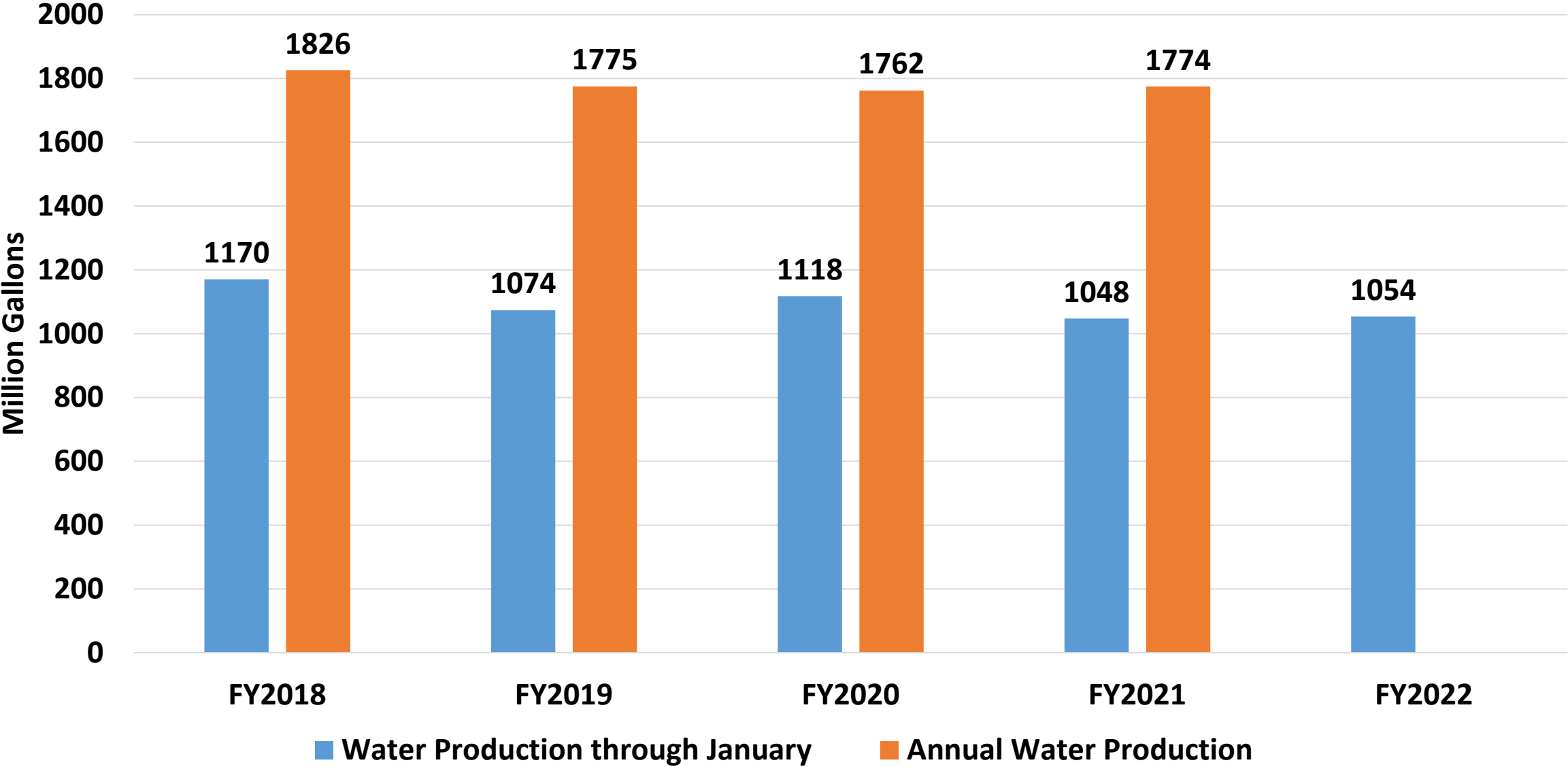


# Monthly Water Production

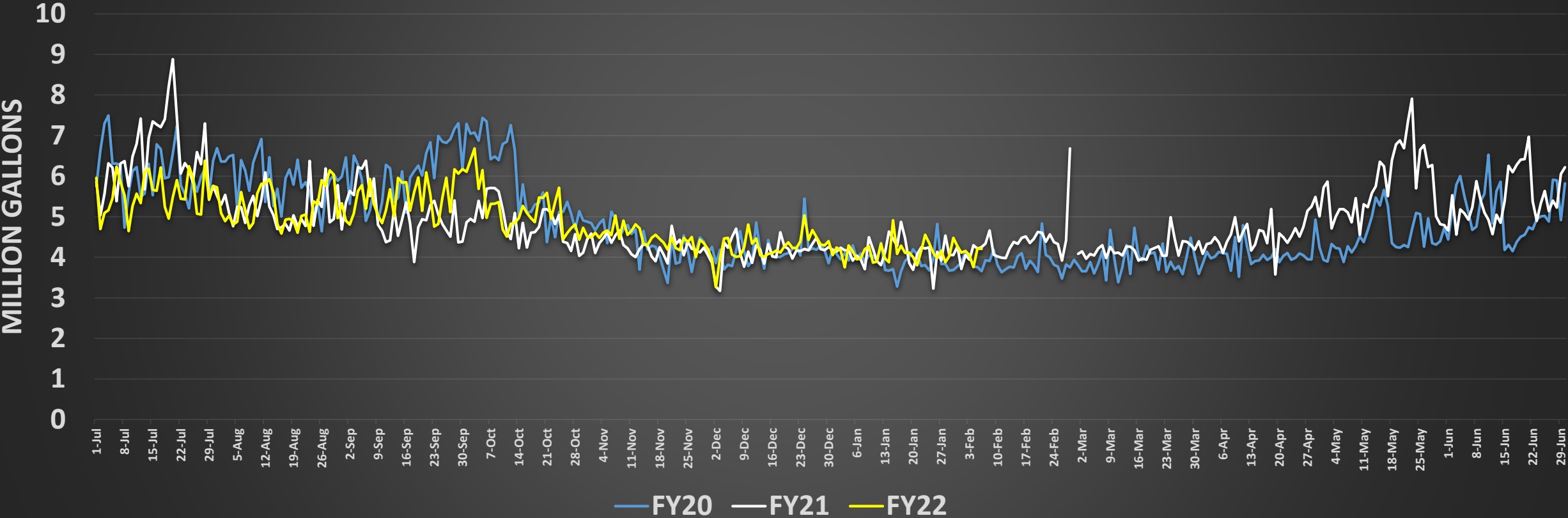




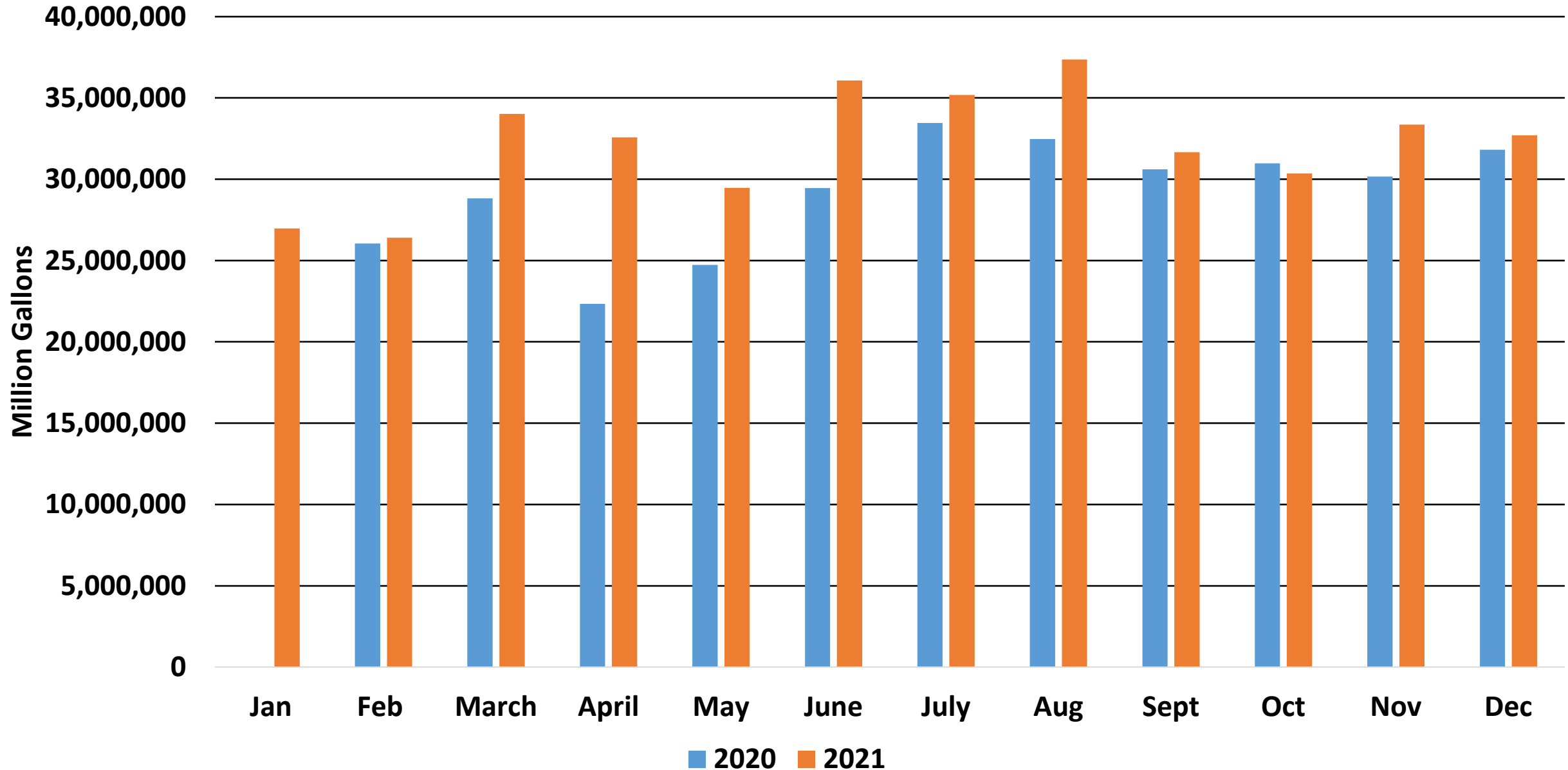
# Water Production through January



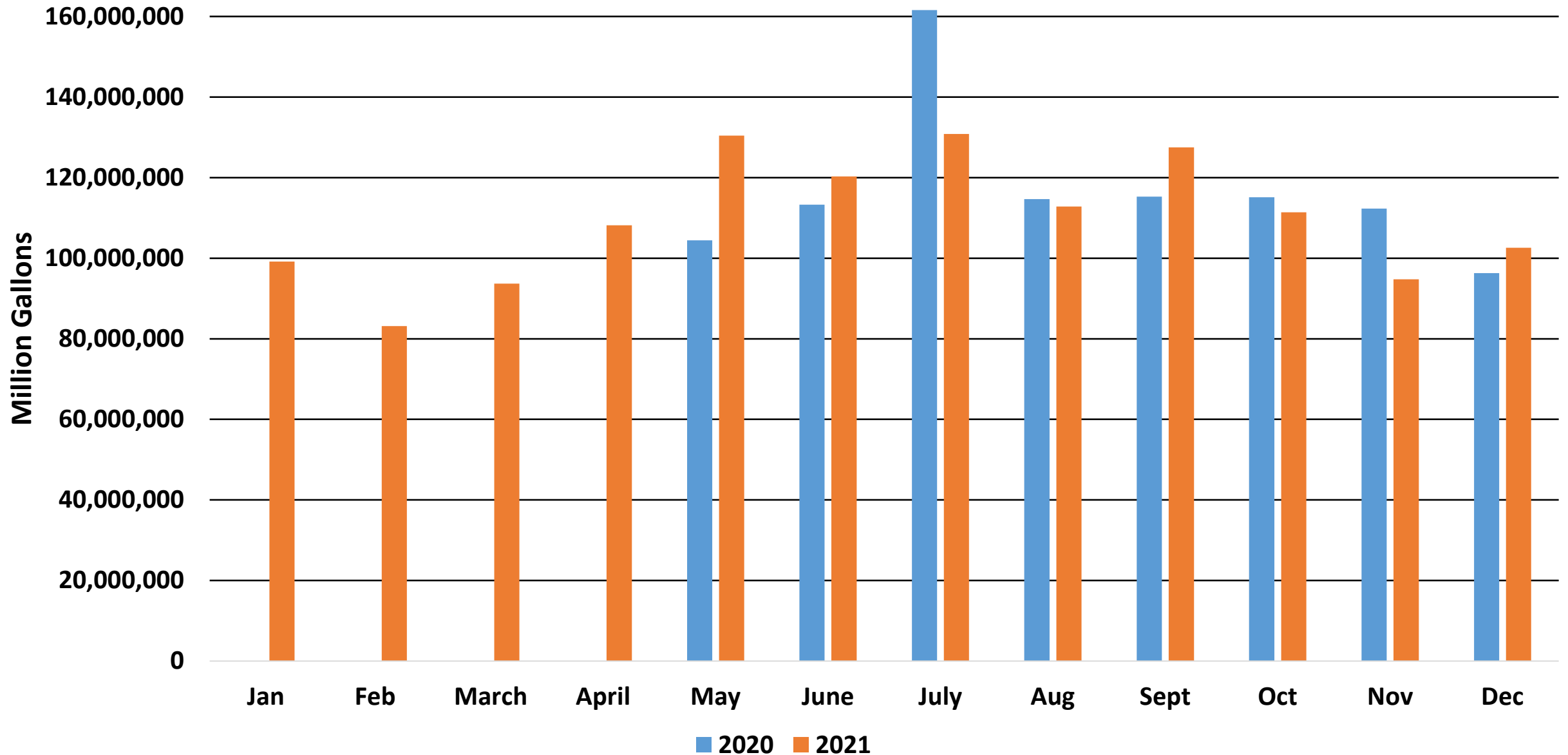
# Daily Water Production



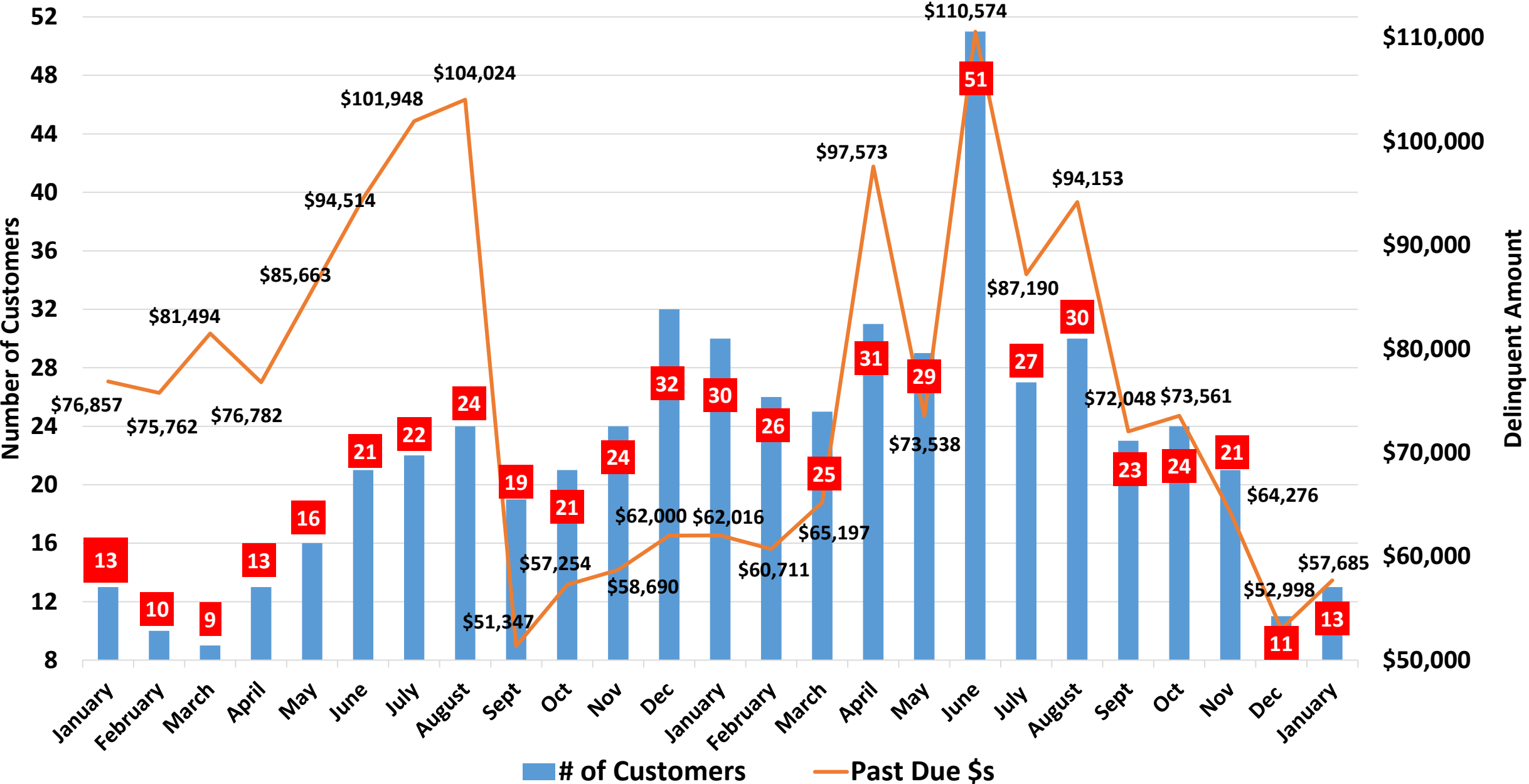
# Commercial Consumption



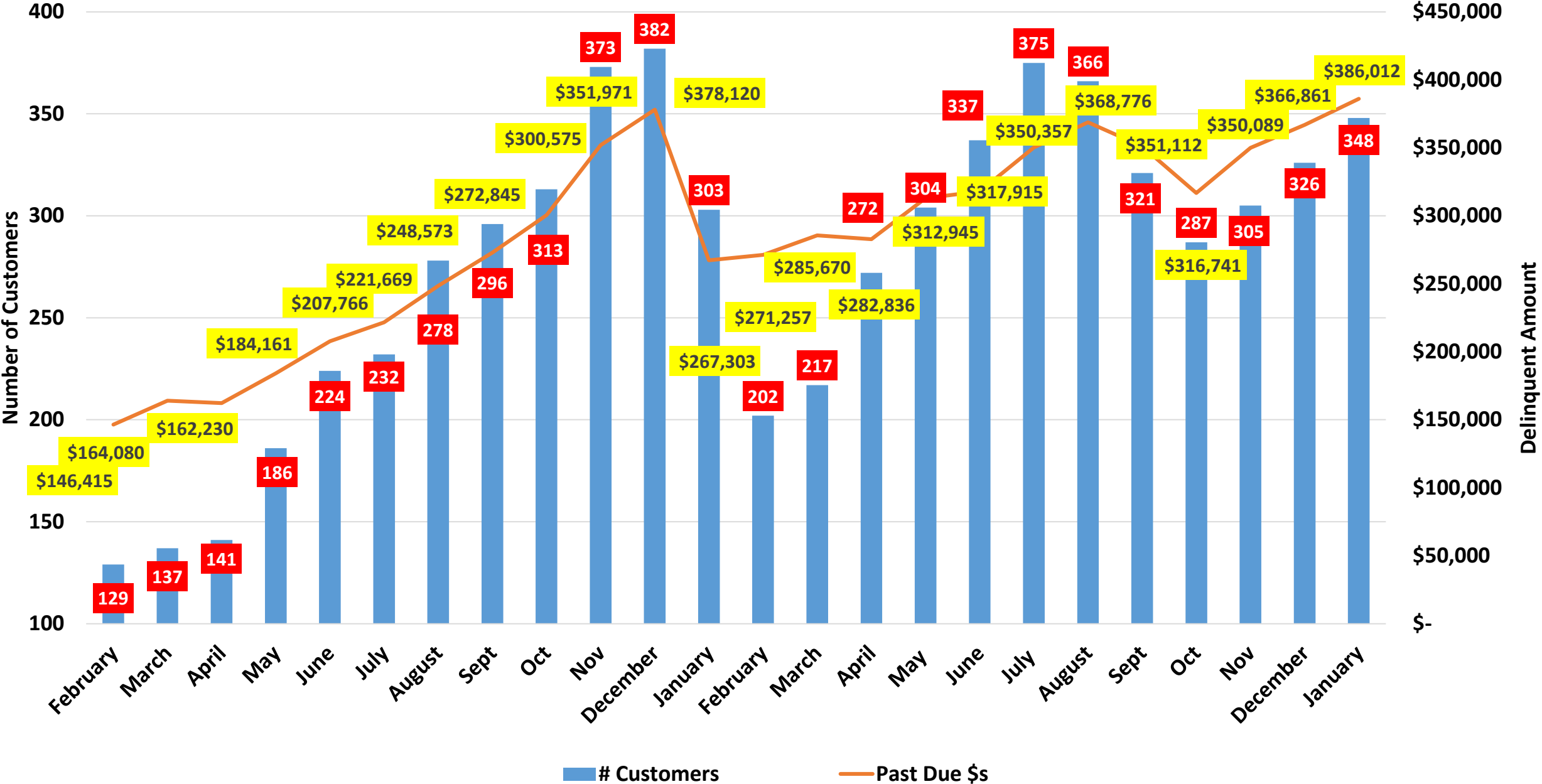
# Residential Consumption



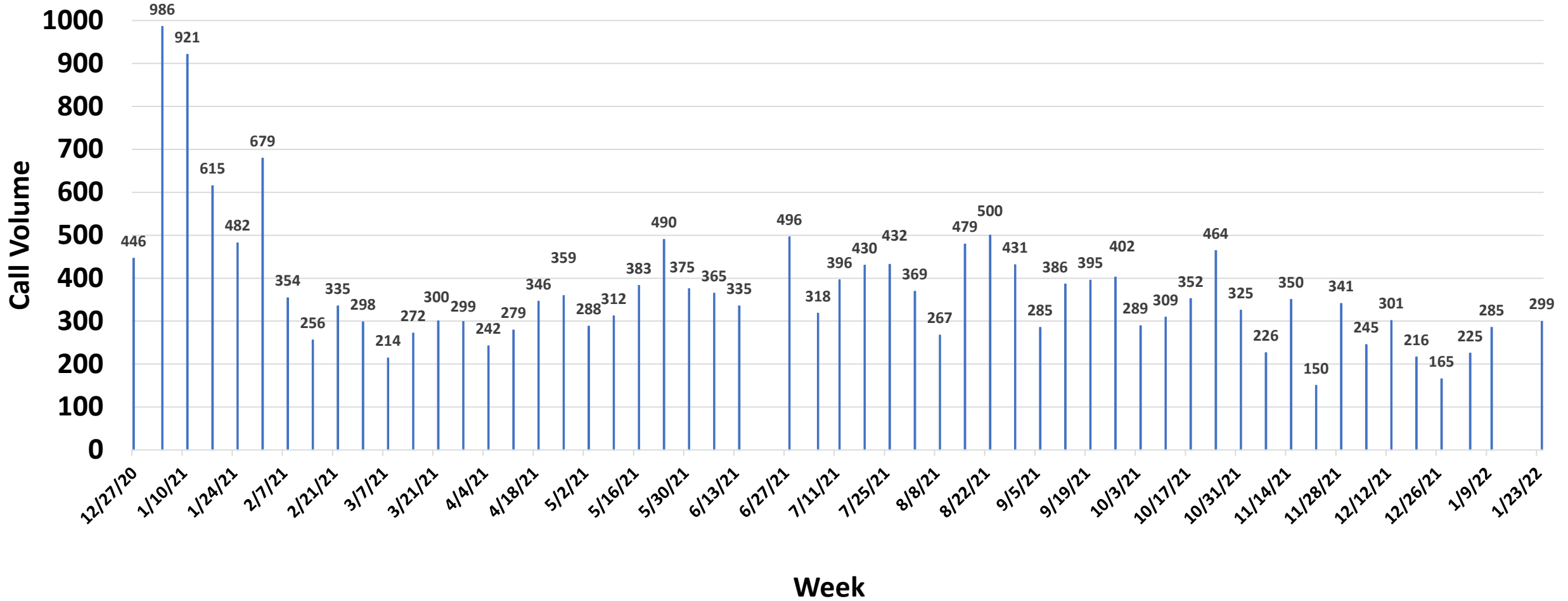
# Delinquent Commercial Accounts Over \$500 and 90 Days



# Delinquent Residential Accounts Over \$300 & 90 Days



# Customer Service Call Volume



**ITEM SUMMARY**

DATE: 2/8/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Adjourn until 5 pm on March 8, 2022 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/31/2022 - 2:12 PM