

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
July 12, 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)

1. General Manager's Authorization to Convey James City Service Authority's Easement Interests in Property Equal to or Less Than One-Half Acre

G. BOARD CONSIDERATION(S)

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2022
2. CLOSED SESSION: Consideration of a personnel matter, the performance evaluation of the 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

J. ADJOURNMENT

1. Adjourn until 5 pm on September 13, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 7/12/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	June 14, 2022 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 10:00 AM

MINUTES
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

Ms. Larson welcomed Ms. Stephanie Luton, Assistant General Manager, James City Service Authority (JCSA) to the meeting. Ms. Larson noted Mr. Powell was absent due to his daughter's graduation and she thanked Ms. Luton for filling in during his absence.

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 - absent

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:

-May 10, 2022, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. June 2022 Dashboard Report

Ms. Luton noted the June Dashboard was available to the Board in the Agenda Packet. She further noted she had no additional comments, but welcomed any questions or comments from the Board.

The Board had no questions.

J. ADJOURNMENT

1. Adjourn until 5 pm on July 12, 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 5:01 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: General Manager's Authorization to Convey James City Service Authority's Easement Interests in Property Equal to or Less Than One-Half Acre

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/8/2022 - 2:57 PM
Publication Management	Daniel, Martha	Approved	6/8/2022 - 3:05 PM
Legal Review	Parman, Liz	Approved	6/9/2022 - 2:33 PM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:54 AM
Board Secretary	Rinehimer, Bradley	Approved	7/5/2022 - 10:06 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 10:21 AM

MEMORANDUM

DATE: July 12, 2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: General Manager's Authorization to Convey James City Service Authority's Easement Interests in Property Equal to or Less Than One-Half Acre

The James City Service Authority ("JCSA") often acquires easement rights to access real property owned by other parties for the purpose of installing, maintaining, and operating water and sewer facilities. Sometimes these easement rights become unnecessary for the function of JCSA's water and sewer facilities as needs change, facilities become rerouted, or other circumstances change. When this happens, it might be in the best interest of JCSA to convey its easement interest back to the owner of the property.

Most of the easement interests held by JCSA that become unnecessary involve real property that measure less than one-quarter acre in area. Currently, the General Manager is required to present the Board of Directors with a resolution authorizing the General Manager to convey such easement interest each time one of these small, relatively inexpensive easement interests become unnecessary. The resolution presented here would remove such requirement where the size of the property over which the easement interest runs is less than one-half acre in area and when the General Manager has determined in his professional judgment that the easement interest is no longer necessary for the function of the JCSA's water and sewer facilities. This would allow such conveyances to occur more expeditiously.

Staff recommends the Board of Directors adopt the resolution authorizing the General Manager to convey JCSA's unnecessary easement interests in property where the area of the property interest is equal to or less than one-half acre when the General Manager determines that such easement right is no longer necessary to the function of JCSA's water and sewer facilities.

MWP/md
GMAuthConvySmEasmt-mem

Attachments:

1. Resolution
2. Notice of Public Hearing

RESOLUTION

GENERAL MANAGER’S AUTHORIZATION TO CONVEY JAMES CITY

SERVICE AUTHORITY’S EASEMENT INTERESTS IN PROPERTY EQUAL TO OR

LESS THAN ONE-HALF ACRE

WHEREAS, the James City Service Authority (“JCSA”) acquires easement rights across real property owned by other parties for the public purposes of installing, maintaining, and operating JCSA’s water and sewer facilities; and

WHEREAS, JCSA’s possession of some easement rights may eventually become unnecessary to the function of JCSA’s water and sewer facilities; and

WHEREAS, many of these easement rights pertain to small areas of real property that are less than one-half acre; and

WHEREAS, allowing the General Manager to convey interests in unnecessary easements across small properties is expeditious, promotes flexibility, and protects the interest of the JCSA; and

WHEREAS, the Board of Directors, following a public hearing, is of the opinion that the General Manager should have the authority to convey JCSA’s easement interests in areas of property that are equal to or less than one-half acre when the General Manager determines that the JCSA’s possession of such easement right is no longer necessary to the function of JCSA’s water and sewer facilities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby authorize the General Manager to convey JCSA’s unnecessary easement interests in property where the area of the property interest is equal to or less than one-half acre when the General Manager determines that such easement right is no longer necessary to the function of JCSA’s water and sewer facilities.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

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 12th day of July, 2022.

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Directors

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

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2022

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year (FY) 22.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/21/2022 - 12:05 PM
Publication Management	Pobiak, Amanda	Approved	6/21/2022 - 12:08 PM
Legal Review	Kinsman, Adam	Approved	6/21/2022 - 2:24 PM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:54 AM
Board Secretary	Rinehimer, Bradley	Approved	7/5/2022 - 10:04 AM
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 10:21 AM

MEMORANDUM

DATE: July 12, 2022

TO: The Board of Directors

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

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2022

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year (FY) 22. The resolution lists the value of the infrastructure at the time of completion. The total value of \$2,121,505 will be included in the net capital asset calculations for JCSA's FY 22 Annual Comprehensive Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling \$153,656,124 in the FY 21 Annual Report.

Staff recommends adoption of the attached resolution accepting the dedication of the infrastructure.

MDP/ap
FAWtrSwrSys22-mem

Attachment

RESOLUTION

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 2022

WHEREAS, certain water and sewer infrastructure has been constructed by developers and dedicated to the James City Service Authority (JCSA); and

WHEREAS, this water and sewer infrastructure has been constructed in accordance with technical requirements of JCSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby formally accepts the dedication of the water and sewer systems listed below, as of June 30, 2022:

Water Dedications

<u>Development</u>	<u>Value</u>
Mason Park	\$123,550
Jacobs Industrial Center, Parcel B	9,950
Stonehouse Tract 3 - Six Mount Zion Road Water Main	<u>850,800</u>
Total:	<u>\$984,300</u>

Sewer Dedications

<u>Development</u>	<u>Value</u>
Mason Park	\$240,025
Jacobs Industrial Center, Parcel B	450
Stonehouse Land Bay 3 and 5	376,430
Stonehouse Tract 3 - Six Mount Zion Road Force Main	<u>520,300</u>
Total:	<u>\$1,137,205</u>

Water and Sewer Total: \$2,121,505

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 12th day of July, 2022.

ITEM SUMMARY

DATE: 7/12/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

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

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:56 AM

ITEM SUMMARY

DATE: 7/12/2022
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until 5 pm on September 13, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2022 - 9:58 AM