

**AGENDA**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**COUNTY GOVERNMENT CENTER BOARD ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**  
**November 14, 2023**  
**5:00 PM**

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PRESENTATION(S)**
- D. PUBLIC COMMENT**
- E. CONSENT CALENDAR**
  - 1. Amendment to the Employment Agreement of the General Manager
  - 2. Minutes Adoption
- F. PUBLIC HEARING(S)**
- G. BOARD CONSIDERATION(S)**
  - 1. Contract Award - Building Envelope Technical Support Services
  - 2. Authorization for Leave Payout and Budget Amendment
- H. BOARD REQUESTS AND DIRECTIVES**
- I. GENERAL MANAGER'S UPDATE**
- J. ADJOURNMENT**
  - 1. Adjourn until 5 pm on December 12, 2023 for the Regular Meeting

**RESOLUTION**

**AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT**

WHEREAS, the James City Service Authority (JCSA) Board of Directors (the “Board”) entered into an employment agreement with M. Douglas Powell on June 12, 2018, as amended (the “Agreement”); and

WHEREAS, Section 6 of the Agreement is currently blank; and

WHEREAS, the Board desires to amend Section 6 of the Agreement to provide the General Manager \$500 per month for vehicle allowance.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the James City Service Authority, James City County, Virginia, that Section 6 of the Employment Agreement shall be amended as follows:

**SECTION 6: AUTOMOBILE**

- A. Allowance. Beginning on the first pay period in December, 2023, the Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of SIX THOUSAND DOLLARS AND 00/100 CENTS (\$6,000.00) per year, payable in equal installments at the same time as his compensation is paid pursuant to Section 3, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.
  
- B. Vehicle Use. Because the Employer is providing the Employee with a vehicle allowance, the Employee shall use his personal vehicle for all JCSA duties and functions, including attendance at local and regional meetings. The Employee shall not use a JCSA-owned vehicle except in inclement weather and emergency situations or as otherwise may be permitted by the JCSA Chair on a case-by-case basis.

\_\_\_\_\_  
P. Sue Sadler  
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>
HIPPLE	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of November, 2023.

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**

**COUNTY GOVERNMENT CENTER BOARD ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**

**October 10, 2023**

**5:00 PM**

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**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 - via phone

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

Mr. Icenhour 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 Ruth Larson, the motion result was Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr, Larson, McGlennon  
Absent: Sadler

Mr. Icenhour acknowledged Ms. Sadler's presence.

**C. PRESENTATION(S)**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

1. 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:

- o September 12, 2023, Regular Meeting

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

None.

**H. BOARD REQUESTS AND DIRECTIVES**

Ms. Larson extended her thanks to Mr. Powell noting several discussions regarding the work being conducted in Kingswood. She mentioned concerns with the current state of the road. Ms. Larson asked if the road would be repaved once the work was complete.

Mr. Powell confirmed yes. He added there was a possibility that part of the road repairs would be conducted by the Virginia Department of Transportation (VDOT) and James City Service Authority (JCSA) would be responsible for the other part of repairs to the roads. Mr. Powell mentioned if VDOT does not conduct part of the repairs JCSA would be responsible for the entirety of the road repairs. He noted there may be some delays in performing the repairs based on weather-permitted conditions. Mr. Powell further noted that he was currently unsure of the timeline for the repairs.

Ms. Larson replied ok. She mentioned once the timeline was established there could be discussion to notify the citizens.

Mr. Powell confirmed.

Ms. Larson thanked Mr. Powell.

Mr. Hipple asked if Mr. Powell would stay in attendance for the Board of Supervisors Regular Meeting, as there may be discussion during Public Comment regarding sewer-related concerns.

Mr. Powell replied sure.

Mr. Hipple thanked Mr. Powell.

**I. GENERAL MANAGER'S UPDATE**

1. October 2023 Dashboard Report

Mr. Powell noted he briefly wanted to follow up on the discussion regarding grandfathered grinder pumps. He further noted his intent was to schedule a public meeting for November 15, 2023, in the late afternoon. Mr. Powell stated he would provide the Board members the full details once finalized. He indicated notifications would be sent out soon to provide citizens approximately a month's notice. Mr. Powell requested Board members inform him if there was any conflict with the tentative date.

Mr. Icenhour asked about the location for the meeting.

Mr. Powell mentioned the likelihood of conducting the public meeting at the JCSA facility in the Training Room; however, the Board Room or the James City County Recreation Center were also options.

Mr. Icenhour replied ok.

Ms. Larson asked if Mr. Powell would host the meeting.

Mr. Powell confirmed yes.

**J. ADJOURNMENT**

1. Adjourn until 5 pm on November 14, 2023 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 5:04 p.m., Mr. Icenhour adjourned the Board of Directors.

## MEMORANDUM

DATE: November 14, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - Building Envelope Technical Support Services

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A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Building Envelope Technical Support Services on an as-needed basis for James City Service Authority (JCSA), James City County (JCC), and Williamsburg-James City County Schools (WJCC Schools). A building envelope separates interior spaces from the outdoors and includes walls, windows, roofs, and foundations. Contract services will include commissioning, design review, QA/QC program development, air tightness testing, moisture damage assessments, existing facility assessments, energy savings, and payback period analysis.

Six firms responded to the RFP by describing their interest, qualifications, project approach, current workload, and experience in performing similar work. A panel of staff members representing JCSA, JCC, and WJCC Schools evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected ECS Mid-Atlantic and TAM Consultants as the most fully qualified firms that best met the needs of JCSA, JCC, and WJCC Schools as defined in the RFP. ECS Mid-Atlantic and TAM Consultants have successfully completed work for the JCSA in the past.

The initial contract term is one year with the option of four additional one-year renewals upon mutual consent of the parties. A purchase order will be issued for each individual project with fees based upon negotiated hourly rates. An individual project shall not exceed \$100,000 and the total amount of work assigned to a firm during each contract term shall not exceed \$500,000 per entity.

Staff recommends approval of the attached resolution authorizing award of the Building Envelope Technical Support Services contracts to ECS Mid-Atlantic and TAM Consultants.

MDP/ap  
CA-BldEnvTSup-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - BUILDING ENVELOPE TECHNICAL SUPPORT SERVICES**

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Building Envelope Technical Support Services; and

WHEREAS, six firms submitted proposals and ECS Mid-Atlantic and TAM Consultants were determined to be the most fully qualified firms that best met the James City Service Authority’s needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contracts for Building Envelope Technical Support Services to ECS Mid-Atlantic and TAM Consultants.

\_\_\_\_\_  
P. Sue Sadler  
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>
HIPPLE	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of November, 2023.

CA-BldEnvTSup-res

## MEMORANDUM

DATE: November 14, 2023

TO: The Board of Directors

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

SUBJECT: Authorization for Leave Payout and Budget Amendment

During this time of unprecedented position vacancies and competitive recruitment and retention environment, staff has maintained a high level of service while managing the workload. James City Service Authority (JCSA) would like to recognize the efforts of our workforce.

I am requesting authorization to offer staff a leave payout option like the one offered in December 2022. The maximum payout would be based on years of service: up to 10 years of service - \$3,000 maximum; 10 to 20 years of service - \$4,000 maximum; and 20 or more years of service - \$5,000 maximum. The leave payout includes the General Manager. The effective date would be December 28, 2023.

The estimated cost of the leave payout is \$153,500. The actual leave payout could be less based on the number of employees who elect it.

The attached resolution authorizes the payout and amends JCSA's Fiscal Year 2024 Water Fund and Sewer Fund budgets. The budget amendment consists of an appropriation from Unrestricted Net Position to the applicable portions of JCSA's Fiscal Year 2024 Water Fund and Sewer Fund budgets.

Staff recommends adoption of the attached resolution.

MDP/md  
AuthLvPyoutBudAm-mem

Attachment



**RESOLUTION**

**AUTHORIZATION FOR LEAVE PAYOUT**

**AND BUDGET AMENDMENT**

WHEREAS, James City Service Authority (JCSA) wants to recognize staff for their work over the past year and provide an opportunity for staff to avoid losing earned paid leave; and

WHEREAS, staff recommends a one-time leave payout of vacation or paid time off based on years of service up to \$5,000; and

WHEREAS, the estimated cost for the leave payout is \$153,500 and JCSA’s Fiscal Year 2024 Water Fund and Sewer Fund budgets require amendment to accommodate the total payout.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves a one-time leave payout capped at \$5,000 effective December 28, 2023, and authorizes the use of Unrestricted Net Position for this purpose to be appropriated to the applicable portions of JCSA’s Fiscal Year 2024 Water Fund and Sewer Fund budgets for a total of \$153,500.

\_\_\_\_\_  
P. Sue Sadler  
Chairman, Board of Directors

ATTEST:

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

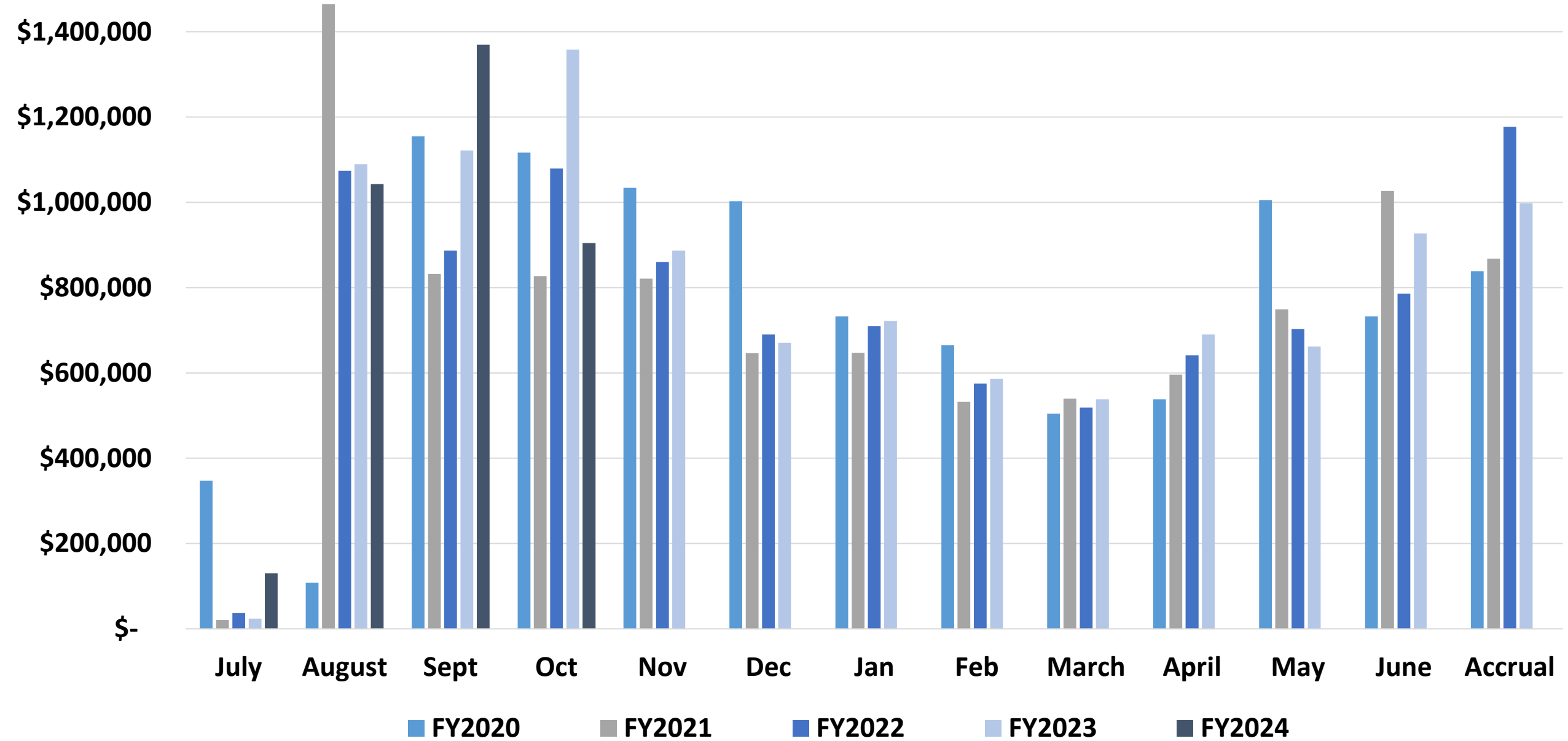
HIPPLE  
ICENHOUR  
MCGLENNON  
LARSON  
SADLER

VOTES			
<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
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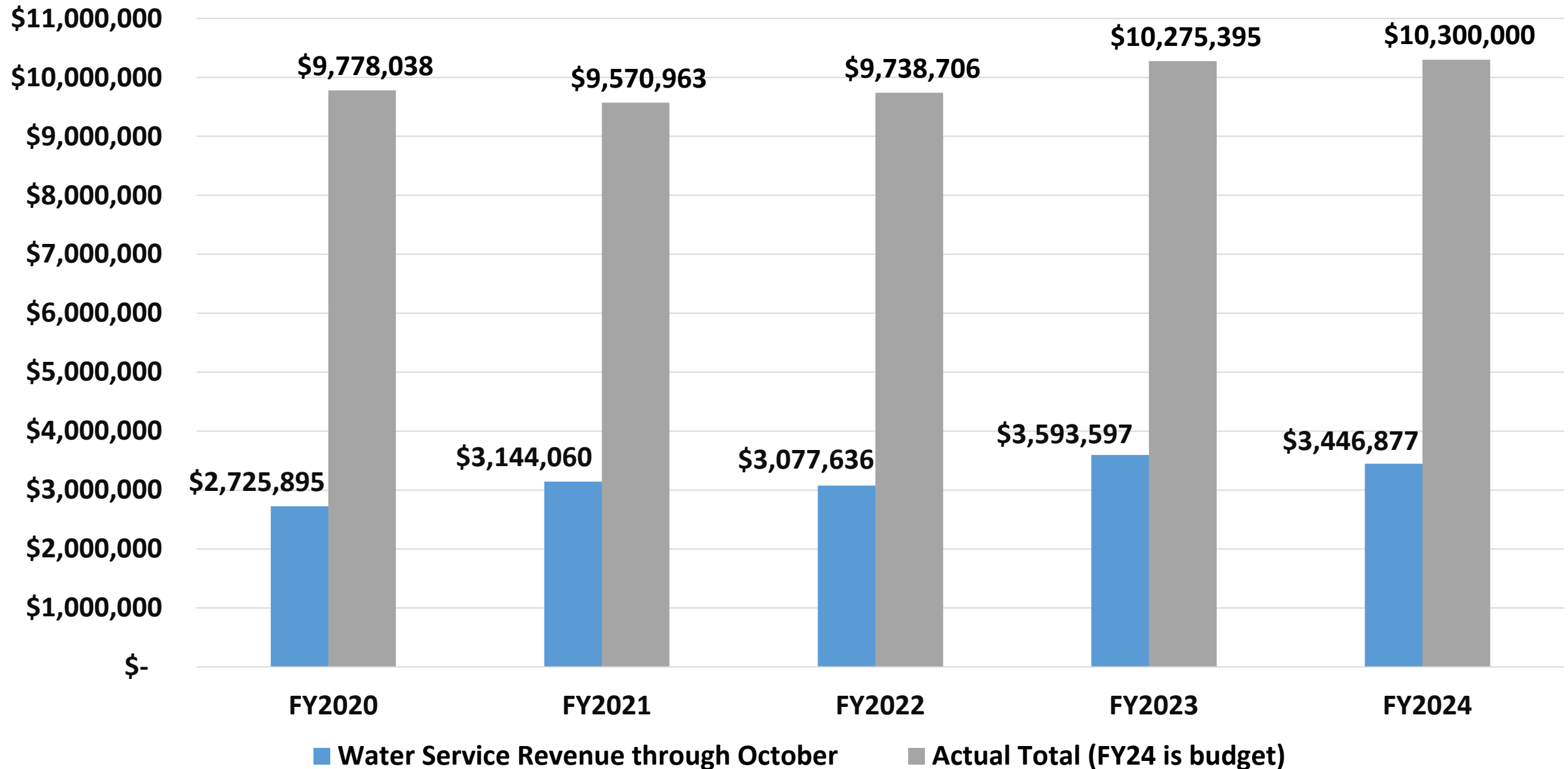
Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of November, 2023.

AuthLvPyoutBudAm-res

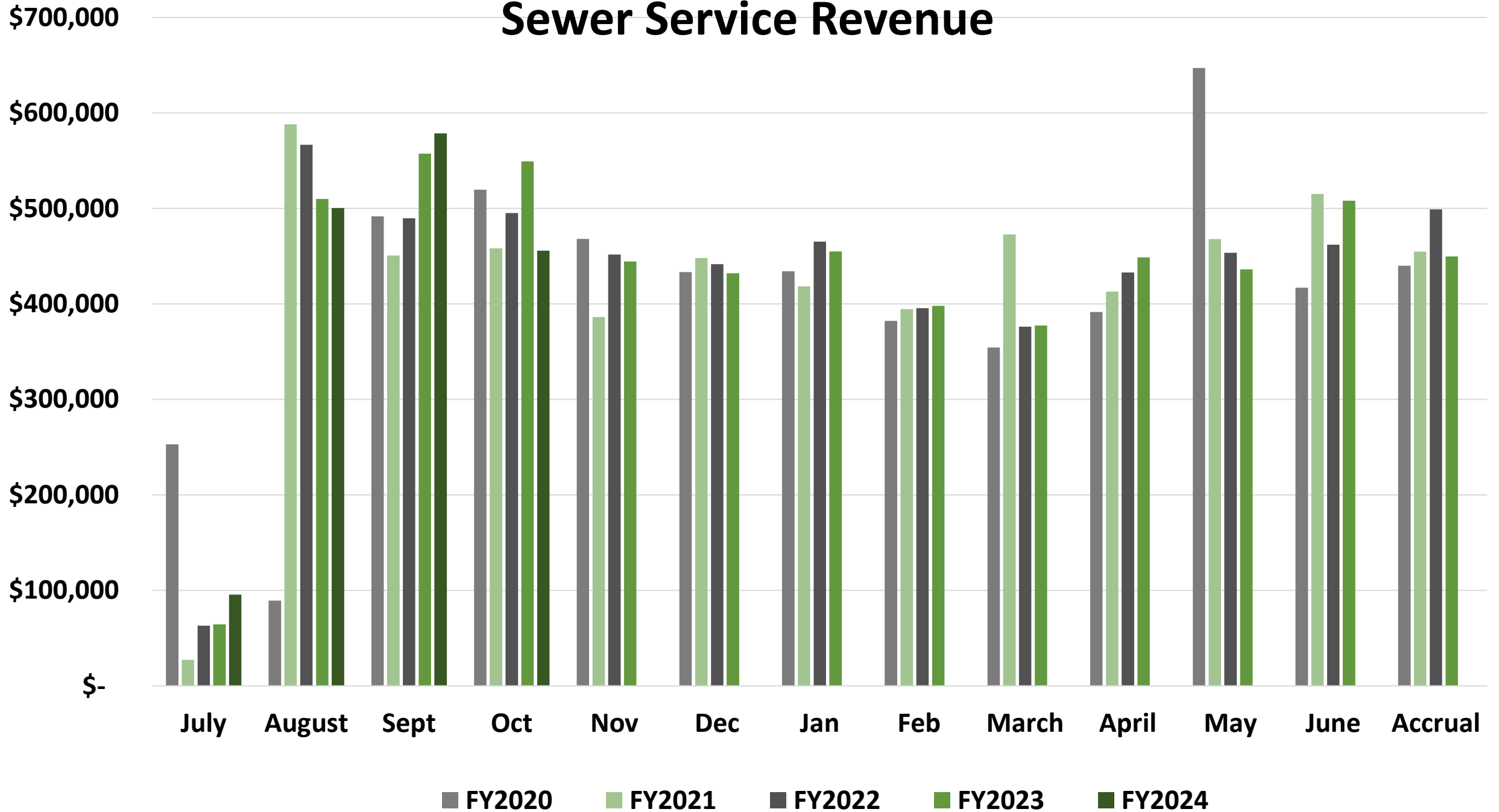
# Water Service Revenue



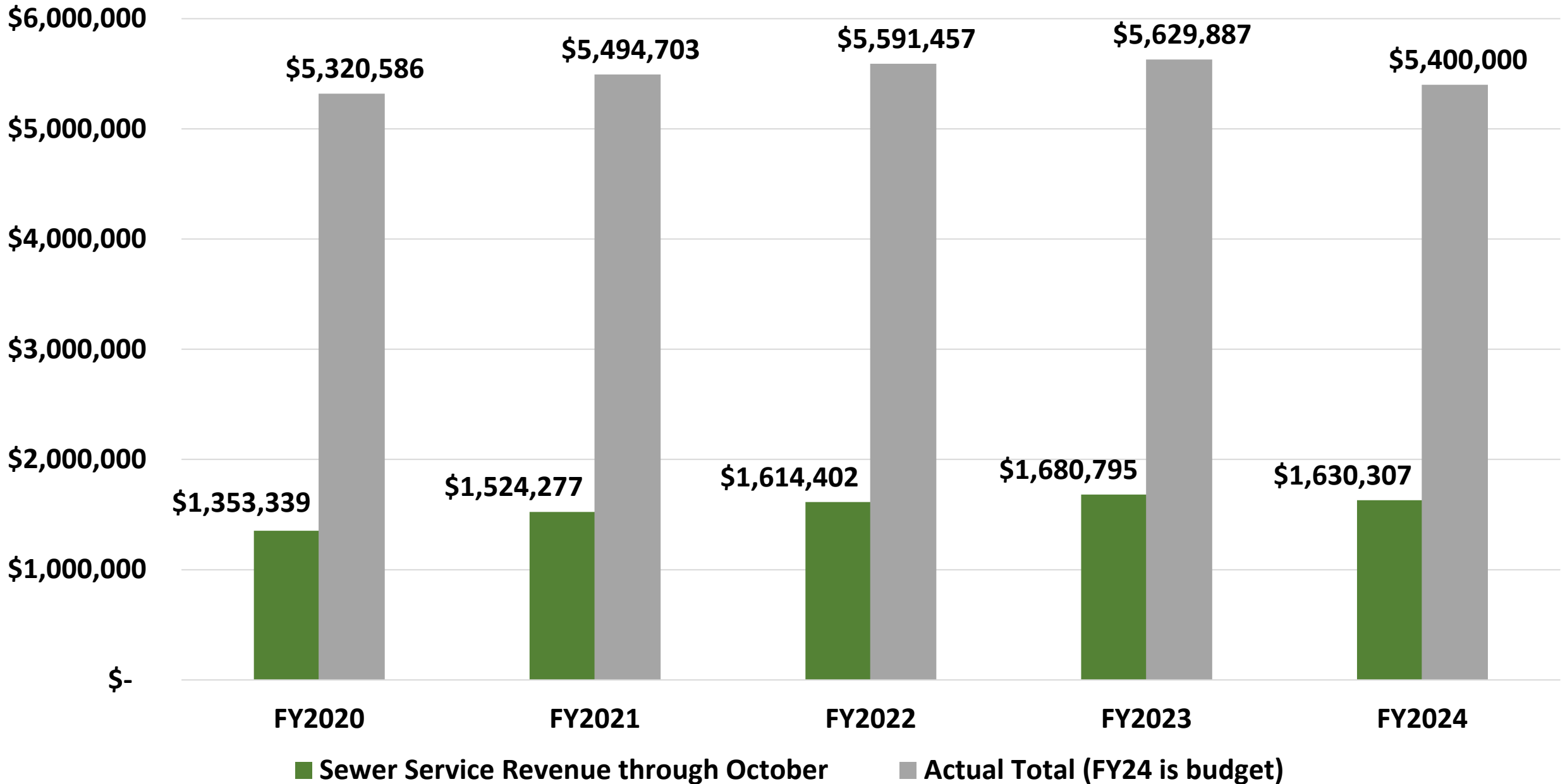
# Water Service Revenue through October



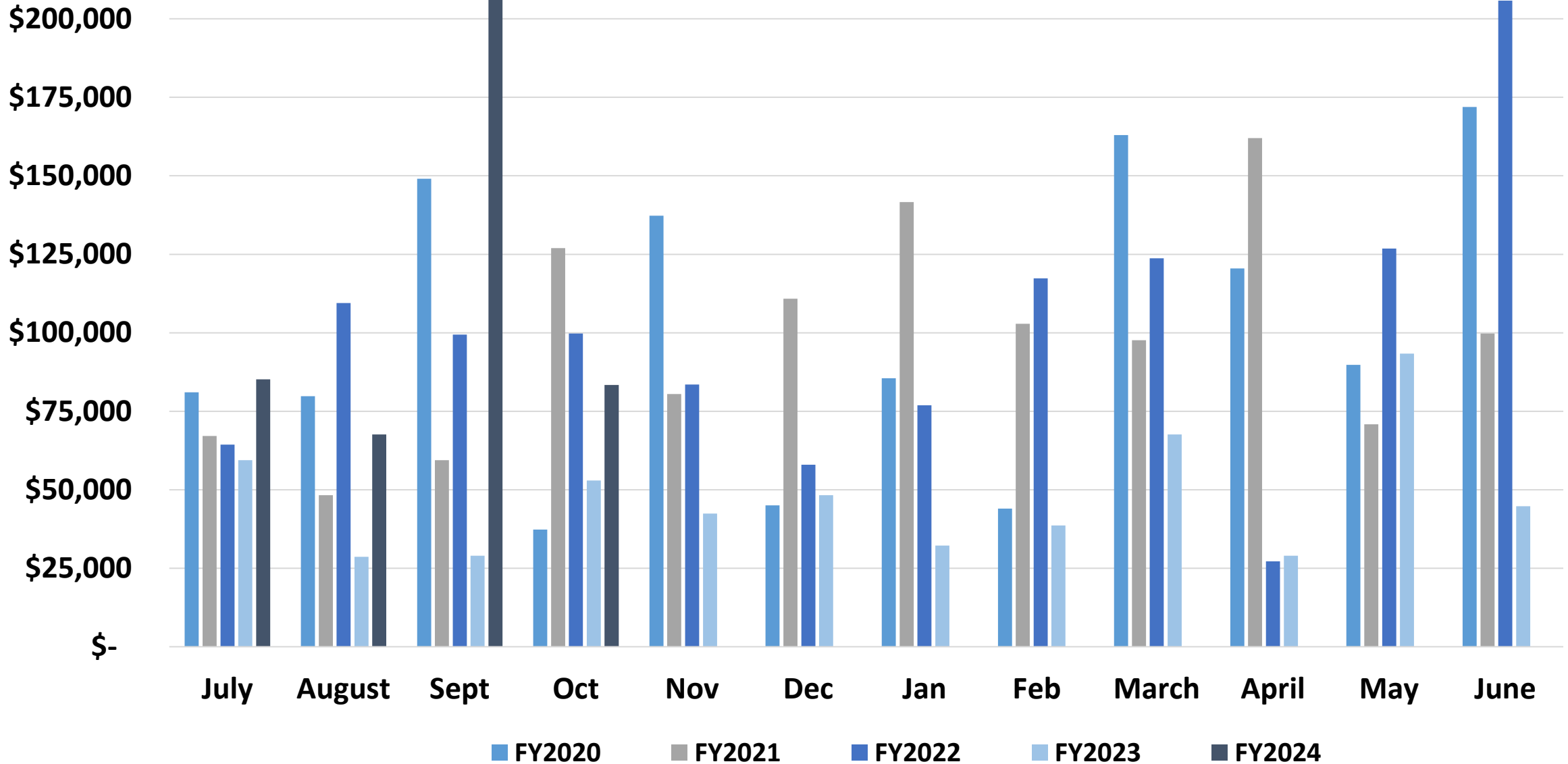
# Sewer Service Revenue



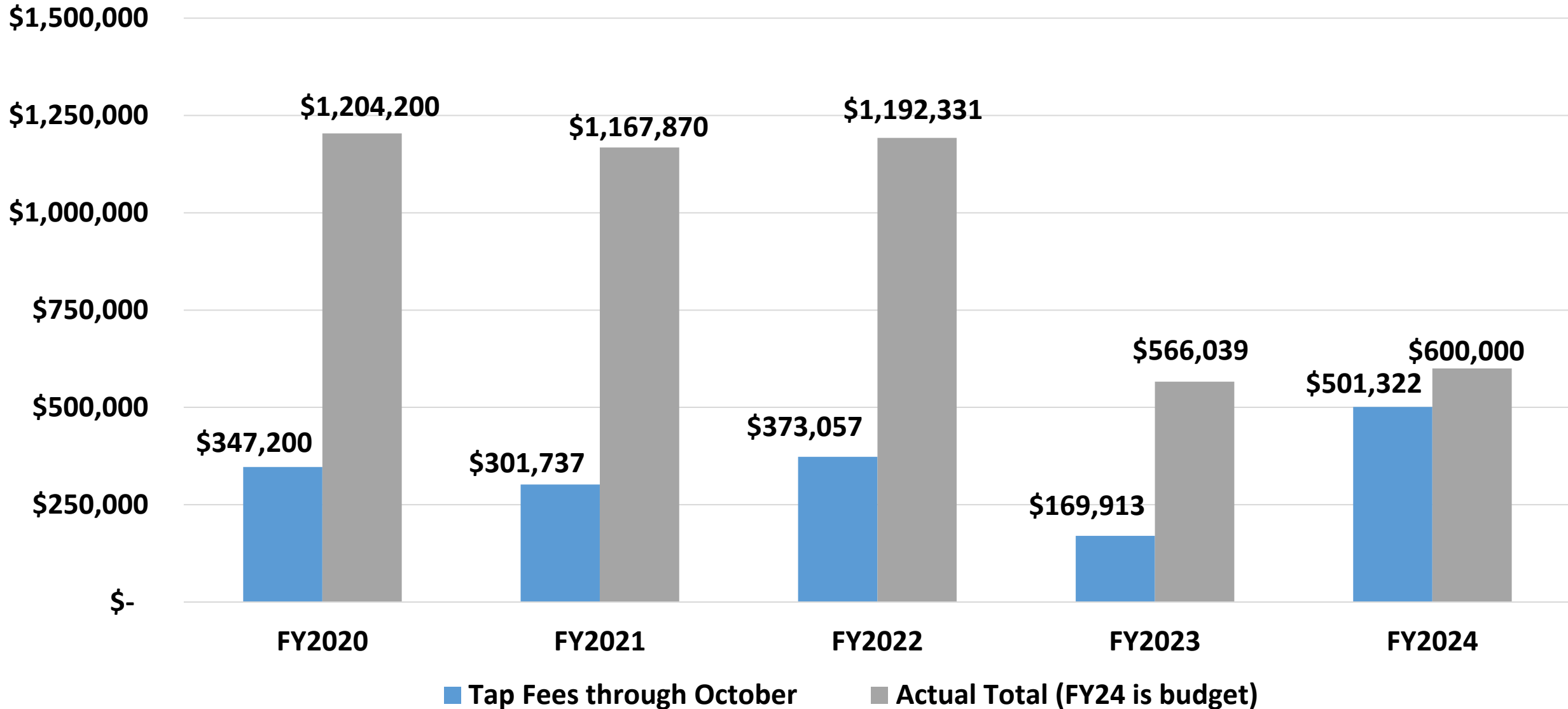
# Sewer Service Revenue through October



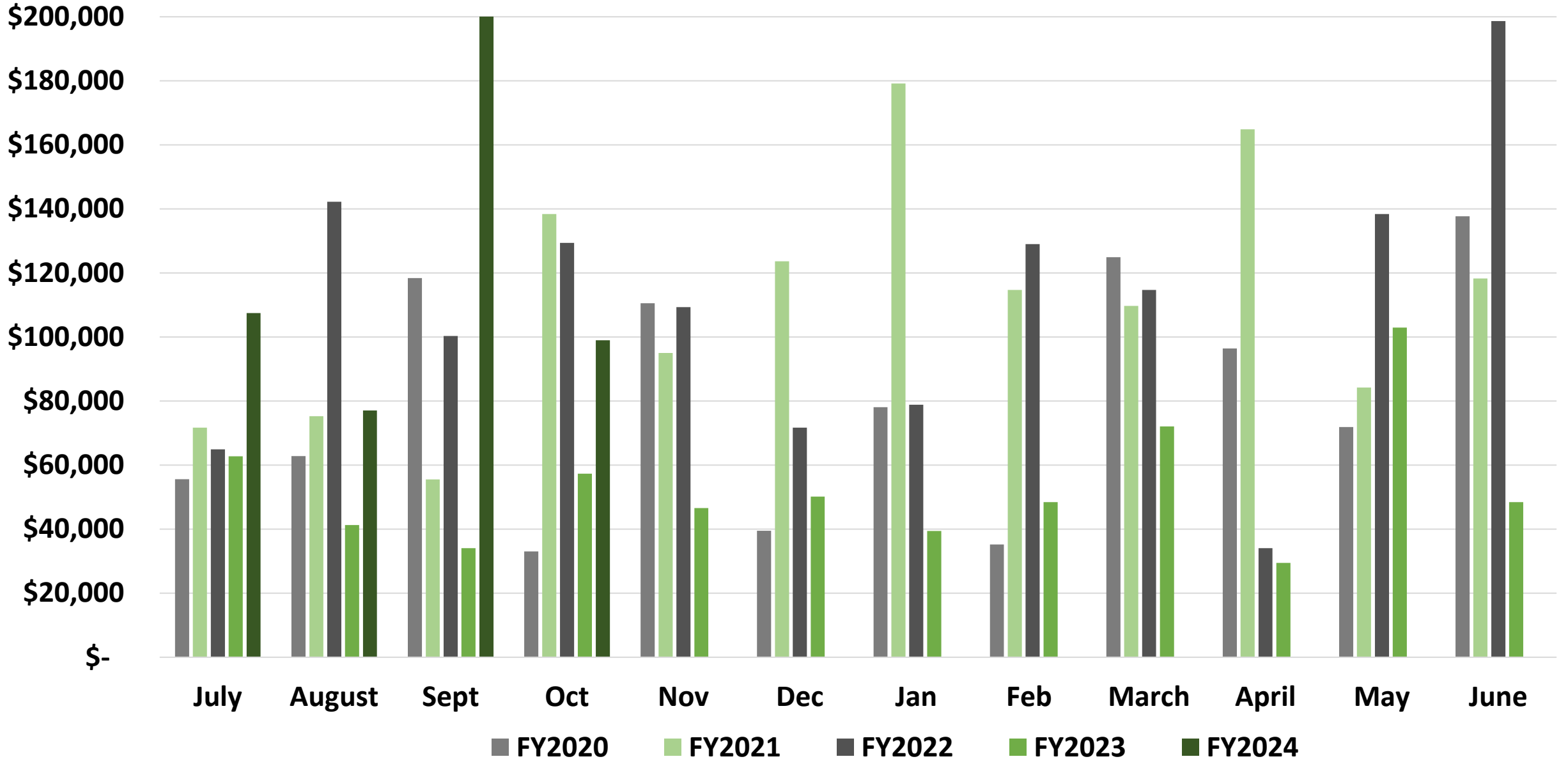
# Water Tap Fees



# Water Tap Fees through October

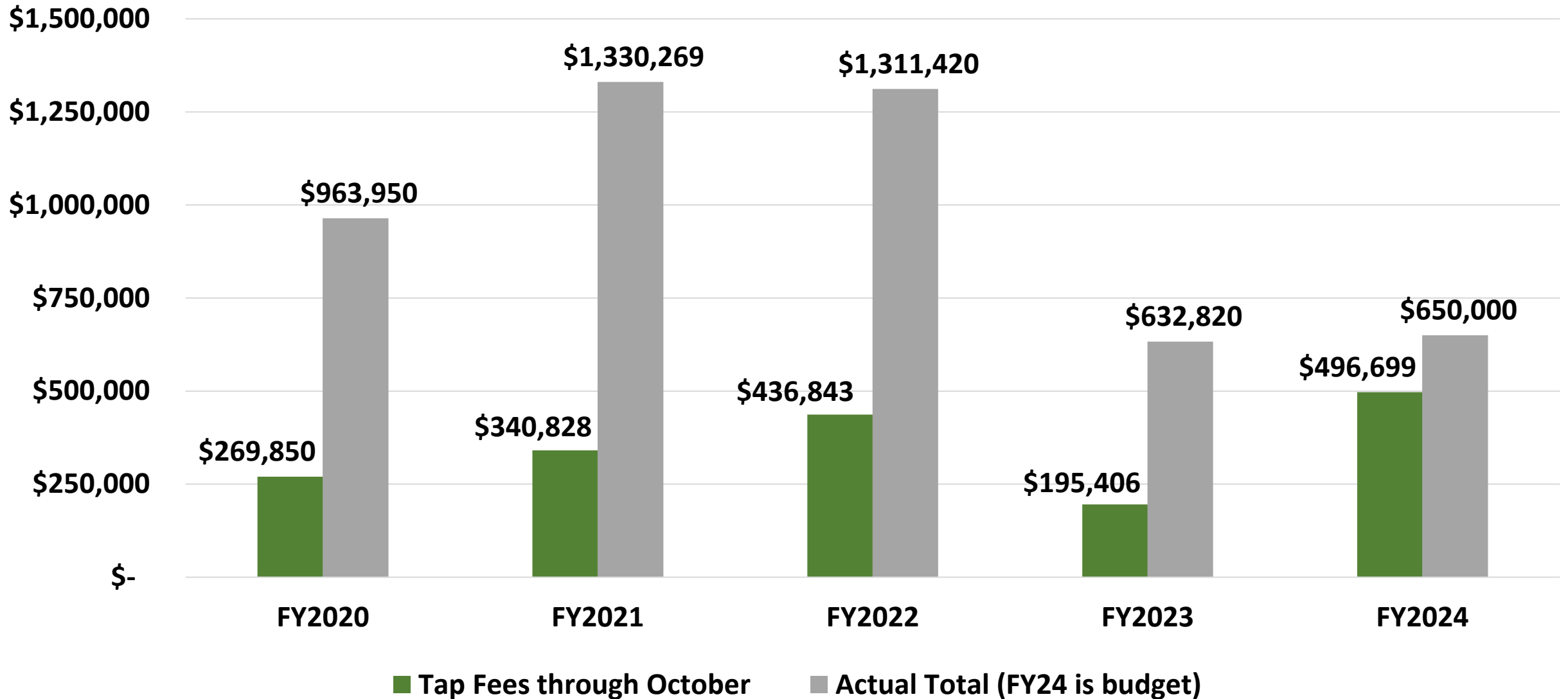


# Sewer Tap Fees

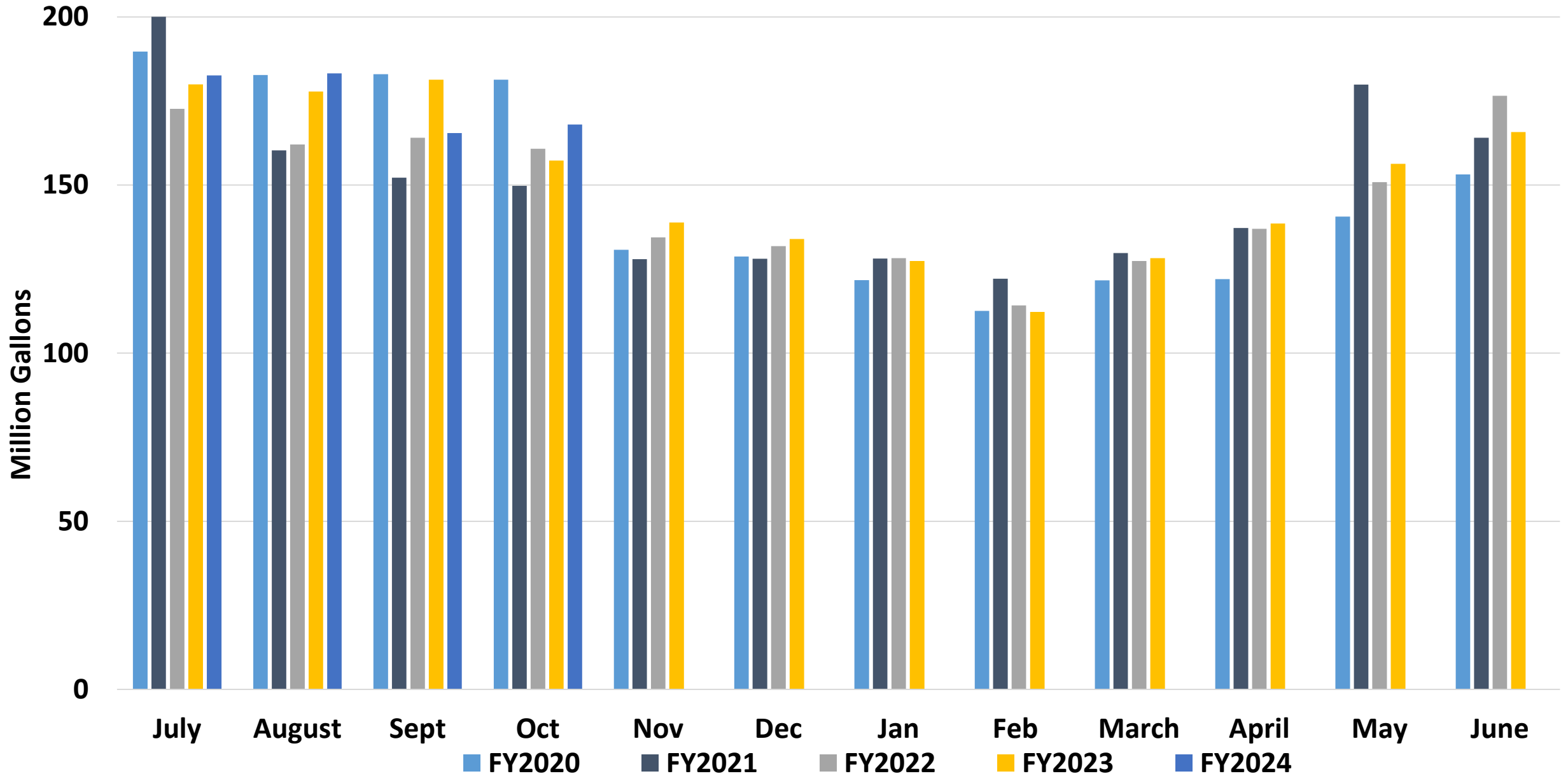




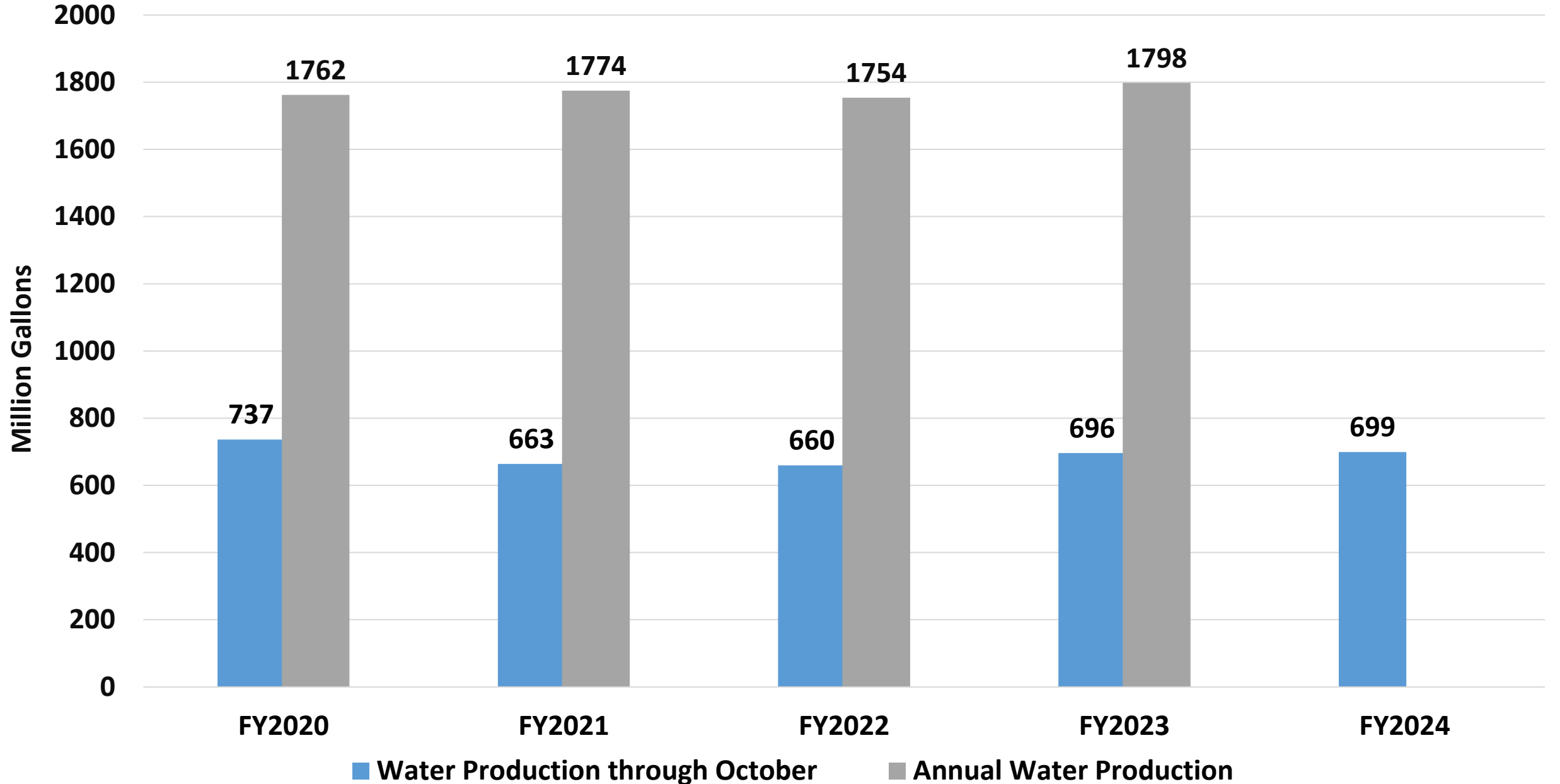
# Sewer Tap Fees through October



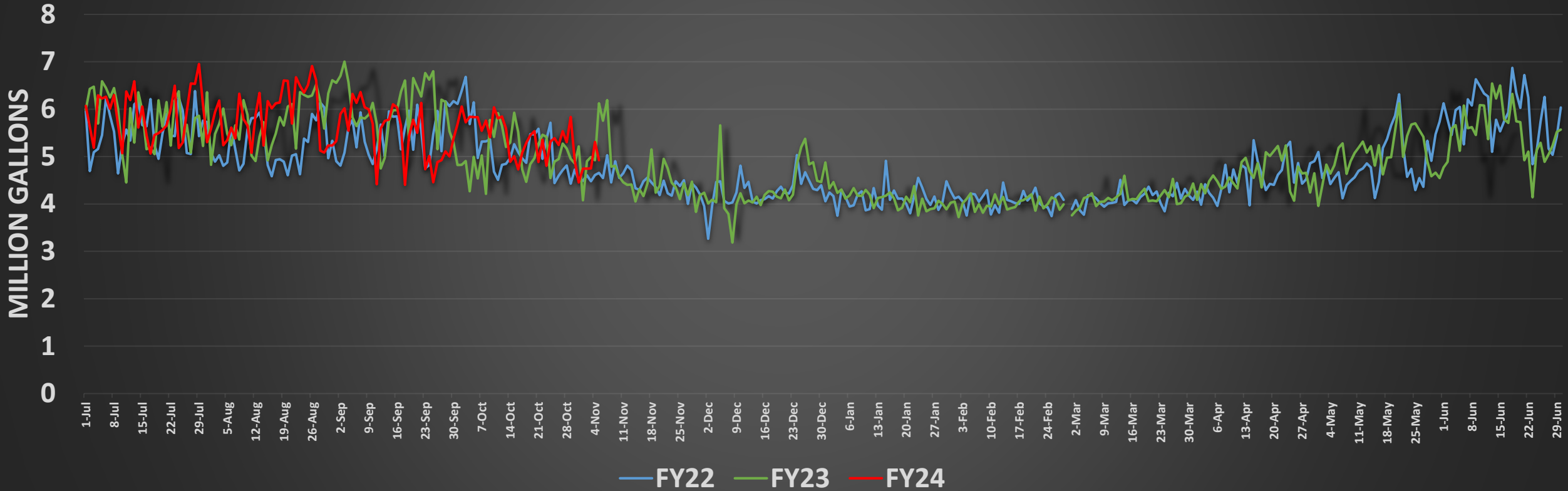
# Monthly Water Production



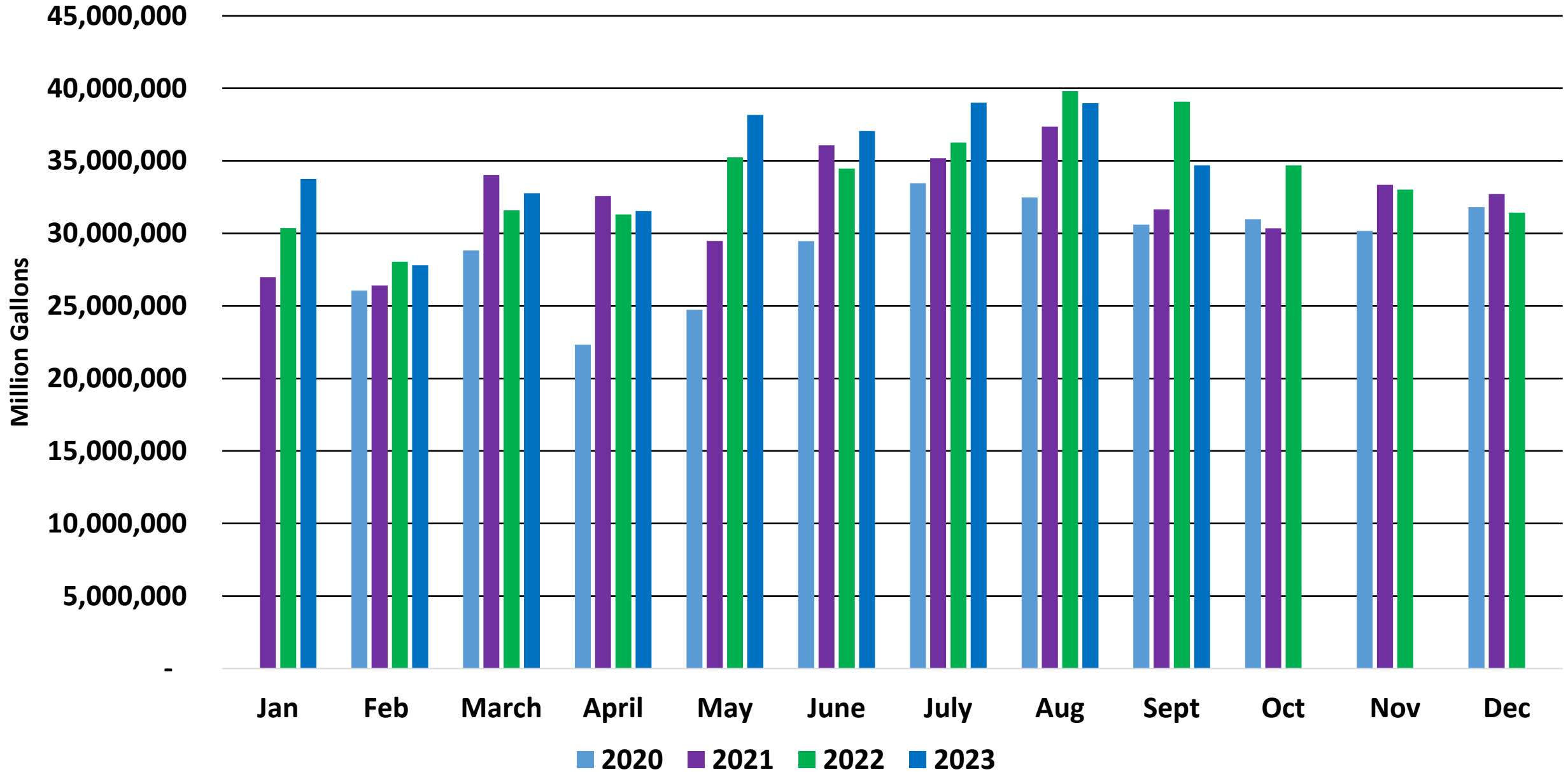
# Water Production through October



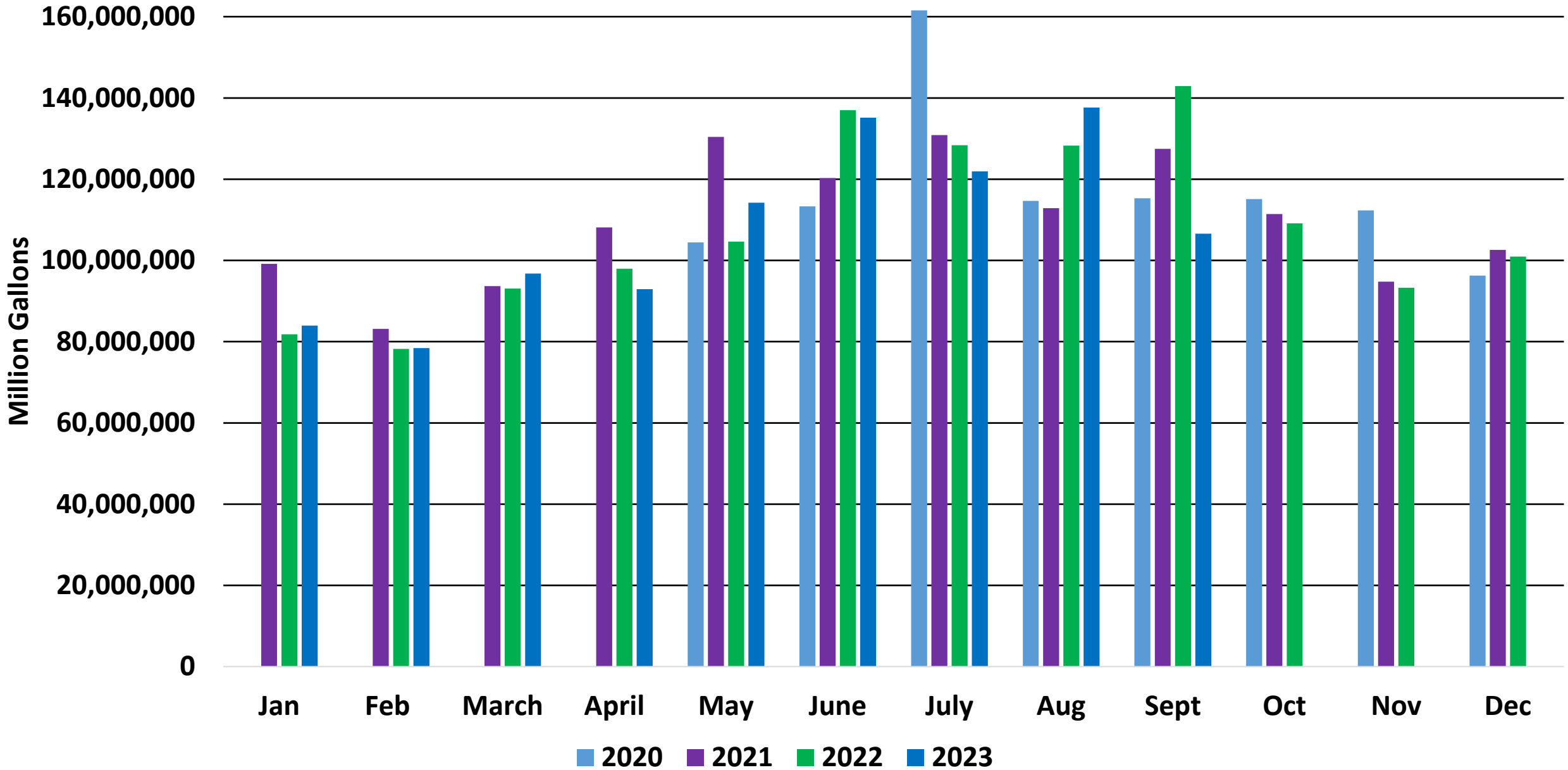
# Daily Water Production



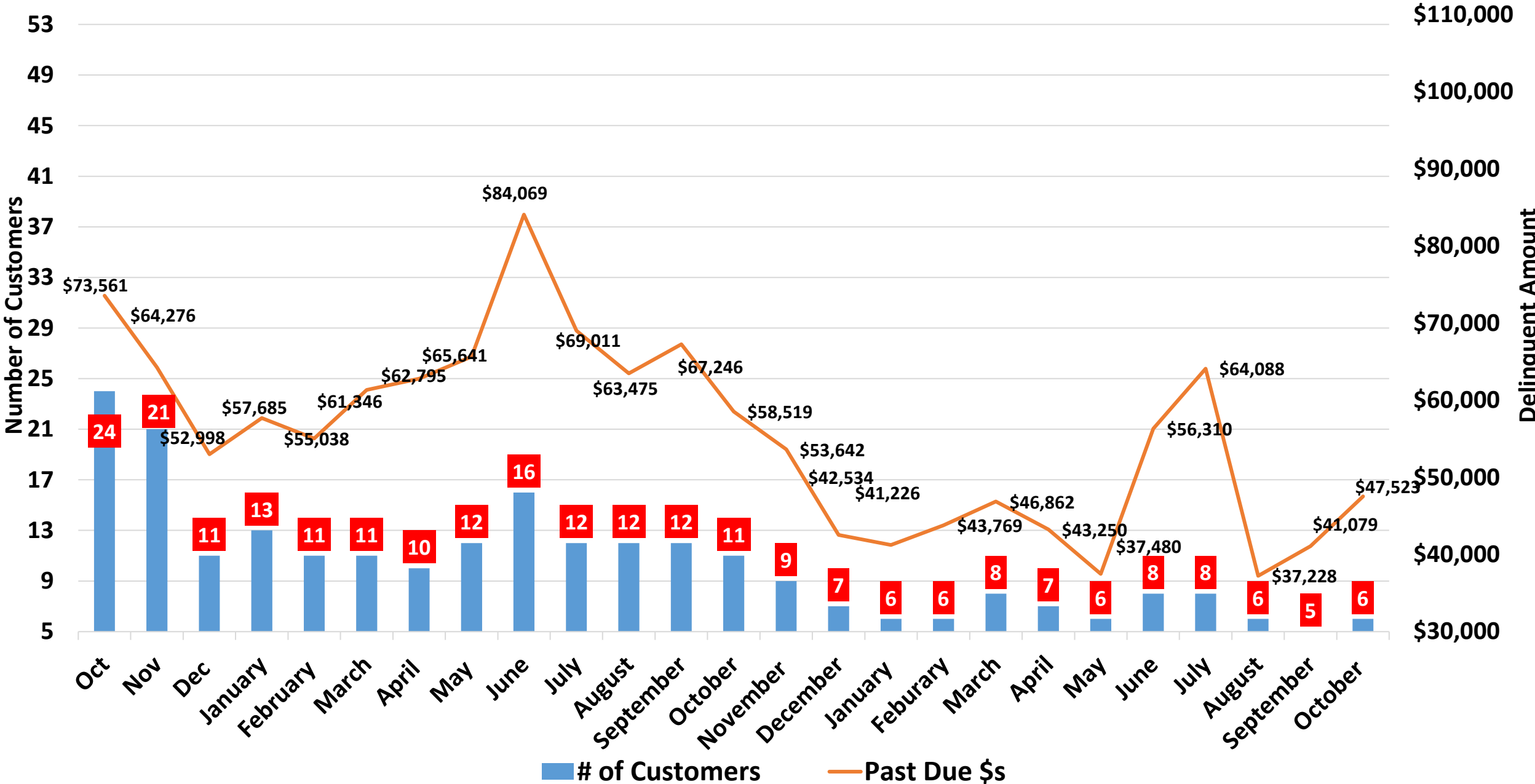
# Commercial Consumption



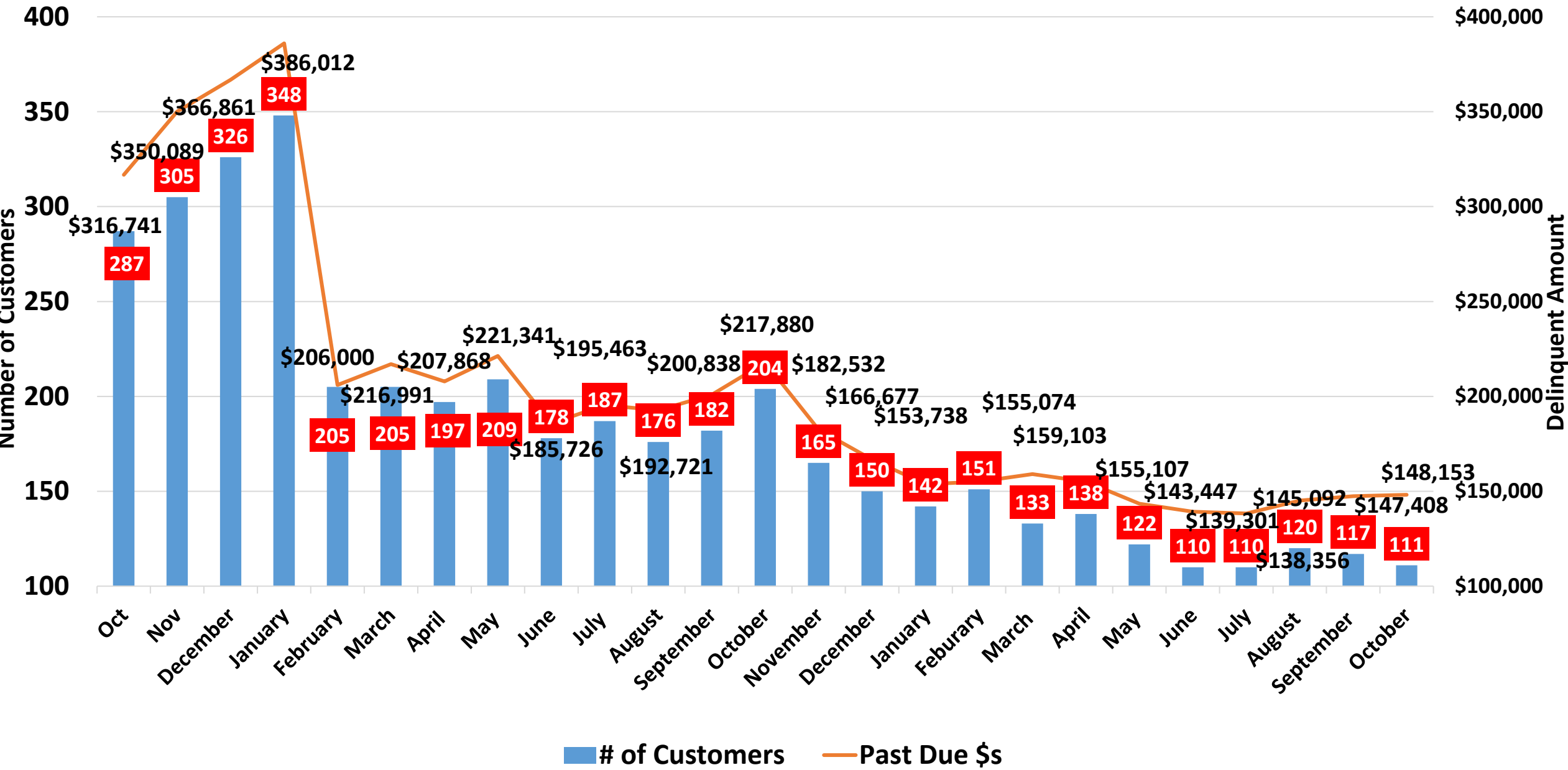
# Residential Consumption



# Delinquent Commercial Accounts Over \$500 and Over 90 Days



# Delinquent Residential Accounts Over \$300 and Over 90 Days





# Customer Service Call Volume

