

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

April 8, 2025

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Contract Award - \$563,983 - Liberty Ridge Water Main Extension
2. Contract Award - Annual Water and Wastewater Construction and Repair Services
3. Minutes Adoption

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2026 James City Service Authority Budget

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. April 2025 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 1 pm on April 22, 2025 for the Budget Business Meeting

MEMORANDUM

DATE: April 8, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - \$563,983 - Liberty Ridge Water Main Extension

On February 13, 2024, the Board of Supervisors approved connection of the Liberty Ridge independent water system to the James City Service Authority's (JCSA) central water system. This project requires the installation of approximately 680 feet of new 12-inch ductile iron pipe to connect with the existing 8-inch water main.

An Invitation for Bids for the Liberty Ridge Water Main Extension was publicly advertised. Six firms submitted a bid and were considered for award as listed below.

<u>Firm</u>	<u>Amount</u>
J.S.G. Corporation	\$563,983
Henderson, Inc.	\$616,493
Toano Contractors, Inc.	\$618,491
Suffolk Utility Construction, Inc.	\$775,750
David A Nice Builders, Inc.	\$940,097
Walter C. Via Enterprises, Inc.	\$992,250

J.S.G. Corporation was determined to be the lowest responsive and responsible bidder and has successfully completed work for JCSA in the past.

Staff recommends approval of the attached resolution awarding the Liberty Ridge Water Main Extension contract to J.S.G. Corporation.

MDP/md
CA-LibRdgWtrMExt-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$563,983 - LIBERTY RIDGE WATER MAIN EXTENSION

WHEREAS, an Invitation for Bids for the Liberty Ridge Water Main Extension was publicly advertised and six bids were received and considered for award; and

WHEREAS, J.S.G. Corporation was determined to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for the Liberty Ridge Water Main Extension to J.S.G. Corporation in the amount of \$563,983.

Barbara E. Null
Chair, Board of Directors

ATTEST:

		VOTES			
		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____ Teresa J. Saeed Deputy Secretary to the Board	HIPPLE	_____	_____	_____	_____
	ICENHOUR	_____	_____	_____	_____
	LARSON	_____	_____	_____	_____
	MCGLENNON	_____	_____	_____	_____
	NULL	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of April, 2025.

CA-LibRdgWtrMExt-res

MEMORANDUM

DATE: April 8, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - Annual Water and Wastewater Construction and Repair Services

A Request for Proposals (RFP) was solicited from qualified firms to provide annual water and wastewater construction and repair services on an as needed basis.

Four firms responded to the RFP by describing their experience, qualifications, project approach, and proposed rates for equipment, material, and labor. A team of staff members representing the James City Service Authority (JCSA) Engineering Division and the James City County Purchasing Division evaluated the proposals and selected three firms for contract award: Henry S. Branscome, LLC, J.S.G. Corporation, and Muller, Inc.

The contracts have an initial term of one year with three optional one-year renewals. Individual job orders will be issued under the contracts and will not exceed \$1 million. The total cumulative value of all job orders performed under any single one-year contract term shall not exceed \$10 million.

Henry S. Branscome, LLC, and J.S.G. Corporation have performed satisfactory work for the JCSA and Muller, Inc. received satisfactory reference checks for completing similar work.

Staff recommends approval of the attached resolution awarding contracts to the firms listed above.

MDP/md
CA-AnnWtrWWCRSrv-mem

Attachment

RESOLUTION

CONTRACT AWARD - ANNUAL WATER AND WASTEWATER

CONSTRUCTION AND REPAIR SERVICES

WHEREAS, a Request for Proposals (RFP) was advertised and evaluated for annual water and wastewater construction and repair services; and

WHEREAS, four firms submitted proposals and Henry S. Branscome, LLC, J.S.G. Corporation, and Muller, Inc. 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 annual water and wastewater construction and repair services to Henry S. Branscome, LLC, J.S.G Corporation, and Muller, Inc.

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

HIPPLE
ICENHOUR
LARSON
MCGLENNON
NULL

VOTES

AYE NAY ABSTAIN ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of April, 2025.

CA-AnnWtrWWCRSrv-res

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

March 11, 2025

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager - absent
Stephanie Luton, Assistant General Manager

C. PRESENTATION(S)

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Contract Award - \$249,780 - Wexford Hills W-28 Well #1 Replacement

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Icenhour Jr, Larson, McGlennon, Null

Absent: Hipple

2. Minutes Adoption

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Icenhour Jr, Larson, McGlennon, Null

Absent: Hipple

The minutes Approved for Adoption included the following meeting:

- February 11, 2025, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Financial Policy and Investment Policy Updates

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Icenhour Jr, Larson, McGlennon, Null

Absent: Hipple

Ms. Luton addressed the Board noting the resolution before the Board contained adoption of changes to the Financial Policy utilized by the James City Service Authority (JCSA). She highlighted the proposed changes to the Financial Policy to include: 1) creation of a Rate Stabilization Reserve with a defined minimum target balance to manage unexpected revenue shortfalls and/or unanticipated expenses while minimizing sudden rate increases; 2) add minimum target balance language for the Repair and Replacement and Alternative Water Supply Reserves; and 3) update and simplify the assessment of reducing reliance on facility charge revenue to maintain debt service coverage. Ms. Luton indicated the proposed changes were developed in consultation with the County Attorney's Office; JCSA's Financial Advisor, Davenport & Company, LLC; and Stantec, the 2025 rate study consultant. She spoke about JCSA's Investment Policy which set forth the investment and operational policies for the management of public funds in accordance with the Code of Virginia. Ms. Luton noted the purpose of the Investment Policy revisions was to: 1) provide additional flexibility to achieve the Investment Policy objectives of preservation of principal, maintenance of liquidity, and maximize return; and 2) reflect current references to rating agencies and their associated ratings. She concluded her remarks and welcomed any questions the Board might have.

Ms. Larson expressed her appreciation to Ms. Luton for the comprehensive report, adding she was glad the policies were being updated.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon mentioned he had noticed an increase in hookup fees this year compared to recent years. He looked to Ms. Luton for confirmation on that point.

Ms. Luton stated the number may have increased but the amounts were relatively the same. She explained that a large customer, for instance, an apartment complex may have a Master Meter but would only count as one connection; however, the amount of tap fees collected was larger. Ms. Luton elaborated on that point in greater detail.

Mr. McGlennon noted an increase in water production.

Ms. Luton confirmed. She advised Newport News Waterworks had conducted maintenance on one of its facilities near the Sentara Williamsburg Regional Medical Center, adding JCSA had an interconnection which Newport News Waterworks had utilized from October to mid-February of 2024. She also mentioned an increase in demand for irrigation purposes due to a dry spell in the October-November timeframe.

Mr. McGlennon thanked Ms. Luton.

Ms. Null thanked Ms. Luton for the written correspondence sent to JCSA customers regarding recent rate changes.

I. GENERAL MANAGER'S UPDATE

1. March 2025 Dashboard Report

Ms. Luton noted the water main replacement on the College Creek Bridge had recently been completed. She further noted the contractor had to work around a Hampton Roads Sanitation District (HRSD) project that was going on simultaneously. Ms. Luton confirmed satisfaction with the work performed.

Ms. Larson asked Ms. Luton if the HRSD project had been completed.

Ms. Luton replied she was unsure; however, she would find out and get back to Ms. Larson on that point.

J. ADJOURNMENT

1. Adjourn until 5 pm on April 8, 2025 for the Regular Meeting

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

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Icenhour Jr, Larson, McGlennon, Null

Absent: Hipple

At approximately 5:08 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: April 8, 2025

TO: The Board of Directors

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

SUBJECT: Public Hearing on Fiscal Year 2026 James City Service Authority Budget

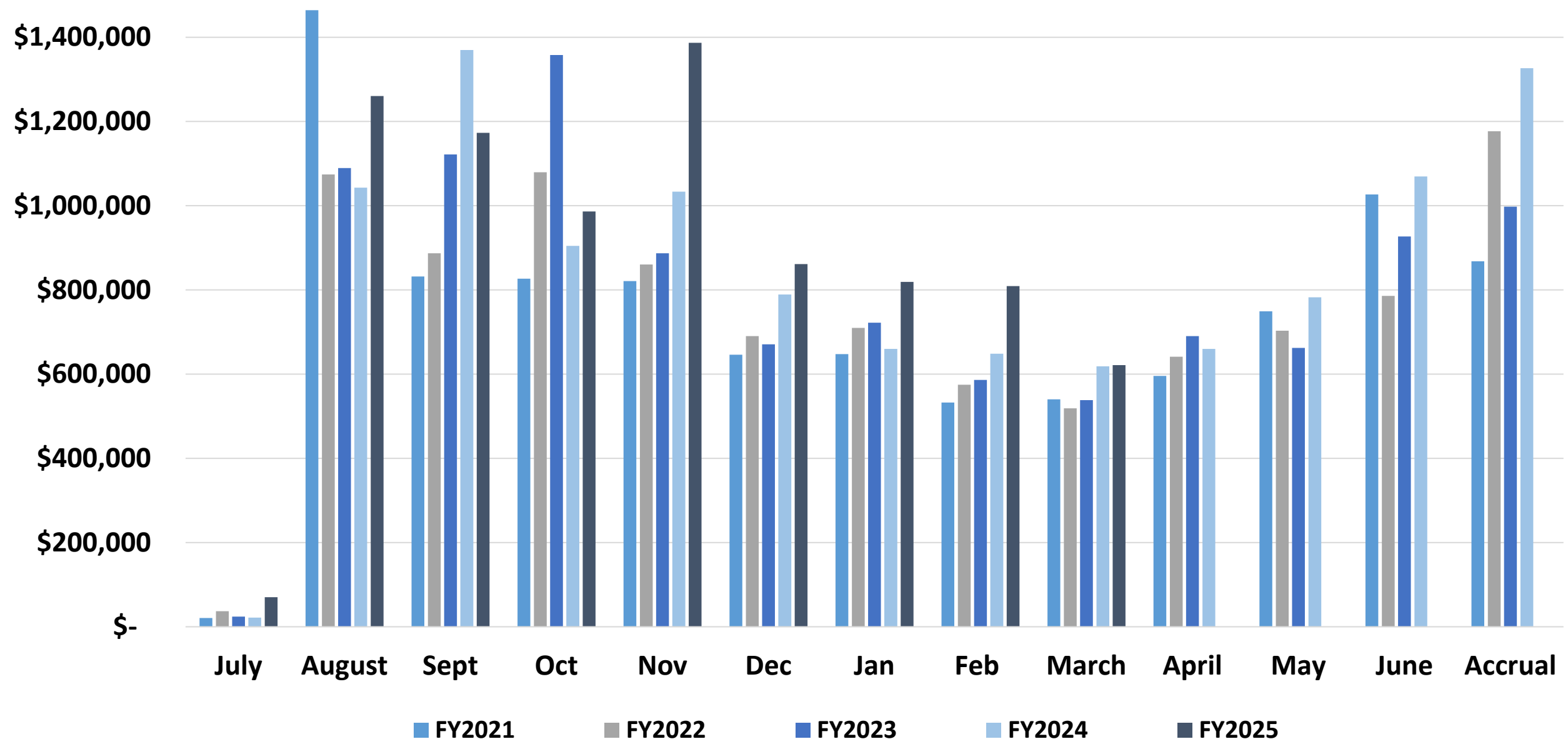
The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2026 Budget.

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 22, 2025. Staff expects to ask the Board to adopt the budget, as amended during the Work Session, at its meeting on May 13, 2025.

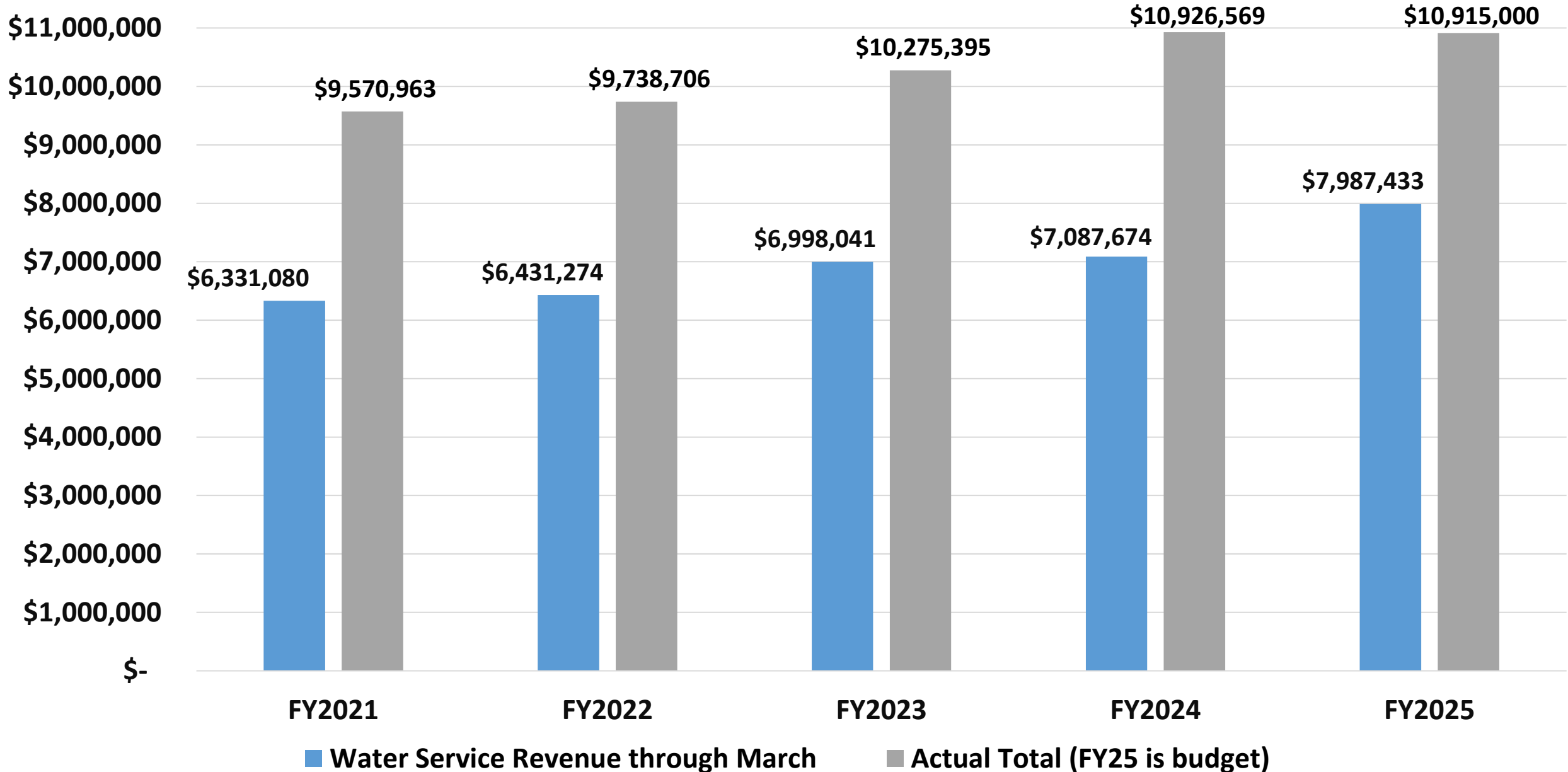
No action is requested of the Board at this meeting.

MDP/md
PH-FY26JCSABdgt-mem

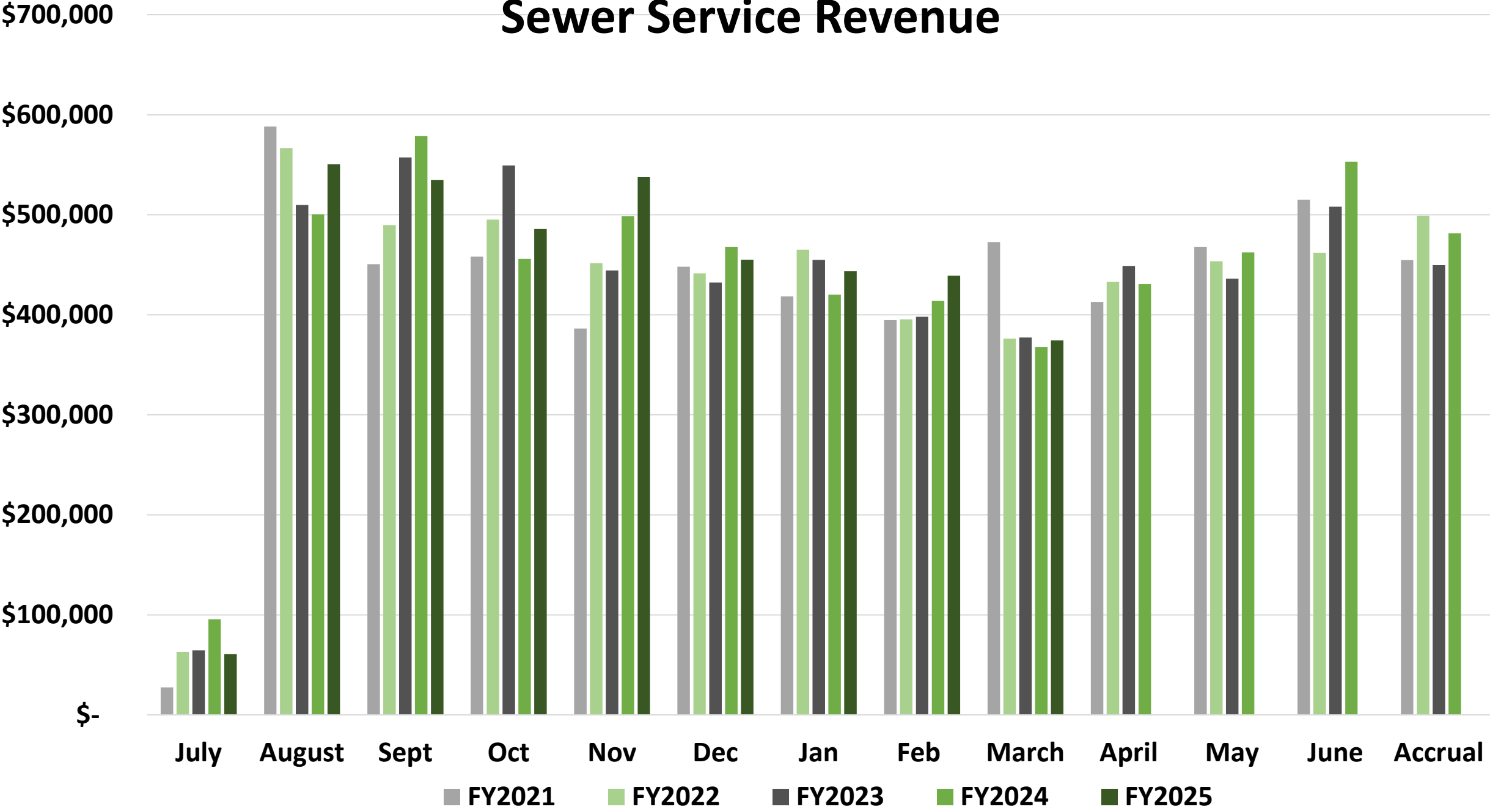
Water Service Revenue



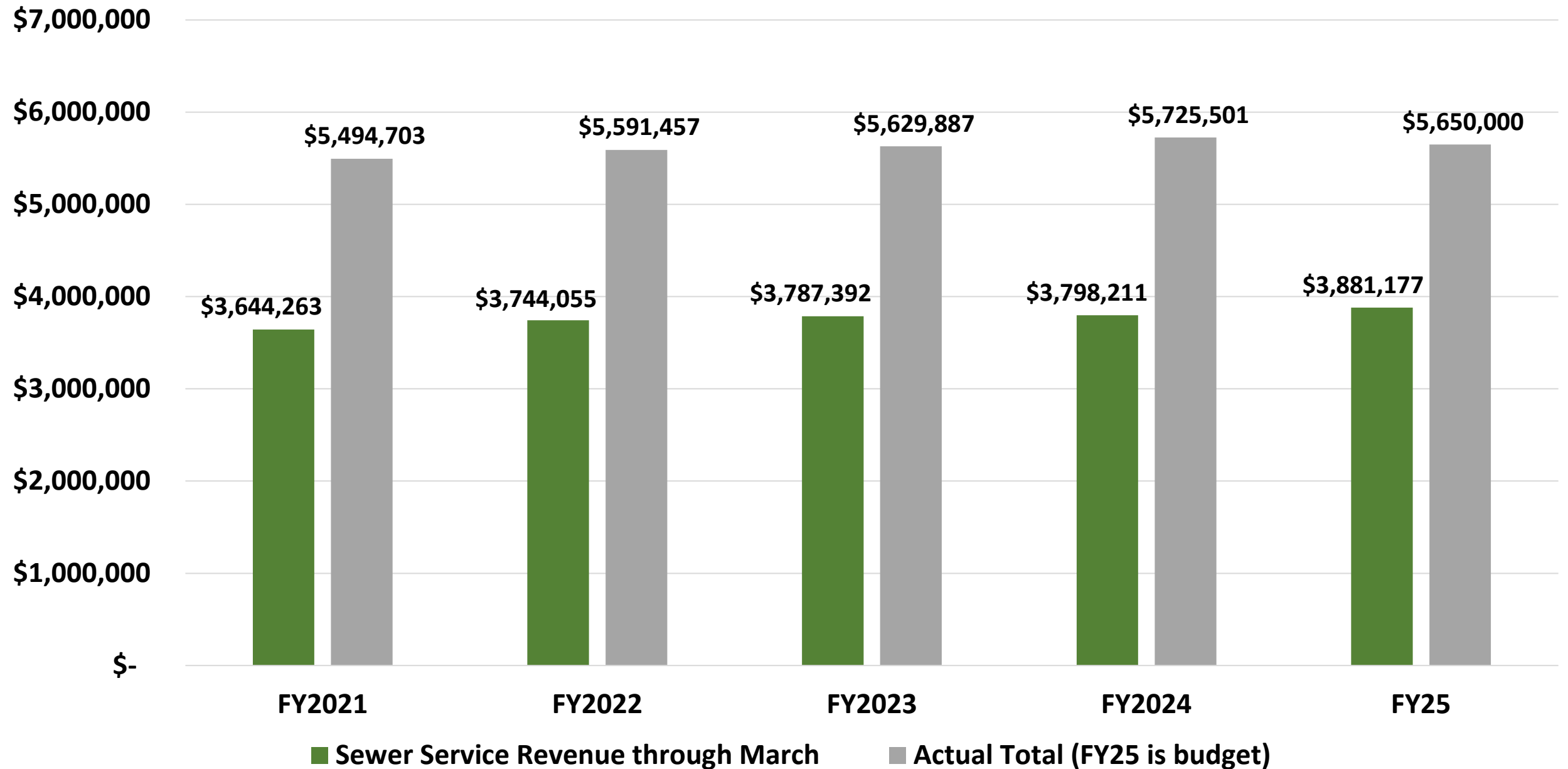
Water Service Revenue through March



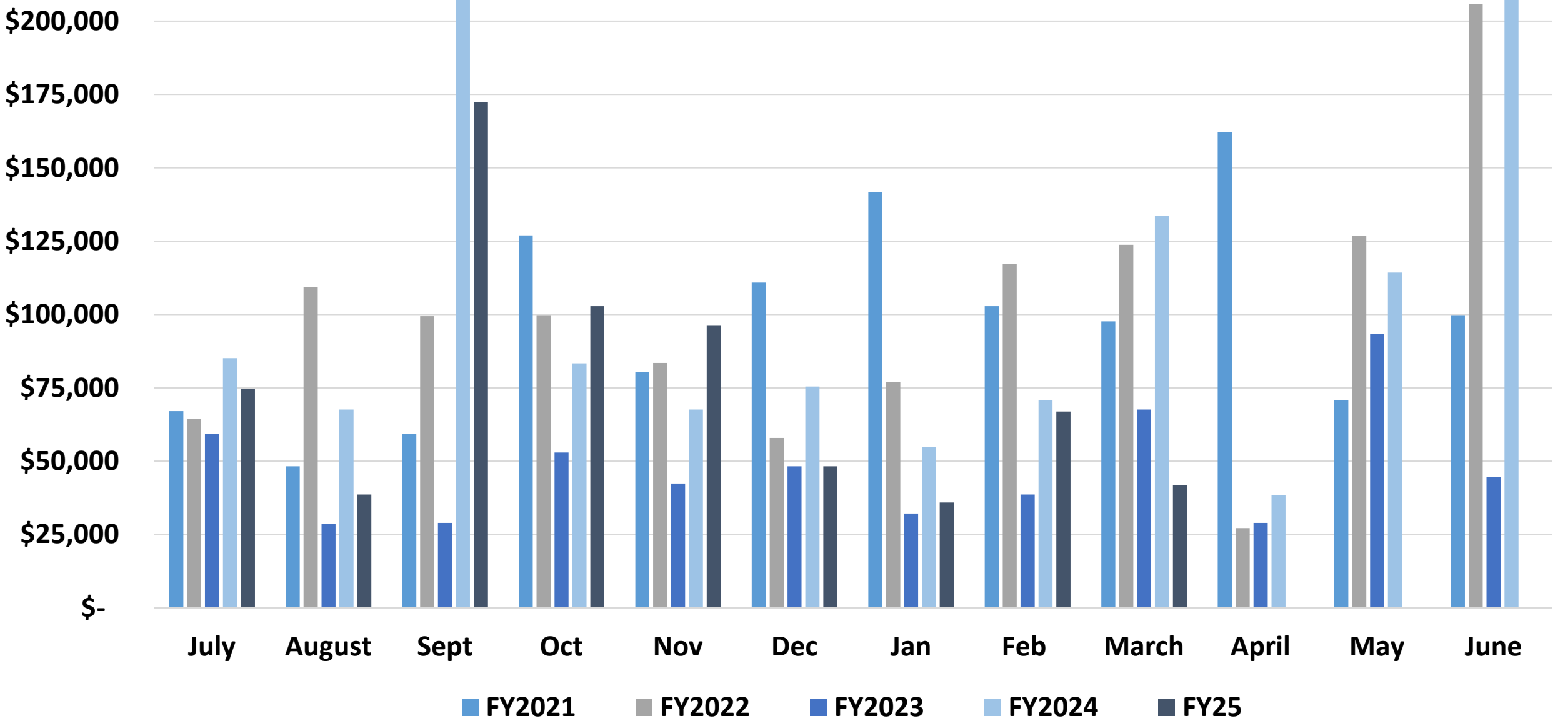
Sewer Service Revenue



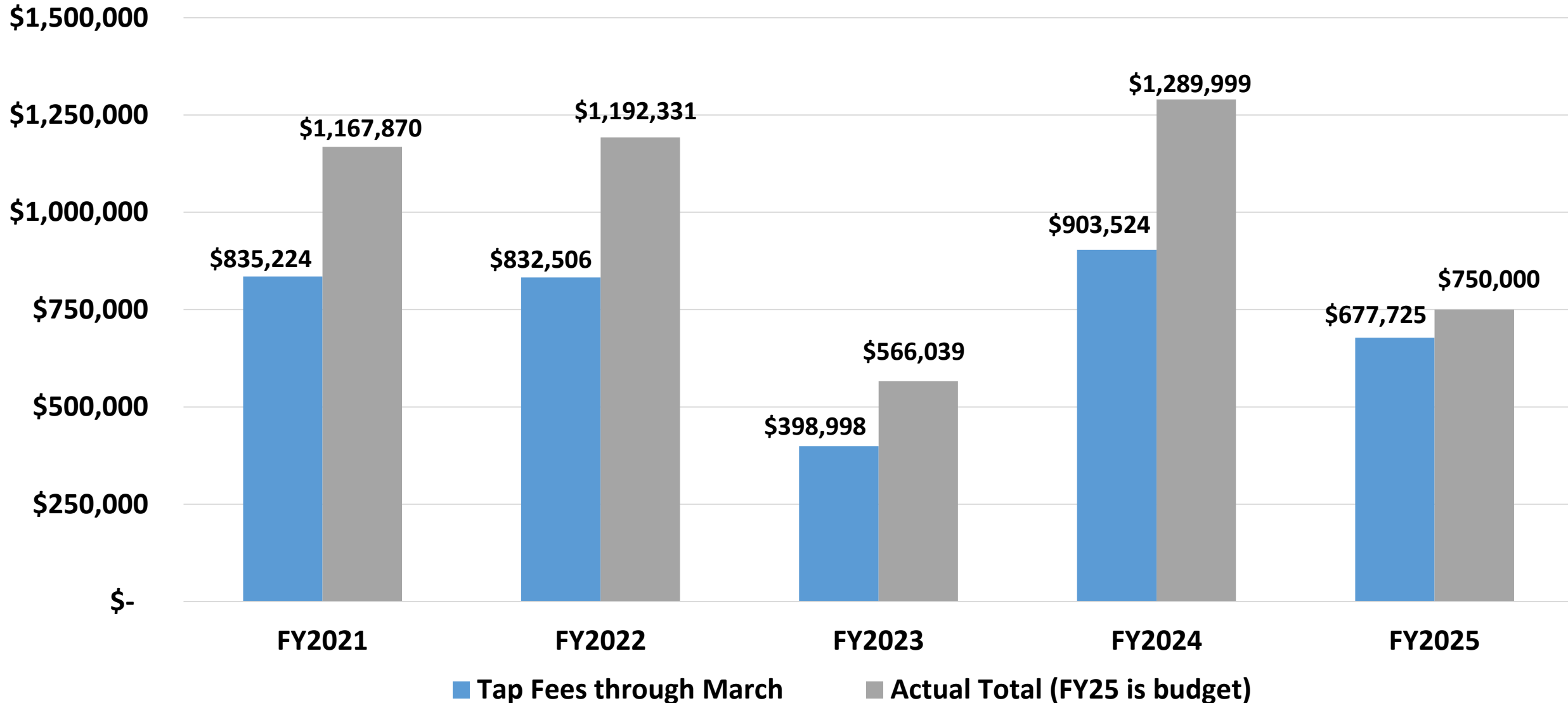
Sewer Service Revenue through March



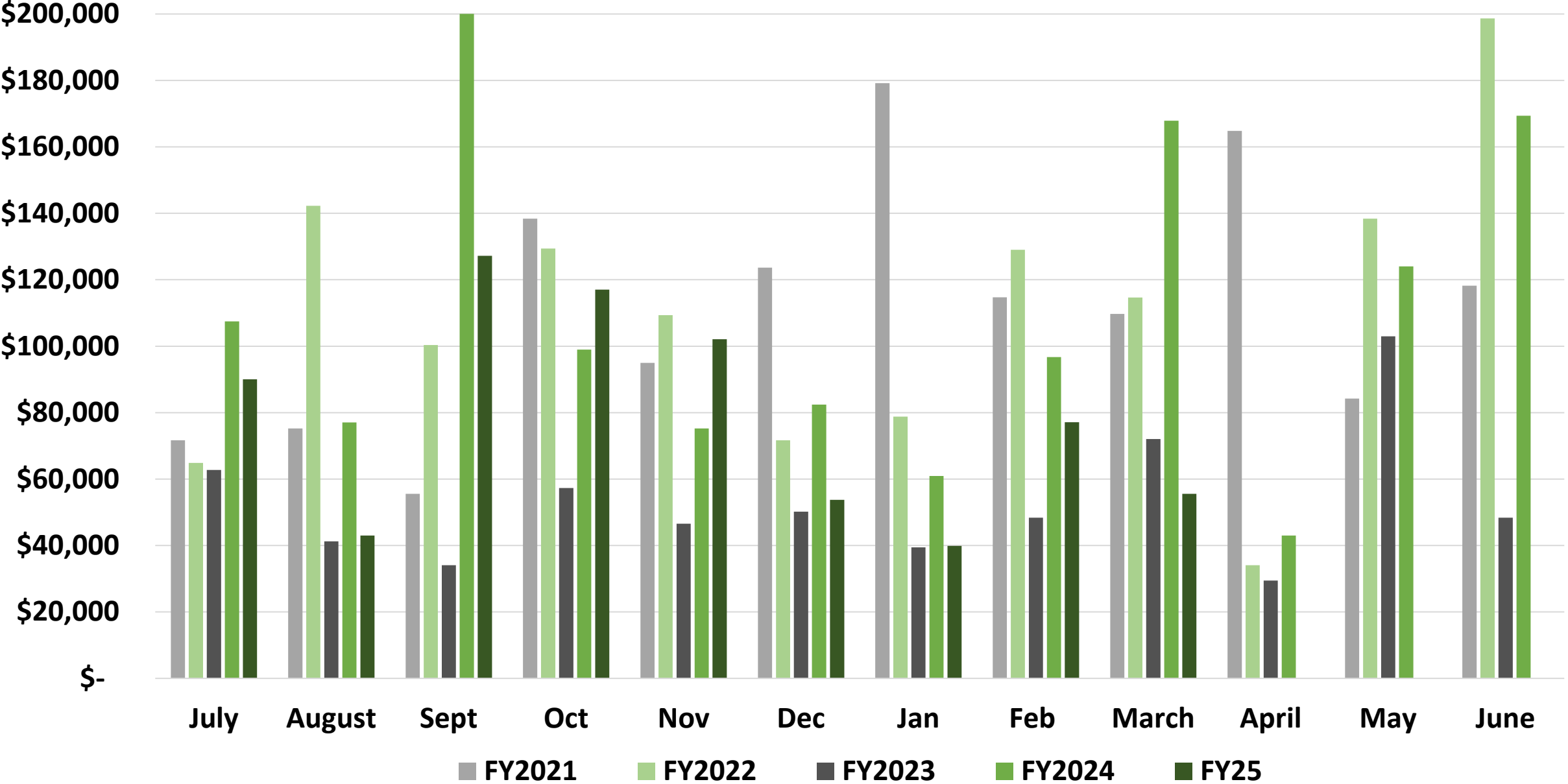
Water Tap Fees



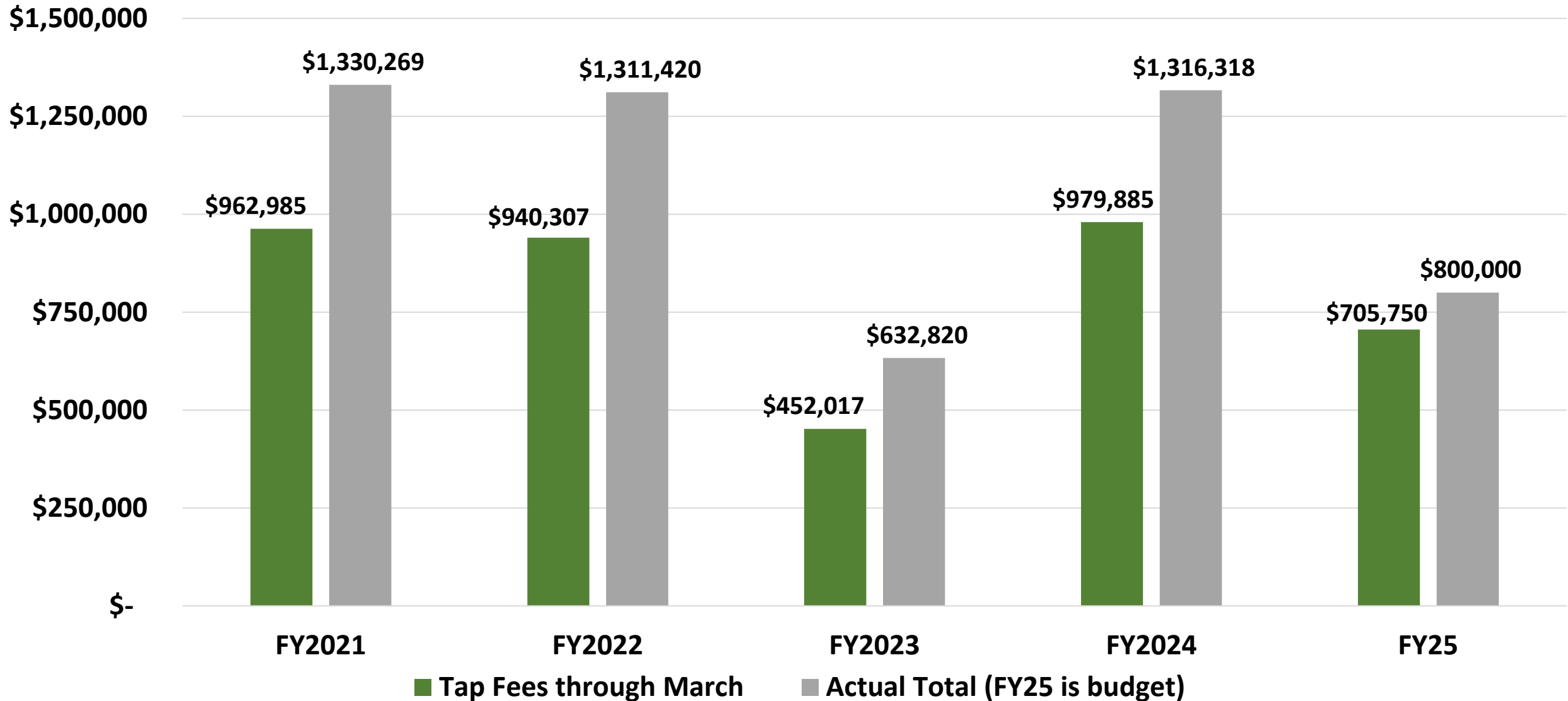
Water Tap Fees through March



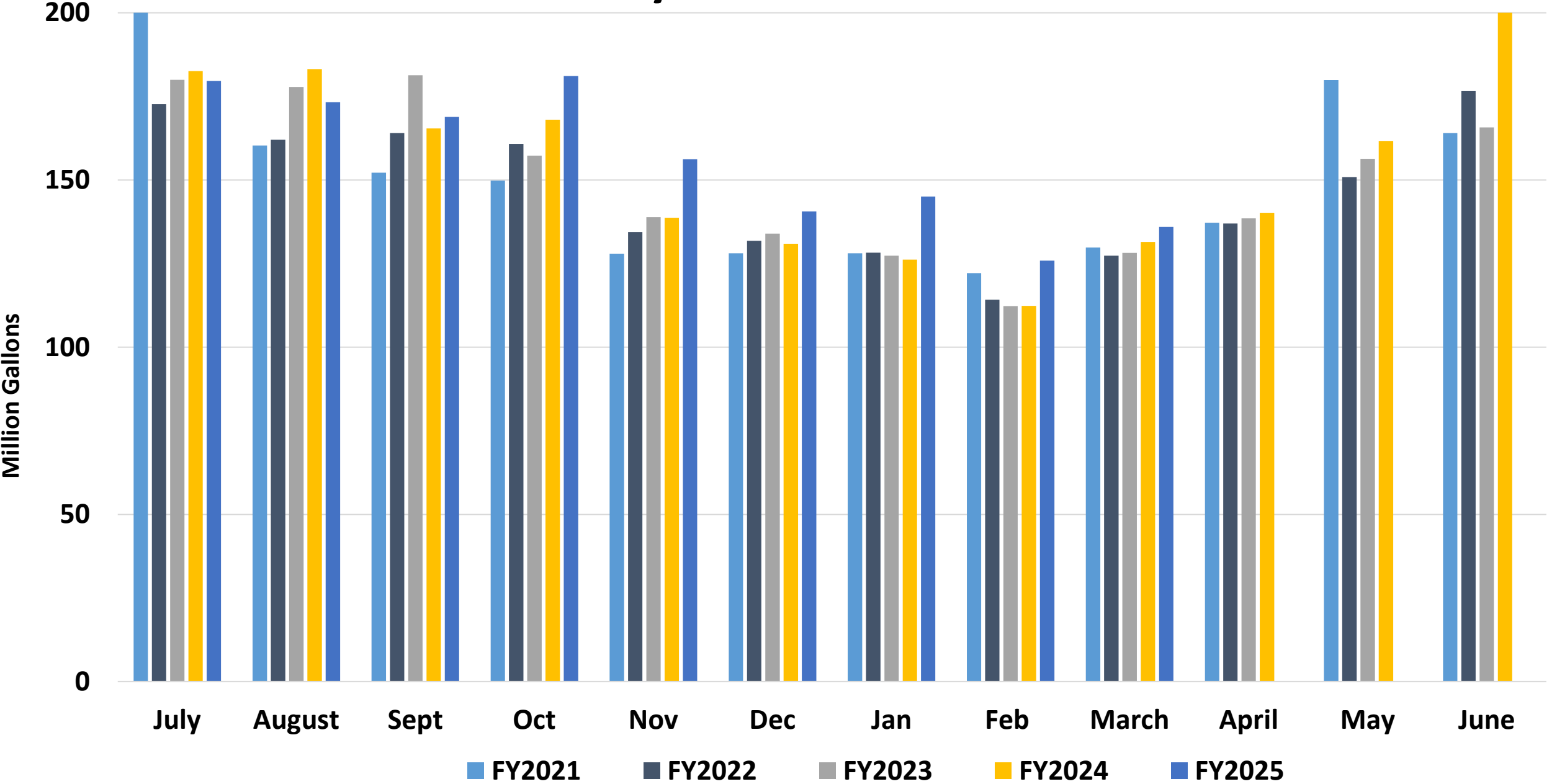
Sewer Tap Fees



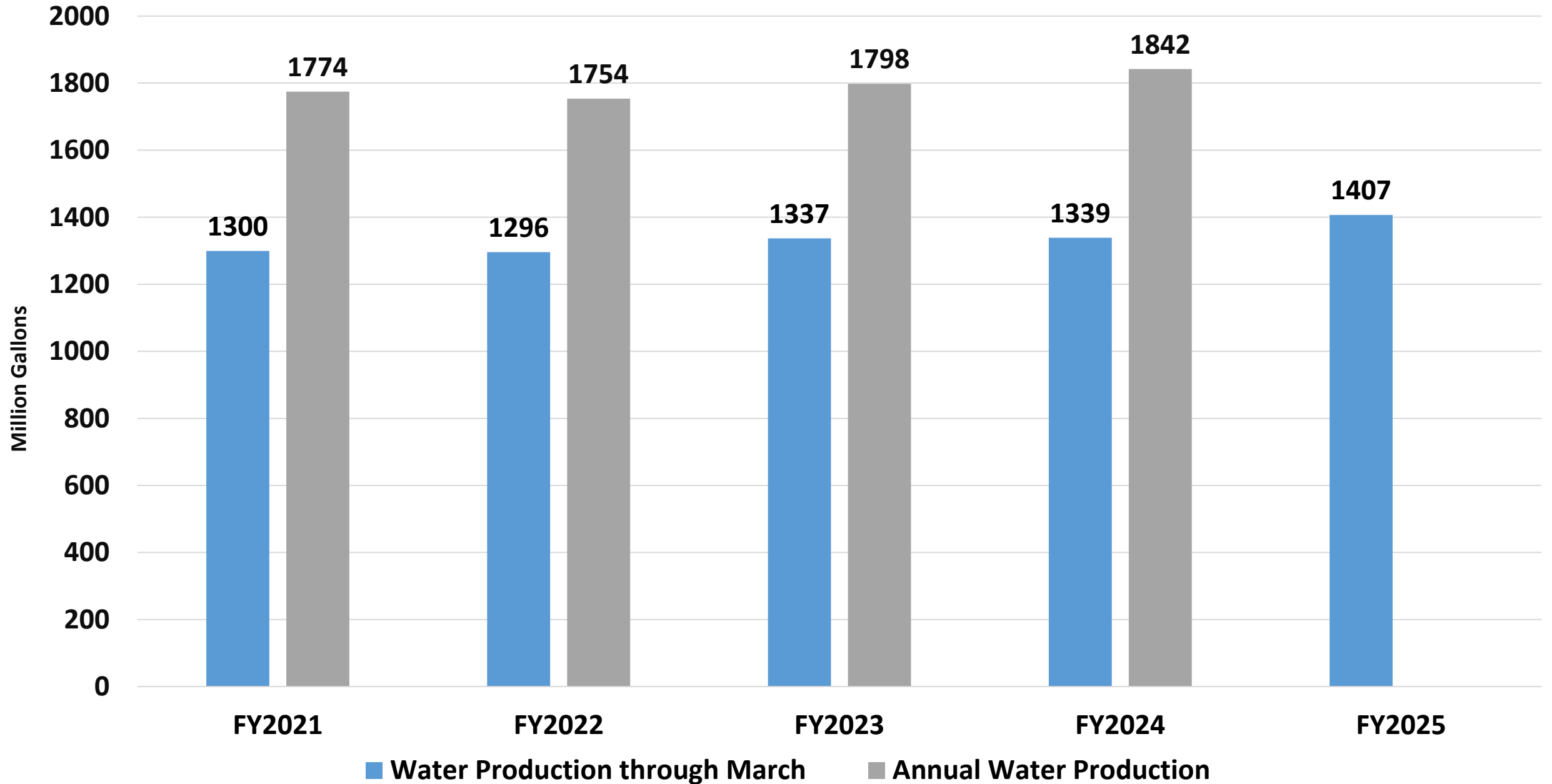
Sewer Tap Fees through March



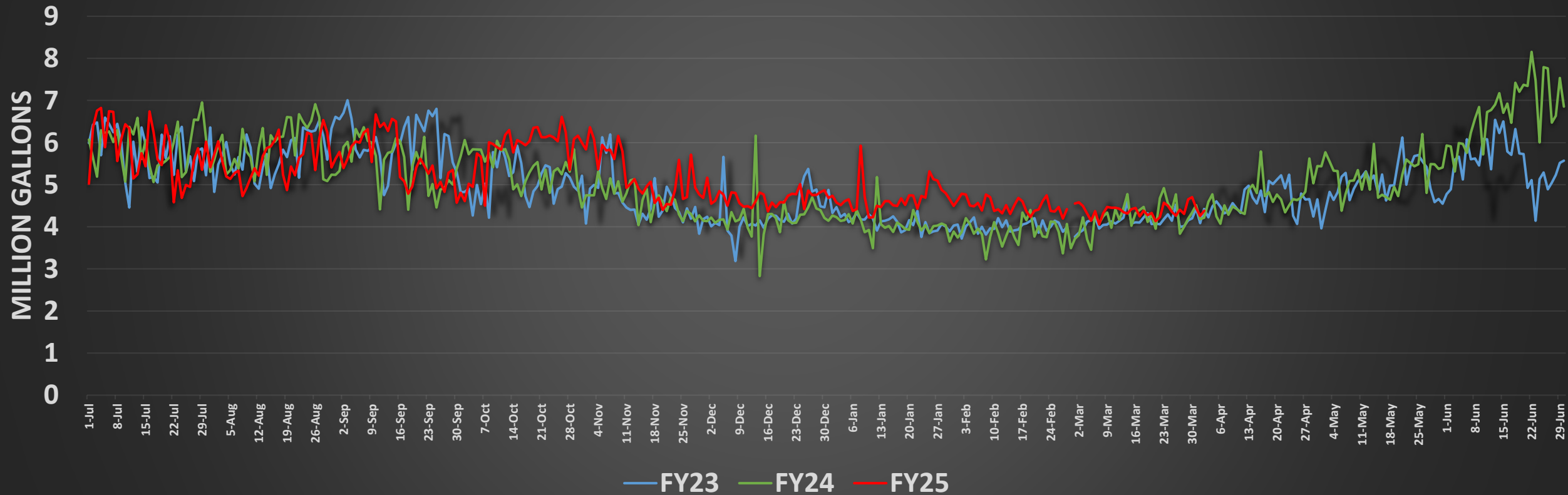
Monthly Water Production



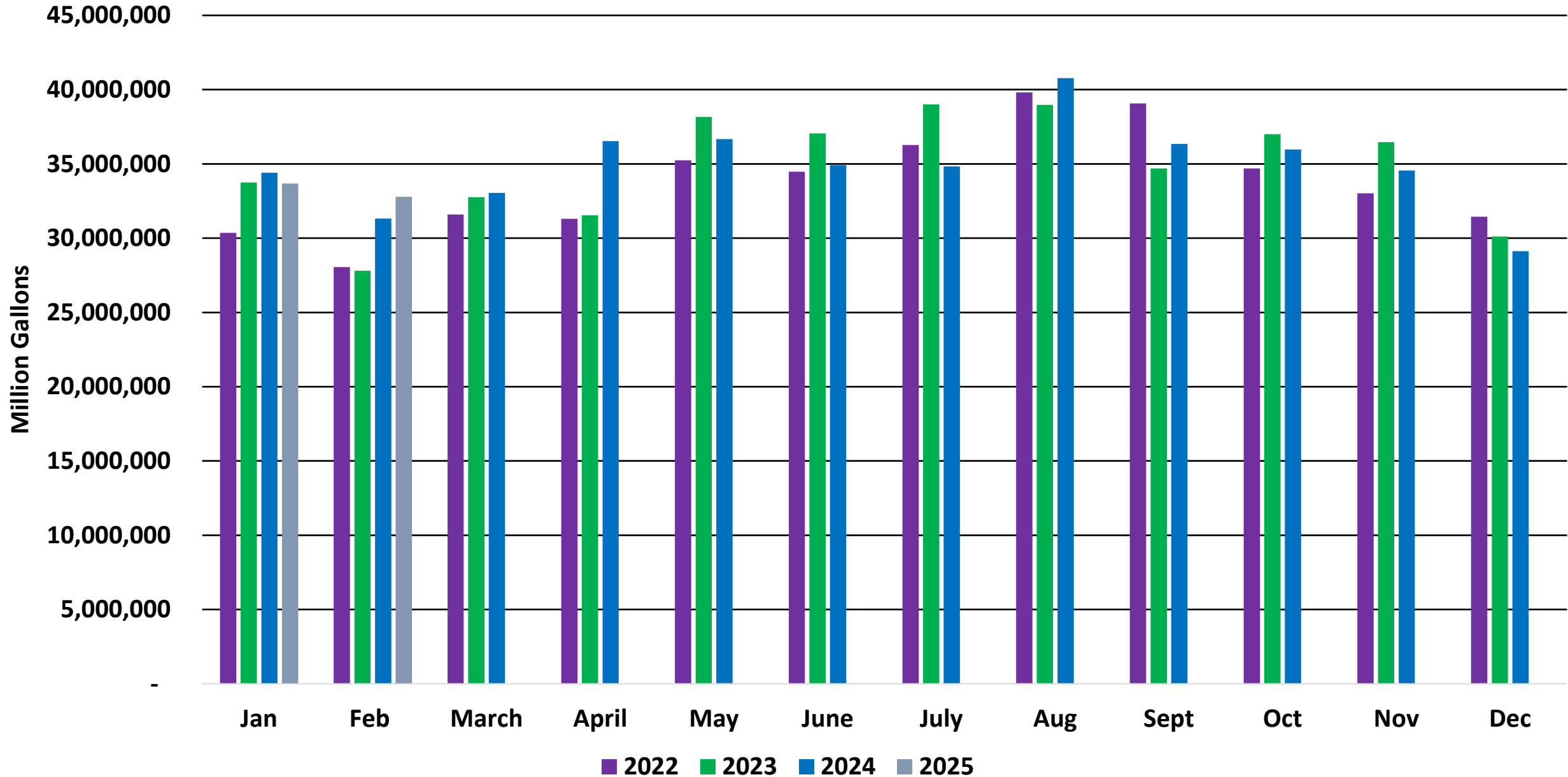
Water Production through March



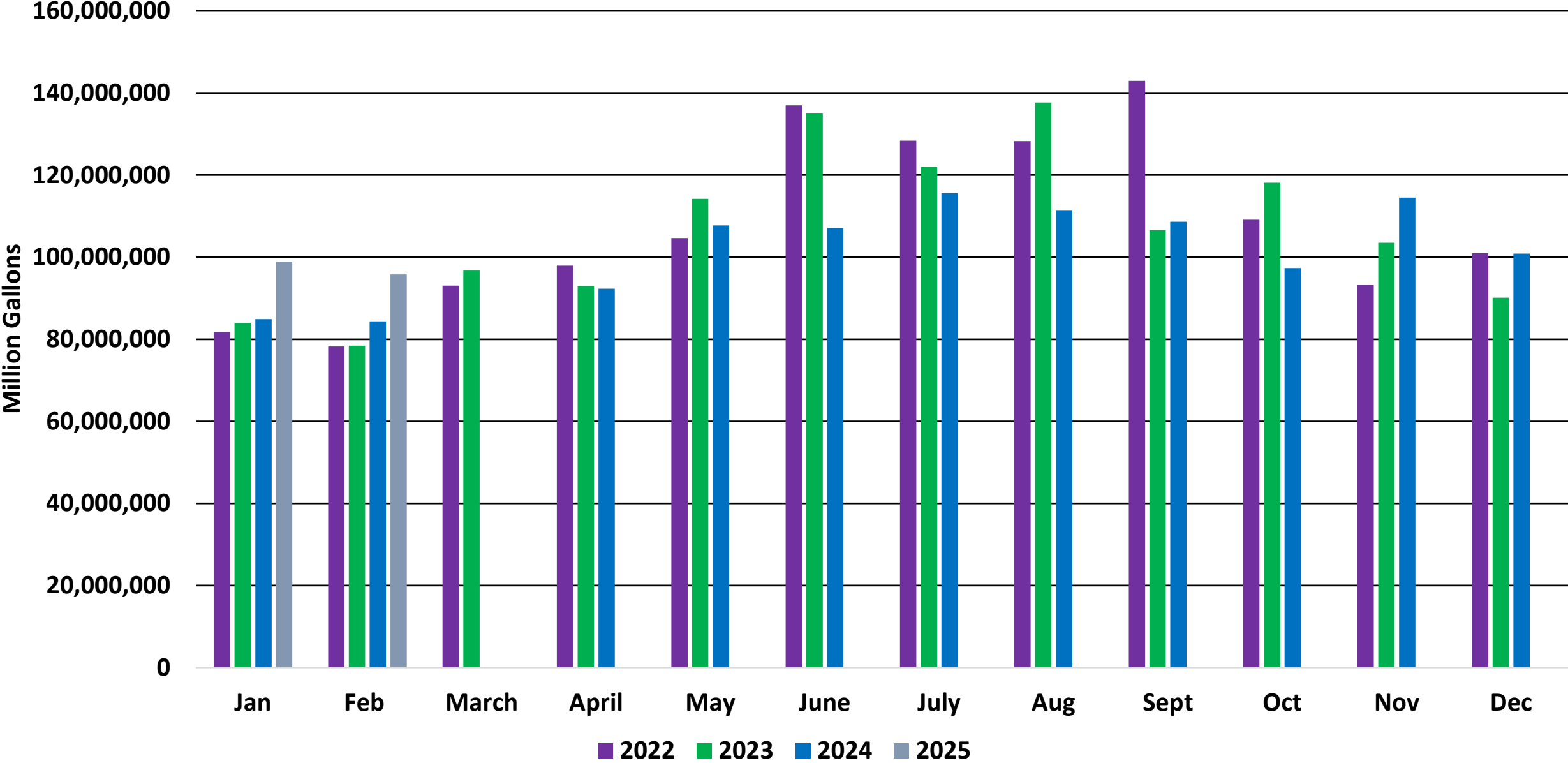
Daily Water Production



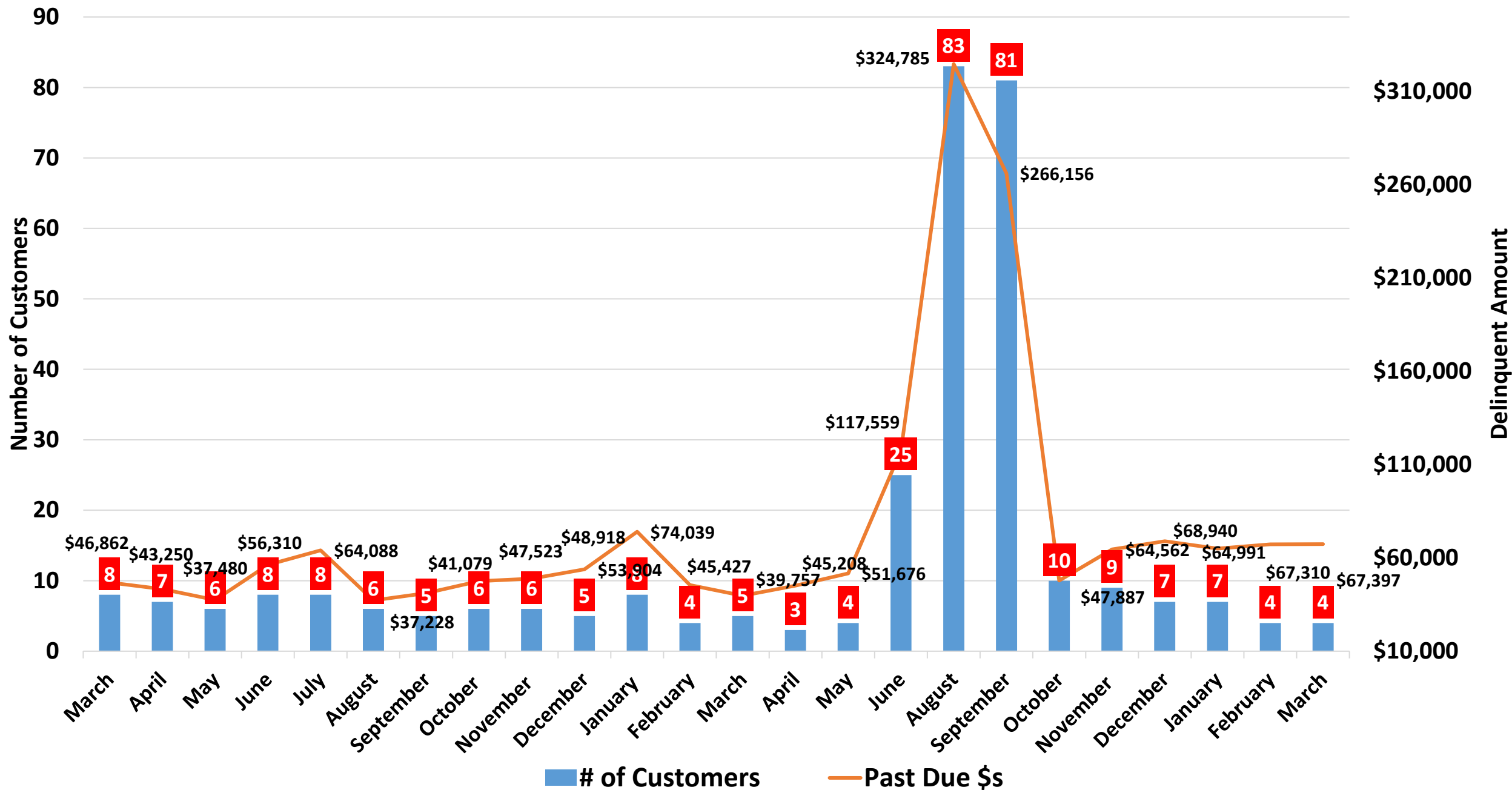
Commercial Consumption



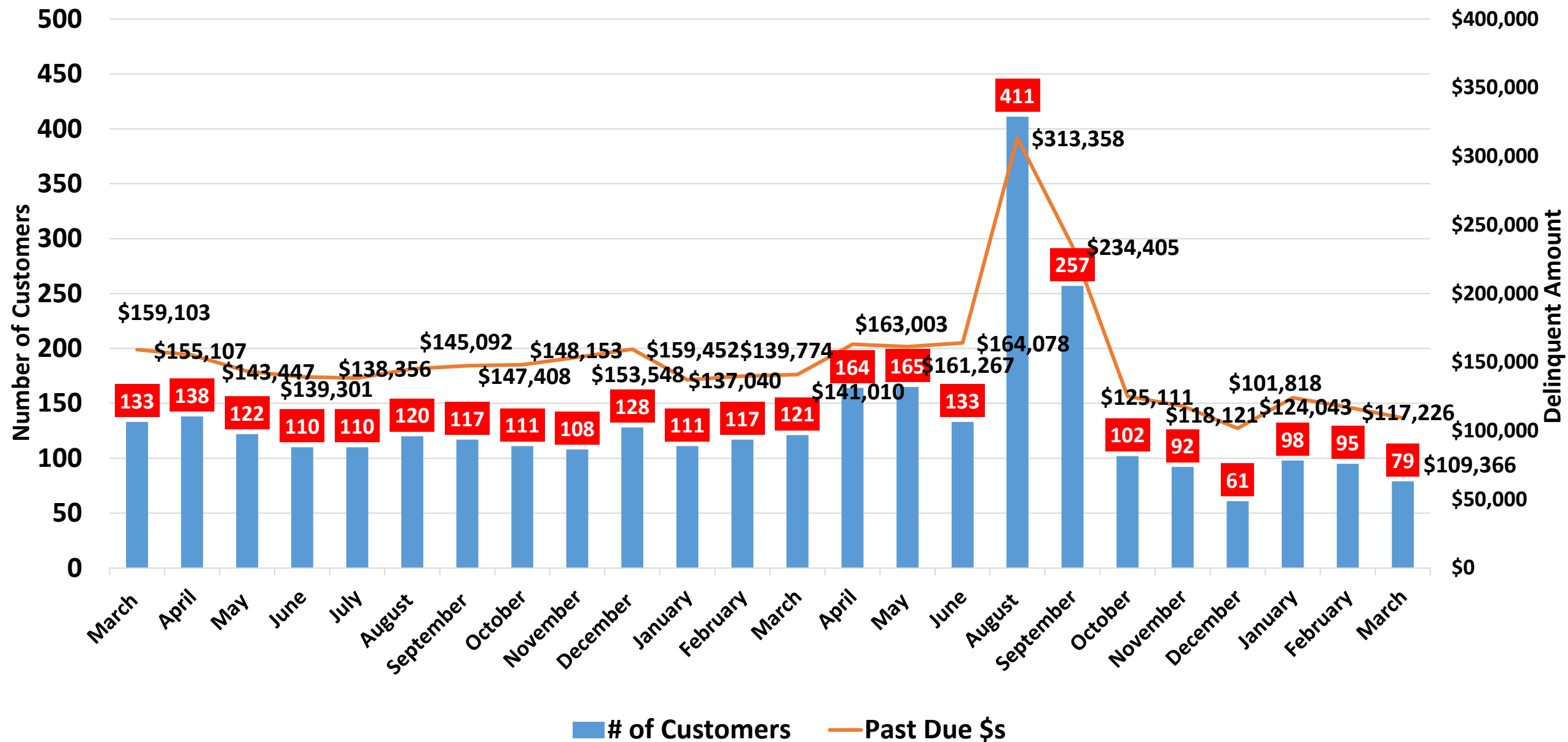
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

