

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 14, 2022

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. June 2022 Dashboard Report

J. ADJOURNMENT

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

ITEM SUMMARY

DATE: 6/14/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	May 10, 2022 Regular Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	6/7/2022 - 3:00 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 10, 2022
5:00 PM

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 - via phone
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 electronically due to an ongoing medical condition that prevented her from attending.

A motion to allow Ms. Sadler to participate electronically was made by John McGlennon, 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 minutes:

- April 12, 2022, Regular Meeting
- April 26, 2022, Budget Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Contract Award - Trenchless Pipeline Rehabilitation Services

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 gave an overview of the memorandum and resolution included in the Agenda Packet.

2. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2023 Budget

A motion for Changes to the Regulations Governing Utility Service was made by James Icenhour, 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 Resolution of Appropriation for Fiscal Year 2023 Budget 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 informed the Board there were two resolutions included in the Agenda Packet. Mr. Powell added the first resolution was to change the James City Service Authority (JCSA) Regulations Governing Utility Service to reflect the changes to the rates and fees and the other resolution was to appropriate the Fiscal Year 2023 Budget. Mr. Powell stated the budget included a 3.5% increase in water rates and no changes to sewer rates. Mr. Powell advised the last proposed change was to increase the Grinder Maintenance Pump fee from \$375 to \$400 annually. Mr. Powell noted staff recommended approval of the resolutions.

Mr. Hipple asked if the Board was voting on this item jointly.

Mr. Powell recommended voting separately.

H. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour requested an update on the waterline replacement in the White Oaks area.

Mr. Powell replied the replacement was proceeding smoothly, adding it was on schedule and on budget. Mr. Powell indicated Phase No. 1 of paving would begin tomorrow, contingent on weather conditions.

Mr. Icenhour expressed his concern with the trenches.

Mr. Powell stated once the paving was completed, he believed it would improve conditions for the neighborhood residents. Mr. Powell mentioned paving was delayed by a couple of weeks; however, he reiterated the start date.

Mr. Icenhour asked about the timeline to complete the rest of the project.

Mr. Powell replied he believed a little over a year timeframe, adding the contractor currently was ahead of schedule, so the hope was to have it completed sooner.

Mr. Icenhour replied he appreciated the update.

Mr. Powell stated sure.

Ms. Larson extended her thanks to Mr. Powell and staff for the efforts on the budget.

I. GENERAL MANAGER'S UPDATE

1. May 2022 Dashboard Report

Mr. Powell advised the JCSA Outdoor Water Regulations went into effect May 1, 2022. Mr. Powell explained that County residents with an even numbered address water usage was permitted on Tuesday, Thursday, and Saturday and for the County residents with an odd numbered address water usage was permitted on Wednesday, Friday, and Sunday. Mr. Powell stated Monday was a recovery day and no irrigation should be conducted. Mr. Powell indicated irrigation should occur between the hours of 12-9 a.m. and 5 p.m.-12 a.m. Mr. Powell stated irrigation restrictions were from 9 a.m.-5 p.m.

Ms. Larson requested Mr. Powell repeat the guidelines for irrigation.

Mr. Powell reiterated the information.

J. ADJOURNMENT

1. Adjourn until 5 pm on June 14, 2022 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 5:06 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 6/14/2022
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: June 2022 Dashboard Report

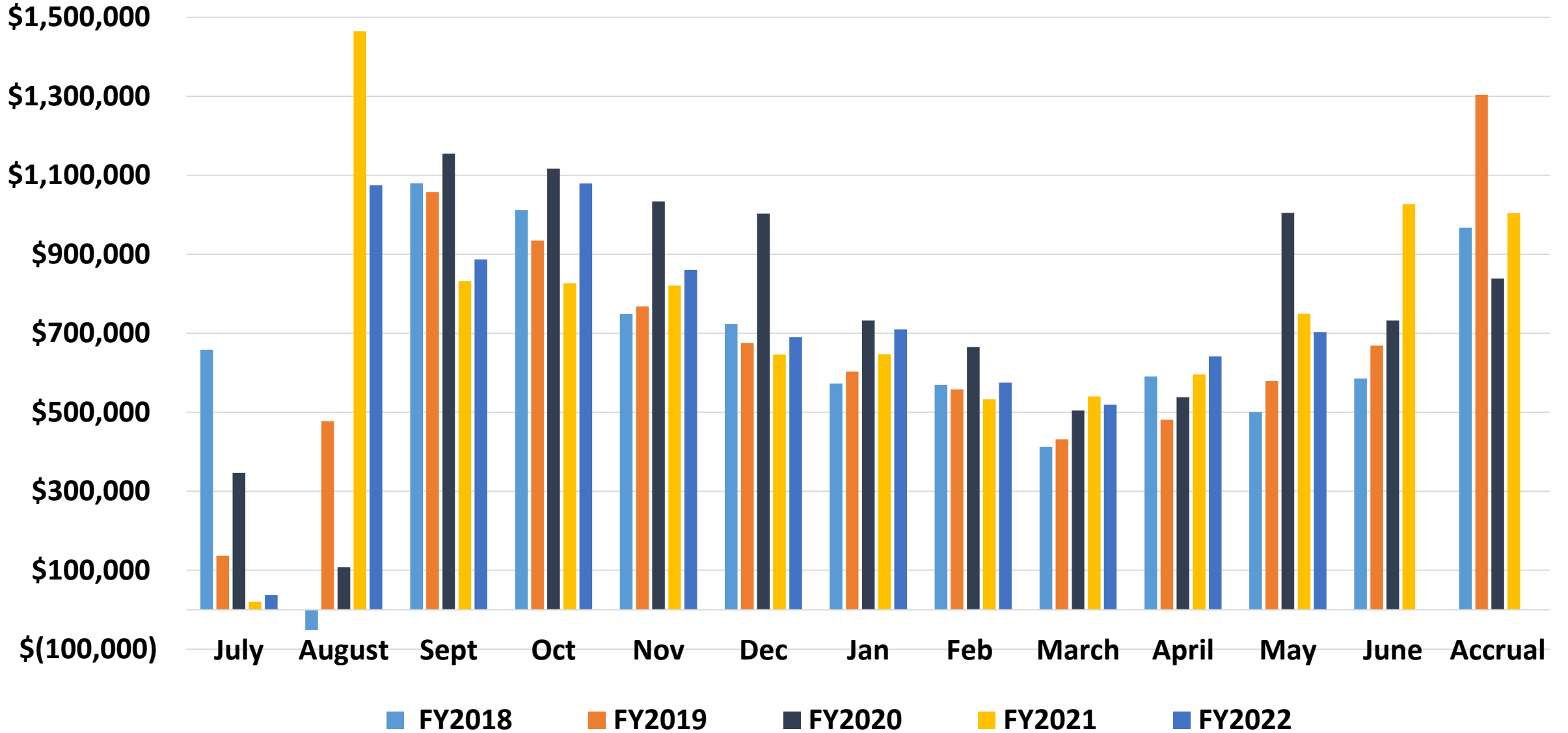
ATTACHMENTS:

	Description	Type
📎	June 2022 Dashboard Report	Exhibit

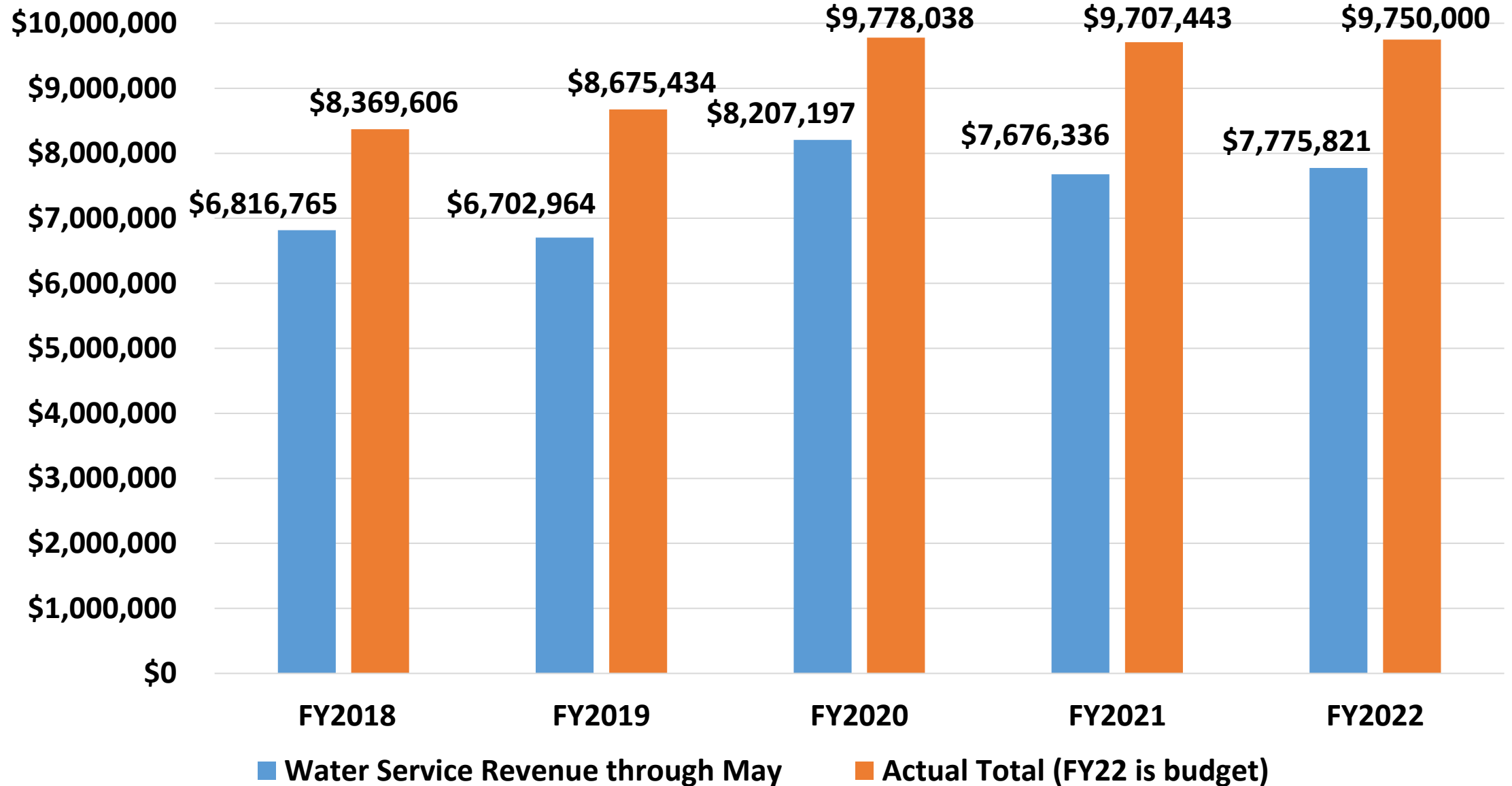
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	6/14/2022 - 9:48 AM

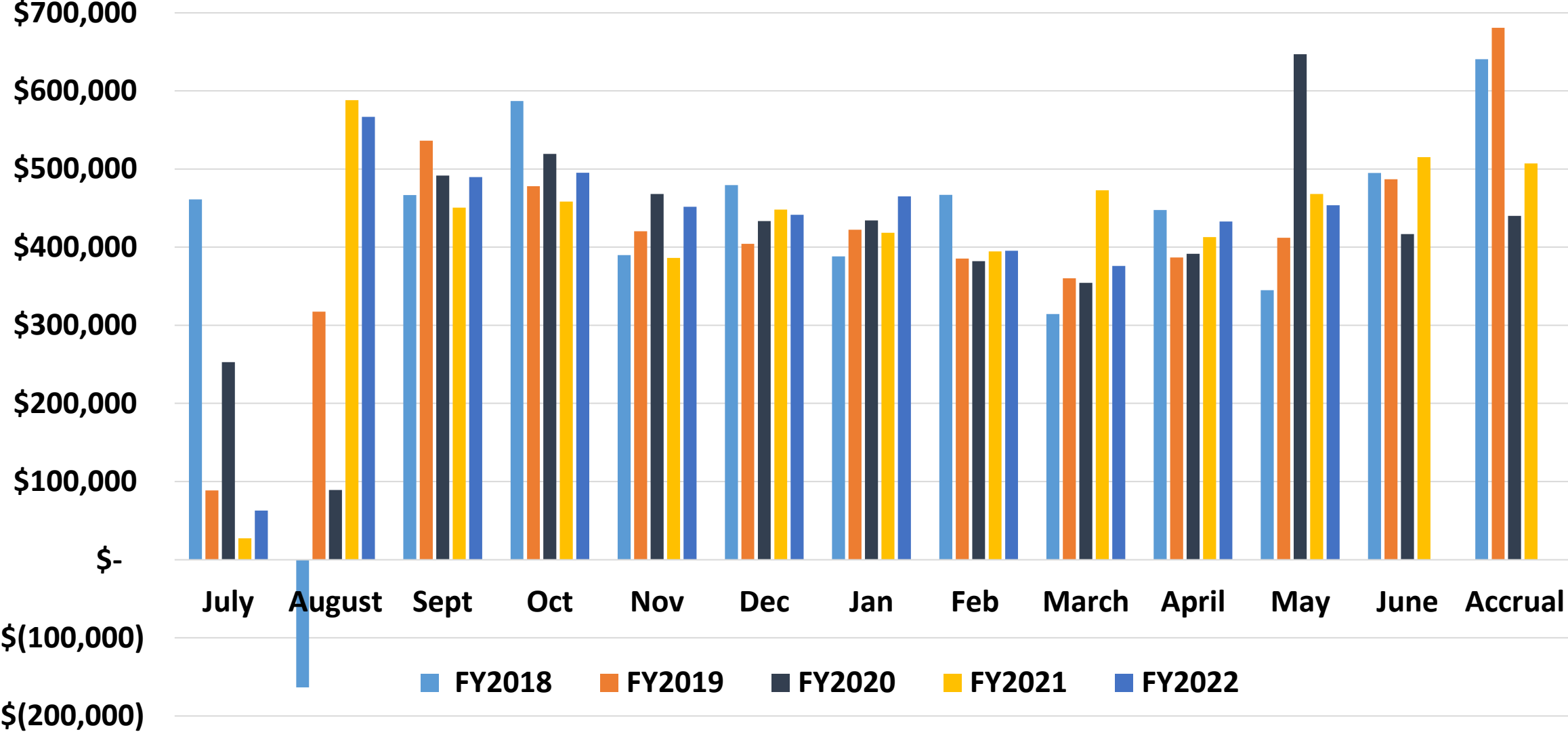
Water Service Revenue



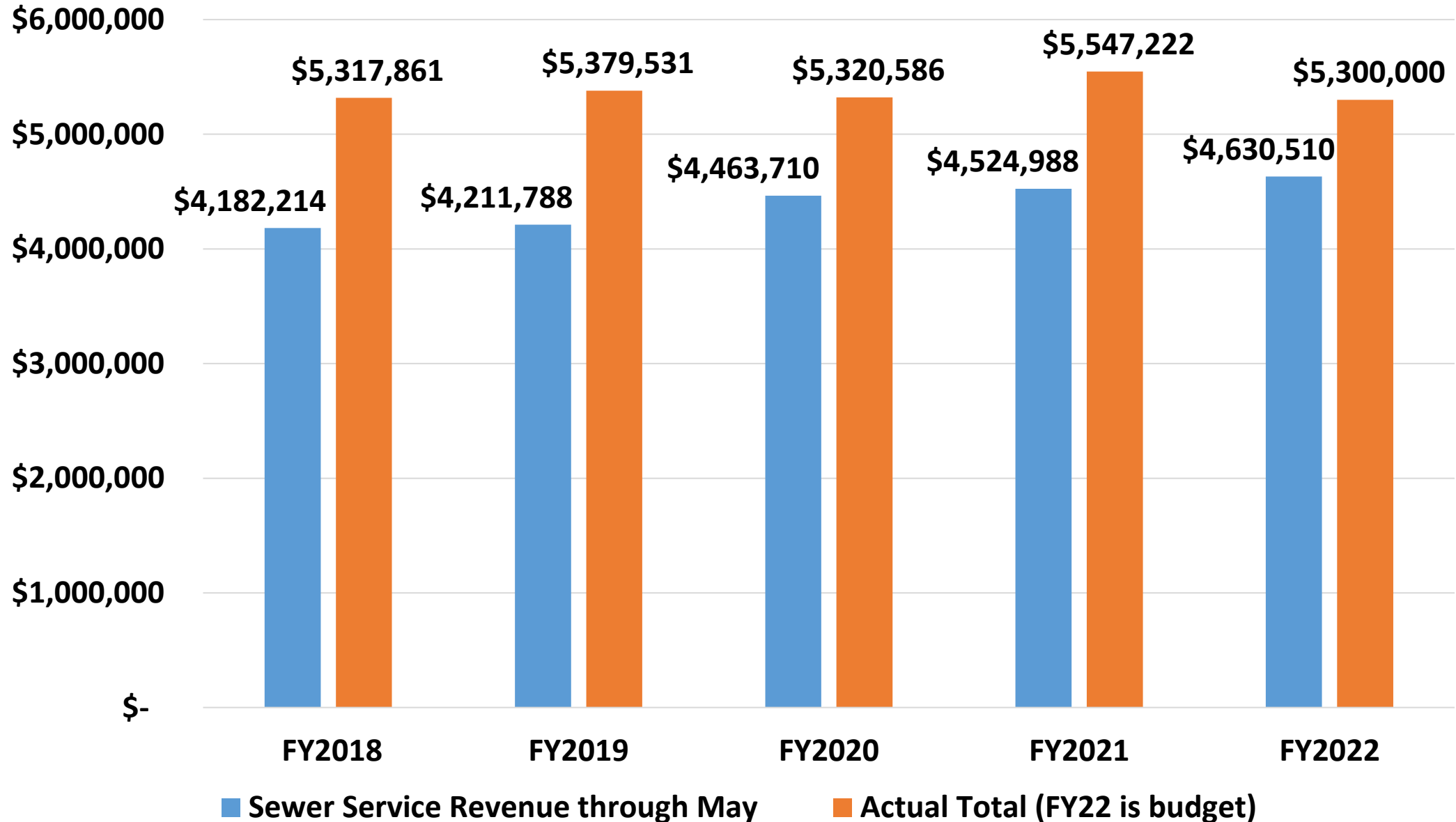
Water Service Revenue through May



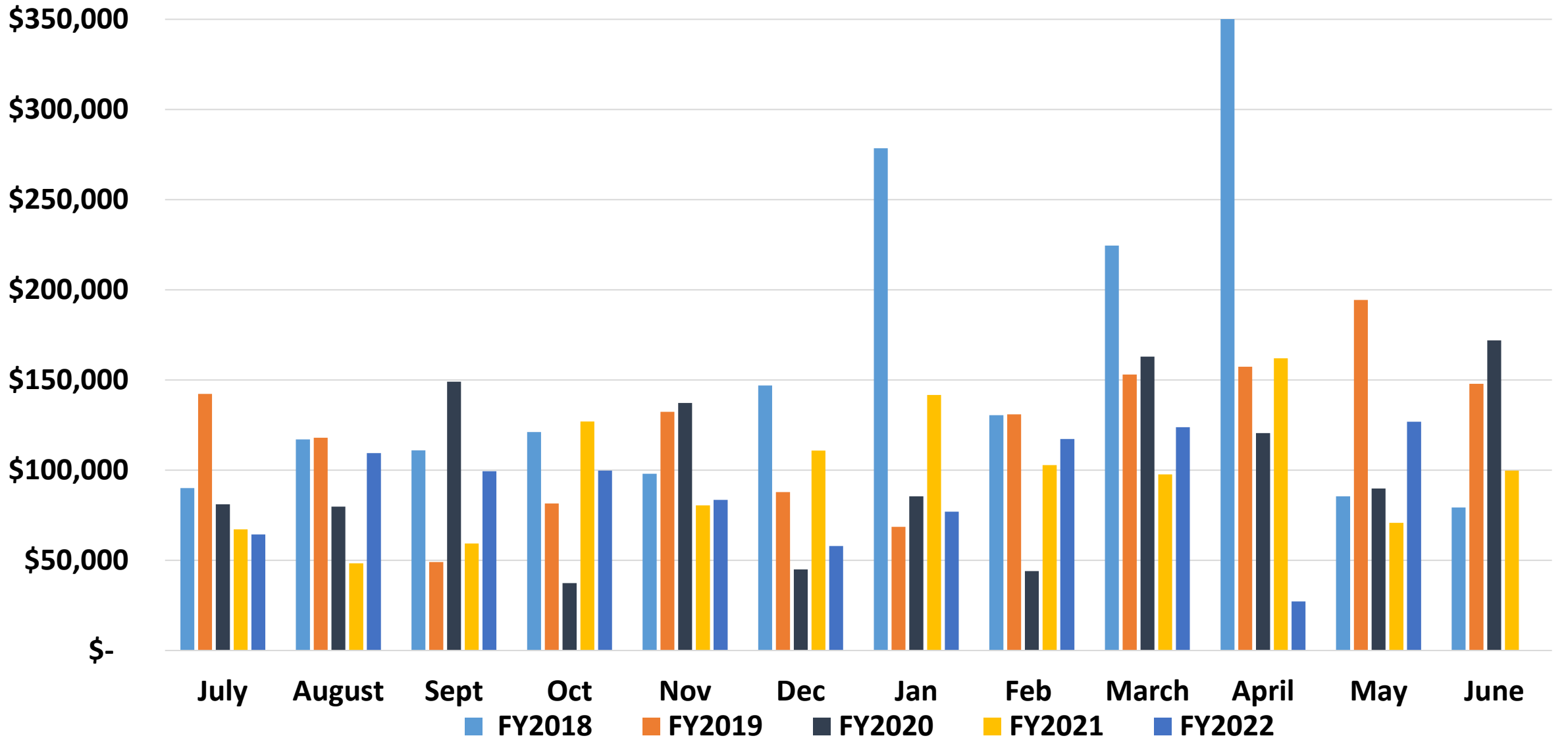
Sewer Service Revenue



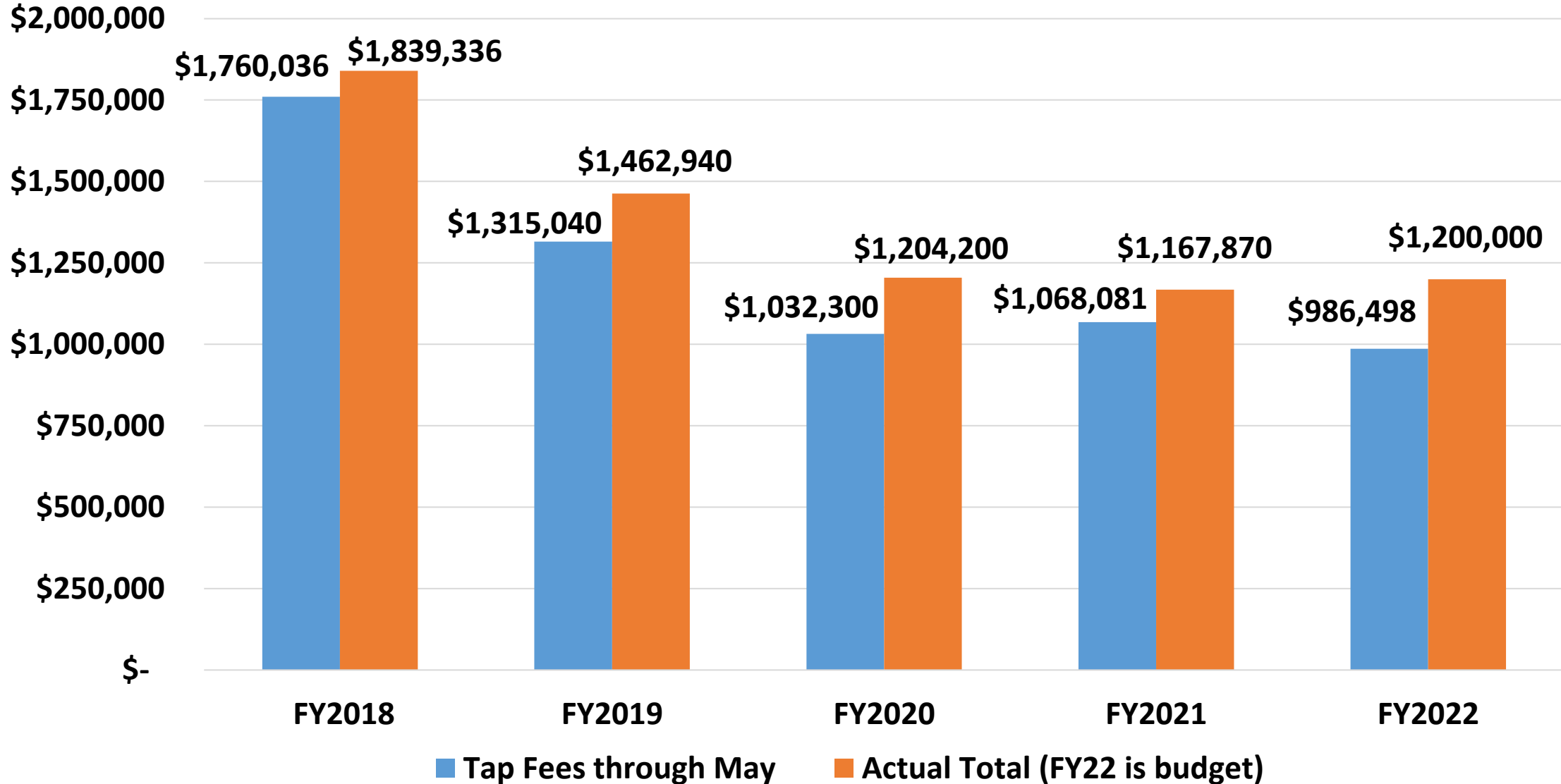
Sewer Service Revenue through May



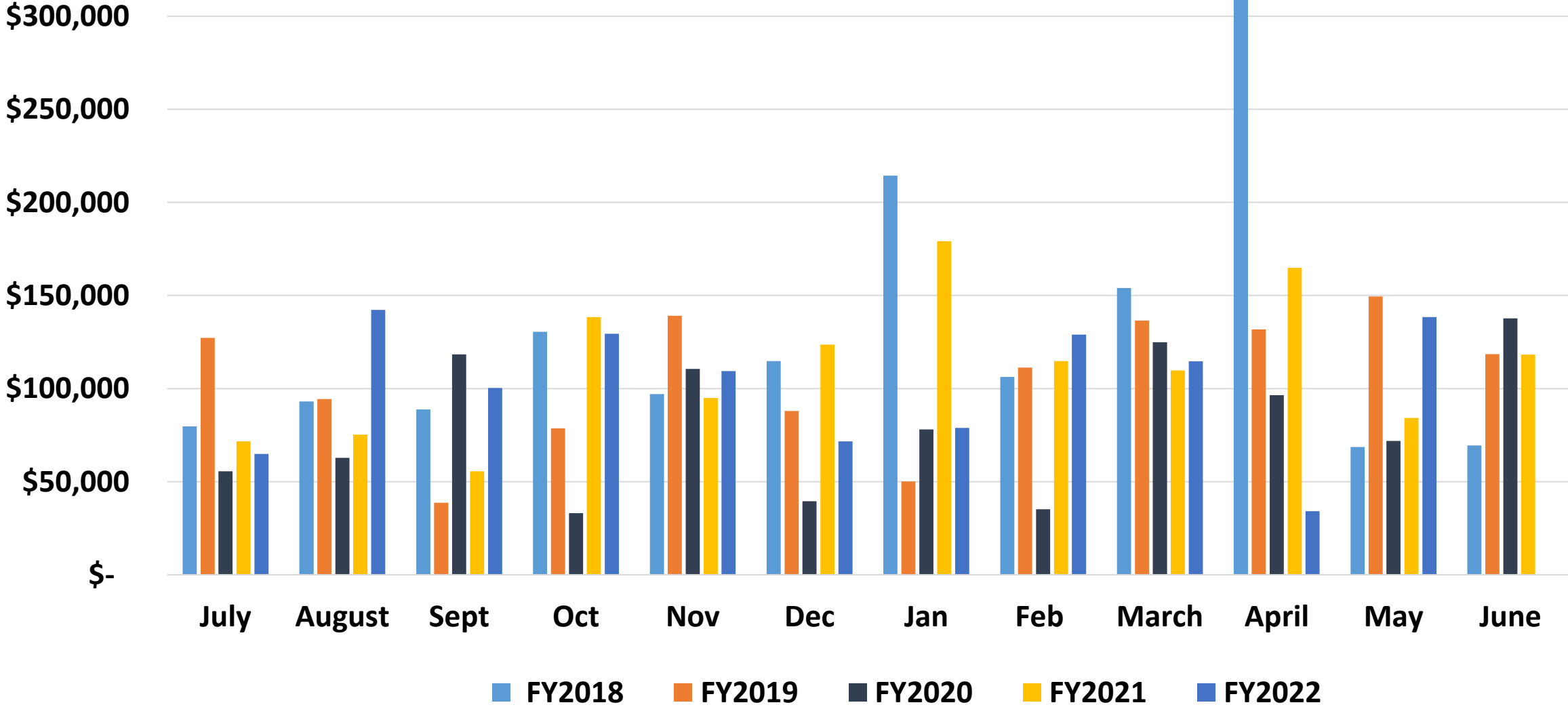
Water Tap Fees



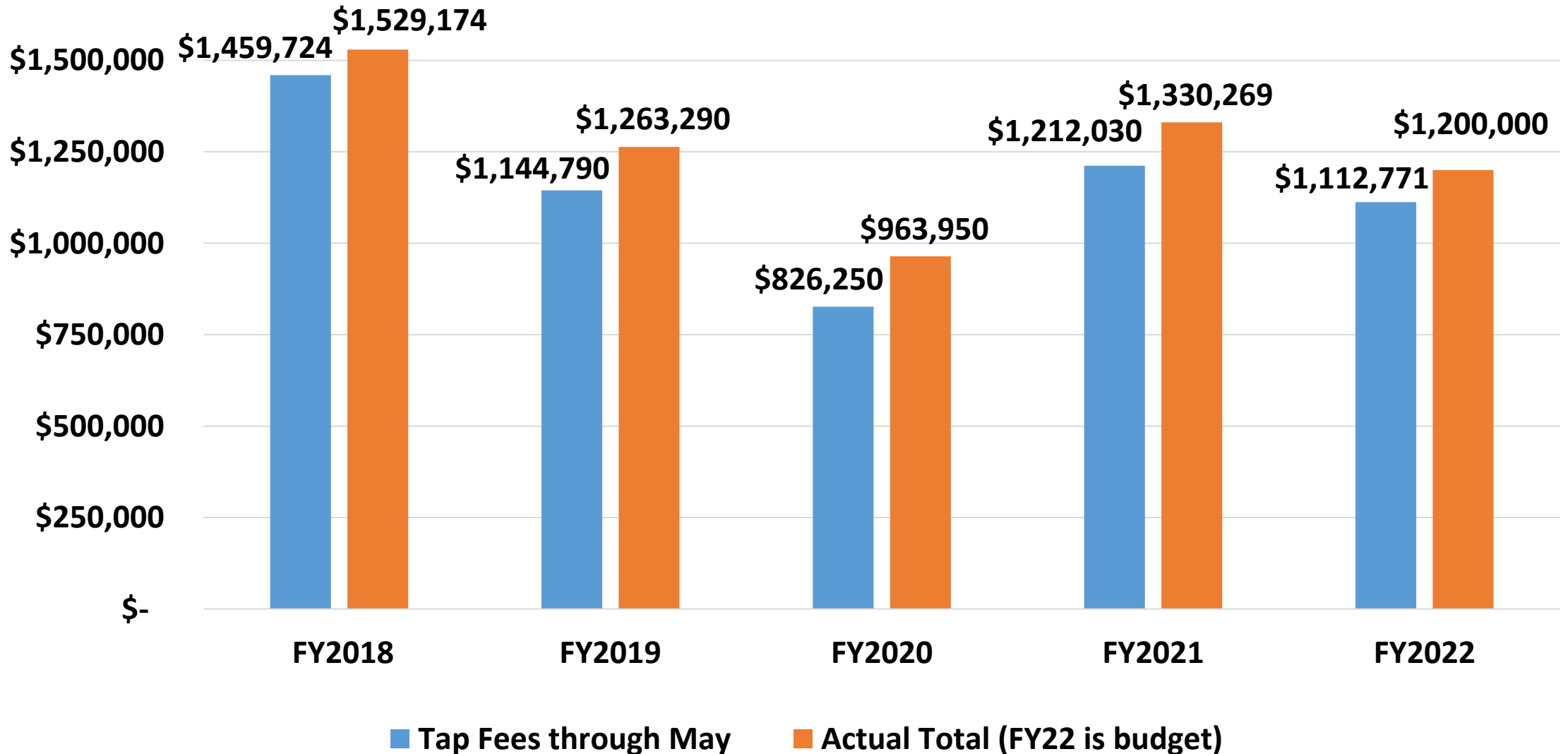
Water Tap Fees through May



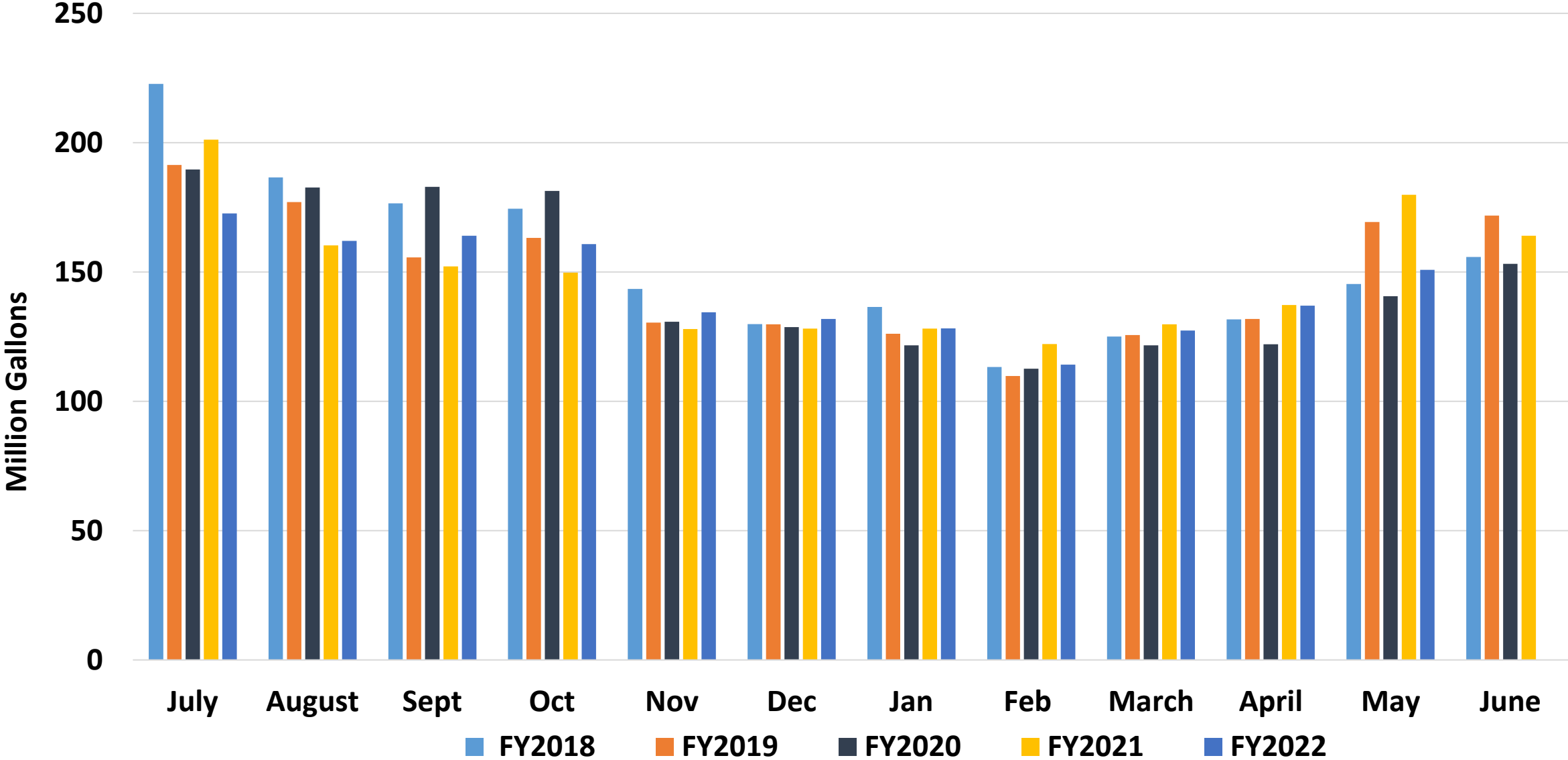
Sewer Tap Fees



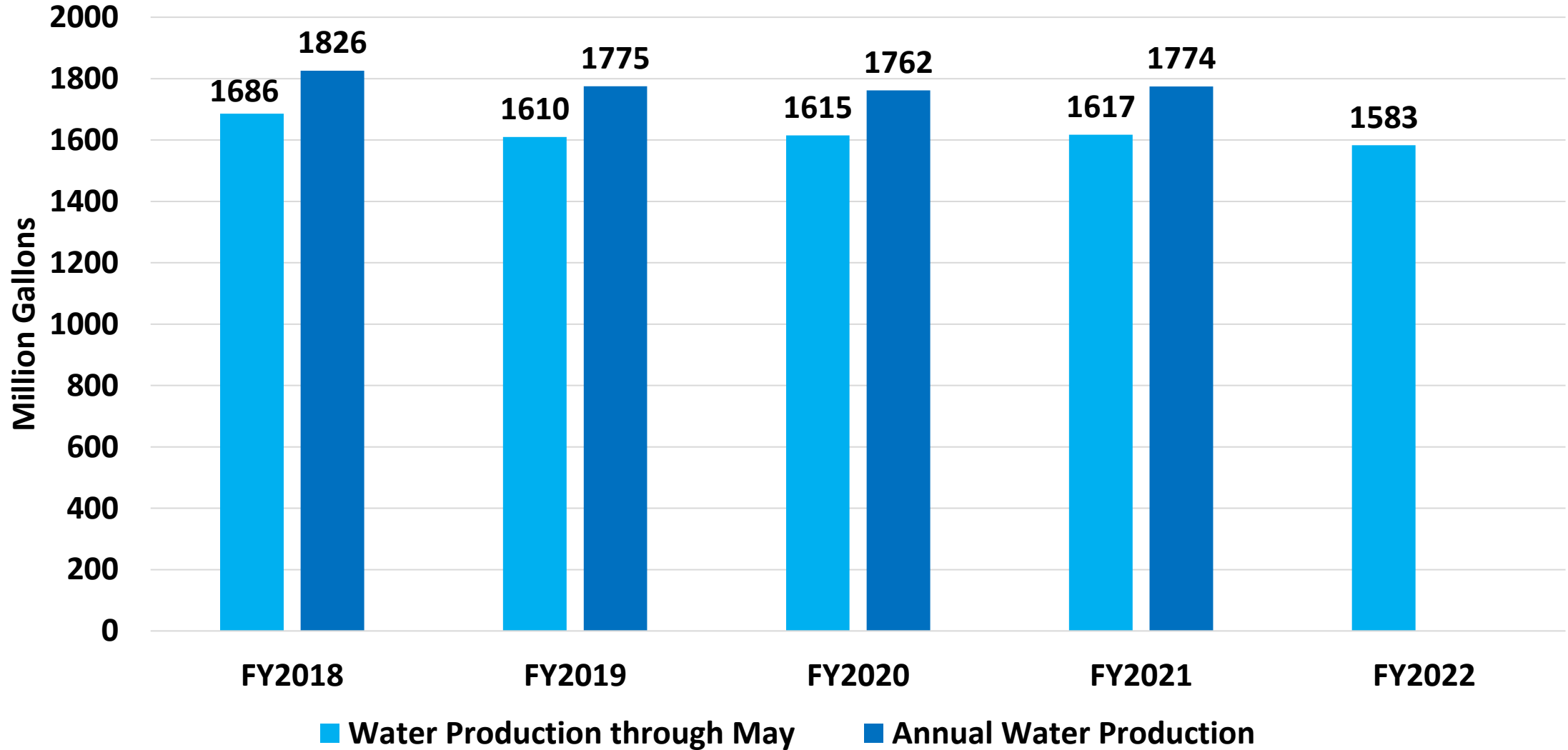
Sewer Tap Fees through May



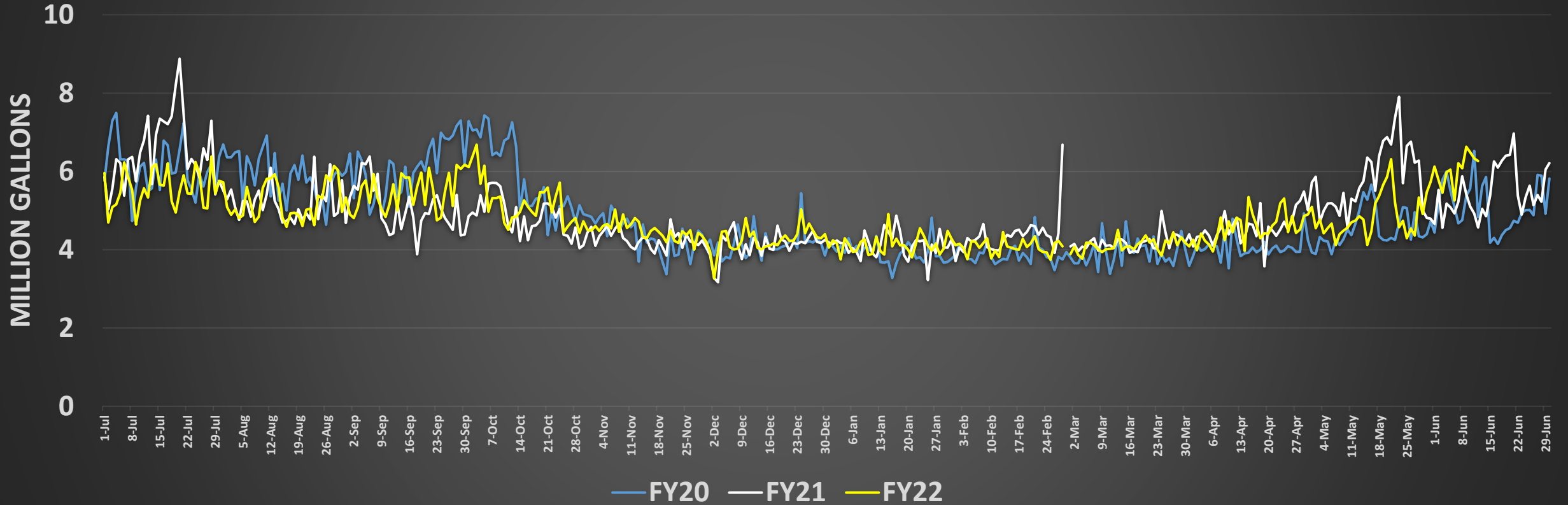
Monthly Water Production



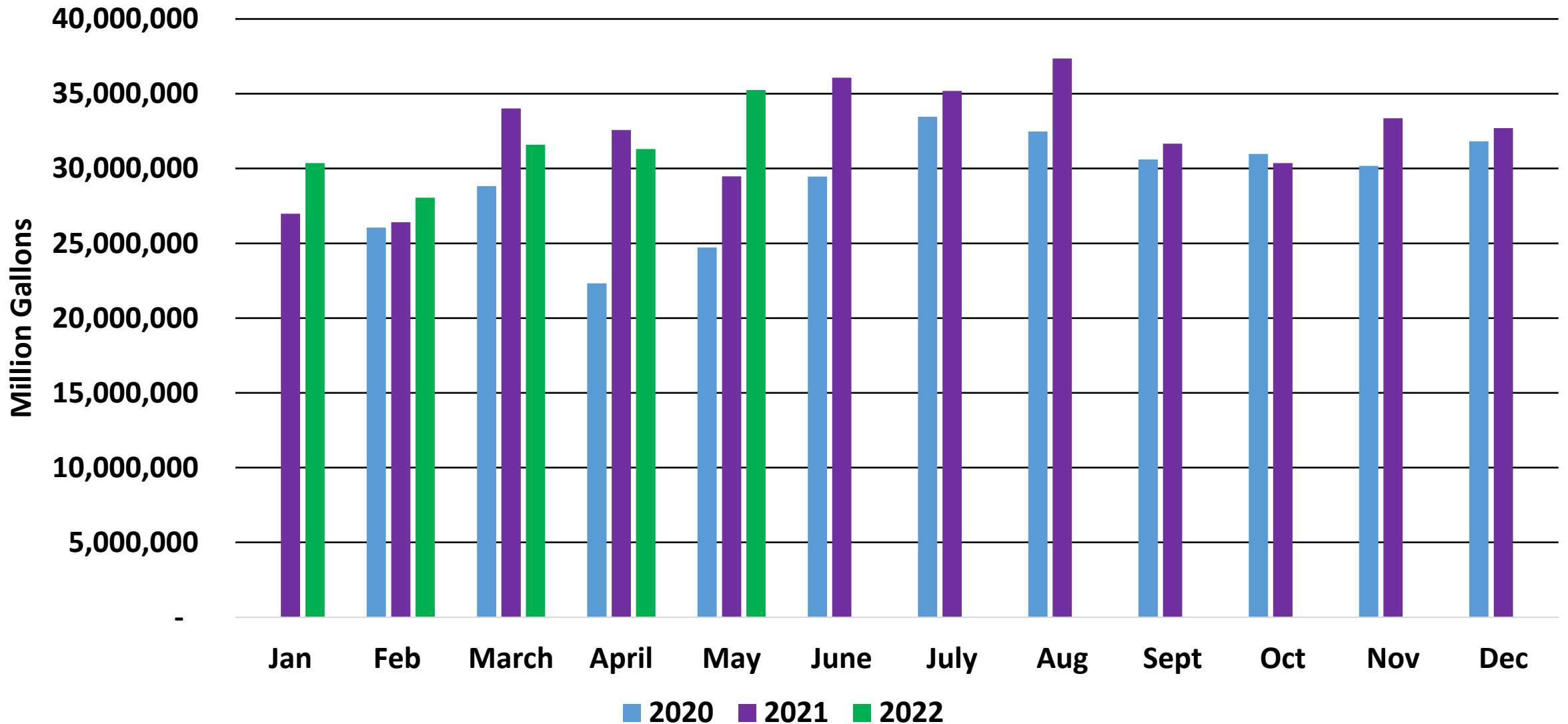
Water Production through May



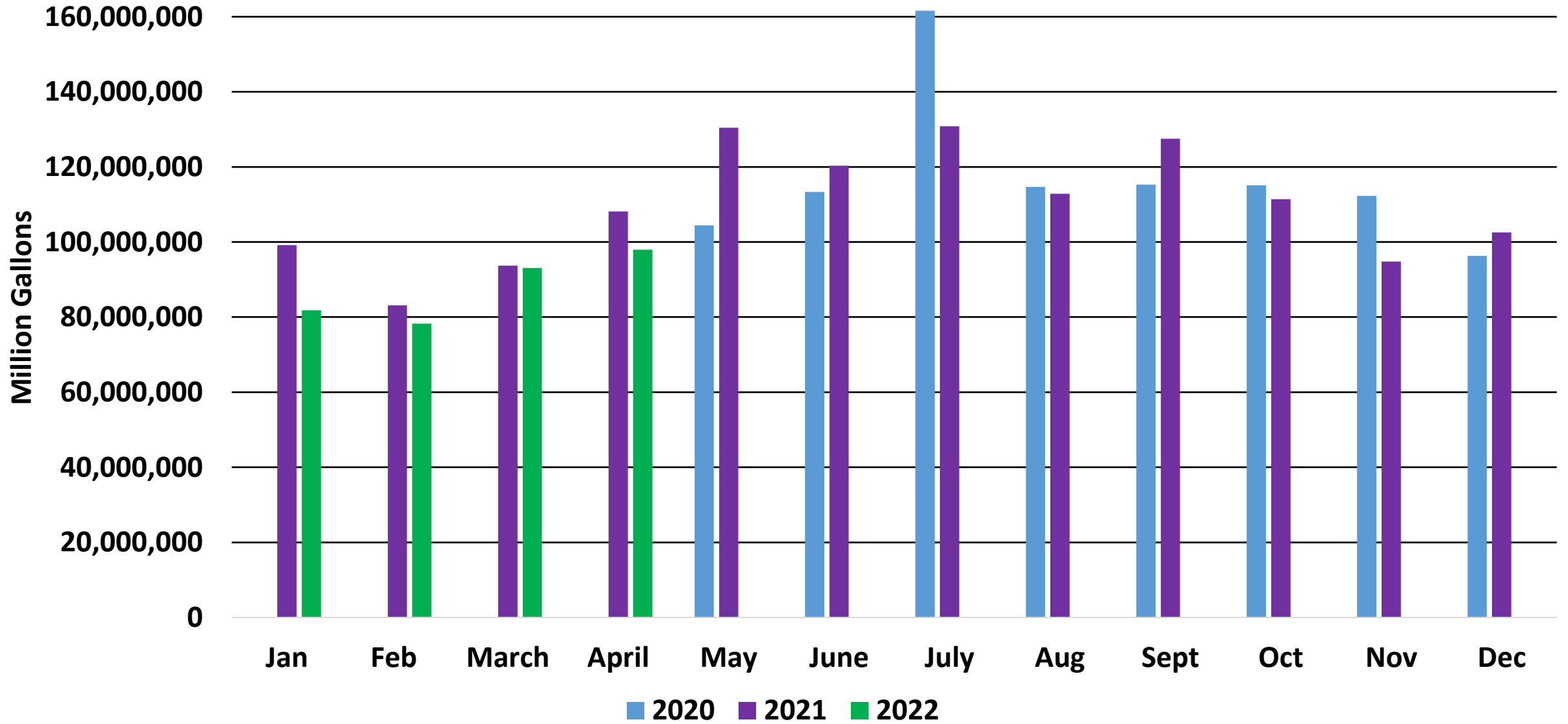
Daily Water Production



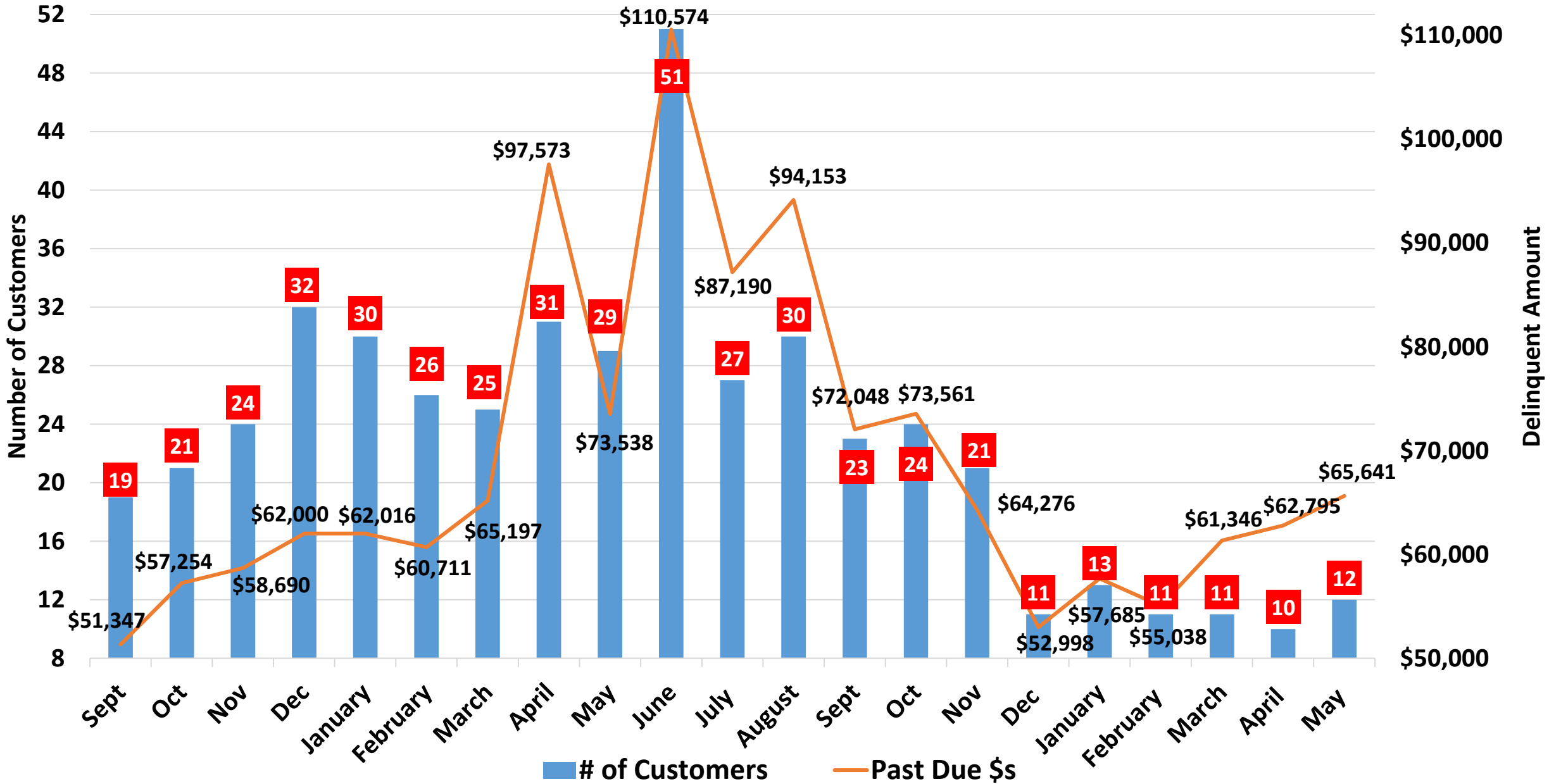
Commercial Consumption



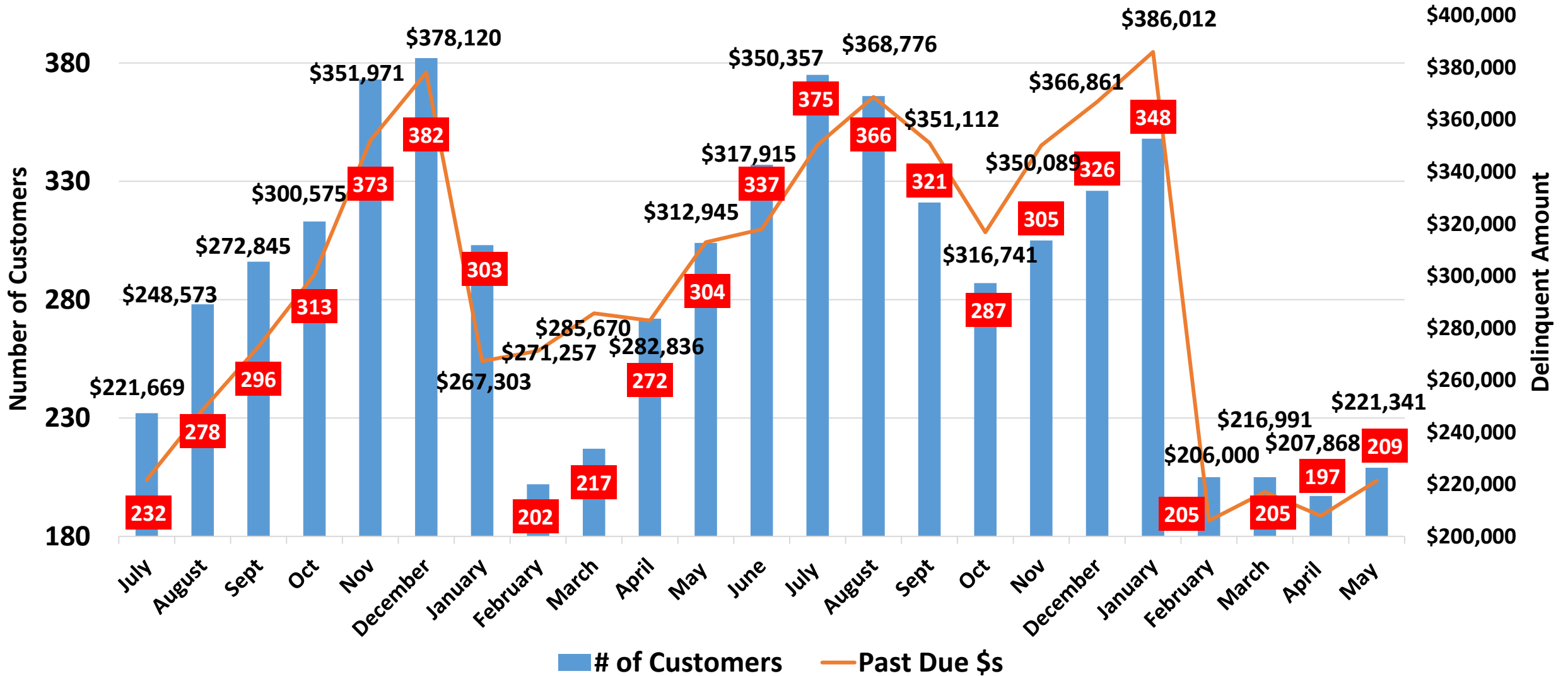
Residential Consumption



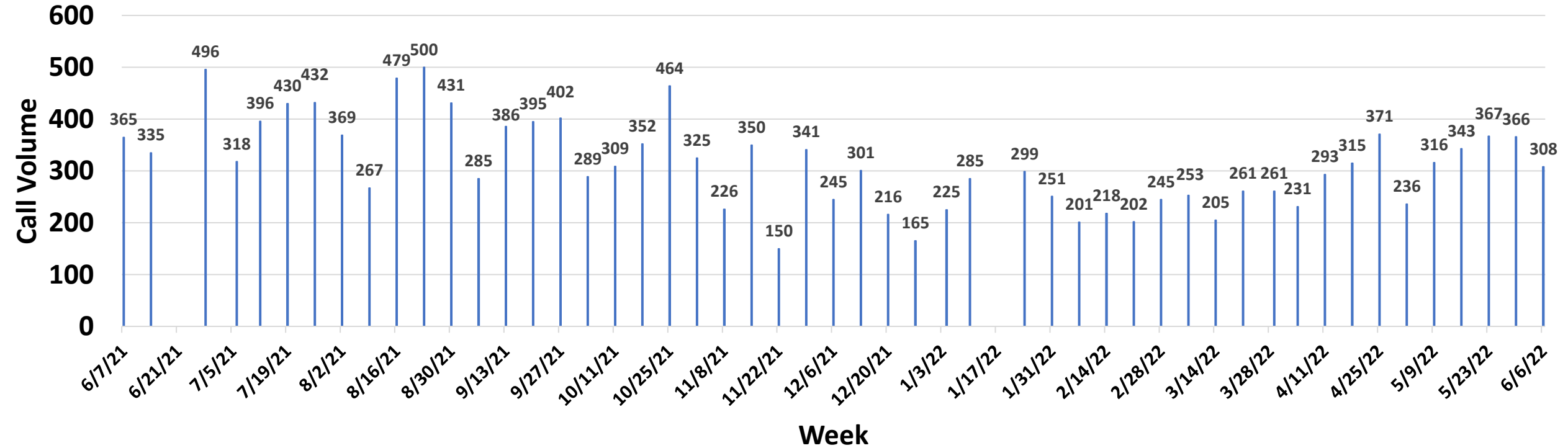
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 6/14/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until 5 pm on July 12, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	6/7/2022 - 3:01 PM