

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

April 9, 2024

5:00 PM

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PRESENTATION(S)**
- D. PUBLIC COMMENT**
- E. CONSENT CALENDAR**
 - 1. Minutes Adoption
- F. PUBLIC HEARING(S)**
 - 1. Public Hearing on Fiscal Year 2025 James City Service Authority Budget
- G. BOARD CONSIDERATION(S)**
- H. BOARD REQUESTS AND DIRECTIVES**
- I. GENERAL MANAGER'S UPDATE**
- J. ADJOURNMENT**
 - 1. Adjourn until 6 pm on April 10, 2024, for the Budget Community Meeting at Lois Hornsby Middle School

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING

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

March 12, 2024

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Berkeley District
Barbara E. Null, Chair, Stonehouse District

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

Mr. Powell sought a motion to Amend the Board Calendar to include the Budget Community Meetings.

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

C. PRESENTATION(S)

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption

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, Null

The minutes Approved for Adoption included the following minutes:

- February 13, 2024, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Contract Award - \$187,110 - Hydraulic Excavator Replacement

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, Null

Mr. Powell addressed the Board noting the James City Service Authority (JCSA) had three excavators, adding the oldest excavator was used most frequently by the Water Distribution Section to install and repair water pipe infrastructure. He further noted the excavator was currently out of service and repair parts were unavailable. Mr. Powell advised immediate purchase would allow JCSA to maintain its current level of service, adding the funds were available in the Water Fund Repair and Replacement Reserve for the expedited purchase of the excavator. He noted staff recommended approval of the resolution included in the Board's Agenda Packet.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. March Dashboard Report

Mr. Powell mentioned the Five Forks Water Treatment Plant was offline for a period of time for necessary improvements. He noted that while the improvements were not fully complete yet, the vast majority of the improvements had been made. Mr. Powell informed the Board that the Five Forks Water Treatment Plant was back in operation as of last week.

J. ADJOURNMENT

1. Adjourn until 5 pm on April 9, 2024 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, Null

At approximately 5:03 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: April 9, 2024
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Public Hearing on Fiscal Year 2025 James City Service Authority Budget

The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2025 Budget.

Any public comments received could become part of the Agenda for the upcoming Budget Work Session at the direction of the Board of Directors. The Budget Work Session is scheduled for April 23, 2024. Staff expects to ask the Board to adopt the budget, as amended during the Work Session, at its meeting on May 14, 2024.

No action is requested of the Board at this meeting.

MDP/ap
PH-FY25JCSABdgt-mem