

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

July 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. A resolution to lease space for the continued placement of a cellular array on the JCSEA-owned water tower situated on property located at 5900 Warhill Trail and further identified as JCC RE Tax Map No. 3210100012B

G. BOARD CONSIDERATION(S)

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2024

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. July 2024 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 pm on September 10, 2024 for the Regular Meeting

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING

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

June 11, 2024

5:00 PM

A. CALL TO ORDER

Ms. Null called the meeting to order at approximately 7:06 p.m. following the James City County Board of Supervisors Regular Meeting.

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

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:

- o May 14, 2024, Regular Meeting

2. Memorandum of Understanding Between the James City Service Authority and James City County for Risk Management and Legal Services

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

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon extended his thanks for the invitation to the James City Service Authority picnic, adding it was an excellent event.

Ms. Null remarked it was a fun event.

Mr. Powell thanked the Board for its support.

I. GENERAL MANAGER'S UPDATE

Mr. Powell had no update.

J. CLOSED SESSION

A motion to Enter a Closed Session 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 7:08 p.m., the Board of Directors entered a Closed Session.

At approximately 7:42 p.m., the Board of Directors re-entered Open Session.

A motion to Certify the Board only spoke about those matters indicated that it would speak about in Closed Session 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

1. Discussion of the performance and salary of a specific public officer of the public body; specifically, the yearly performance review of the General Manager, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia.

Mr. Icenhour stated he would make the motion on behalf of the Board of Directors that the Board endorse Mr. Powell's evaluation summary to award him an increase in salary to a contract of \$201,000 per year, effective July 1, 2024.

A motion to Approve was made by James Icenhour, the motion result was Passed.

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

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

2. Consultation with legal counsel employed by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; specifically, contracts for service and maintenance of grinder pumps, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia
3. Discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or

negotiating strategy of the public body; specifically, acquisition of a parcel of property in the Jamestown district for the installation of a water main, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

4. Certification of Closed Meeting

K. ADJOURNMENT

1. Adjourn until 5 pm on July 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 7:43 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: July 9, 2024

TO: The Board of Directors

FROM: Adam R. Kinsman, Counsel to the James City Service Authority
M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Renewal of Cellular Contract on Warhill Water Tower, Lease Amendment - Water Tower at 5900 Warhill Trail

New Cingular Wireless PCS, LLC (“New Cingular”) currently leases space on top of the James City Service Authority’s (the “JCSA”) water tower situated on the Warhill property and the lease expires in 2025. New Cingular has requested that the JCSA renew the lease for an additional 15 years. The proposed lease extension increases the yearly rent from \$42,000 per year to \$60,000 per year with a 3% yearly increase plus a \$30,000 administrative fee to be paid to the JCSA upon ratification of the lease extension. The proposed terms also allow New Cingular to increase the amount of equipment on the water tower up to an additional 20% load without additional charge if the JCSA agrees that the proposed addition will not negatively affect the water tower. Staff from the JCSA have reviewed the proposed extension terms and are in agreement with them.

I recommend that the Board approve the attached resolution authorizing the General Manager to execute those documents necessary to extend New Cingular’s lease on the Warhill water tower.

ARK/MDP/ap
RenCellCntWWT-mem

Attachment

RESOLUTION

RENEWAL OF CELLULAR CONTRACT ON WARHILL WATER TOWER,

LEASE AMENDMENT - WATER TOWER AT 5900 WARHILL TRAIL

WHEREAS, the James City Service Authority (the “JCSA”) owns a parcel of property located at 5900 Warhill Trail and further identified as James City County Real Estate Tax Map Parcel No. 3210100012B (the “Property”); and

WHEREAS, New Cingular Wireless PCS, LLC (“New Cingular”) and the JCSA entered into a Lease Agreement dated March 24, 2000, as amended by that certain First Amendment to Lease Agreement dated April 15, 2008, and as further amended by that certain Second Amendment to Lease Agreement dated November 11, 2022 (collectively, the “Lease”), each of which authorized the placement of a cellular array upon the JCSA’s water tower located on the Property; and

WHEREAS, the Lease expires in 2025 and New Cingular desires to extend the Lease for an additional 15 years and to further amend certain other terms of the Lease, including the increase in rent amount to \$60,000 per year with a 3% yearly escalation, a one-time administrative fee of \$30,000 to be paid upon execution of the Lease extension, and the ability to place additional equipment on the water tower up to an additional 20% load upon the JCSA’s approval and without additional cost to New Cingular; and

WHEREAS, a public hearing was advertised and held regarding extension and amendment of the terms of the Lease; and

WHEREAS, the Board is willing to amend the Lease in consideration of additional rent and subject to certain terms.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the General Manager is authorized and directed to execute those documents necessary to amend the Lease terms as generally set forth herein.

Barbara E. Null
Chair, 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>
LARSON	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
NULL	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of July, 2024.

MEMORANDUM

DATE: July 9, 2024

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 2024

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) 2024. The resolution lists the value of the infrastructure at the time of completion. The total value of \$6,520,060 will be included in the net capital asset calculations for JCSA's FY 2024 Annual Comprehensive Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling \$157,188,092 in the FY 2023 Annual Report.

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

MDP/md
FY24JCSAInfrastr-mem

Attachment

RESOLUTION

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 2024

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, 2024:

Water Dedications

<i>Development</i>	<i>Value</i>
Burlington Woods	\$206,450
Colonial Heritage - Phase 6, Section 2A	137,400
Colonial Heritage - Phase 6, Section 2B	293,450
Stonehouse Tract 3 - Parcel B	728,575
Village at Candle Station - Phase 1	713,475
Village at Candle Station - Phase 2	324,575
Village at Candle Station - Phase 7	<u>190,800</u>
Total:	<u>\$2,594,725</u>

Sewer Dedications

<i>Development</i>	<i>Value</i>
Burlington Woods	\$352,600
Colonial Heritage - Phase 6, Section 2A	197,030
Colonial Heritage - Phase 6, Section 2B	383,640
Green Mount Industrial Park Extension	81,000
Kingsmill Townhouses - Parcel R-2B	165,470
Stonehouse Tract 3 - Parcel B	1,311,090
Village at Candle Station - Phase 1	810,225
Village at Candle Station - Phase 2	375,570
Village at Candle Station - Phase 7	<u>248,710</u>
Total:	<u>\$3,925,335</u>

Water and Sewer Total: \$6,520,060

Barbara E. Null
Chair, Board of Directors

ATTEST:

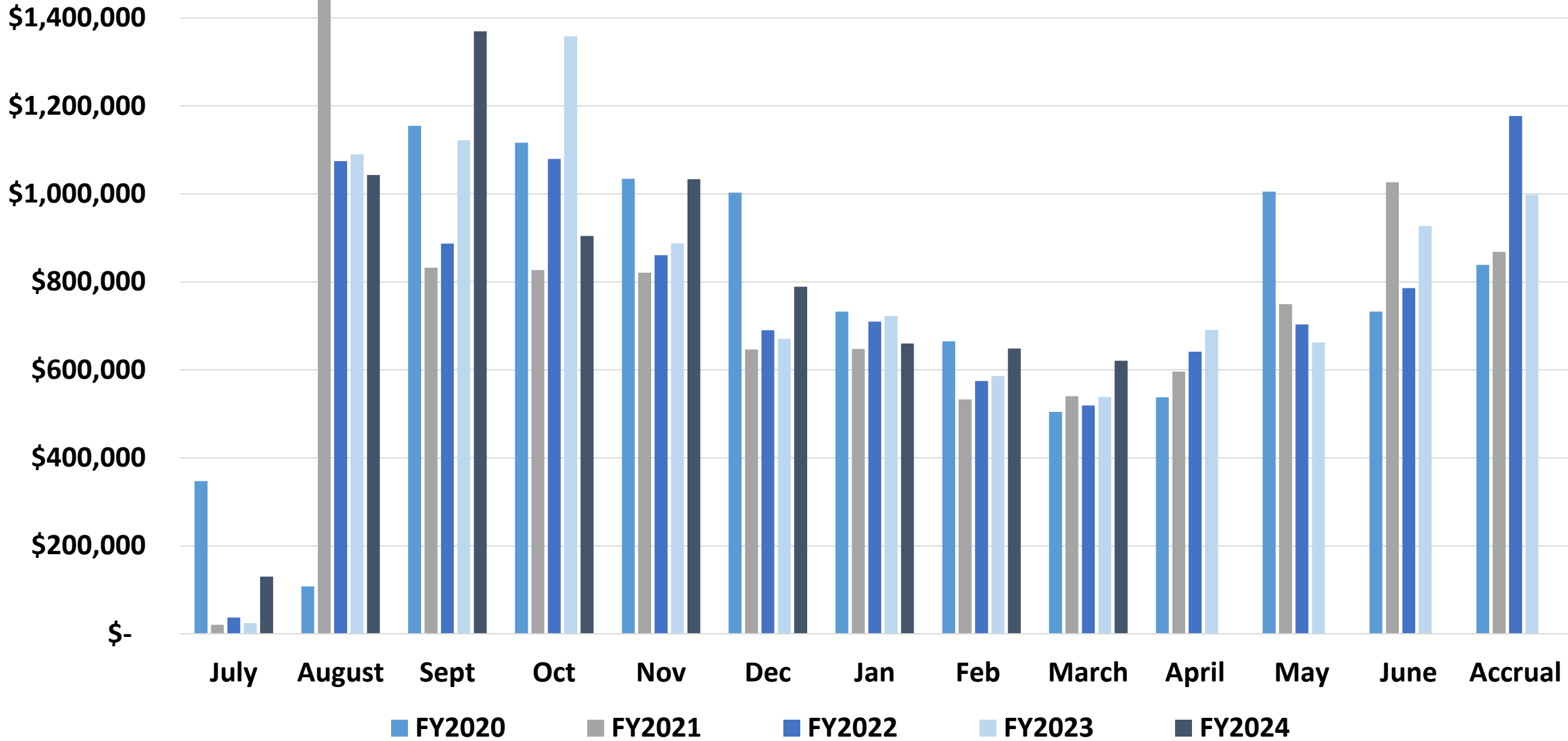
Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
LARSON	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
NULL	_____	_____	_____	_____

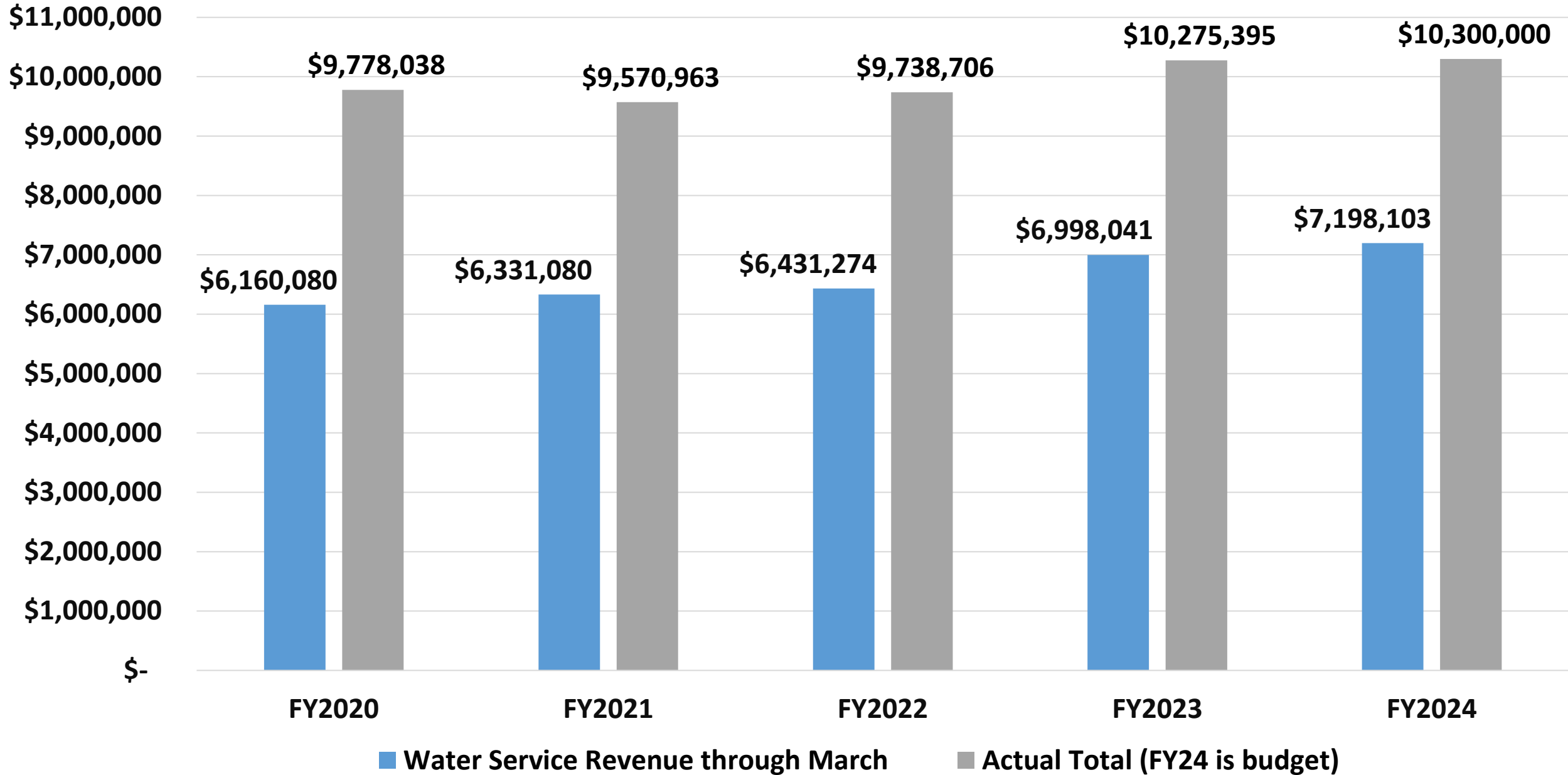
Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of July, 2024.

FY24JCSAInfrastr-res

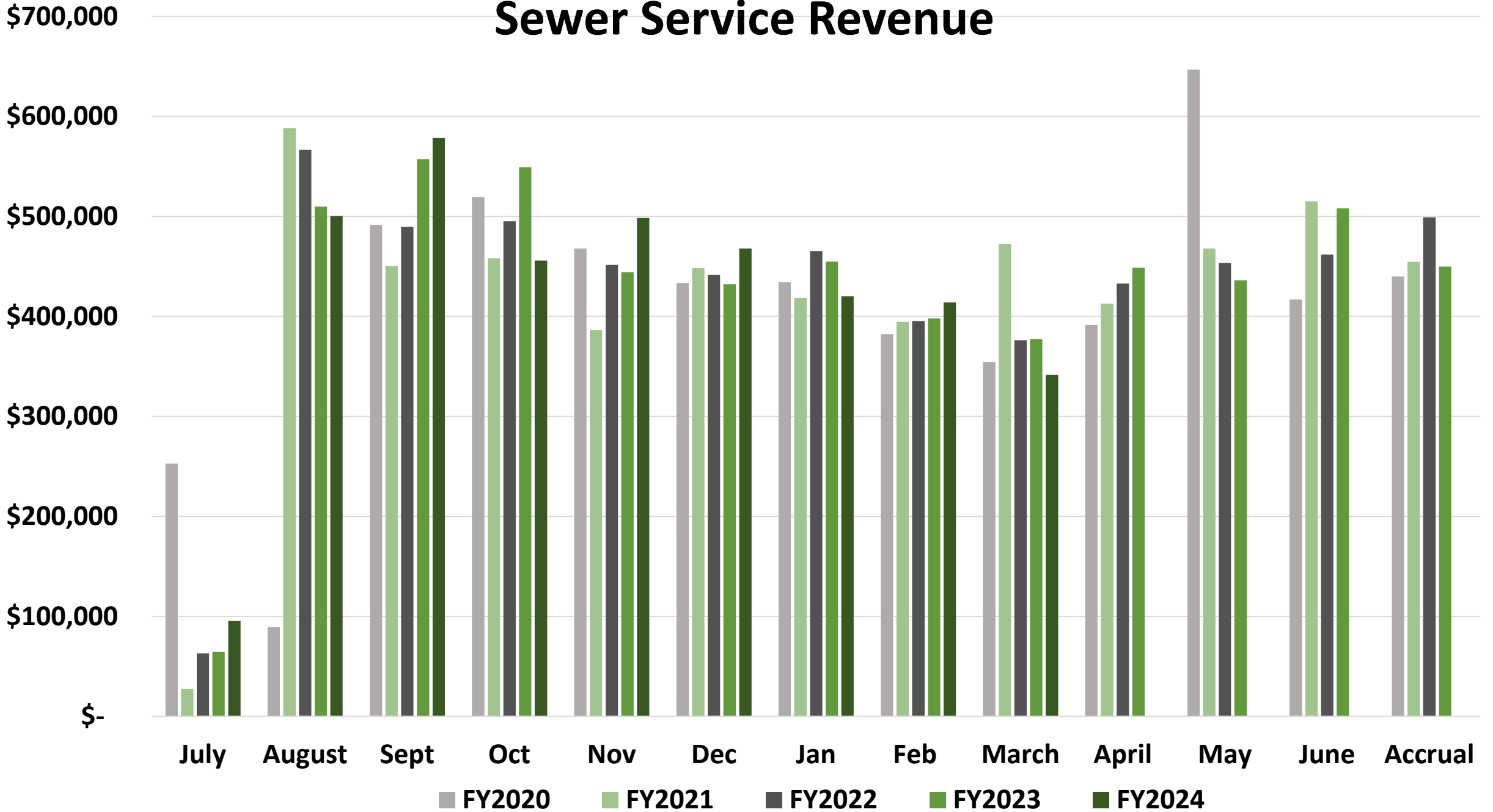
Water Service Revenue



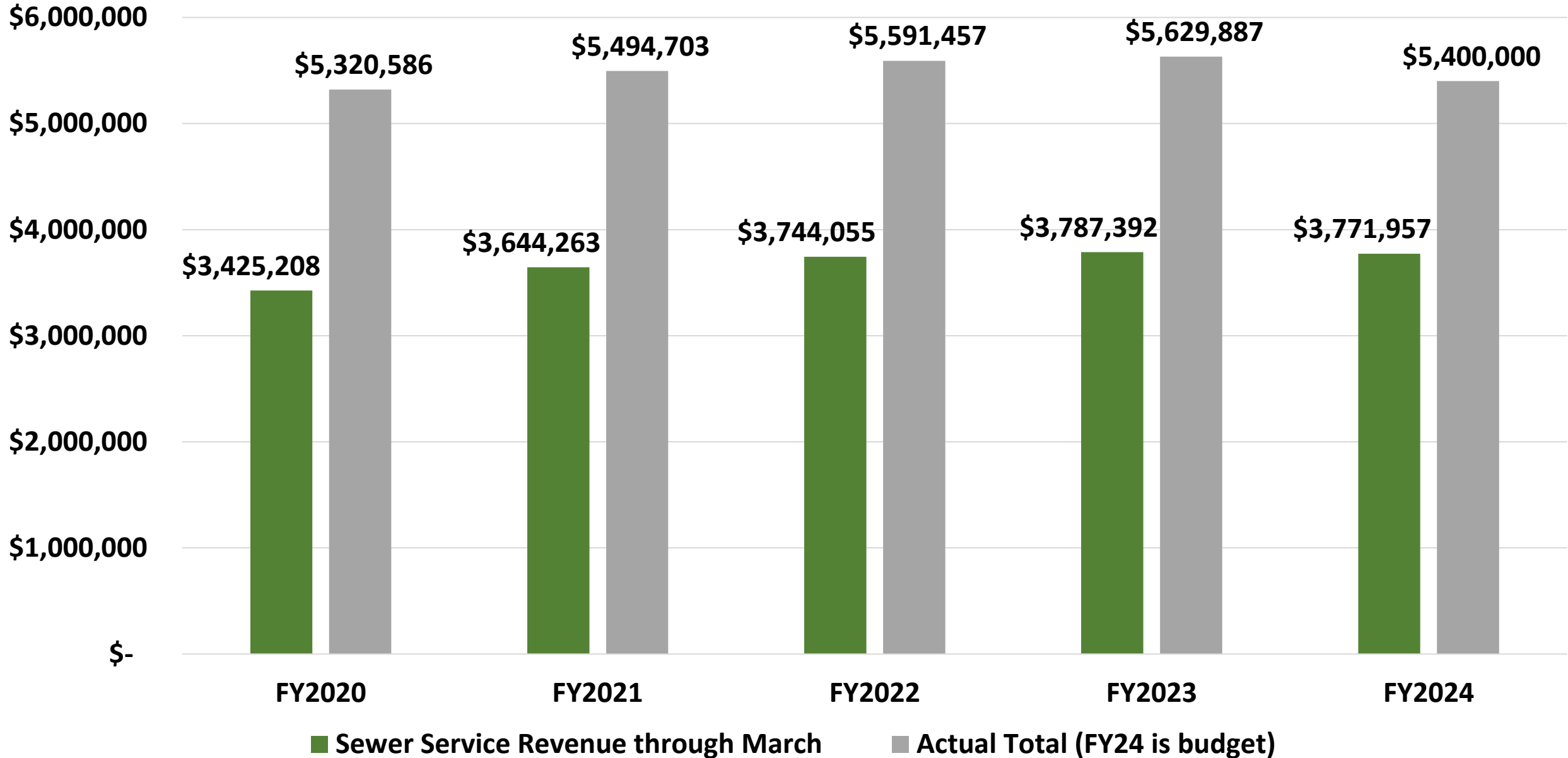
Water Service Revenue through March



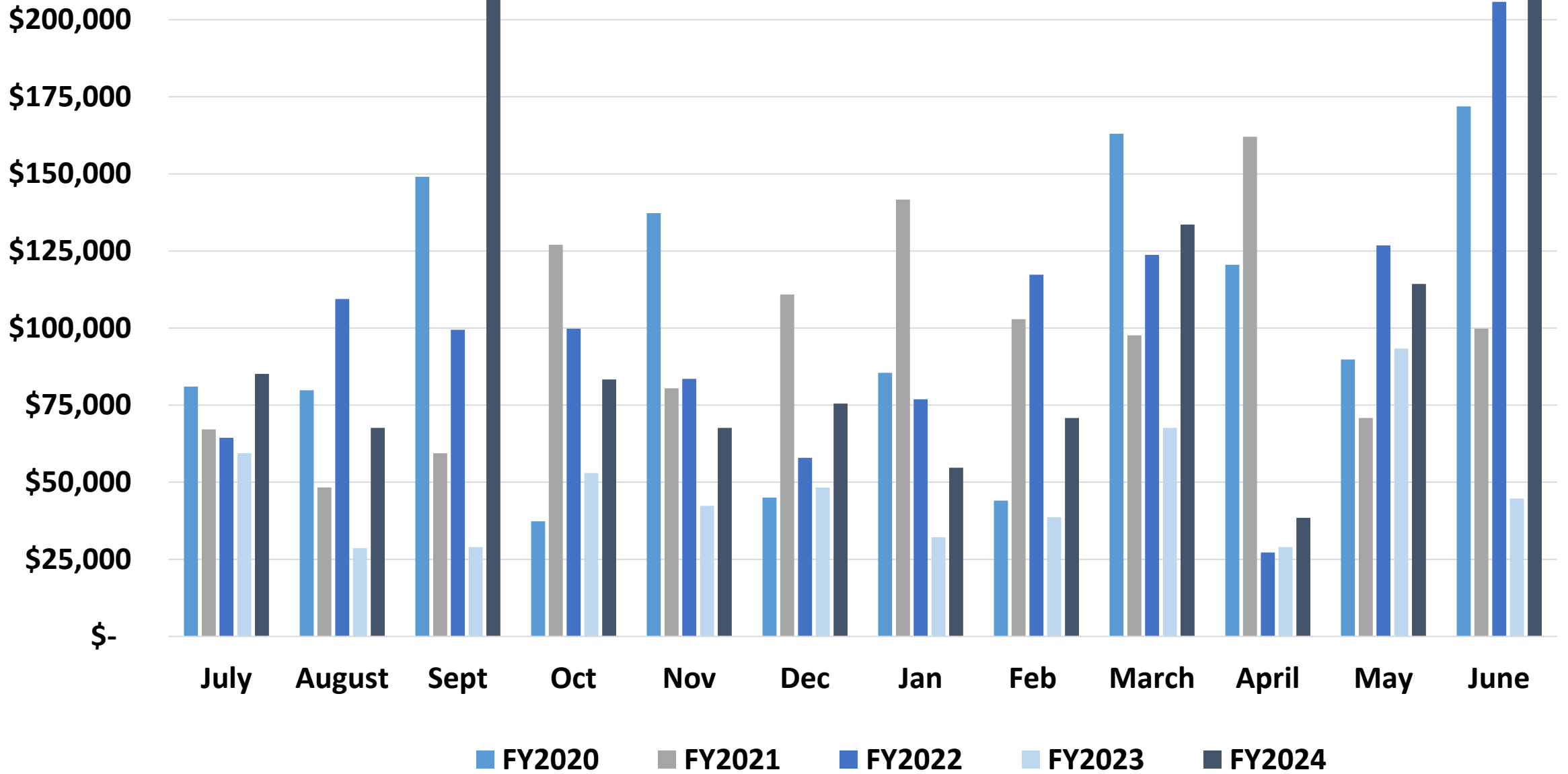
Sewer Service Revenue



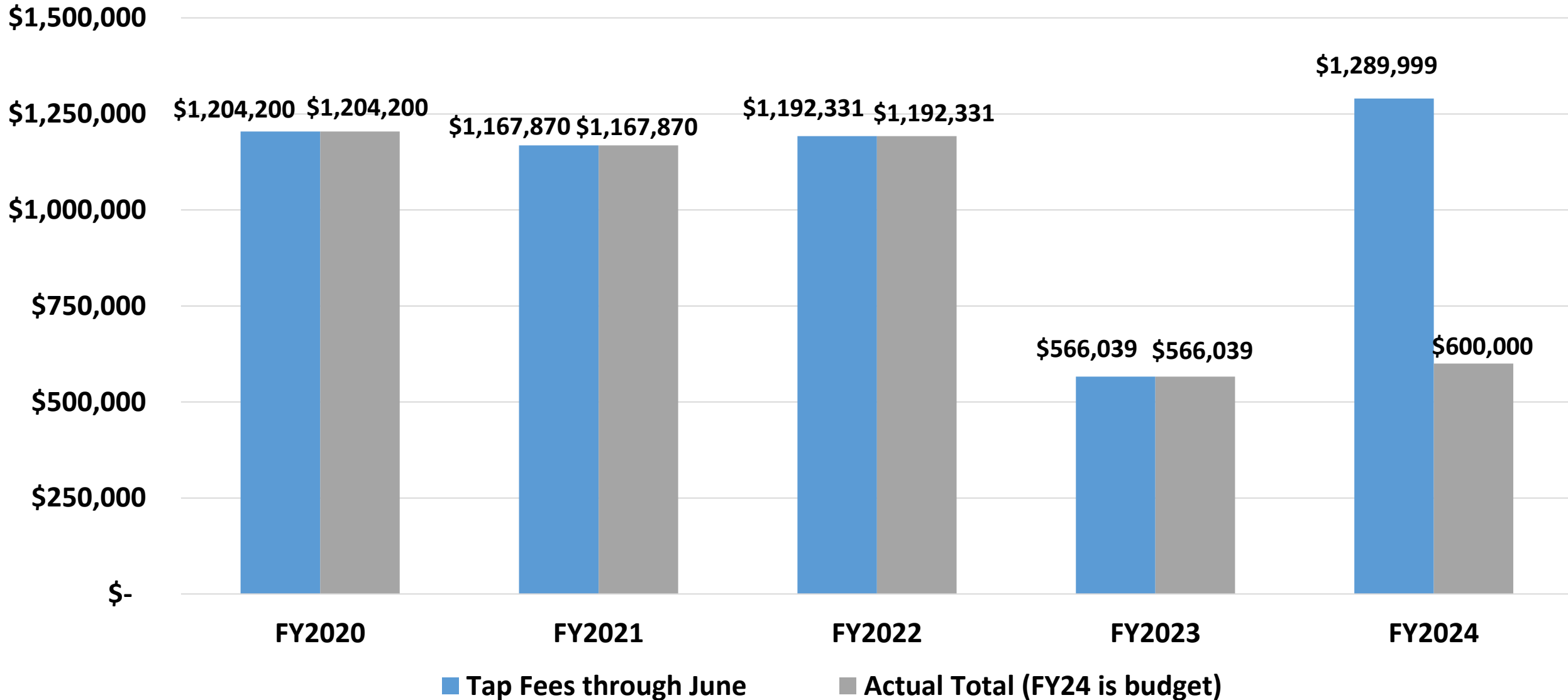
Sewer Service Revenue through March



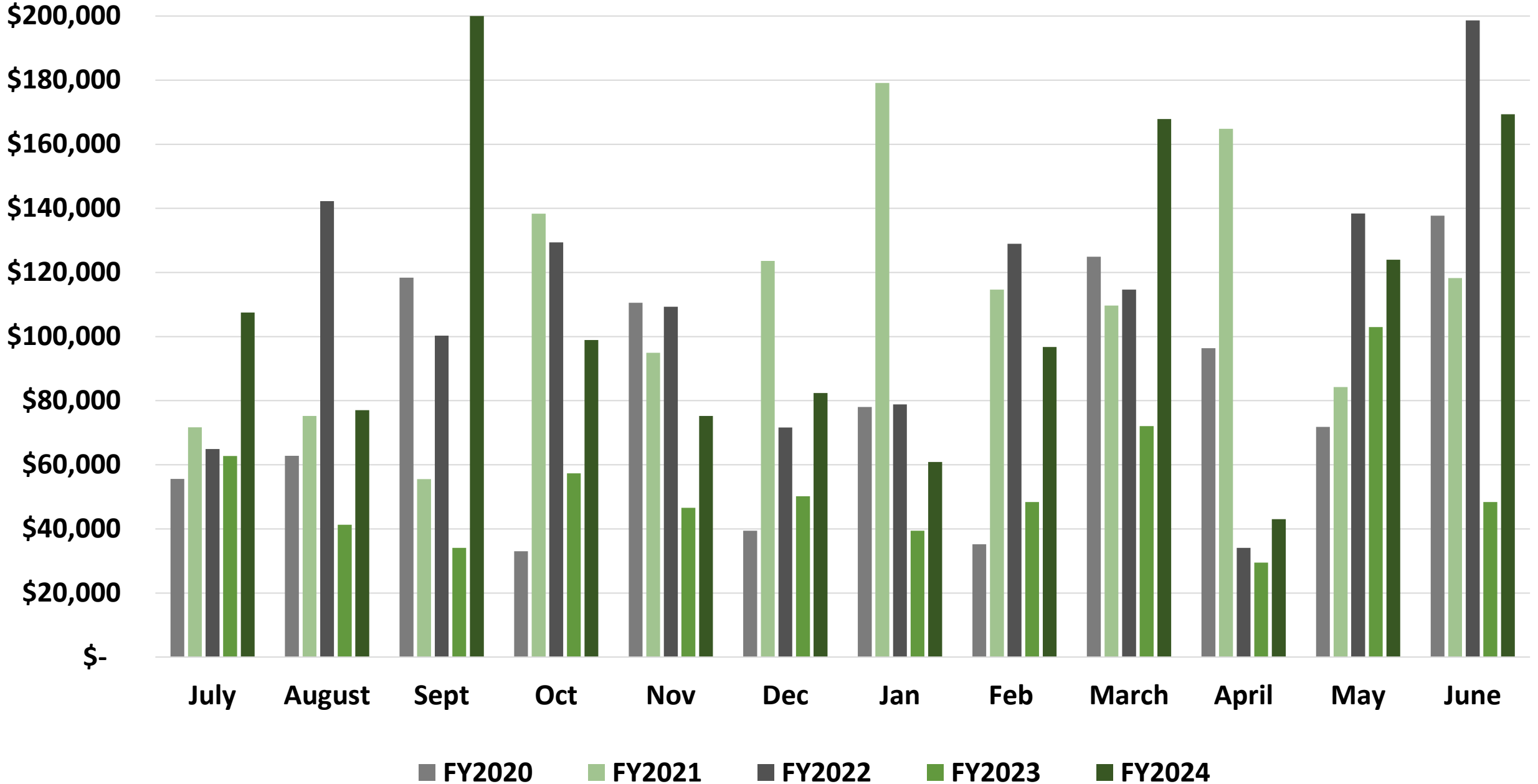
Water Tap Fees



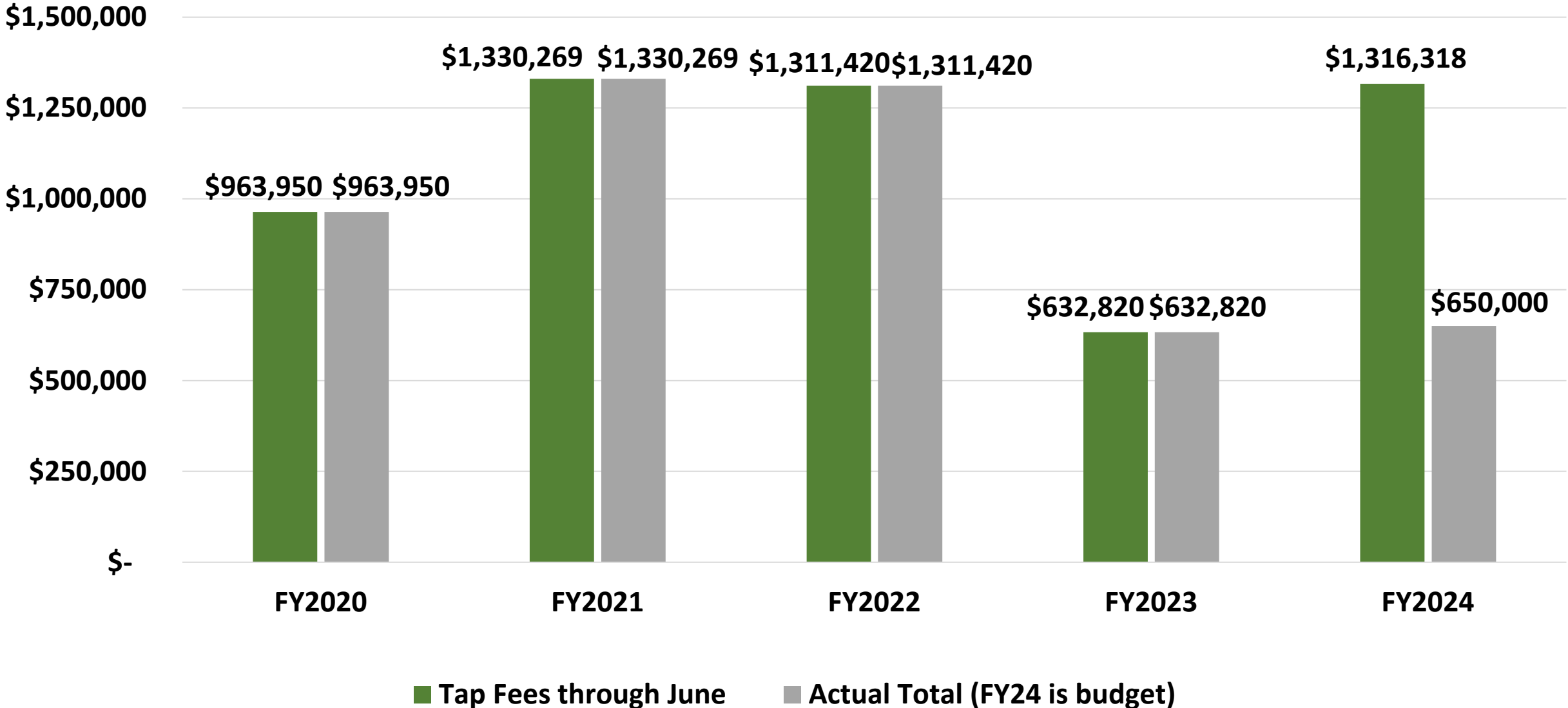
Water Tap Fees through June



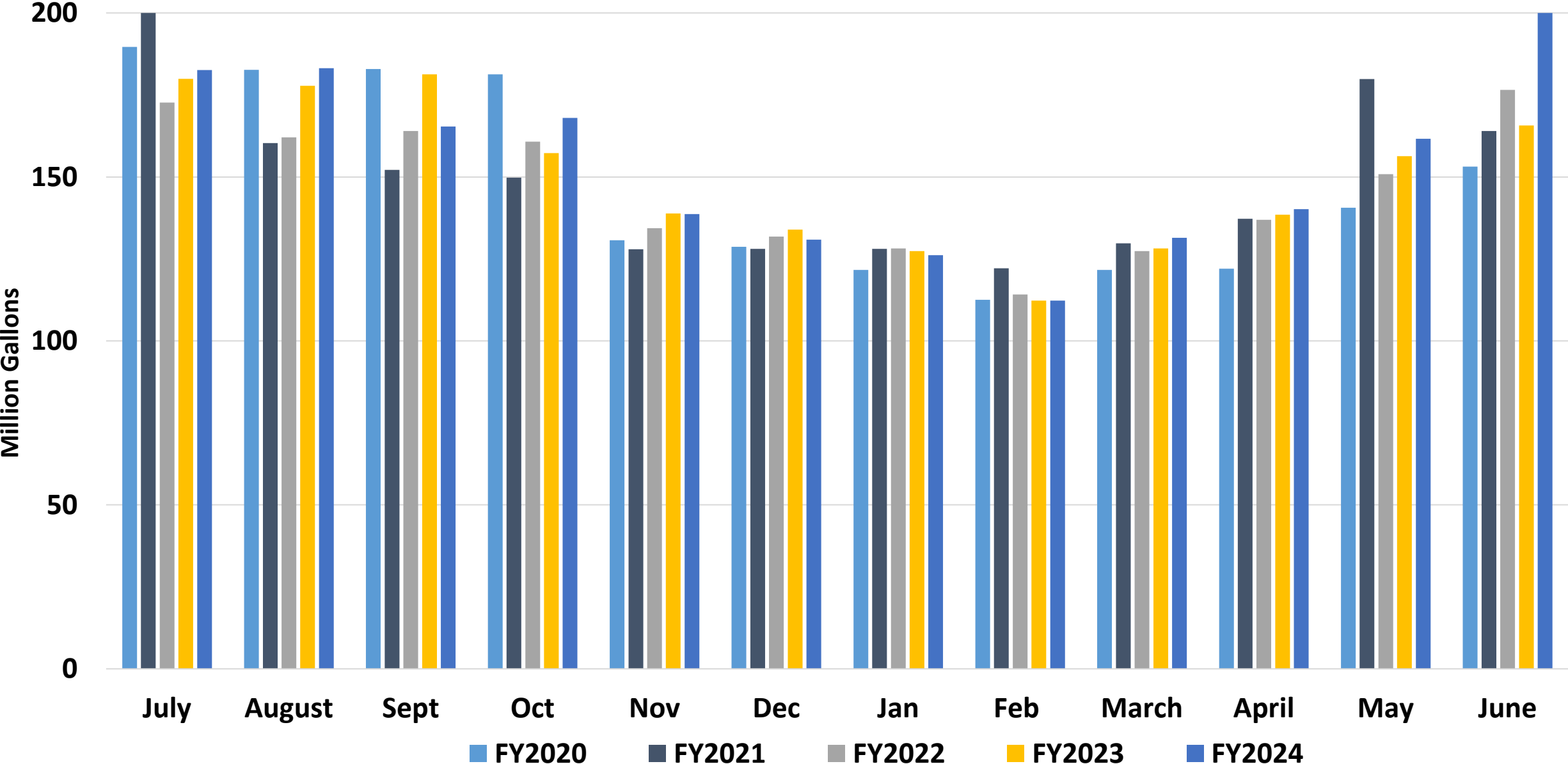
Sewer Tap Fees



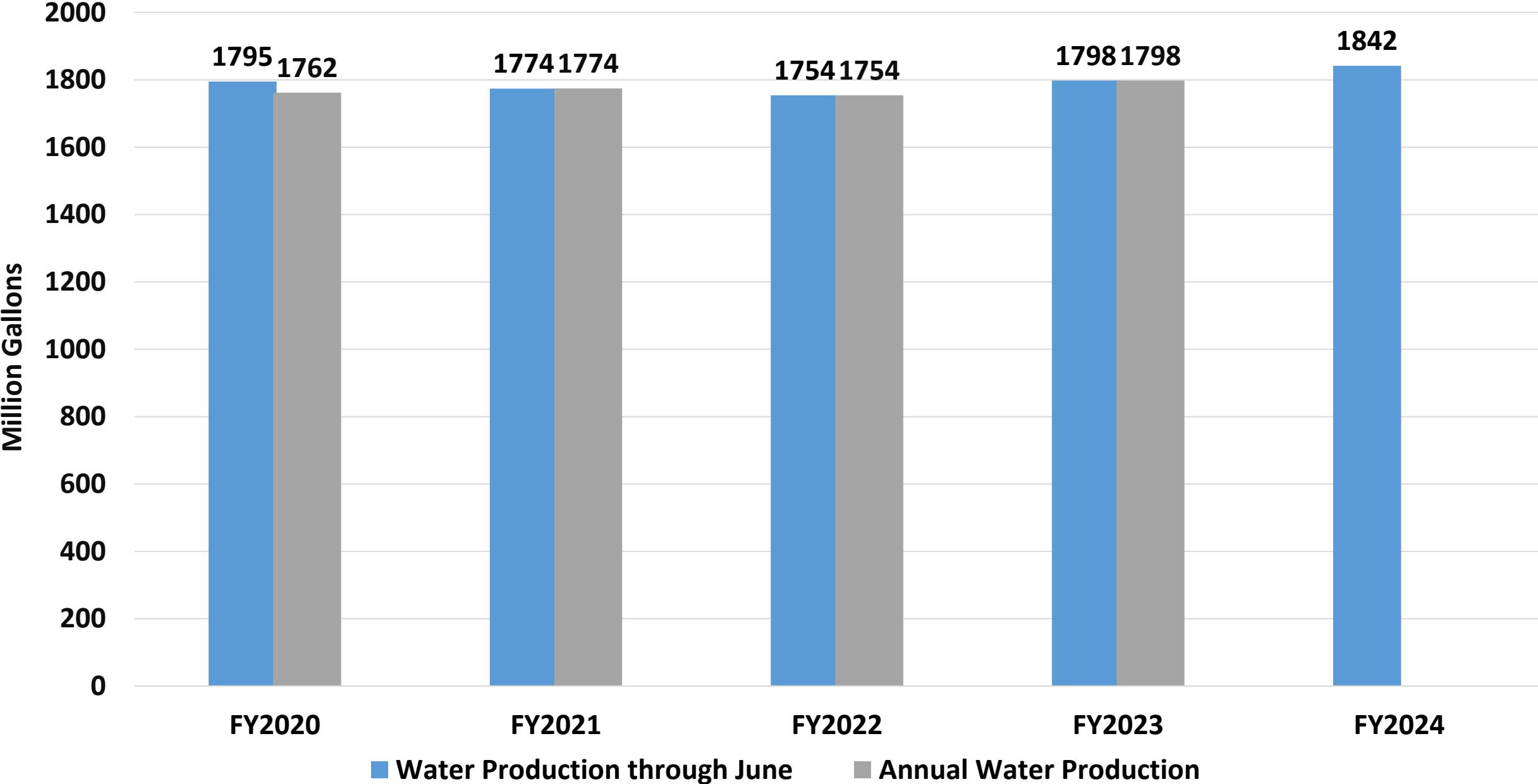
Sewer Tap Fees through June



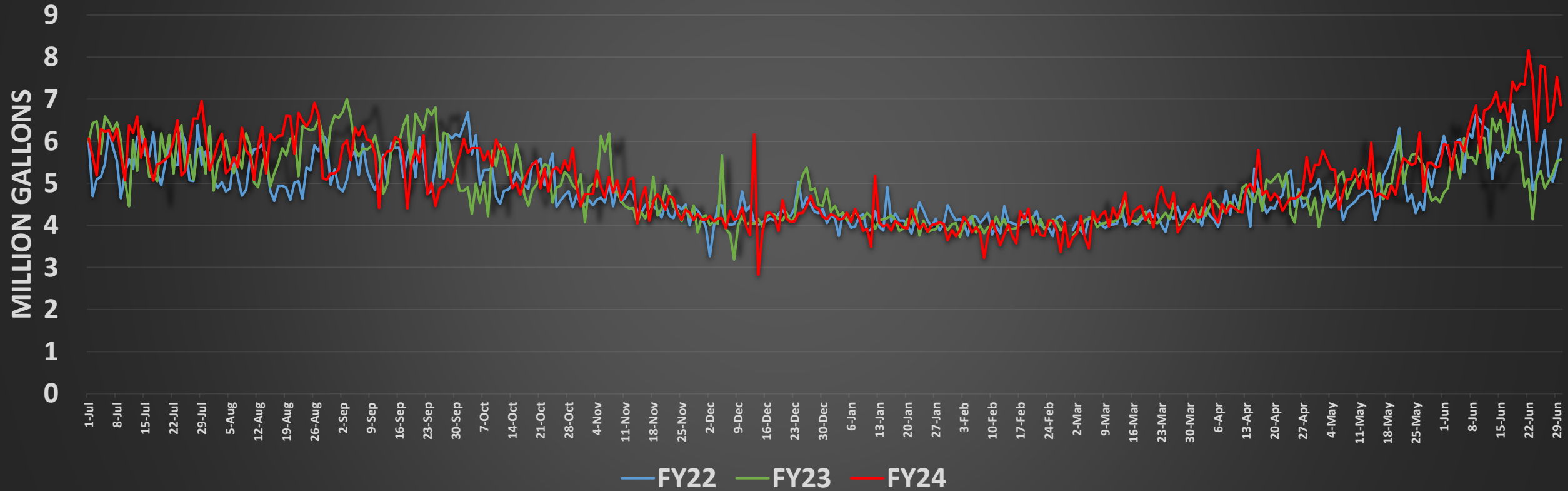
Monthly Water Production



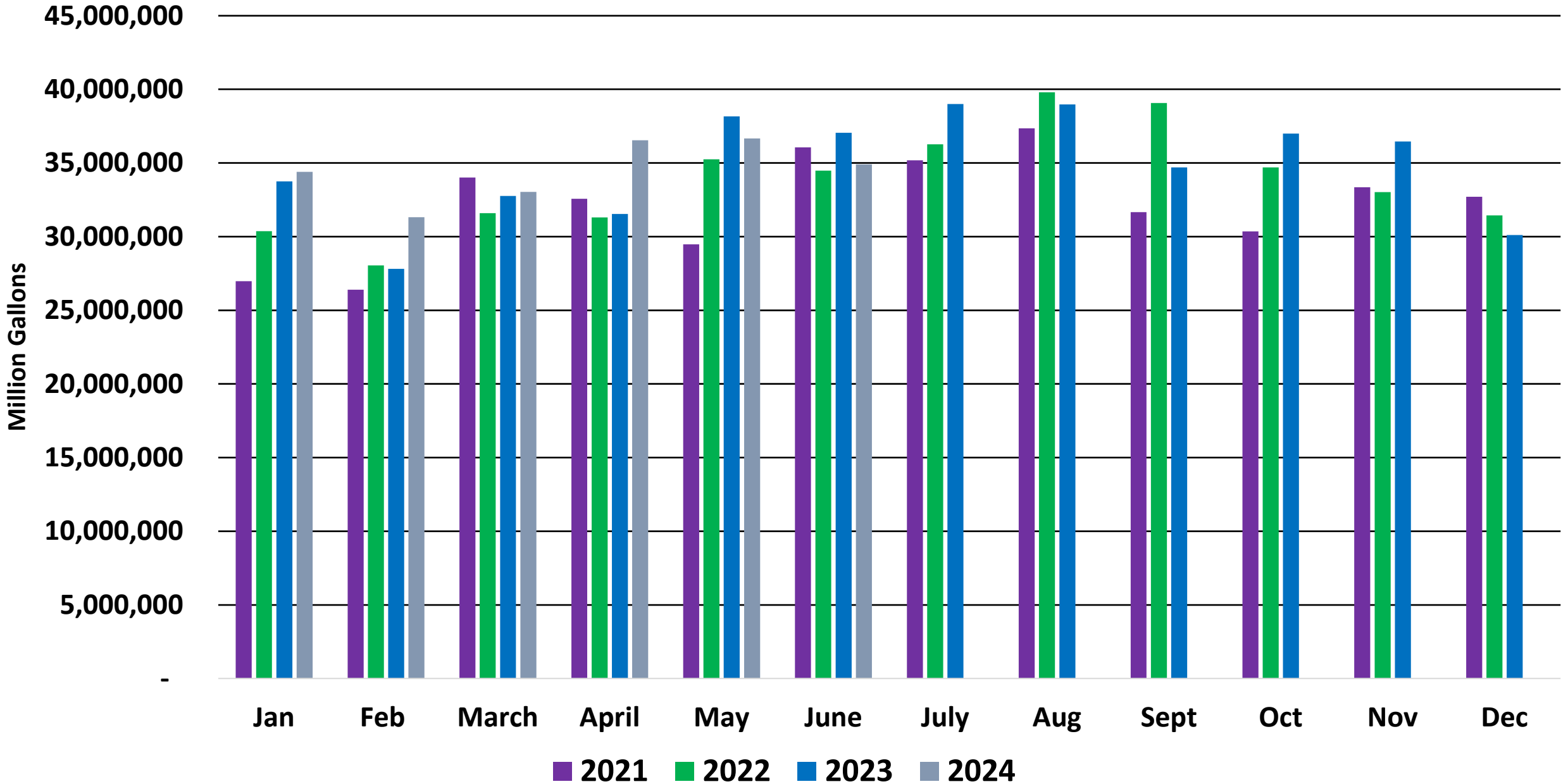
Water Production through June



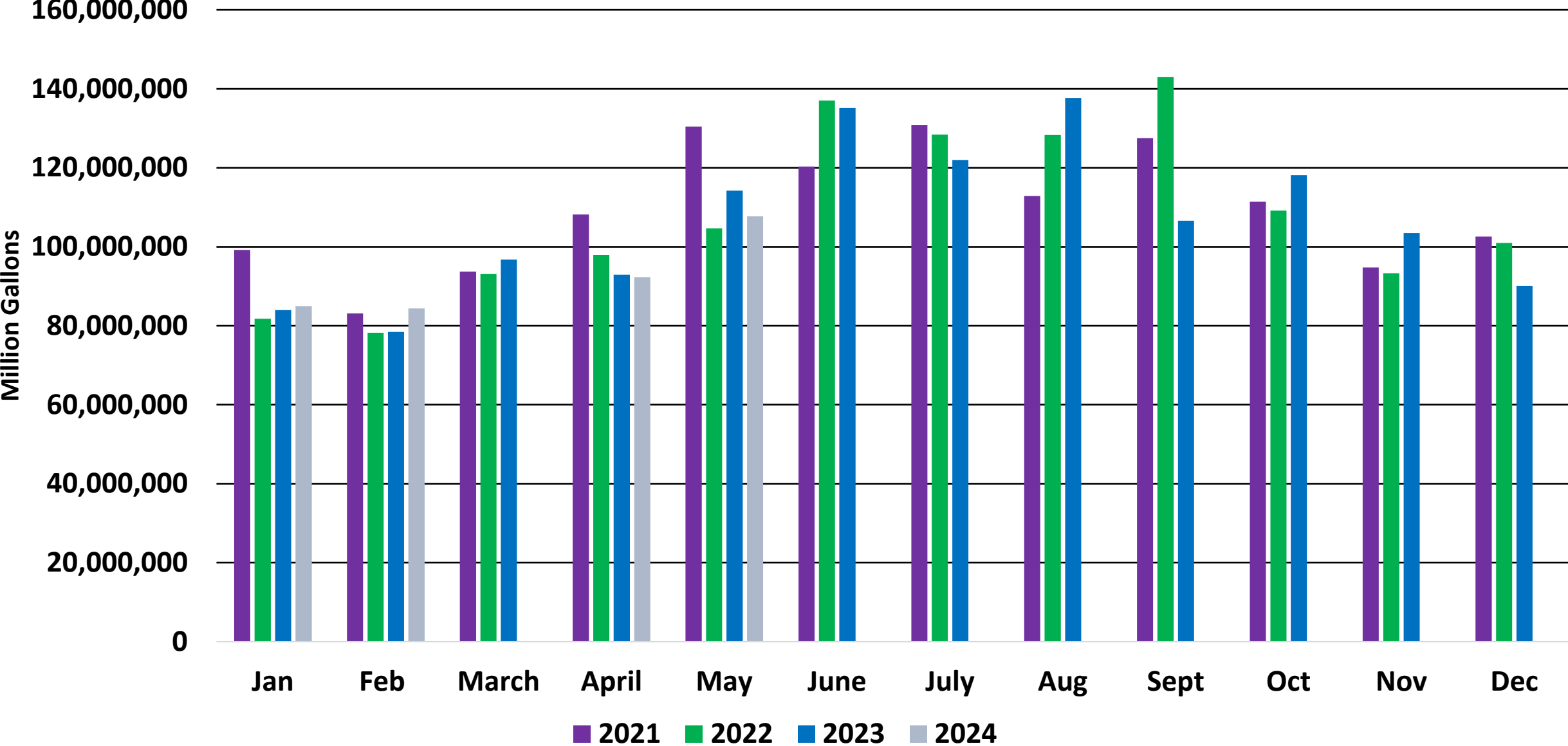
Daily Water Production



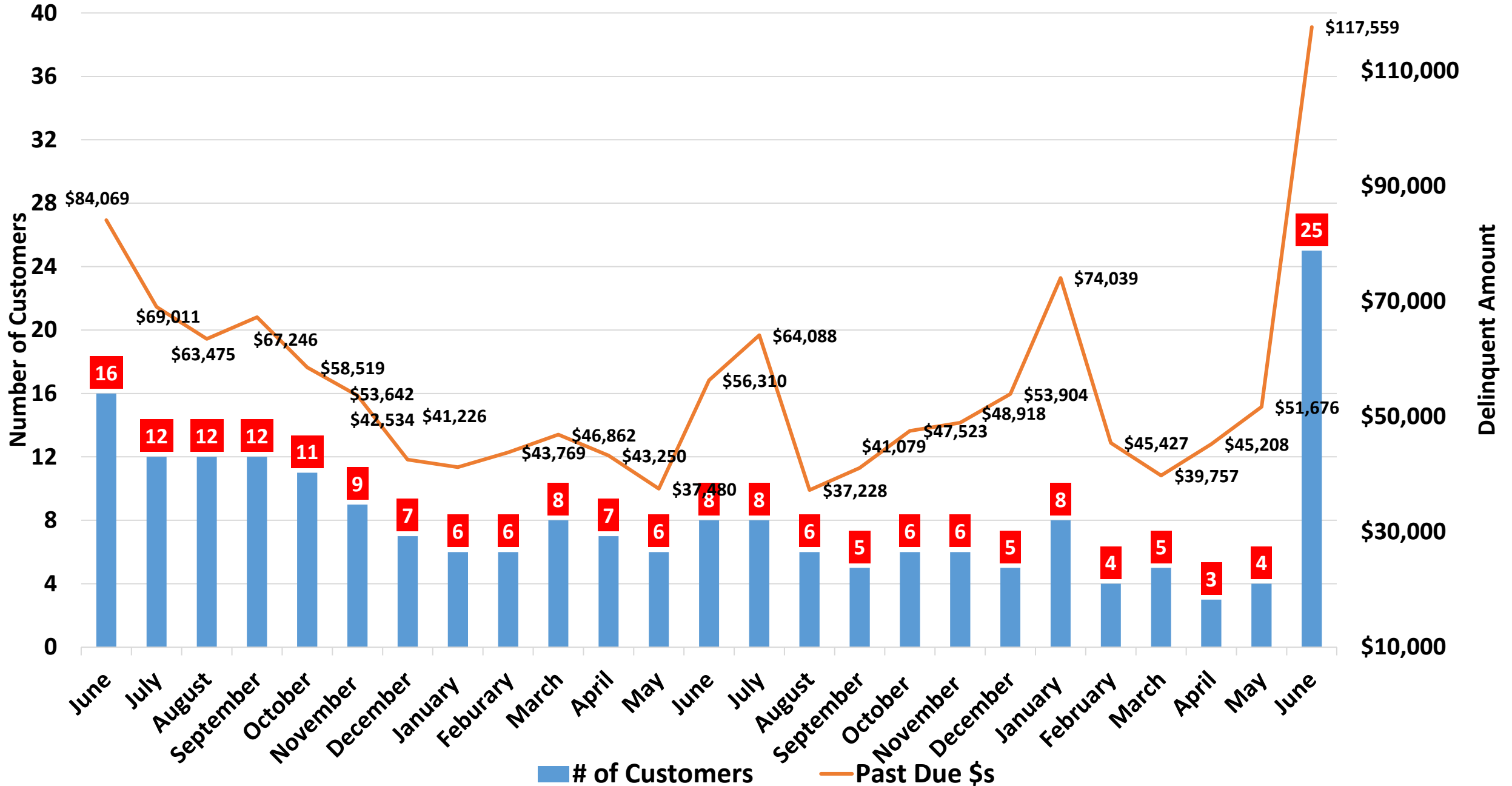
Commercial Consumption



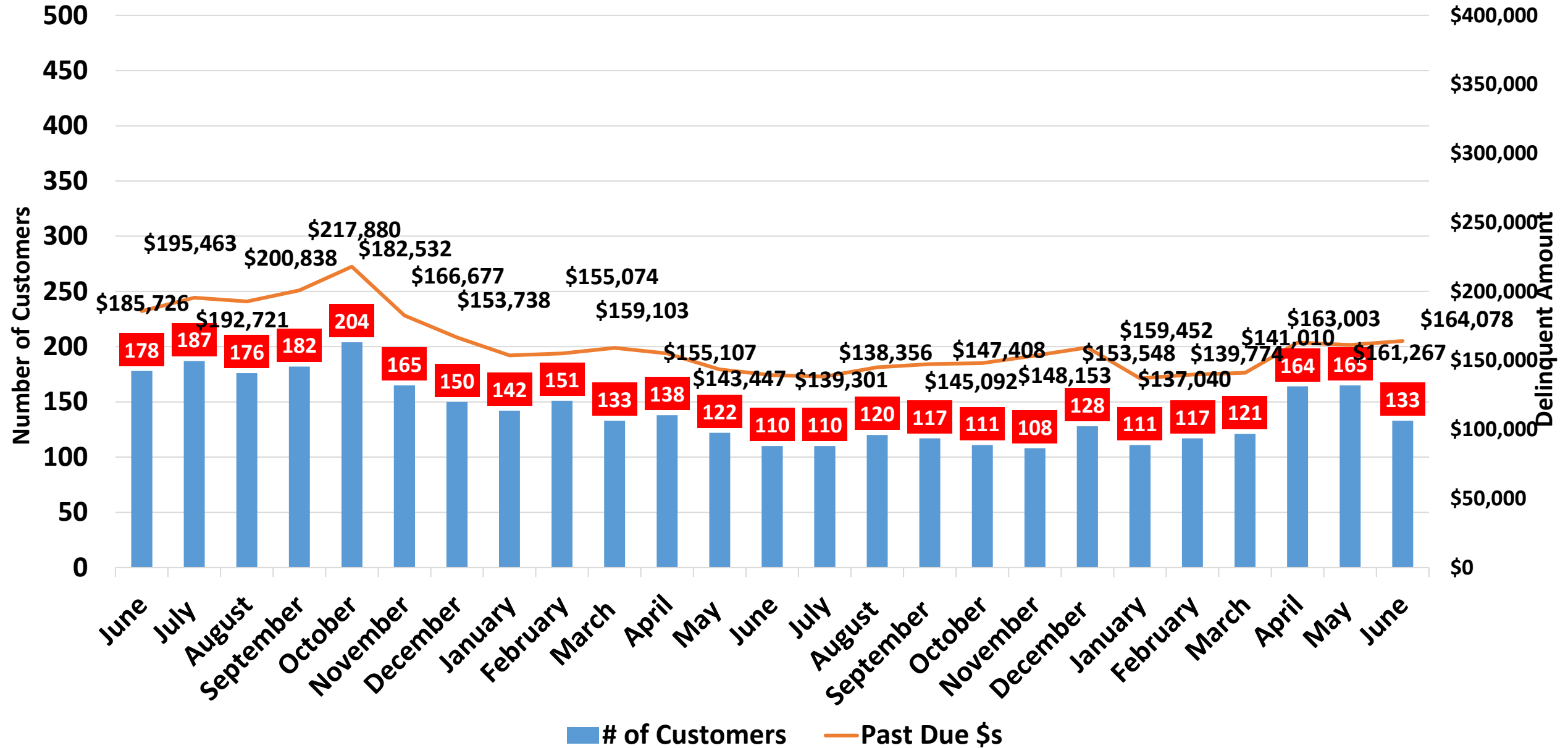
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

