

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 14, 2023
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. March 2023 Dashboard Report
- J. ADJOURNMENT**
 - 1. Continue the Regular Meeting until 1 pm on March 28, 2023

ITEM SUMMARY

DATE: 3/14/2023
TO: The Board of Directors
FROM: Teresa Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	February 14, 2023 Regular Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/7/2023 - 4:50 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 14, 2023
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

James O. Icenhour, Jr., Vice Chairman, Jamestown District
John J. McGlennon, Roberts District
Ruth M. Larson, Berkeley District
Michael J. Hipple, Powhatan District
P. Sue Sadler, Chairman, Stonehouse 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. Lease Agreement with James City County for 107 Tewning Road

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

2. Minutes Adoption

A motion to Approve was made by Ruth Larson, 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:

-January 10, 2023, Organizational Meeting
-January 10, 2023, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Setting a Public Hearing - Fiscal Year 2024 Utility Rates

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Powell addressed the Board noting the resolution included in the Board's Agenda Packet would establish the Public Hearing date of April 11, 2023, for the Fiscal Year 2024 utility rates. He stated the water service rates and water fixed charge reflected the multi-year plan from the 2020 rate study, which recommended a 3.5% annual increase in water rates. Mr. Powell advised no changes were proposed to the current sewer service rate or sewer fixed charge. He 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 \$1 per month from \$45.71 to \$46.71. Mr. Powell indicated the combined bill would remain the third lowest among the 18 Hampton Roads localities. He further noted the remaining proposed change was an increase to the grinder pump maintenance fee from \$400 to \$425 annually. Mr. Powell stated staff recommended approval of the resolution.

Ms. Sadler asked if any Board members had questions.

2. Contract Award - \$101,590 - Grounds Maintenance Service for Lift Stations and Wells

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 addressed the Board noting the James City Service Authority (JCSA) issued a Request for Proposals (RFP) for grounds maintenance service for lift stations and wells. He indicated the RFP Committee selected Howard Lawn Care as the most qualified, adding Howard Lawn Care had successfully completed grounds maintenance work for the JCSA in the past. Mr. Powell stated a one-year contract was negotiated with Howard Lawn Care for \$101,590, in addition the contract contained the option for five additional one-year renewal periods upon mutual agreement of both parties. Mr. Powell noted staff recommended approval of the resolution.

Ms. Sadler requested Mr. Powell address the toxic chemical spill that occurred in Ohio and if there was any information he could provide.

Mr. Powell replied he could not speak to the situation in Ohio and if there was any groundwater contamination there. He further stated that if there was groundwater contamination in Ohio it would pose no concern with our local groundwater supply based given the distance and the geological features, so there was no need for public concern.

Mr. McGlennon remarked a significant number of Roberts District residents were serviced by Newport News Waterworks and there were various water supply protections implemented as its supply was more surface oriented.

Mr. Icenhour requested an update on the rate study for the dedicated fire supply lines.

Mr. Powell replied the consultant was under contract and the projected timeframe was 90 to 120 days.

Mr. Icenhour asked when the last update was in relation to the study.

Mr. Powell replied a comprehensive rate study was conducted in 2020; however, this particular issue was not addressed in that study.

Mr. Icenhour thanked Mr. Powell.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted he had no report.

J. ADJOURNMENT

1. Adjourn until 5 pm on March 14, 2023 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 5:05 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 3/14/2023
TO: The Board of Directors
FROM: M. Douglas Powell, JCSA General Manager
SUBJECT: March 2023 Dashboard Report

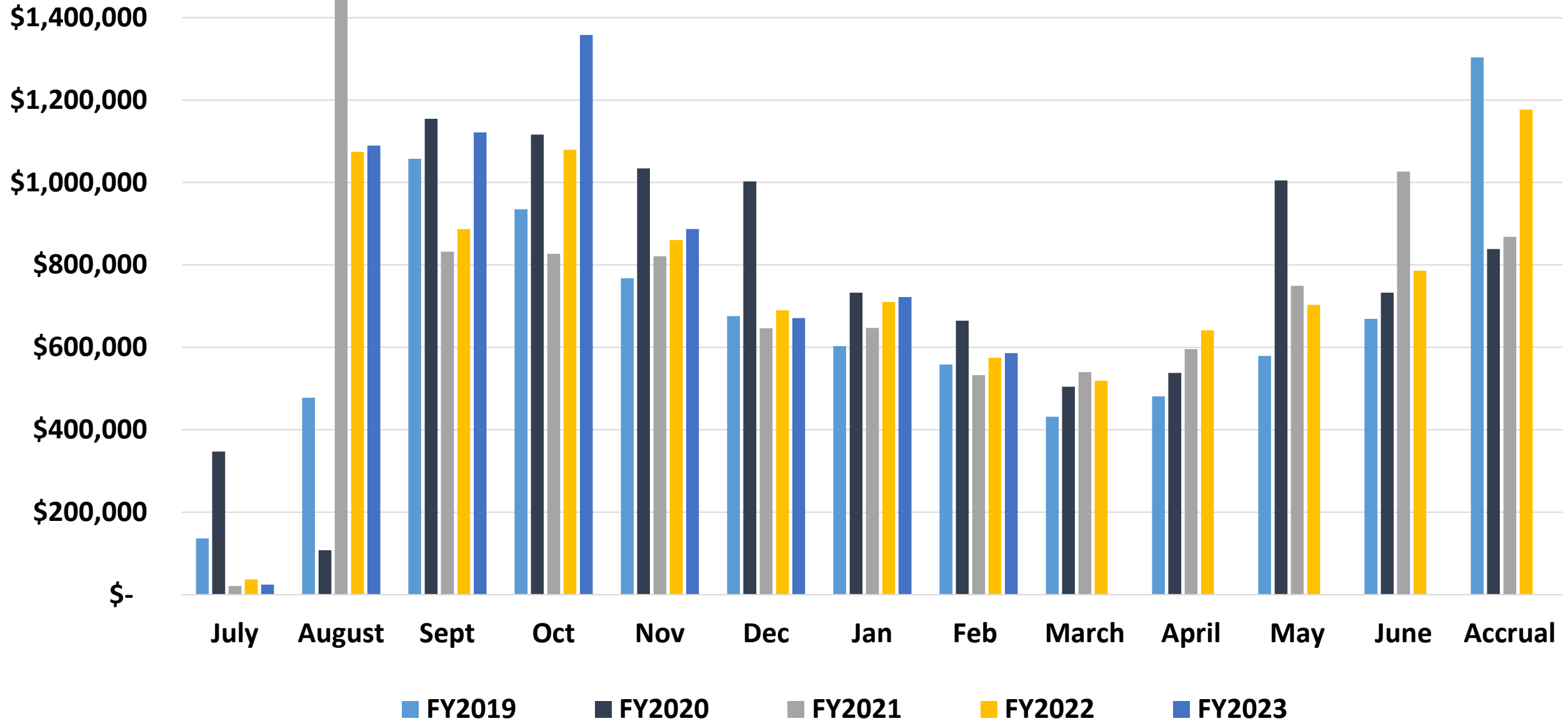
ATTACHMENTS:

	Description	Type
☐	March 2023 Dashboard Report	Exhibit

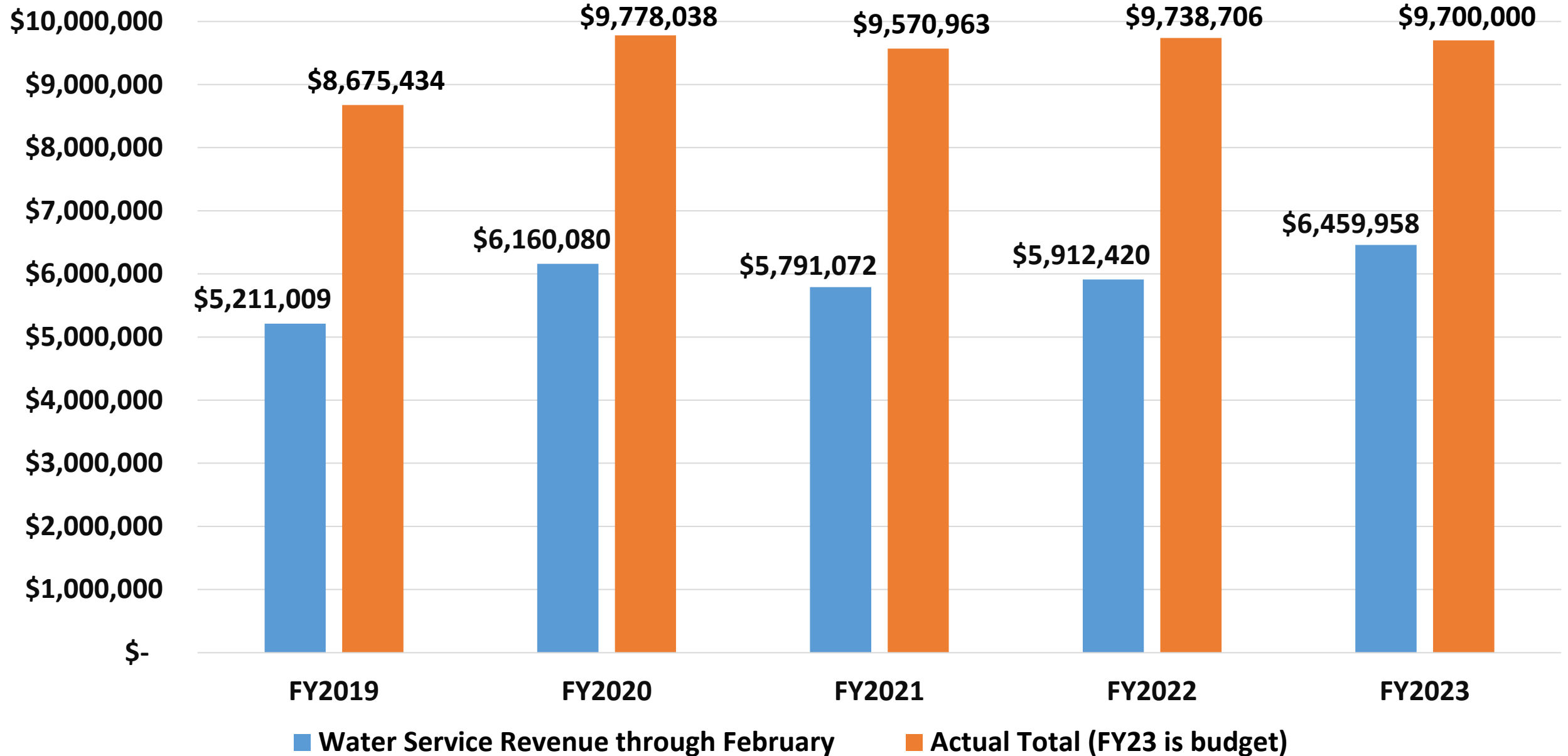
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/14/2023 - 10:45 AM

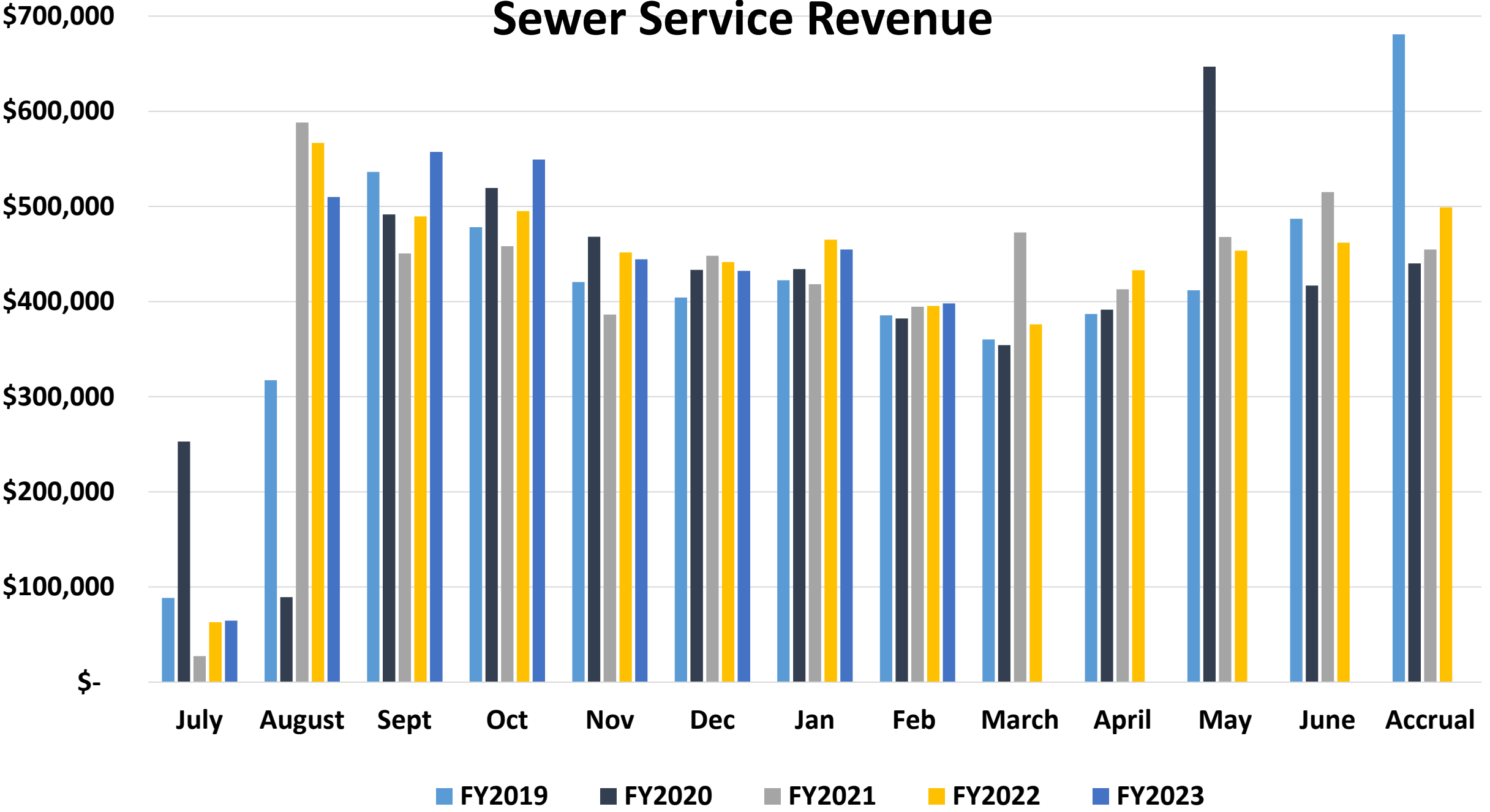
Water Service Revenue



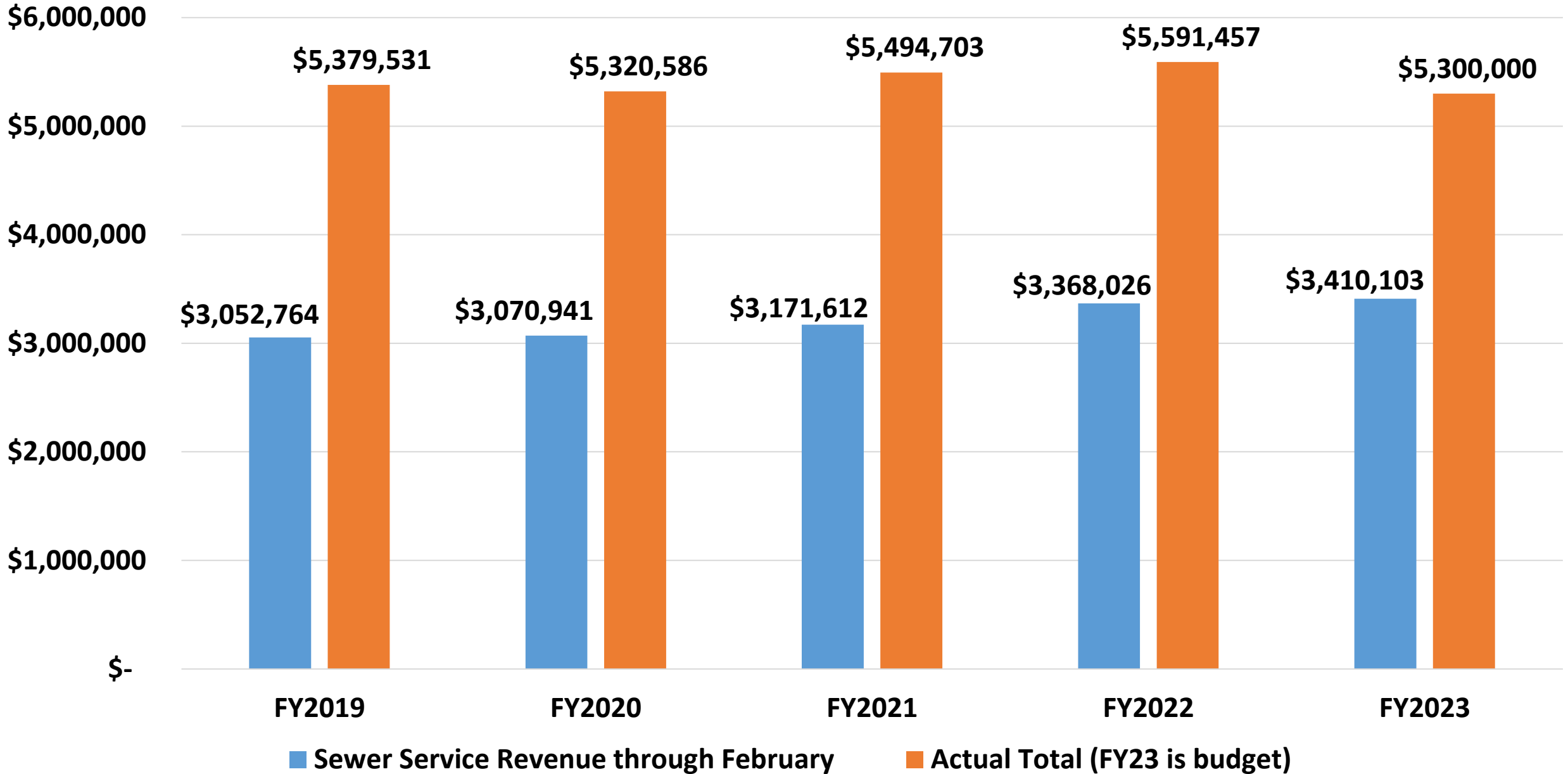
Water Service Revenue through February



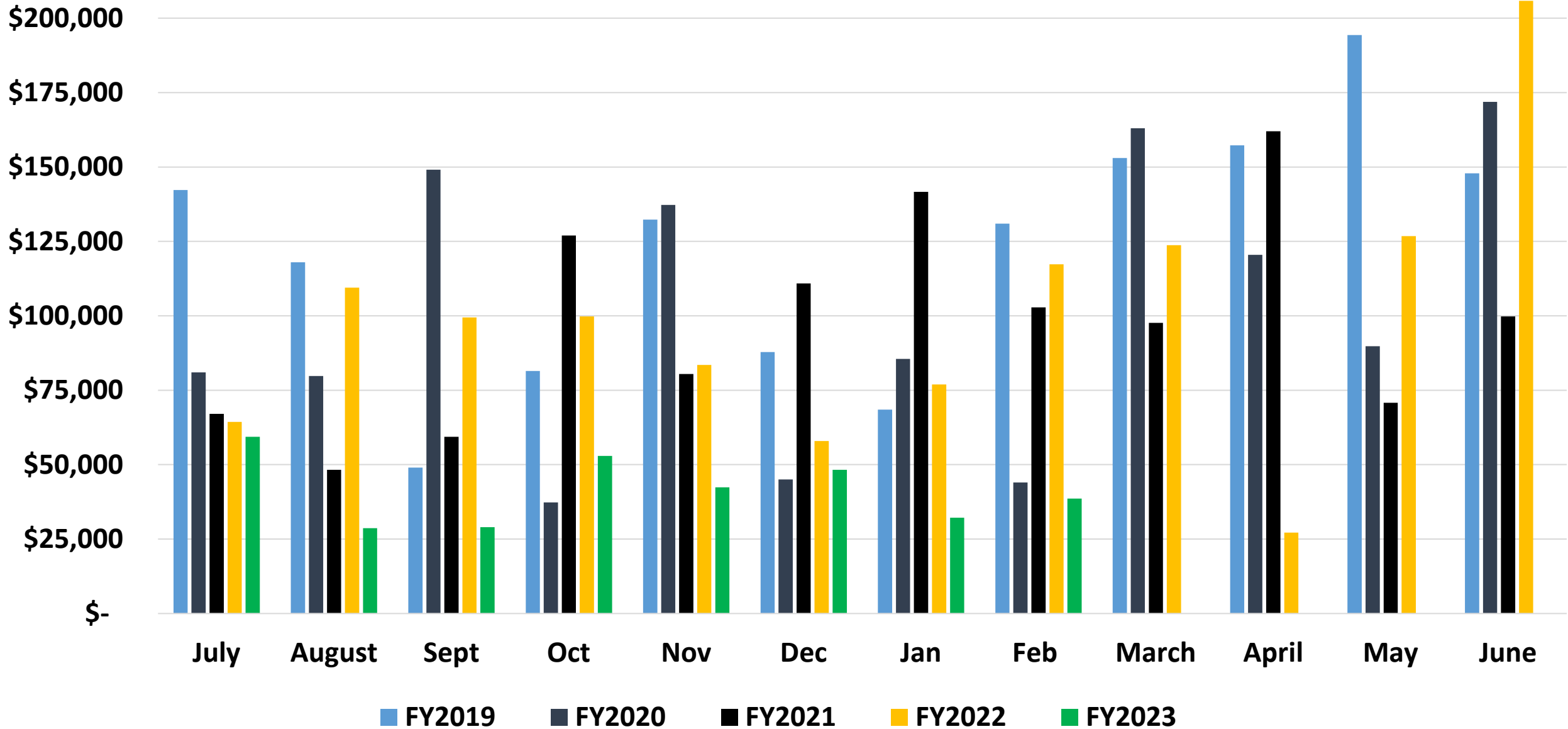
Sewer Service Revenue



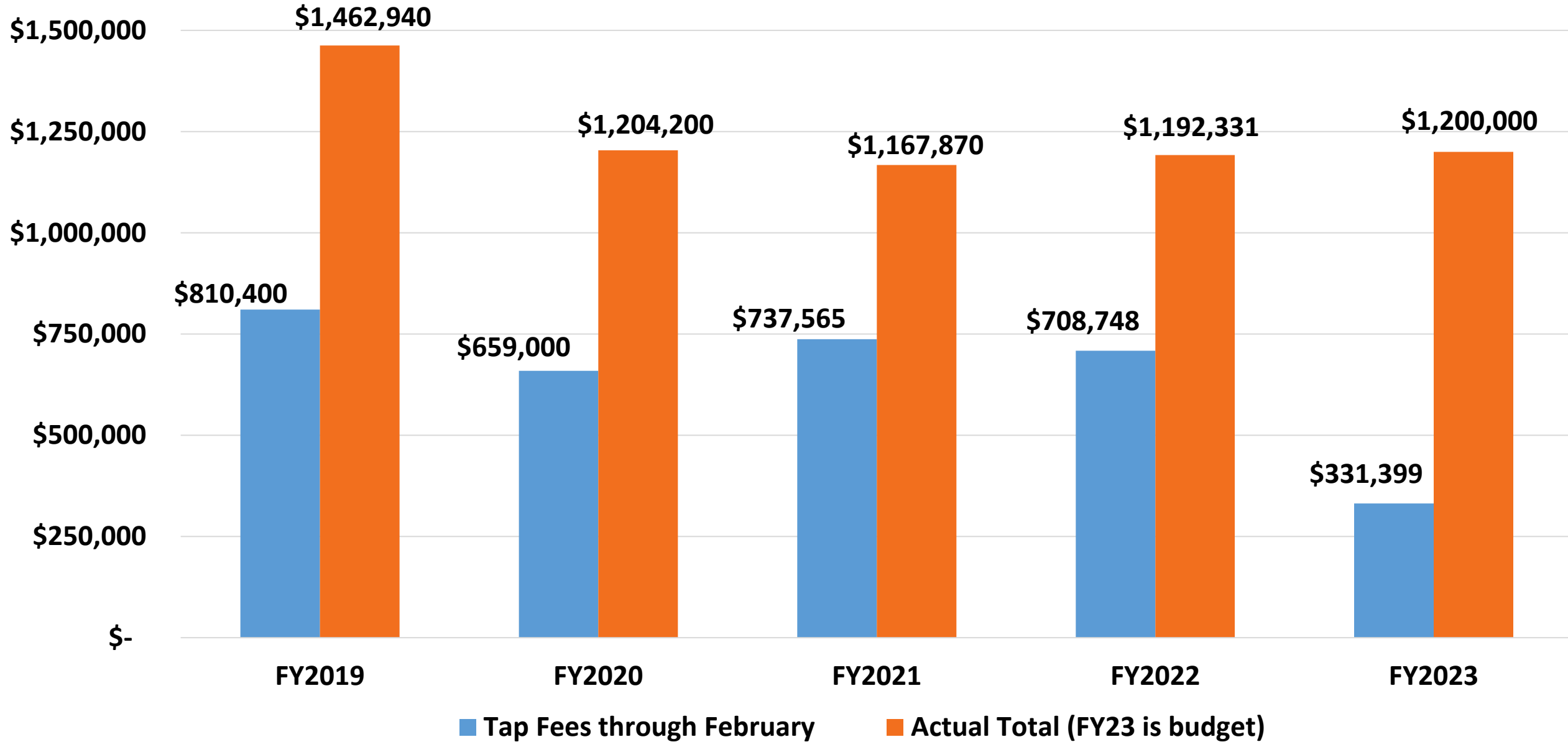
Sewer Service Revenue through February



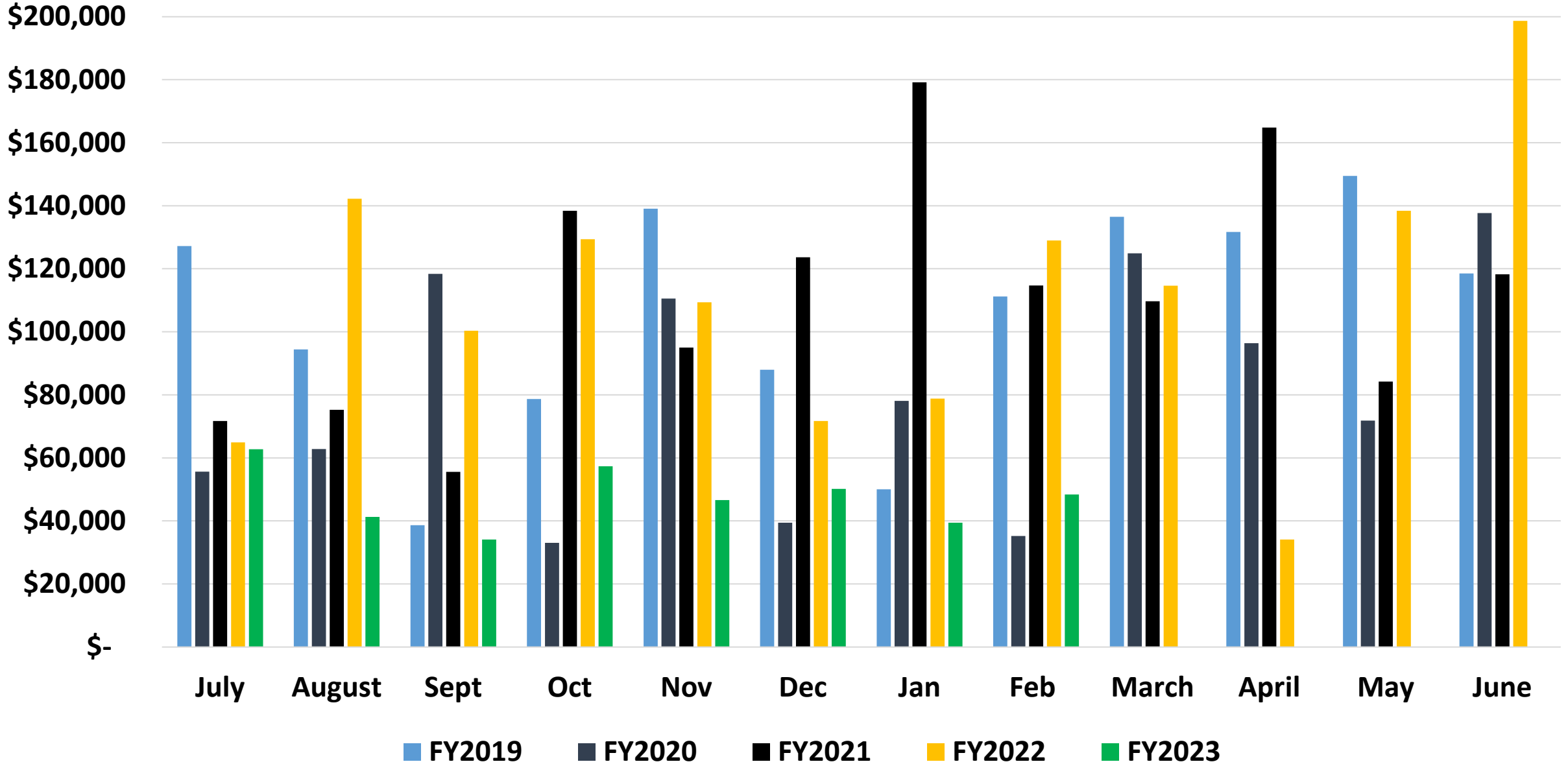
Water Tap Fees



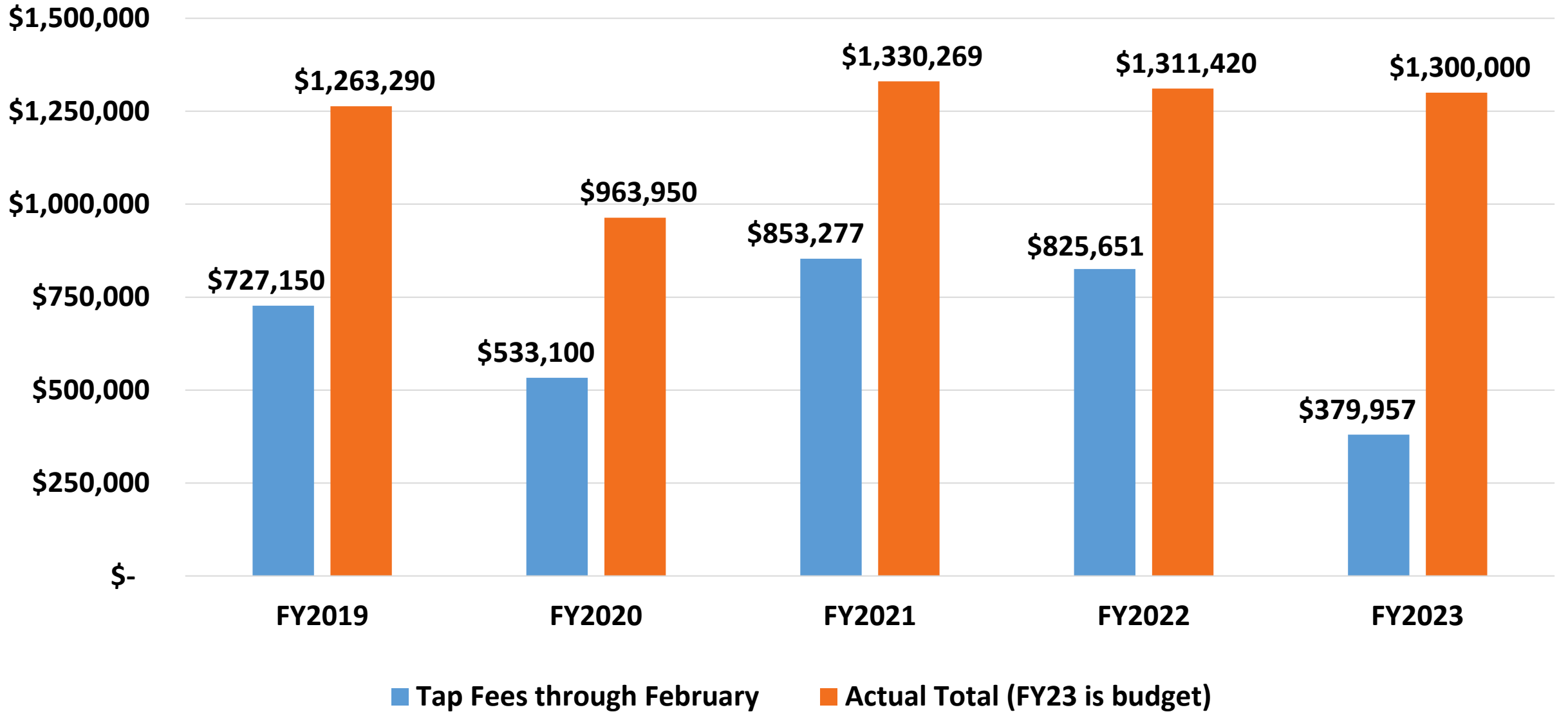
Water Tap Fees through February



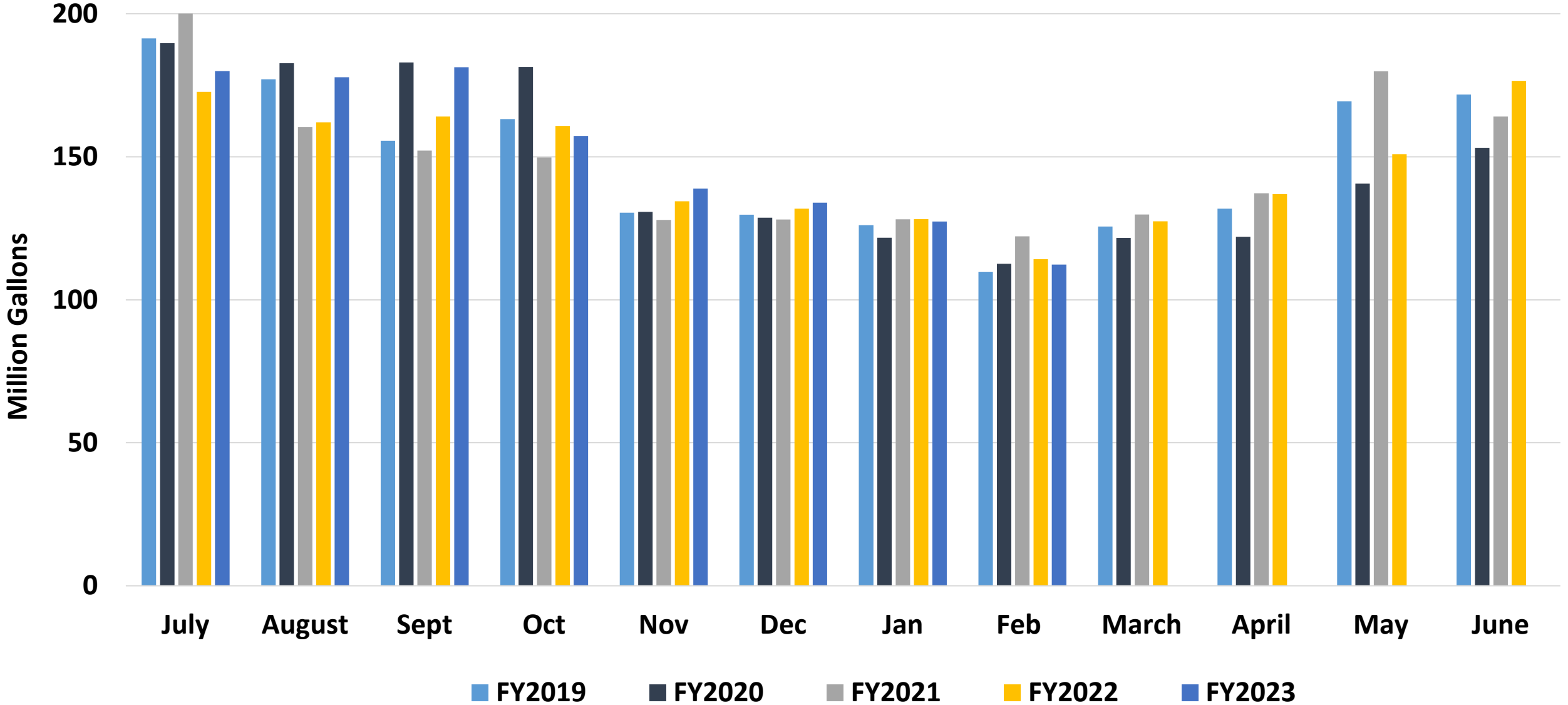
Sewer Tap Fees



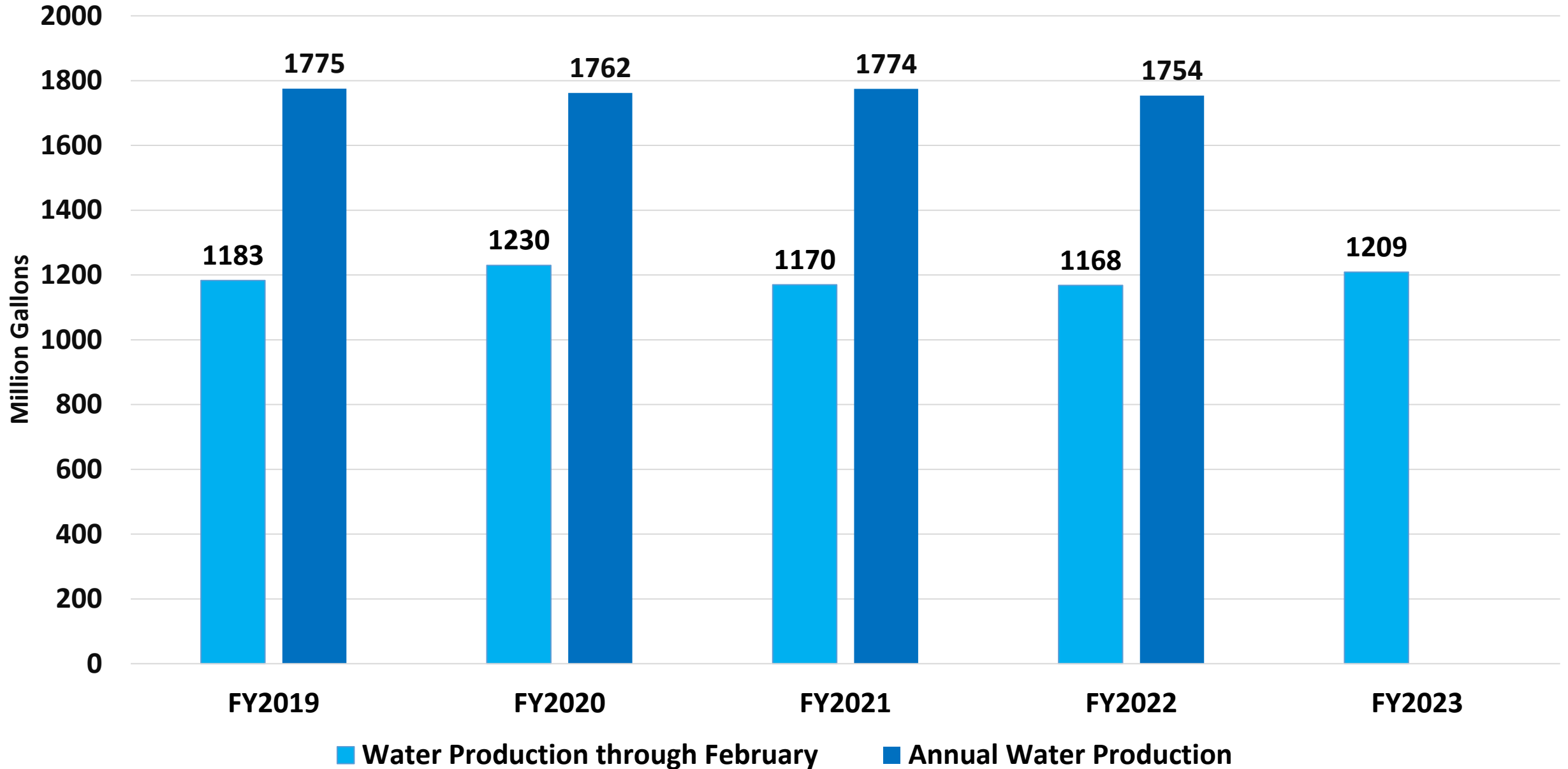
Sewer Tap Fees through February



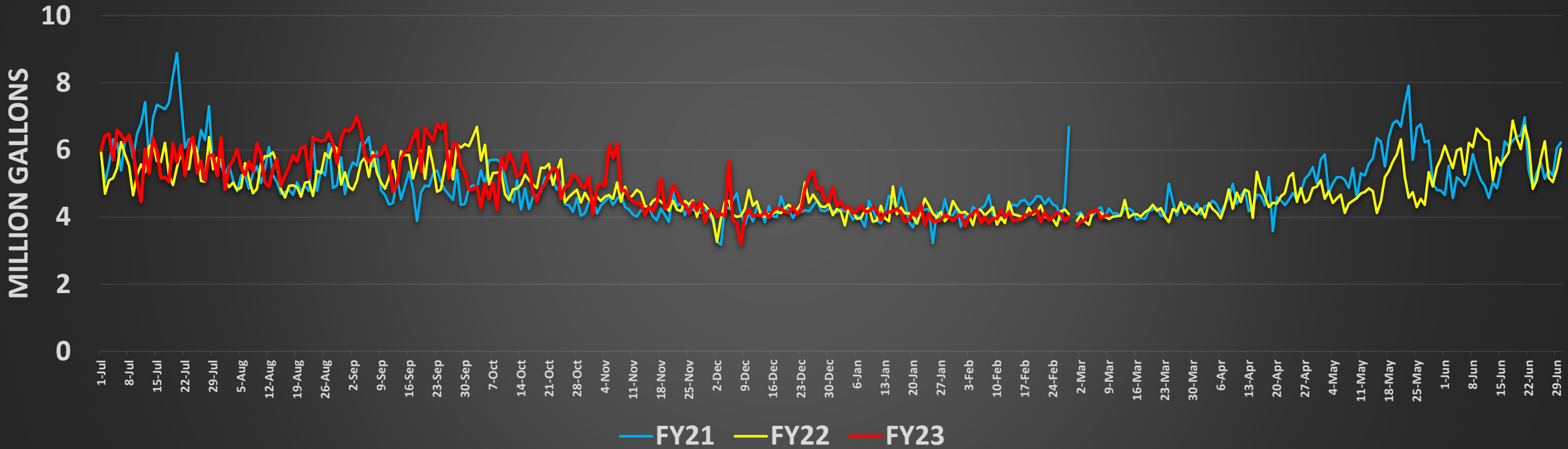
Monthly Water Production



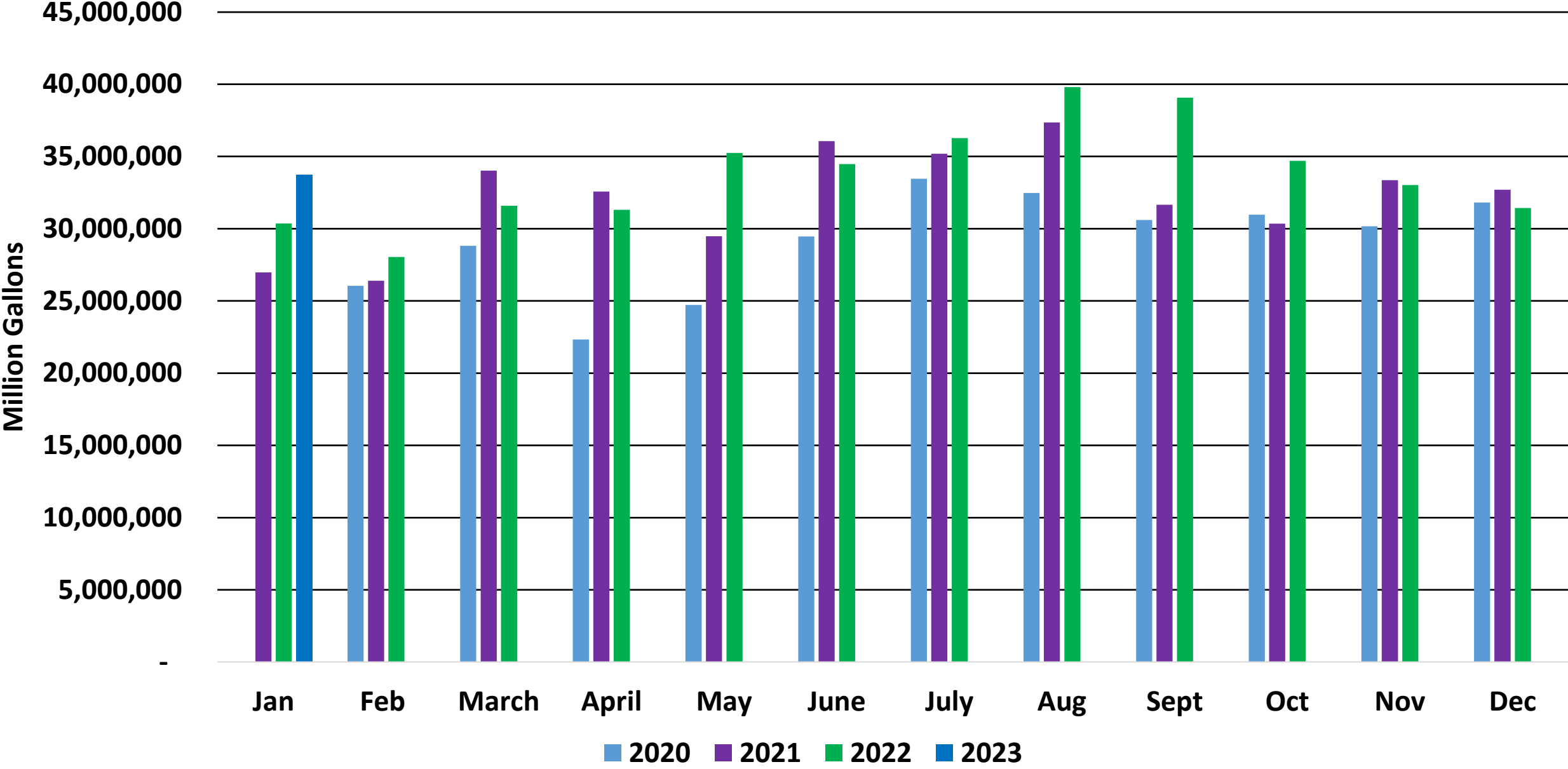
Water Production through February



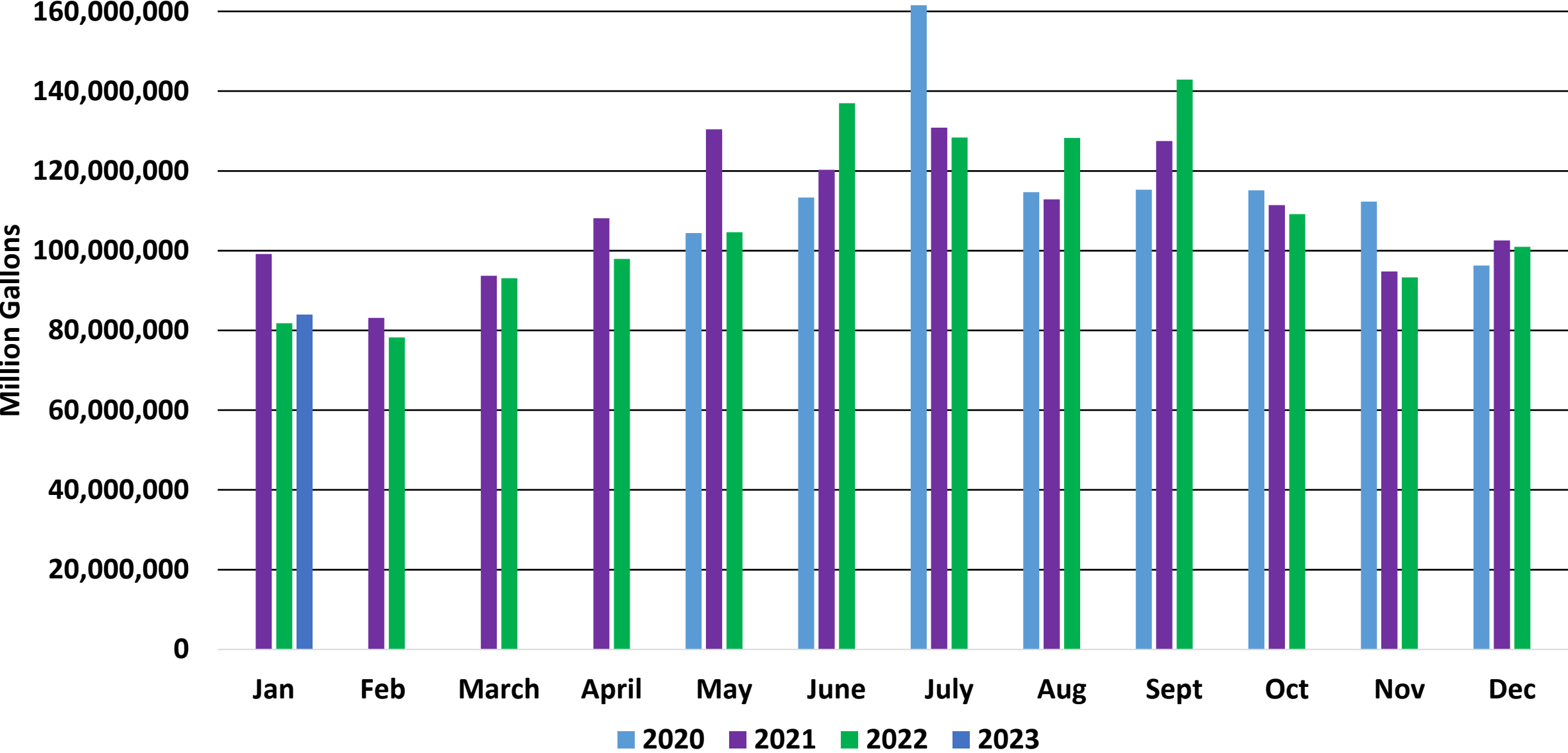
Daily Water Production



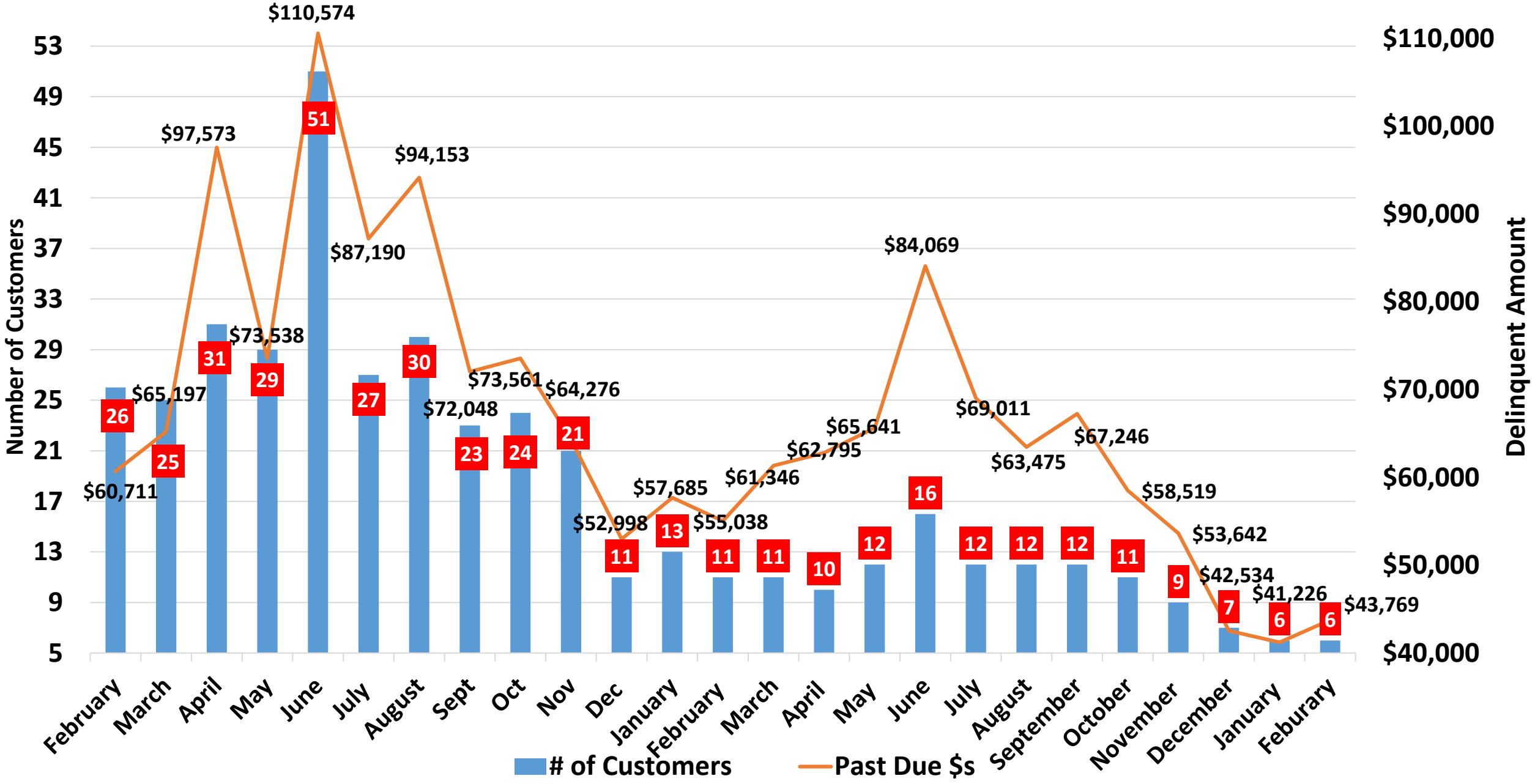
Commercial Consumption



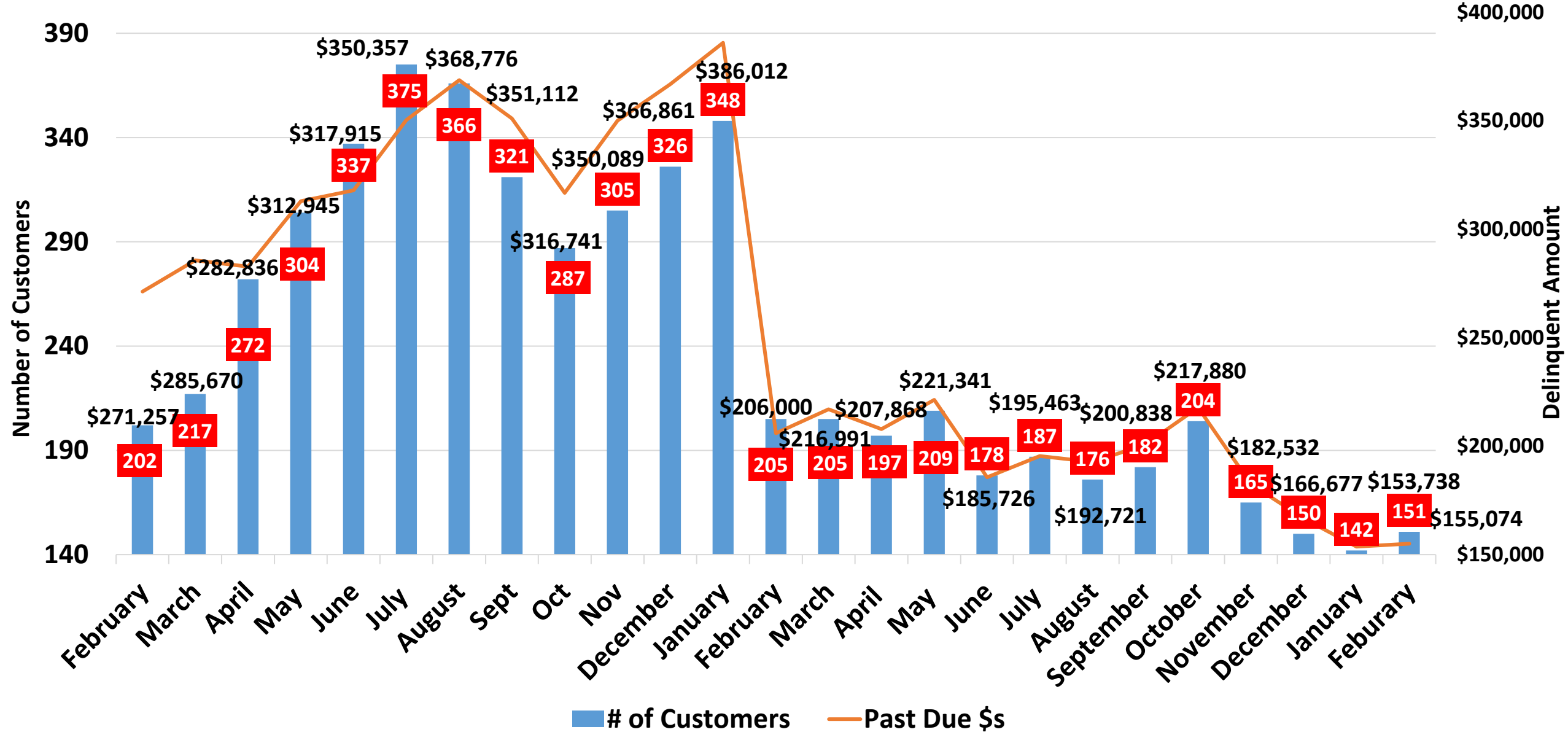
Residential Consumption



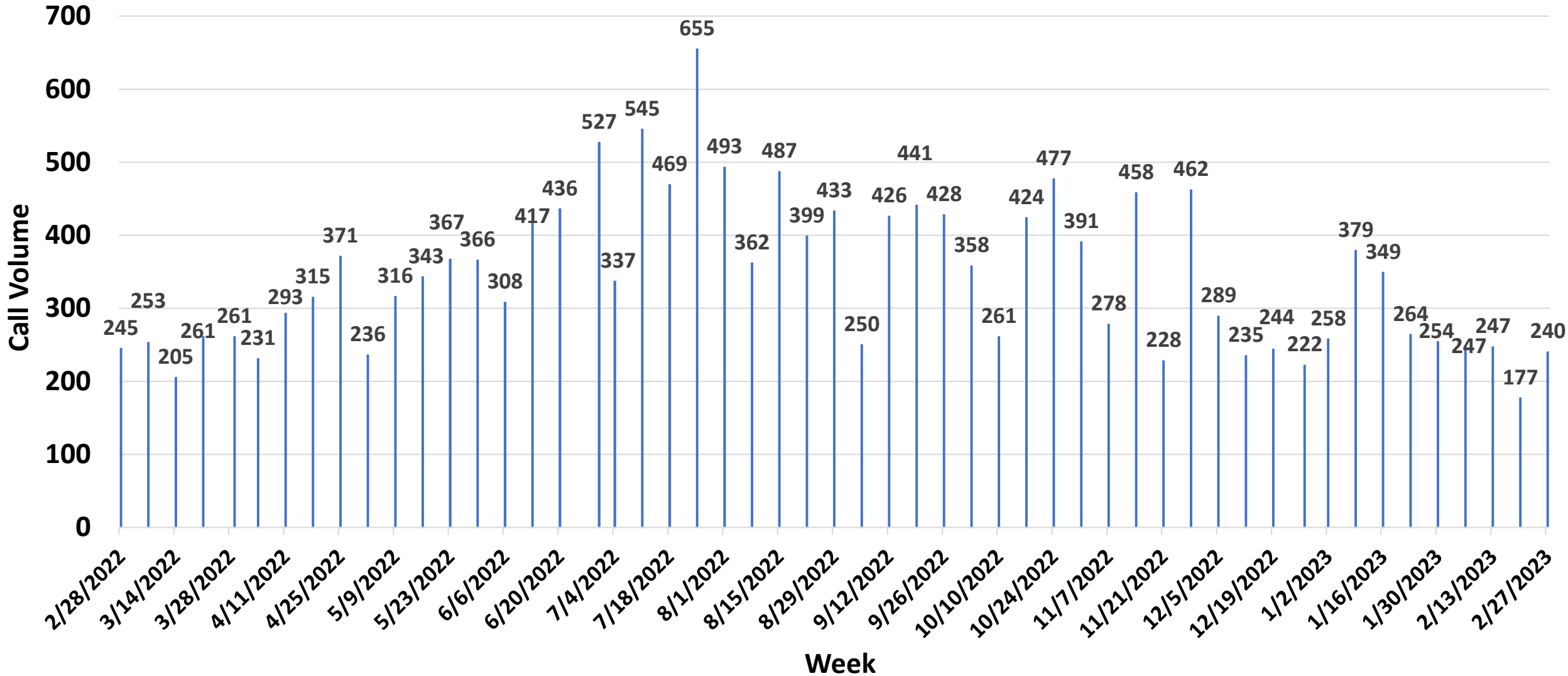
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 3/14/2023
TO: The Board of Supervisors
FROM: Teresa Saeed, Deputy Secretary
SUBJECT: Continue the Regular Meeting until 1 pm on March 28, 2023

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	3/7/2023 - 4:51 PM