

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
March 8, 2022
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption
2. Appointment of Officer for Deferred Compensation Investments

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. CLOSED SESSION: Discussion or consideration of the disposition of publicly held real property interests at 4921 Burnley Drive, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board of Directors pursuant to Virginia Code § 2.2-3711(A)(3).

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. Dashboard Report - March 2022

J. ADJOURNMENT

1. Adjourn until 5 pm on April 12, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 3/8/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	February 8, 2022 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/1/2022 - 2:57 PM

MINUTES
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

A. CALL TO ORDER

B. ROLL CALL

P. Sue Sadler, Stonehouse District - via phone
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

Ms. Larson requested a motion to allow Ms. Sadler to participate in the meeting remotely. A motion to Approve was made by James Icenhour, 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

None.

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:

-January 3, 2022, Organizational Meeting

-January 11, 2022, Regular Meeting

2. Memorandum of Agreement - Regional Groundwater Mitigation Program Administration

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

3. Resolutions of Appreciation - Stuart Burcham and Dion Walsh

Mr. Powell addressed the Board to recognize two long-term James City Service Authority (JCSA) employees. Mr. Powell mentioned Mr. Stuart Burcham was not in attendance; however, Ms. Dion Walsh was. Mr. Powell read the Resolution of Appreciation for Ms. Walsh included in the Agenda Packet. Mr. Powell presented the Resolution of Appreciation to Ms. Walsh.

The Board and audience members applauded.

Mr. Powell stated legend was, Ms. Walsh in her several years of plan review never missed a deadline, adding he felt that reflected her commitment to her career and to JCSA. Mr. Powell mentioned she was a great colleague and her institutional knowledge would be missed. Mr. Powell remarked the work Ms. Walsh did in building the Geographic Information System (GIS) significantly benefited the operation of JCSA. Mr. Powell thanked Ms. Walsh for all her efforts throughout the years. Mr. Powell provided best wishes for her retirement.

Ms. Walsh mentioned in the beginning of her career with JCSA the field workers would come into the office viewing plans to pinpoint pertinent information needed, attempted to xerox the document(s), and then go to the site to fix the water line or sewer main. Ms. Walsh stated there was not a JCSA GIS at the time, adding it was her responsibility to come up with a solution for the program. Ms. Walsh explained by the time she received the JCSA Employee of the Year Award in 2004, she had linked approximately 4,000 plans, so the field workers could access all information on a laptop. Ms. Walsh expressed her enjoyment working for JCSA.

Ms. Larson thanked Ms. Walsh for her service.

Mr. Powell read the Resolution of Appreciation for Mr. Burcham included in the Agenda Packet, adding he would ensure Mr. Burcham received his Resolution of Appreciation. Mr. Powell noted 42 years of service with one organization was rare and commendable. He stated Mr. Burcham's teamwork was his hallmark, adding his institutional knowledge was significant. Mr. Powell added Mr. Burcham's younger brother was hired to fill his position, so he hoped the transition would go smoothly. Mr. Powell thanked the Board for allowing recognition of these long-term employees.

Ms. Larson replied absolutely.

The Board and audience members applauded.

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Setting a Public Hearing - Fiscal Year 2023 Utility Rates

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 stated the resolution presented before the Board established a date for the Public Hearing for the budget of the Fiscal Year (FY) 2023 utility rates for April 12, 2022. Mr. Powell noted Staff's recommended budget would follow the plan established by the 2020 rate study to increase water service rate and water fixed charge by 3.5%. He further noted no changes were proposed to the current sewer service rate or sewer fixed charge. Mr. Powell stated if the rates were approved 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. Mr. Powell indicated the combined bill would be the third lowest among the 18 Hampton Roads localities. Mr. Powell added the remaining proposed change was an increase to the grinder pump maintenance fee from \$375 to \$400 annually to better align with the expenses for the program.

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

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 stated the JCSA's existing 2009 Vac-Con vacuum truck, which was utilized for cleaning sewer mains and removing blockages, was nearing the end of its service life. Mr. Powell mentioned it was scheduled for replacement in the FY 2023 budget; however, staff recommended purchase now, adding immediate purchase would result in a cost savings of \$23,159. Mr. Powell added this would avoid material cost increases in addition to minimized lead time for delivery.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. February 2022 Dashboard Report

Mr. Powell noted he had no additional comments to add to the dashboard.

J. ADJOURNMENT

1. Adjourn until 5 pm on March 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 5:10 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 3/8/2022

TO: The Board of Directors

FROM: Adam R. Kinsman, Counsel to the James City Service Authority

SUBJECT: Appointment of Officer for Deferred Compensation Investments

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	1/28/2022 - 3:40 PM
Publication Management	Daniel, Martha	Approved	1/28/2022 - 3:43 PM
Legal Review	Kinsman, Adam	Approved	1/28/2022 - 3:44 PM
Board Secretary	Saeed, Teresa	Approved	1/31/2022 - 8:31 AM
Board Secretary	Rinehimer, Bradley	Approved	2/1/2022 - 12:54 PM
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 2:24 PM

MEMORANDUM

DATE: March 8, 2022

TO: The Board of Directors

FROM: Adam R. Kinsman, Counsel to the James City Service Authority

SUBJECT: Appointment of Officer to Administer Deferred Compensation Plan

Because the James City Service Authority (the "JCSA") offers a Deferred Compensation Plan to its employees, section 51.1-603 of the Virginia Code requires that the Board of Directors (the "Board") create or designate an appropriate board or officer to administer the plan, and shall confer upon such board or officer the authority to do all things by way of supervision, administration, and implementation of the plan, including the power to contract with private corporations or institutions for services in connection therewith.

The attached resolution formally appoints the JCSA General Manager to serve as the officer to administer its Deferred Compensation Plan. Because James City County (the "County") and the JCSA share the same Deferred Compensation Plan provider and because the County has set up a Deferred Compensation Plan Investment Board (the "Plan Board"), the attached resolution also appoints the General Manager to the Plan Board, which will be responsible for the following tasks related to the Deferred Compensation Plan offered by the County and the JCSA:

1. Establishing and maintaining an Investment Policy Statement;
2. Periodically evaluating the performance of investment options;
3. At appropriate times, make investment option changes;
4. Periodically monitoring its investment consultant and implementing changes when appropriate; and
5. Periodically monitoring plan costs related to investments and making changes at appropriate times.

In the execution of its responsibilities, the Plan Board must make its decisions based solely in the interest of the Deferred Compensation Plan participants and beneficiaries, and for the exclusive purpose of providing benefits and defraying reasonable administrative costs.

I recommend adoption of the attached resolution.

ARK/ap
ApptOfcDefCompPln-mem

Attachment

RESOLUTION

APPOINTMENT OF OFFICER TO ADMINISTER DEFERRED COMPENSATION PLAN

WHEREAS, the Board of Directors of the James City Service Authority (the “JCSA”) offers its employees a Deferred Compensation Plan; and

WHEREAS, section 51.1-603 of the Code of Virginia, 1950, as amended, requires that the Board of Directors (the “Board”) create or designate an appropriate board or officer to administer the Deferred Compensation Plan and confer upon such Board or Officer the authority to do all things by way of supervision, administration, and implementation of the plan, including the power to contract with private corporations or institutions for services in connection therewith; and

WHEREAS, the Board desires to appoint the JCSA General Manager as the officer to administer the Deferred Compensation Plan and further desires to appoint the JCSA General Manager to the James City County Deferred Compensation Plan Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority does hereby appoint the JCSA General Manager as its officer to administer the Deferred Compensation Plan, which officer shall have authority to do all things by way of supervision, administration, and implementation of the plan, including the power to contract with private corporations or institutions for services in connection therewith, and which officer shall serve as a member on the James City County Deferred Compensation Plan Board.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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

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

ITEM SUMMARY

DATE: 3/8/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Discussion or consideration of the disposition of publicly held real property interests at 4921 Burnley Drive, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board of Directors pursuant to Virginia Code § 2.2-3711(A)(3).

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/1/2022 - 2:59 PM

ITEM SUMMARY

DATE: 3/8/2022
TO: The Board of Supervisors
FROM: Teresa J. Saeed, Deputy Clerk
SUBJECT: Dashboard Report - March 2022

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/8/2022 - 8:45 AM

ITEM SUMMARY

DATE: 3/8/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until 5 pm on April 12, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/1/2022 - 3:00 PM