

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
July 8, 2025
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2025
2. Minutes Adoption

F. PUBLIC HEARING(S)

1. Budget Amendment - Grant Funding for Lake Toano Estates Water Main Replacement

G. BOARD CONSIDERATION(S)

1. Contract Award - \$168,332 - Design Services for Church Lane Sanitary Sewer Replacement
2. Requirement to Connect - Minor Subdivision

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. July 2025 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 pm on September 9, 2025 for the Regular Meeting

MEMORANDUM

DATE: July 8, 2025

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 2025

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) 2025. The resolution lists the value of the infrastructure at the time of completion. The total value of \$5,671,325 will be included in the net capital asset calculations for JCSA's FY 2025 Annual Comprehensive Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling \$163,966,757 in the FY 2024 Annual Report.

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

MDP/md
FY25JCSAInfrastr-mem

Attachment

RESOLUTION

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 2025

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, 2025:

Water Dedications

<u>Development</u>	<u>Value</u>
Colonial Heritage - Phase 5, Section 2	\$673,205
Ford's Colony - Country Club Villas	185,385
Manor on the Green	31,000
Norge Center Entrance Road	50,550
Stonehouse Land Bay 5	894,775
Stonehouse Mini Storage	8,050
Stonehouse Tract 3 - Parcel C	445,255
Williamsburg Landing - Anchor Cove	<u>73,650</u>
Total:	<u>\$2,361,870</u>

Sewer Dedications

<u>Development</u>	<u>Value</u>
Colonial Heritage - Phase 5, Section 2	\$885,005
Ford's Colony - Country Club Villas	210,295
Grand Oaks Apartments	112,255
Manor on the Green	21,200
Norge Center Entrance Road	56,765
Stonehouse Land Bay 5	1,144,510
Stonehouse Tract 3 - Parcel C	788,725
Williamsburg Landing - Anchor Cove	30,425
3877 Strawberry Plains Road Subdivision	<u>60,275</u>
Total:	<u>\$3,309,455</u>

Water and Sewer Total: \$5,671,325

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

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

FY25JCSAInfrastr-res

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

June 10, 2025

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Vice Chair, Powhatan District
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

C. PRESENTATION(S)

None.

D. PUBLIC COMMENT

1. Mr. Jacob Payne, 8427 Sheldon Branch Place, addressed the Board noting he was in attendance regarding a topic on the Agenda for discussion, Board Consideration(s) Item No. 2. He noted a recent amendment to the James City Service Authority (JCSA) Regulations requiring connection to public water and sewer for his property on Forge Road. Mr. Payne thanked the Board for its consideration on the subject matter and recognized Mr. Powell for allowing possible solutions for his situation. He mentioned his support for one of the possible solutions, Option No. 3(b). Mr. Payne expressed his belief that it would not be a change to the regulations but more of a clarification to one of the key terms and would allow the regulations to more successfully accomplish what it was intended to. He stated Option No. 3(b) was simple, logical, and achieved good business practice while providing a solution that was a win-win solution. Mr. Payne encouraged the Board's support for Option No. 3(b).

2. Mr. Chris Henderson, 101 Keystone, addressed the Board noting he spoke with Mr. Powell prior to the meeting and had clarified a couple of his concerns. He noted the Virginia Department of Health had recently issued a fish consumption advisory for the Chickahominy River due to elevated levels of PFOS (perfluorooctane sulfonate) in fish tissue samples and questioned how it would impact future water treatment plans. Mr. Henderson mentioned that Mr. Powell indicated that this was a current issue for Newport News Waterworks as the Chickahominy River was one of its supply points. He stated the County did not use the Chickahominy River as a water source; however, he recommended future Board discussions be had on that subject. Mr. Henderson expressed positive remarks and beneficial factors of the JCSA allowing a multitude of small private well systems in Liberty Ridge and Westport subdivisions to incorporate those systems into the JCSA connection. He questioned future water

consumption needs and how the JCSA would meet the demand. Mr. Henderson touched on future residential development and how it would affect water demand, capacity limits, and other factors. He thanked the Board for its time.

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 meeting:

- May 13, 2025, Regular Meeting

F. PUBLIC HEARING(S)

1. Budget Amendment and United States Environmental Protection Agency Community Grant Award - \$2,490,000 - Toano Water and Sewer Improvements

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

Mr. Powell addressed the Board noting the JCSA received a Community Grant from the United States (U.S.) Environmental Protection Agency (EPA) for water and sewer infrastructure improvements in the Toano area. He stated water system improvements consisted of replacing approximately 3,300 feet of 1970s thin-wall PVC water main pipe with ductile iron pipe in the Lake Toano Estates subdivision. Mr. Powell further stated sanitary sewer system improvements consisted of replacing approximately 3,200 feet of 1950s verified clay sanitary sewer gravity main pipe with PVC in the Toano Terrace subdivision. He noted this grant amount required appropriation to the Fiscal Year (FY) 2025 budget. Mr. Powell further noted since the grant amount exceeded 1% of the total budget, a public hearing was required. He stated staff recommended adoption of the resolution amending the JCSA FY 2025 adopted budget and appropriating the grant.

Ms. Null opened the Public Hearing.

Ms. Null closed the Public Hearing as there were no speakers.

Ms. Larson commended Mr. Powell on his efforts to obtain the grant.

G. BOARD CONSIDERATION(S)

1. Contract Award - \$1,375,515 - Lake Toano Estates Water Main 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 as he mentioned earlier in the meeting this contract award was to replace approximately 3,300 feet of 1970s thin-wall PVC water main pipe with ductile iron pipe in the Lake Toano Estates subdivision along Tom Taylor Road, Branchs Pond Road, and Warrens Pond Road. He indicated the scope of work also included new water meter services, new fire hydrants, and abandonment of the old water mains. Mr. Powell stated six bids were received for this project and Toano Contractors, Inc., was determined to be the lowest responsive bidder and had successfully completed work for the JCSA in the past. He further stated funding for 80% of the construction cost was provided through the Community Grant from the U.S. EPA to the JCSA and the remaining 20% of the construction cost was available in the Water Fund Capital Improvement Program budget. Mr. Powell noted staff recommended approval of the resolution.

2. Requirements to Connect - Proposed Subdivision on Forge Road

Mr. Powell addressed the Board noting at its last meeting, the Board had requested that he present some options regarding water and sewer connections for a proposed minor subdivision located at 3026 Forge Road. He referenced the memorandum included in the Board's Agenda Packet for specific details, adding he would mainly focus on the proposed options. Mr. Powell noted Option No. 1 would be to follow the existing regulations and require the subdivision to connect to the JCSA water and sewer facilities. He further noted Option No. 2 would remove the parcel from the Primary Service Area (PSA); however, removing the PSA designation could restrict capabilities. Mr. Powell advised that Option No. 3 allowed a few flexibility options regarding modifications to the JCSA Regulations. He stated Option No. 3(a) would change the requirement to 55 feet to connect within the PSA, adding minor subdivisions would not be required to connect if the parent parcel was greater than 55 feet from the JCSA infrastructure. Mr. Powell further stated Option No. 3(b) was the desired option Mr. Payne recommended during Public Comment which would modify the requirement for minor subdivisions to connect only if "usable infrastructure" was within 1,000 feet. He mentioned this option if implemented would have minimal impact. Mr. Powell noted Option No. 3(c) would provide a provision to the JCSA Regulations that would allow the Board or General Manager to waive the requirement to connect under certain criteria that would need to be developed. He stated he did not recommend that option. Mr. Powell concluded his remarks and welcomed any questions the Board might have.

Mr. Icenhour asked Mr. Powell if he was seeking Board guidance on a preferred option and then he would come back before the Board for adoption of a resolution to implement that option.

Mr. Powell replied that was correct. He stated most likely he would have a resolution for adoption at the Board's next meeting.

Mr. Icenhour stated he supported Option No. 3(b). He noted minimal impacts and it was beneficial to the property owner and the County. Mr. Icenhour asked Mr. Powell if this option only applied to minor subdivisions.

Mr. Powell confirmed yes, adding major subdivisions were required to connect under any circumstance.

Mr. McGlennon stated he supported Option No. 3(b) and spoke to the minimal impacts of this option.

Ms. Larson thanked Mr. Powell for his willingness to collaborate with the Payne family and to find a viable solution to the situation. She expressed concern about a conversation she had with Mr. Powell regarding fire protection and asked if he could speak on that point.

Mr. Powell indicated if a subdivision were to proceed without the JCSA connection there would

be no fire hydrants installed for the proposed eight-lot subdivision.

Ms. Larson expressed significant concern in addition to the importance of raising awareness on that point. She stated she would support Option No. 3(b).

Mr. Hipple expressed his concern with future development on Forge Road if an exception were made; however, the stipulations in place he felt would prevent rapid future development from occurring. He noted he had no issues with the proposed minor subdivision or the fire protection aspect and highlighted comparable similarities between a minor subdivision and a family subdivision. Mr. Hipple expressed his concern with extending the utility line further down Forge Road.

Mr. Powell stated there were parcels on Forge Road closer to Richmond Road that would be required to connect even if this change was adopted. He noted if there was a concern with utilities going further down Forge Road then what was already there it would not fully negate that concern.

Mr. Hipple suggested putting something in place to ensure utilities did not go down Forge Road any further. He reiterated his concern with rapid future development.

Ms. Null thanked Mr. Powell for his efforts through this process and noted she would support Option No. 3(b).

Mr. Powell indicated the Board did not need to vote on this item this evening.

3. Amend the Board of Directors Meeting Calendar to add a meeting on June 24, 2025, at 1 pm for the purpose of the General Manager's Evaluation

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

H. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour asked Mr. Powell when the sewer line root barriers would be removed from the Route 199 sewer line repair.

Mr. Powell replied he was unsure, adding it was a Hampton Roads Sanitation District (HRSD) project; however, he would find that information out.

I. GENERAL MANAGER'S UPDATE

1. June 2025 Dashboard Report

Mr. Powell stated he had no further update. He advised that when the Board made the motion to adjourn the meeting, the correct date to adjourn was June 24, 2025, not July 8, 2025.

J. ADJOURNMENT

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

A motion to Adjourn until 1 p.m. on June 24, 2025, 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

At approximately 5:20 p.m., Ms. Null adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
SPECIAL MEETING

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

June 24, 2025

1:00 PM

A. CALL TO ORDER

At approximately 2:28 p.m., Ms. Null called the James City Service Authority Board of Directors Special Meeting to order.

B. ROLL CALL

Michael J. Hipple, Vice Chair, Powhatan District
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Berkeley District - remote participation
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

A motion to Allow Ms. Larson to participate remotely was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, McGlennon, Null

Abstain: Larson

Ms. Larson acknowledged her remote participation.

C. CLOSED SESSION

A motion to Enter a Closed Session 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

At approximately 2:29 p.m., the Board of Directors entered Closed Session.

At approximately 2:48 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. Consideration of a personnel matter, the performance evaluation of the General Manager of the James City Service Authority, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

A motion to Approve a 3% salary increase for the General Manager of the James City Service Authority, effective July 1, 2025, and an additional 1% effective January 1, 2026, contingent on the availability of funds, 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. Certification of Closed Session

D. ADJOURNMENT

1. Adjourn until 5 pm on July 8, 2025 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 2:48 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: July 8, 2025

TO: The Board of Directors

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

SUBJECT: Budget Amendment - Grant Funding for Lake Toano Estates Water Main Replacement

On June 10, 2025, the Board amended the Fiscal Year (FY) 2025 budget by appropriating a \$2.49 million Community Grant from the United States Environmental Protection Agency (U.S. EPA) for water and sewer infrastructure improvements in Toano and subsequently also approved the construction contract for the Lake Toano Estates Water Main Replacement to Toano Contractors, Inc. for \$1,375,515. This FY 2025 budget amendment allowed construction to proceed as soon as possible. The U.S. EPA Community Grant funds 80% of the construction cost for the Lake Toano Estates project with the remaining 20% from the Water Fund Capital Improvement Program budget.

Due to established budget process timelines, the FY 2026 budget was prepared and adopted before the procurement process for the Lake Toano Estates Water Main Replacement construction contract was complete. The adopted FY 2026 budget contains \$1 million for the Lake Toano Estates project. The FY 2026 budget requires amendment to remove the \$1 million originally programmed for the Lake Toano Estates project because the funds were included in the FY 2025 budget amendment.

The *Code of Virginia*, § 15.2-2507, requires a public hearing when amendments to the budget to adjust the aggregate amount to be appropriated exceed 1% of total expenditures, which for FY 2026 totals \$307,964. The public hearing is to consider the FY 2026 budget amendment to remove the \$1 million originally programmed for the Lake Toano Estates project.

Staff recommends adoption of the attached resolution amending the James City Service Authority's FY 2026 Adopted Budget.

MDP/ap
BA-GFLkToanoEst-mem

Attachment

RESOLUTION

BUDGET AMENDMENT - GRANT FUNDING FOR LAKE TOANO ESTATES

WATER MAIN REPLACEMENT

WHEREAS, on June 10, 2025, the Board amended the Fiscal Year (FY) 2025 budget by appropriating a \$2.49 million Community Grant from the United States Environmental Protection Agency (U.S. EPA) for water and sewer infrastructure improvements in Toano and subsequently also approved the construction contract for the Lake Toano Estates Water Main Replacement to Toano Contractors, Inc. for \$1,375,515; and

WHEREAS, this FY 2025 budget amendment allowed construction to proceed as soon as possible; and

WHEREAS, the U.S. EPA Community Grant funds 80% of the construction cost for the Lake Toano Estates project with the remaining 20% from the Water Fund Capital Improvement Program budget; and

WHEREAS, due to established budget process timelines, the FY 2026 budget was prepared and adopted before the procurement process for the Lake Toano Estates Water Main Replacement construction contract was complete and the adopted FY 2026 budget contains \$1 million for the Lake Toano Estates project; and

WHEREAS, the FY 2026 budget requires amendment to remove the \$1 million originally programmed for the Lake Toano Estates project because the funds were included in the FY 2025 budget amendment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby amends the Fiscal Year 2026 Water Fund budget as shown below:

Water Fund

Revenue:

Federal - U.S. EPA Community Grant	<u>(\$1,000,000)</u>
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Expenditure:

Lake Toano Estates Water Main Replacement	<u>(\$1,000,000)</u>
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Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

HIPPLE
ICENHOUR
LARSON
MCGLENNON
NULL

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 8th day of July, 2025.

BA-GFLkToanoEst-res

MEMORANDUM

DATE: July 8, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - \$168,332 - Design Services for Church Lane Sanitary Sewer Replacement

Aging sanitary sewer infrastructure in parts of the Toano Terrace neighborhood requires replacement to improve reliability and level of service. The project consists of replacing approximately 3,200 feet of sanitary sewer main along Church Lane, School Lane, and Chesapeake Avenue as shown on the attached map. The existing four-inch, six-inch, and eight-inch vitrified clay sanitary sewer gravity mains were installed in the 1950s and will be replaced with PVC.

A Request for Proposals (RFP) was solicited from qualified firms to provide engineering services for the design and construction of the replacement mains. Four firms responded to the RFP by describing their experience, qualifications, project approach, and availability. A team of staff members representing the James City Service Authority (JCSA) evaluated the proposals with technical assistance from the Purchasing Division and selected Kimley-Horn and Associates, Inc. as the most fully qualified firm that best met JCSA's needs as defined in the RFP. A contract price of \$168,332 was negotiated for design services. Kimley-Horn and Associates, Inc. has completed satisfactory work for the JCSA in the past.

Funding for 80% of the design cost is provided through a Community Grant from the United States Environmental Protection Agency to the JCSA. The remaining 20% of the construction cost is available in the Sewer Fund Capital Improvement Program budget.

Staff recommends approval of the attached resolution awarding the \$168,332 contract for Design Services for Church Lane Sanitary Sewer Replacement to Kimley-Horn and Associates, Inc.

MDP/ap
CA-DesSvcChLnSSR-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$168,332 - DESIGN SERVICES FOR

CHURCH LANE SANITARY SEWER REPLACEMENT

WHEREAS, a Request for Proposals (RFP) for the Design Services for Church Lane Sanitary Sewer Replacement was publicly advertised; and

WHEREAS, four firms submitted proposals and Kimley-Horn and Associates, Inc. was determined to be the most fully qualified firm 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 Design Services for Church Lane Sanitary Sewer Replacement contract to Kimley-Horn and Associates, Inc. in the amount of \$168,332.

Barbara E. Null
Chair, Board of Directors

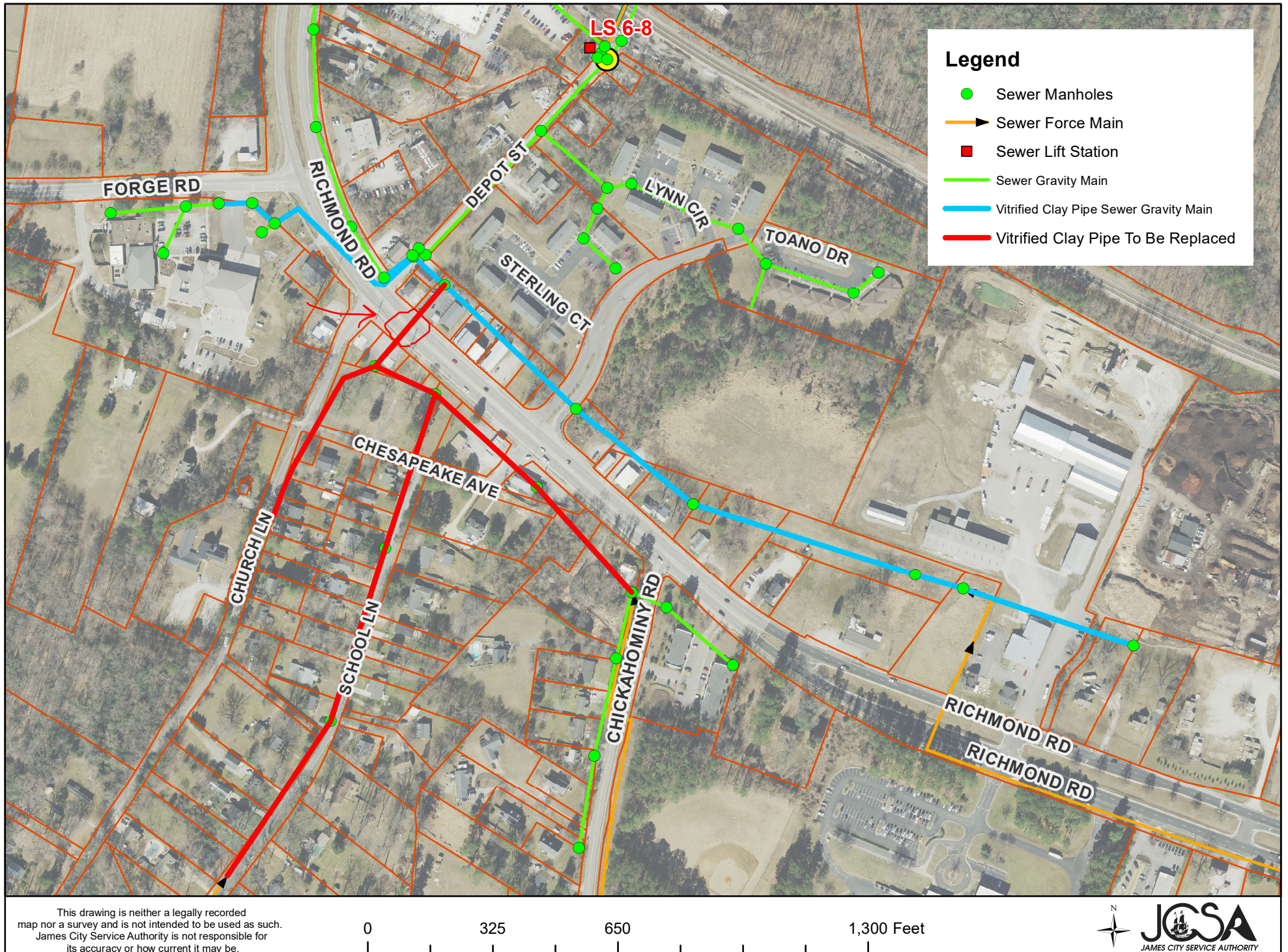
ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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 July, 2025.

CA-DesSvcChLnSSR-res



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

MEMORANDUM

DATE: July 8, 2025

TO: The Board of Directors

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

SUBJECT: Requirement to Connect - Minor Subdivision

The James City Service Authority (JCSA) Regulations Governing Utility Service (the “Regulations”) currently require a minor subdivision located within the Primary Service Area (PSA), any portion of which is located within 1,000 feet of JCSA infrastructure, to connect to infrastructure of the JCSA. At its June 10, 2025, Regular Meeting, the Board provided guidance to modify the Regulations regarding the requirement for a minor subdivision to connect by requiring a minor subdivision to connect if it is within 1,000 feet of “usable infrastructure.”

The attached resolution implements this modification and includes a definition of usable infrastructure as follows: “any Authority water main, sewer main, or facility not requiring any upgrade to accommodate the development as determined by Authority Engineering; upgrades may include, but are not limited to, changes in size, material, equipment, horizontal location, or vertical location.”

This proposed amendment to the Regulations only applies to minor subdivisions. Major subdivisions within the PSA will continue to be required to connect in all circumstances.

Staff recommends approval of the resolution adopting the change to the Regulations as shown in the attachment.

MDP/ap
ReqConnMinSubd-mem

Attachment

RESOLUTION

REQUIREMENT TO CONNECT - MINOR SUBDIVISION

WHEREAS, the James City Service Authority (JCSA) Regulations Governing Utility Service (the “Regulations”) currently require a minor subdivision located within the Primary Service Area, any portion of which is located within 1,000 feet of JCSA infrastructure, to connect to infrastructure of the JCSA; and

WHEREAS, the Board of Directors provided guidance to amend the Regulations regarding the requirement for minor subdivisions to connect to JCSA infrastructure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the change to the Regulations as shown in the attachment, which will become effective on the date indicated in the attachment.

BE IT FURTHER RESOLVED that the attachment showing the proposed changes be made part of this resolution.

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

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

ReqConnMinSubd-res

SECTION 3. CONNECTION REQUIRED

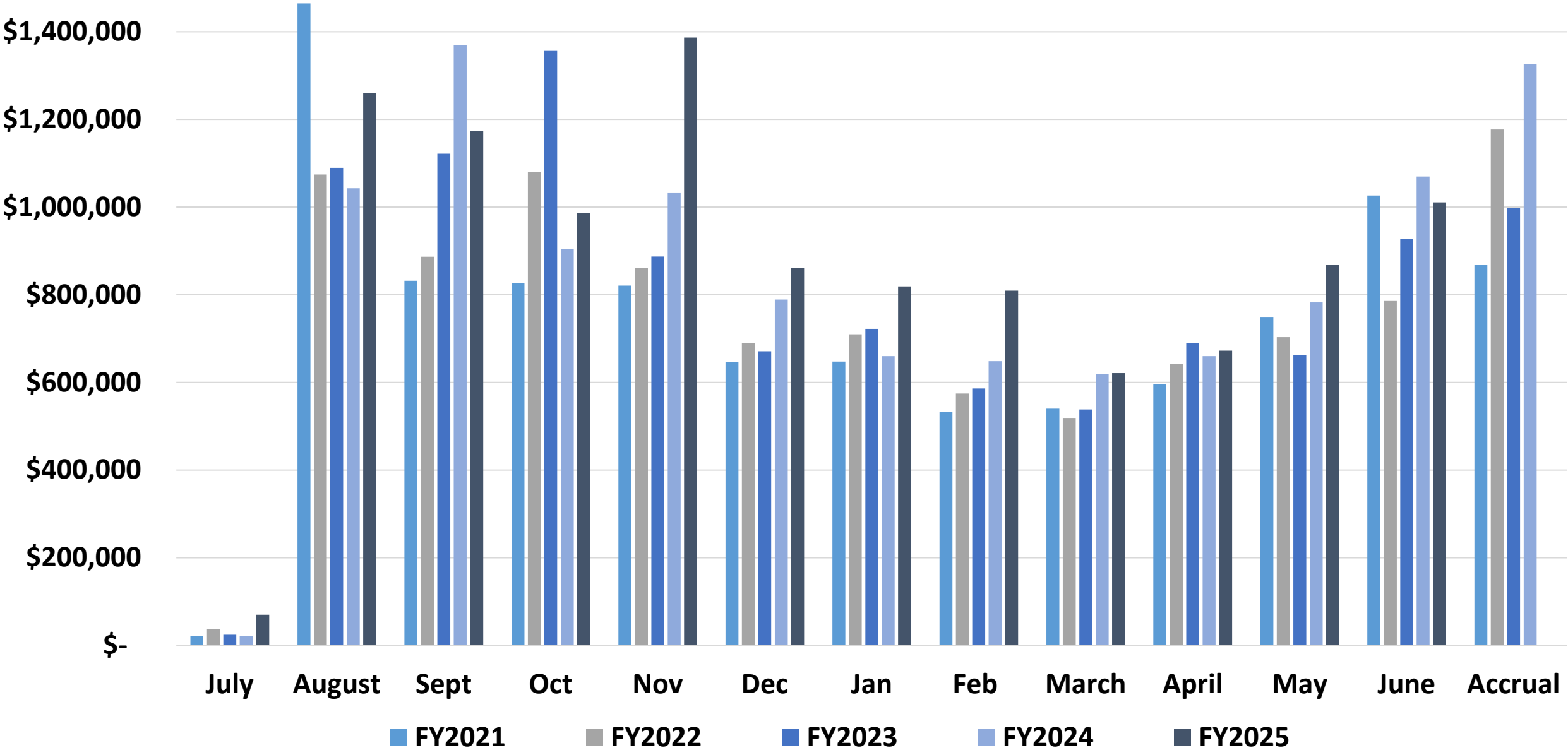
The following regulations shall be observed to determine who shall be required to connect to the Authority's infrastructure.

- A. Authority infrastructure capacity shall be obligated by contract, or approval of a site, subdivision, or master plan, so long as the approval remains valid, on a first come-first served basis and in the best interest of the Authority.
- B. Service to existing or future premises. Excluding subdivisions, an owner of a parcel located within the PSA, any portion of which is located within 55-feet of Authority infrastructure that is accessible through an applicable and existing right-of-way and/or Authority water or sanitary sewer easement, shall connect to the infrastructure of the Authority or, upon the approval of the Authority, to the infrastructure of HRSD; provided, however, an owner of a parcel shall not be required to connect to the Authority's infrastructure when any of the following conditions apply:
 - 1. The Authority's Discretion: The Authority, at its discretion, may determine that connection is not required if it is in the best interest of the Authority.
 - 2. Capacity: The capacity of the public water and/or sanitary sewer system is inadequate to serve the premises.
 - 3. Land Use Restriction: The premises is prohibited from connection to a water or sanitary sewer main by zoning, special use permit, or proffer conditions. If land use restrictions apply, existing private septic systems or domestic sewage systems may be repaired or replaced subject to Virginia Department of Health approval and appropriate County department approval.
 - 4. Distance from Right-of-Way or Easement: If a premises is located more than 600-feet from the proposed service connection, the owner may request a waiver from the connection requirement due to excessive private water and/or sanitary sewer service pipe length. Prior to a waiver being granted, the owner must provide documentation that an alternative source of potable water and/or a private septic or domestic sewage system, which is approved by the Virginia Department of Health, is available to serve the premises.
 - 5. Water: The existing structure is served by an existing functional domestic supply or source of potable water, which is approved by the Virginia Department of Health.
 - 6. Sanitary Sewer: The existing premises is served by a private septic system or domestic sewage system that:
 - (a) has absorption trenches that are functioning properly. The Virginia Department of Health shall determine whether absorption trenches are functioning properly, or

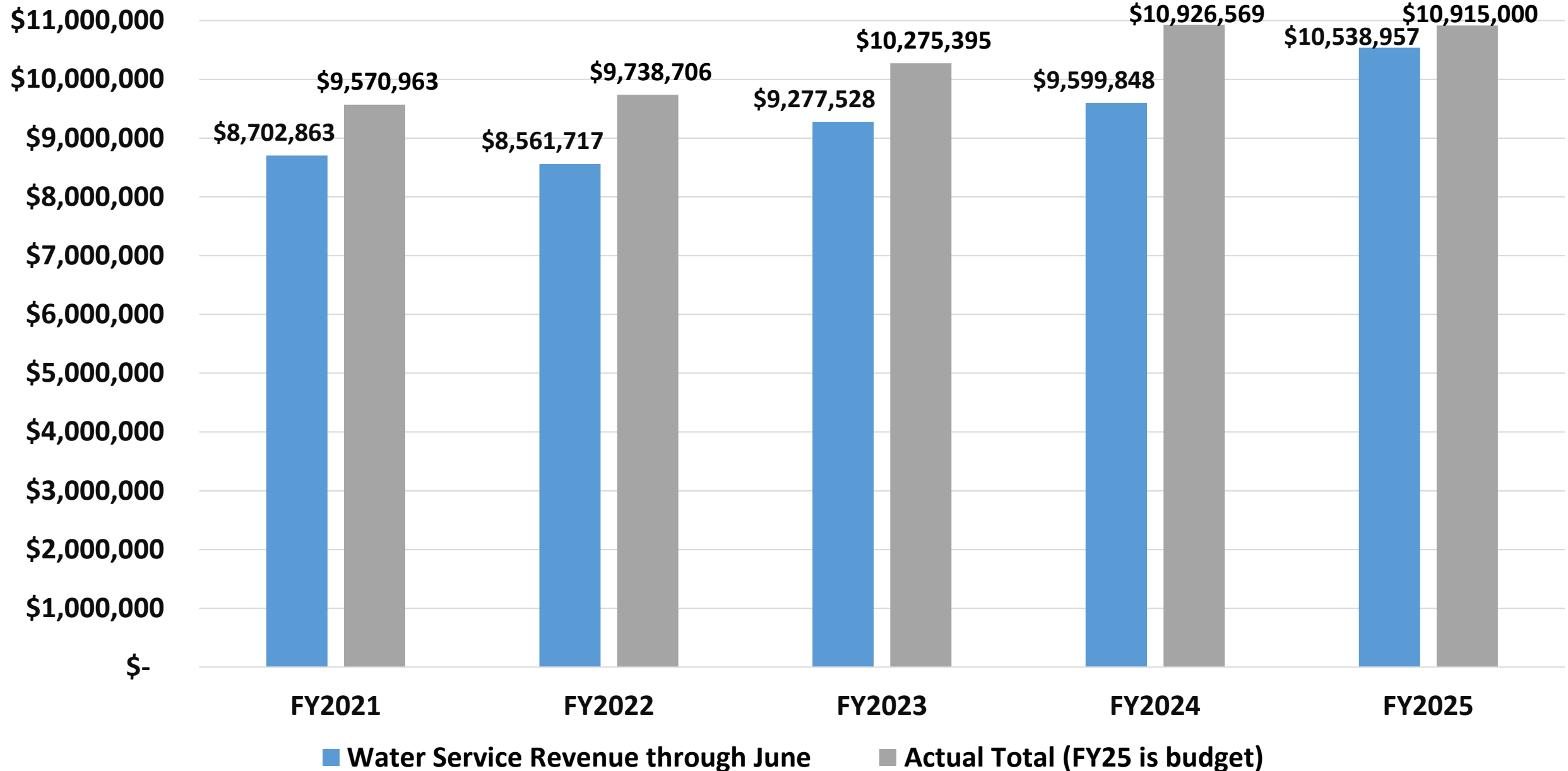
- (b) can be made to function properly by replacing or repairing one of the following: sewer pipe from building to the septic tank or any of its parts; pump or pump chamber; conveyance lines; and/or distribution box. Additionally, a one-time remedial repair may be made to correct a failing drainfield that would not require excavation or replacement of any portion of the drainfield such as a chemical treatment, flushing, or root removal. Minor excavations to access the drainfield lines will be allowed.
- C. Minor Subdivisions: A minor subdivision located within the PSA, any portion of which is located within 1,000 feet of Authority ~~usable~~ infrastructure shall connect to infrastructure of the Authority or, upon the approval of the Authority, to the infrastructure of the HRSD. ~~The term “usable infrastructure” in the previous sentence means any Authority water main, sewer main, or facility not requiring any upgrade to accommodate the development as determined by Authority Engineering; upgrades may include, but are not limited to, changes in size, material, equipment, horizontal location, or vertical location.~~
- D. No Reversion: The owner of an existing premises who has connected to the Authority water and/or sanitary sewer system may not revert to a private water and/or sanitary sewer system unless approved, in writing, by the Authority.
- E. Sanitary sewer service to existing premises with proposed future addition: An owner of property shall be required to connect to the sanitary sewer facilities of the Authority when a proposed future addition to an existing premises causes the existing septic system capacity to be exceeded as determined by the Virginia Department of Health, and any portion of the parcel is located within 55-feet of Authority wastewater infrastructure that is accessible through an applicable and existing right-of-way and/or Authority water sanitary sewer easement; however, connection to said facilities shall not be required nor permitted if connection is not permitted by zoning, special use permit or proffer conditions.
- F. Time to connect: The owner of an existing structure shall comply with this connection regulation within one (1) year after receiving from the Authority written notice that utility service is available.
- G. Plumbing facilities: An existing premises required by these Regulations to connect to a water and/ or wastewater service of the Authority shall obtain the appropriate permits and approvals from the County.
- H. Responsibility for Installing Connection:
 - 1. Single-Family Residential Properties: If connection is required, the Authority shall provide a domestic water and/or sanitary sewer connection to the property boundary line upon payment of all applicable fees and charges.
 - 2. Non-Single Family Residential and Non-Residential Properties: The property owner shall provide domestic water and/or sanitary sewer connection. The Authority shall have no responsibility for extending water and wastewater mains or installing service connections to any of the parcels from such extended mains.

3. Subdivisions: For subdivisions requiring water and wastewater services, the Authority shall have no responsibility for extending water and wastewater mains or installing service connections to any of the parcels from such extended mains.

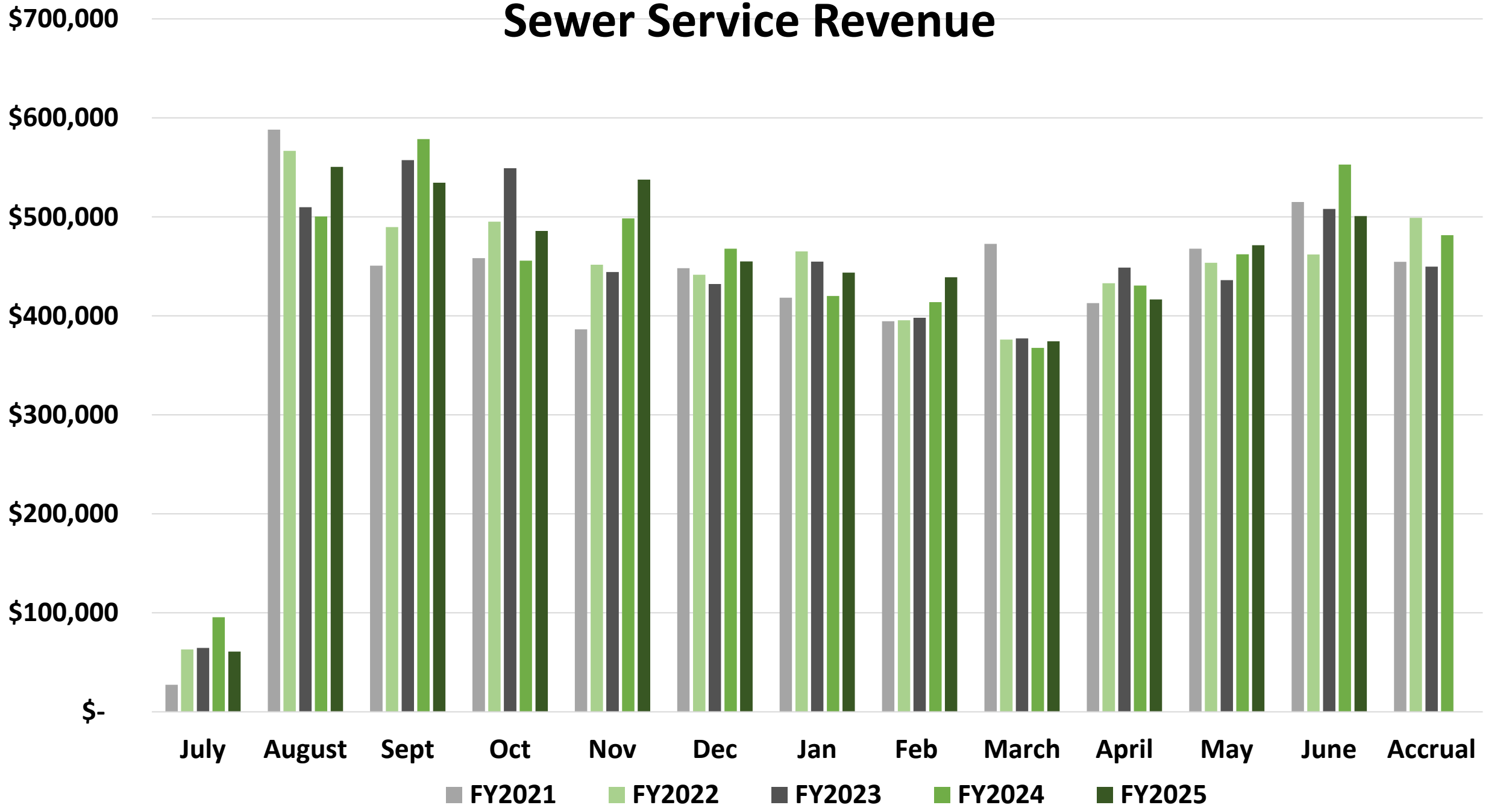
Water Service Revenue



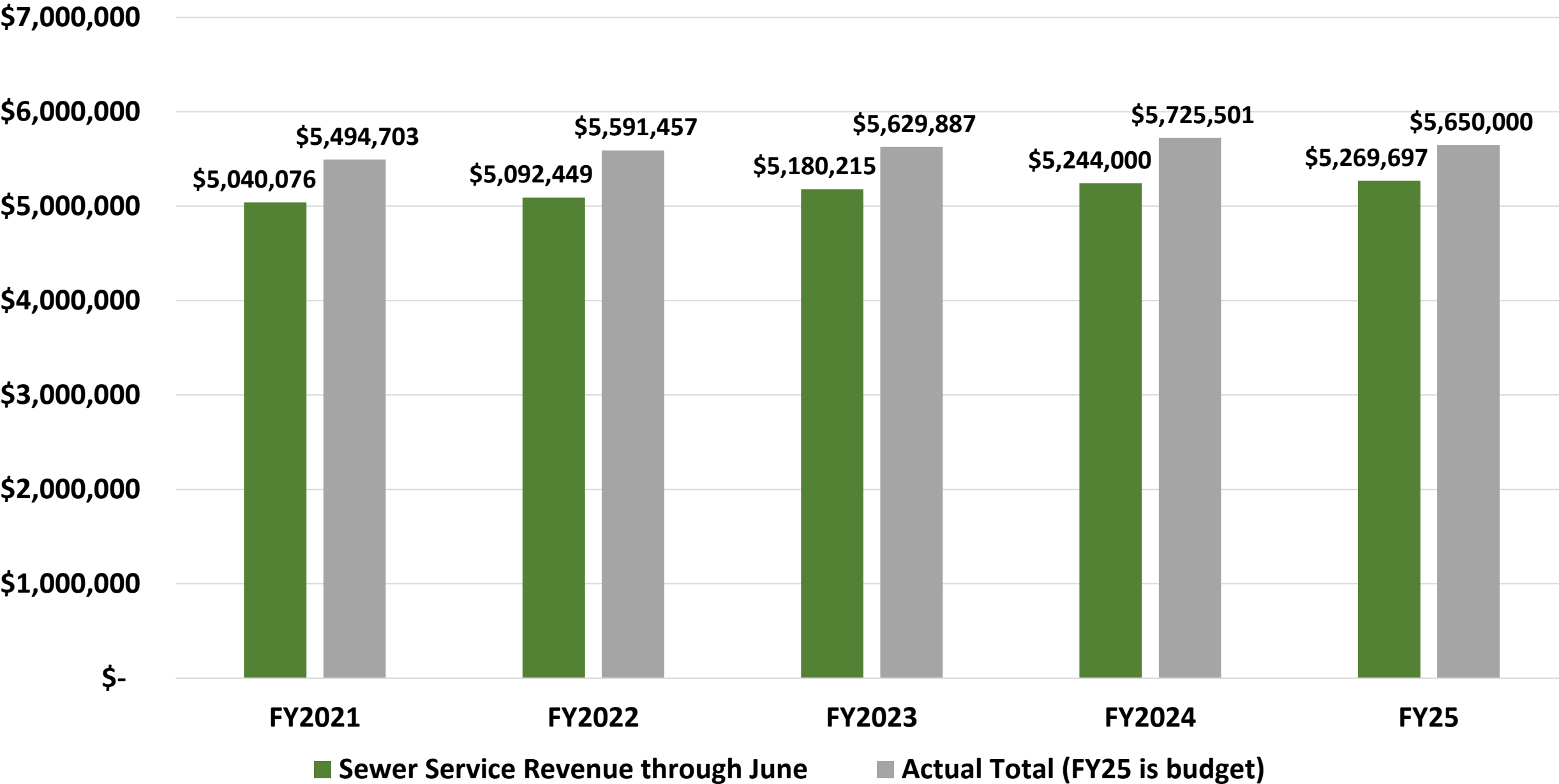
Water Service Revenue through June



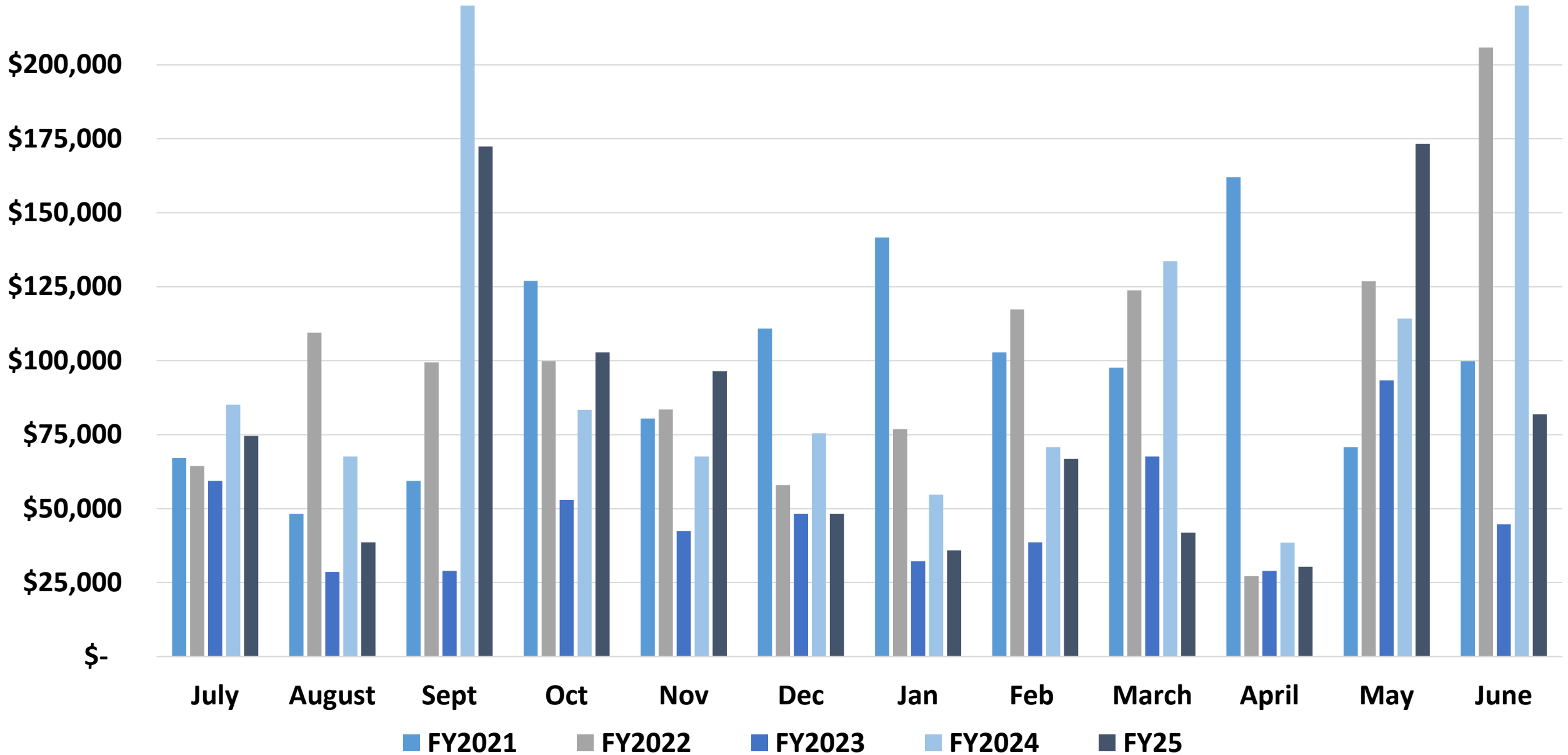
Sewer Service Revenue



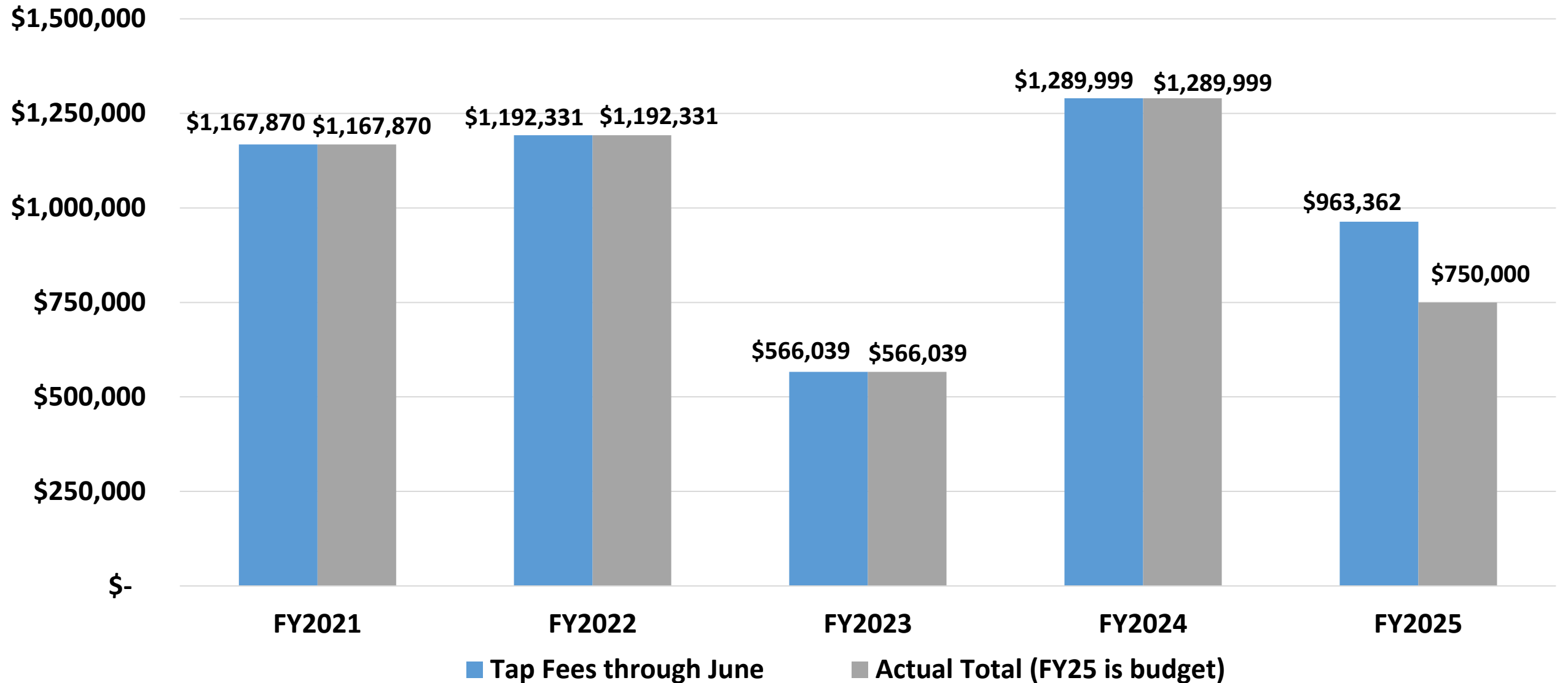
Sewer Service Revenue through June



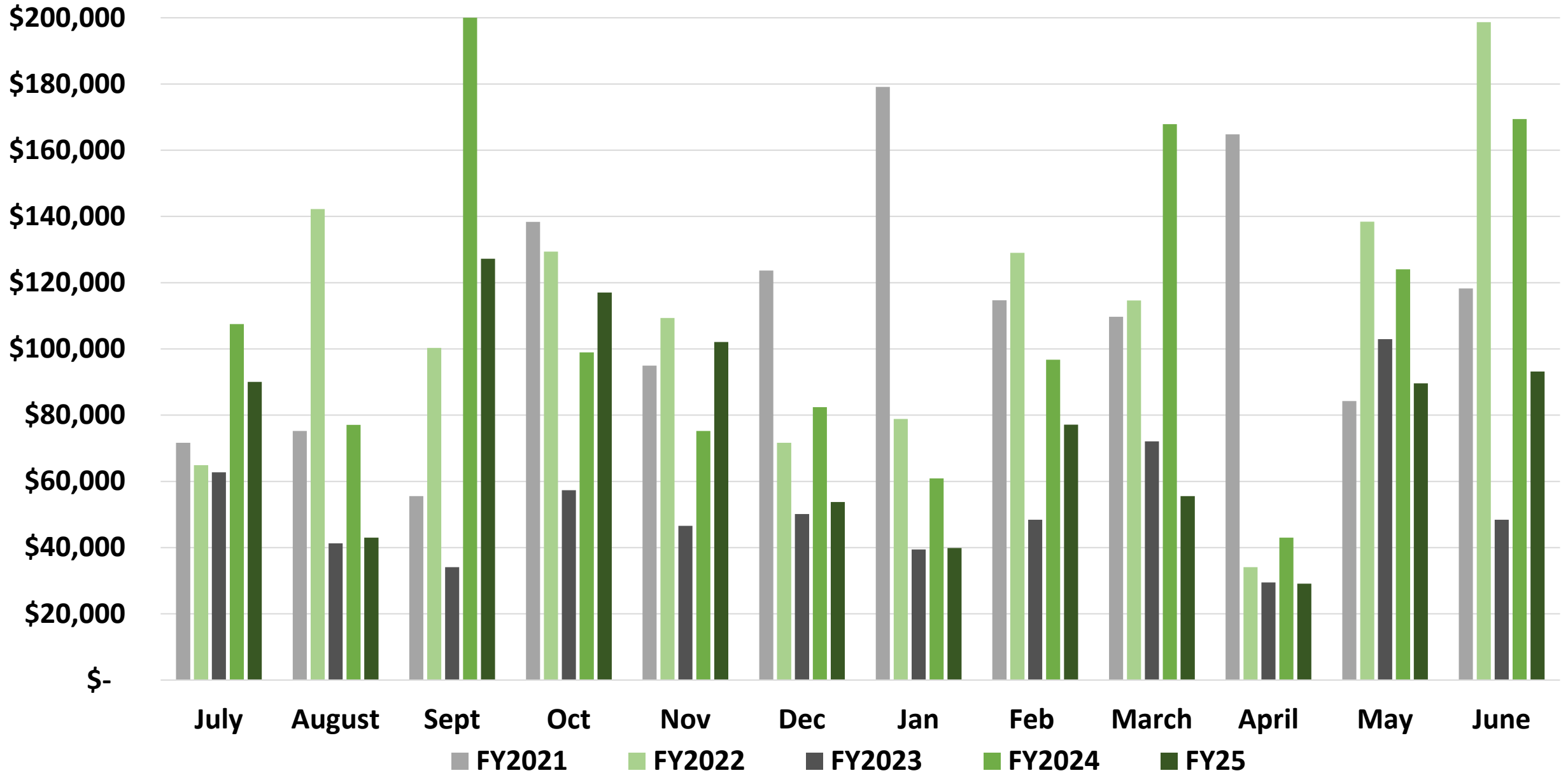
Water Tap Fees



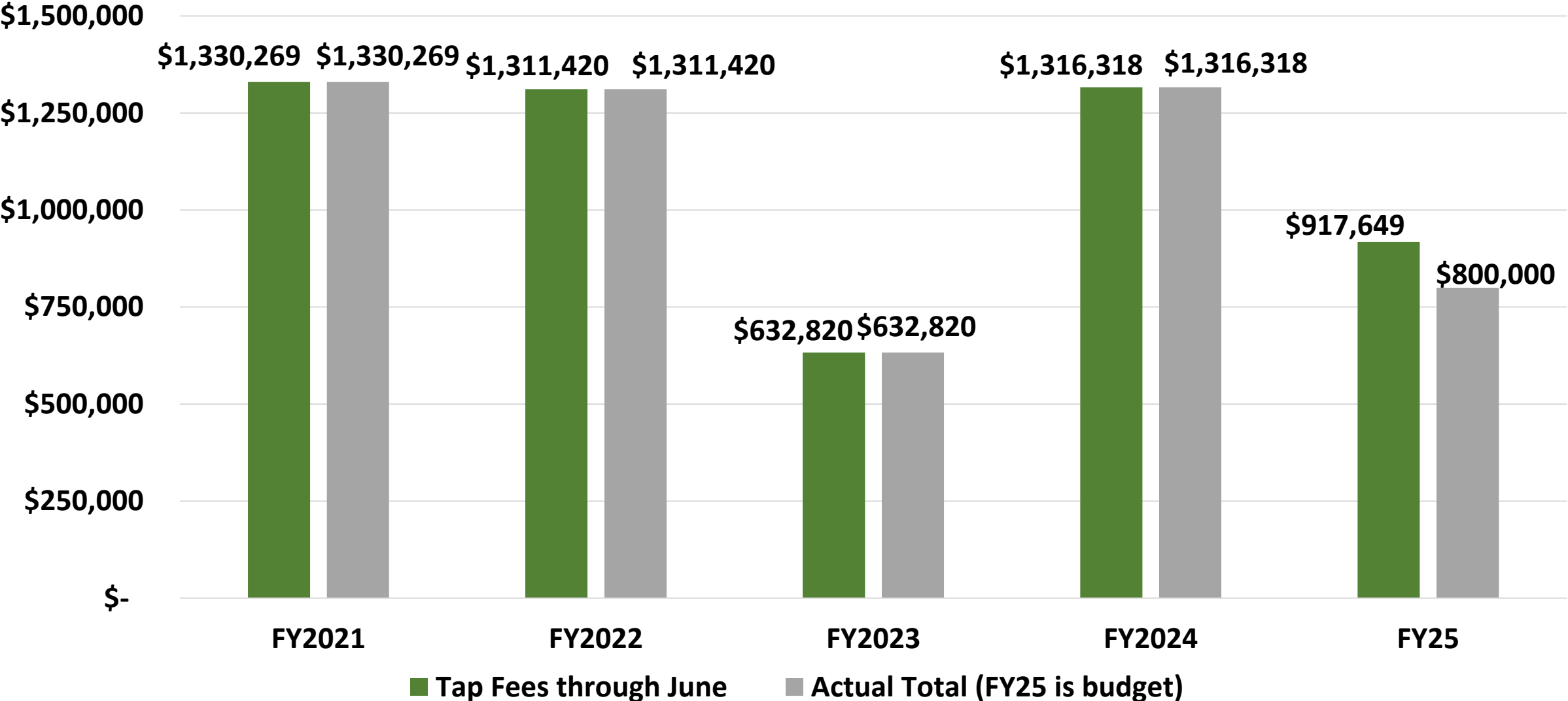
Water Tap Fees through June



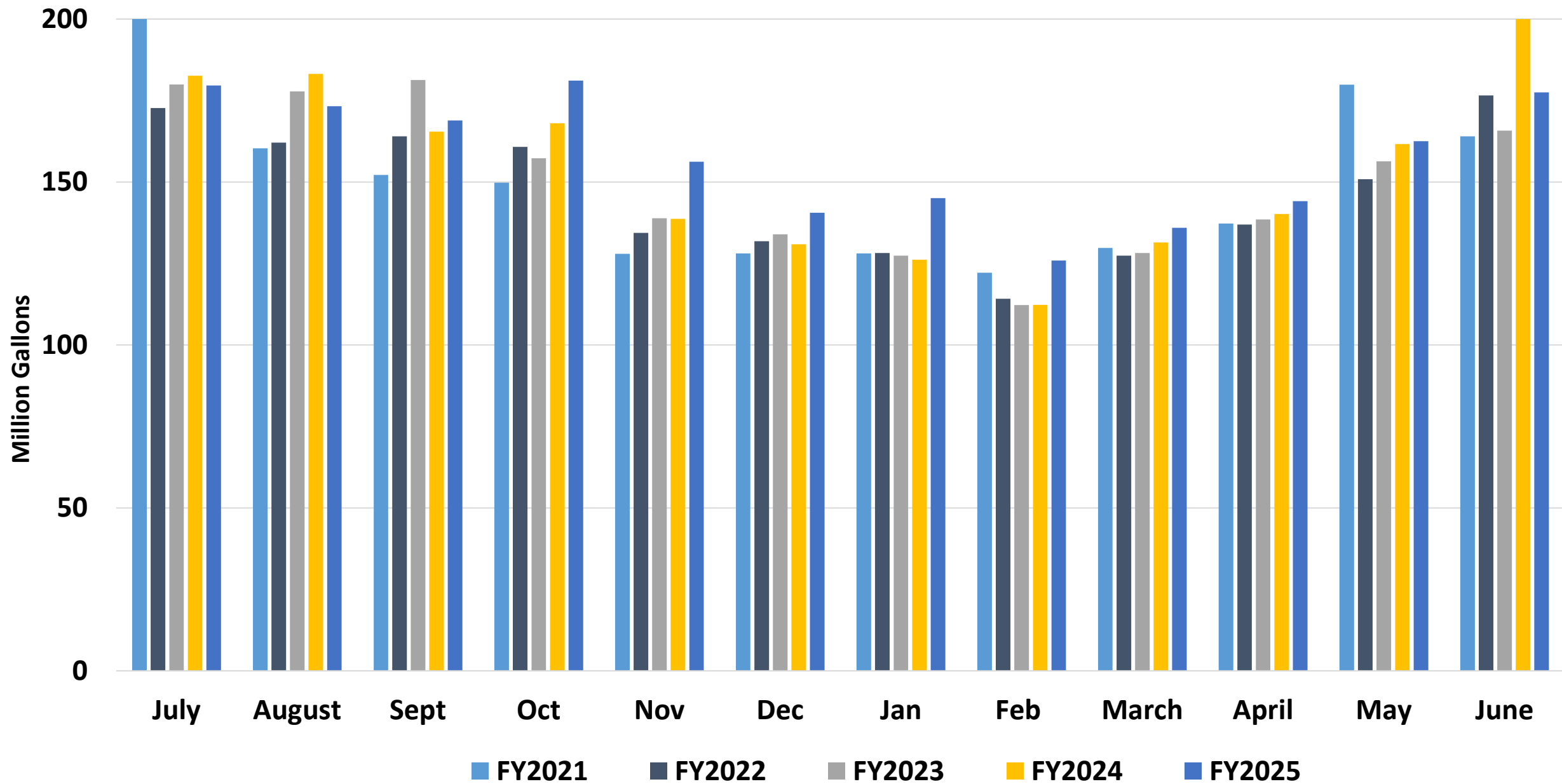
Sewer Tap Fees



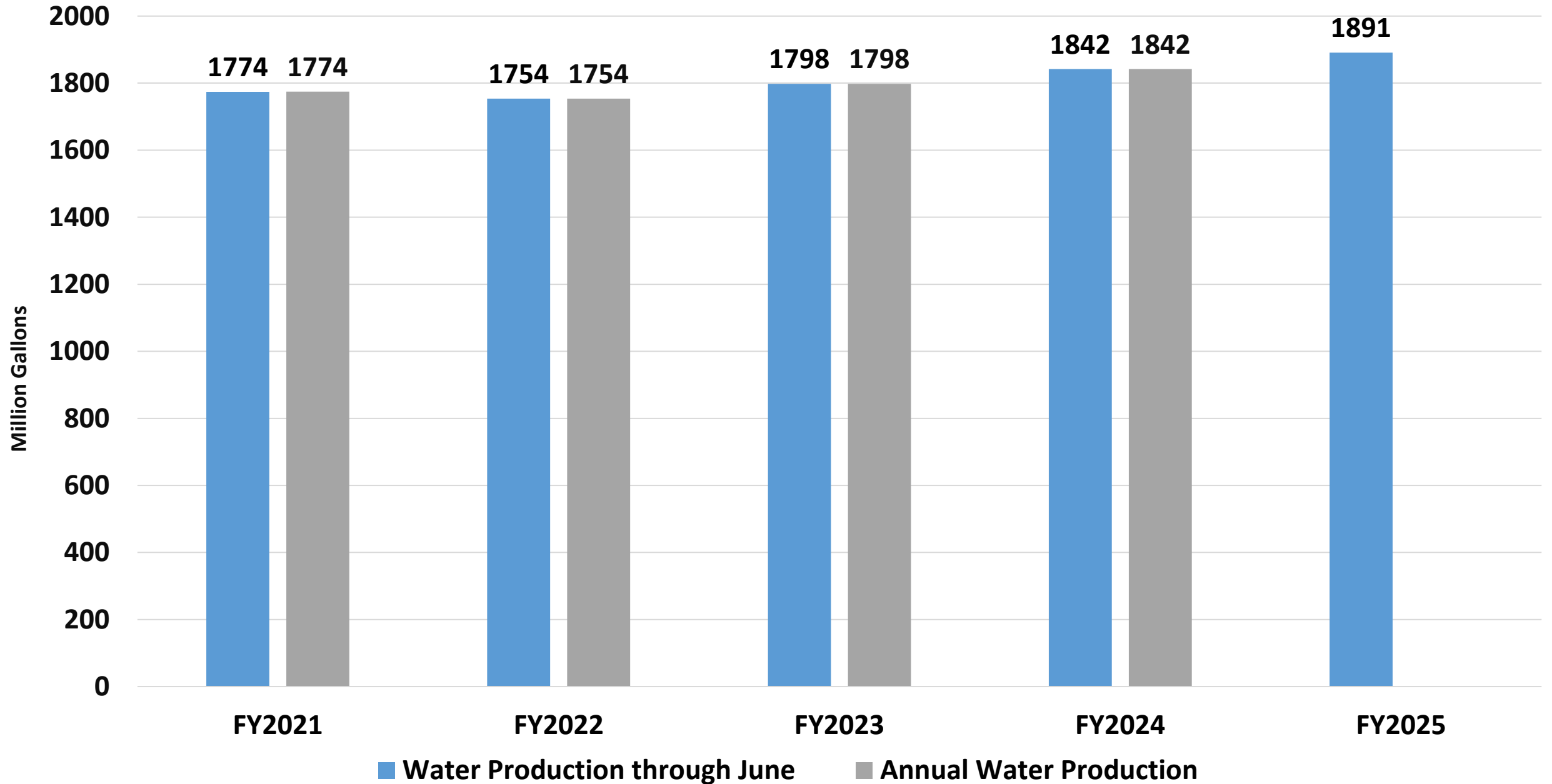
Sewer Tap Fees through June



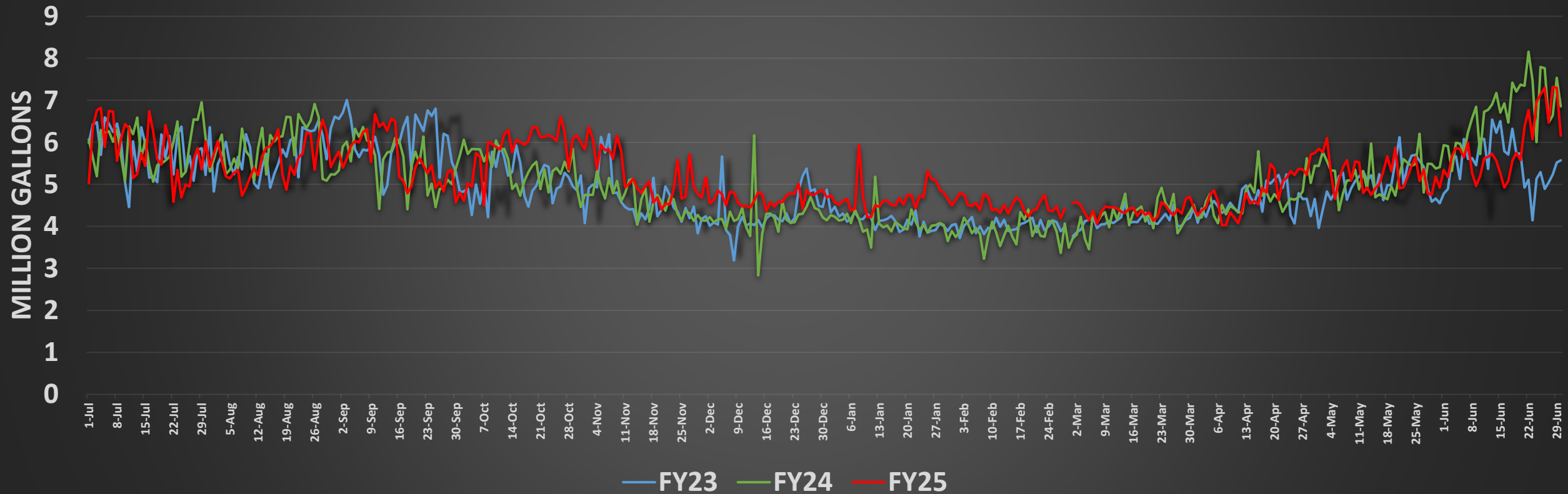
Monthly Water Production



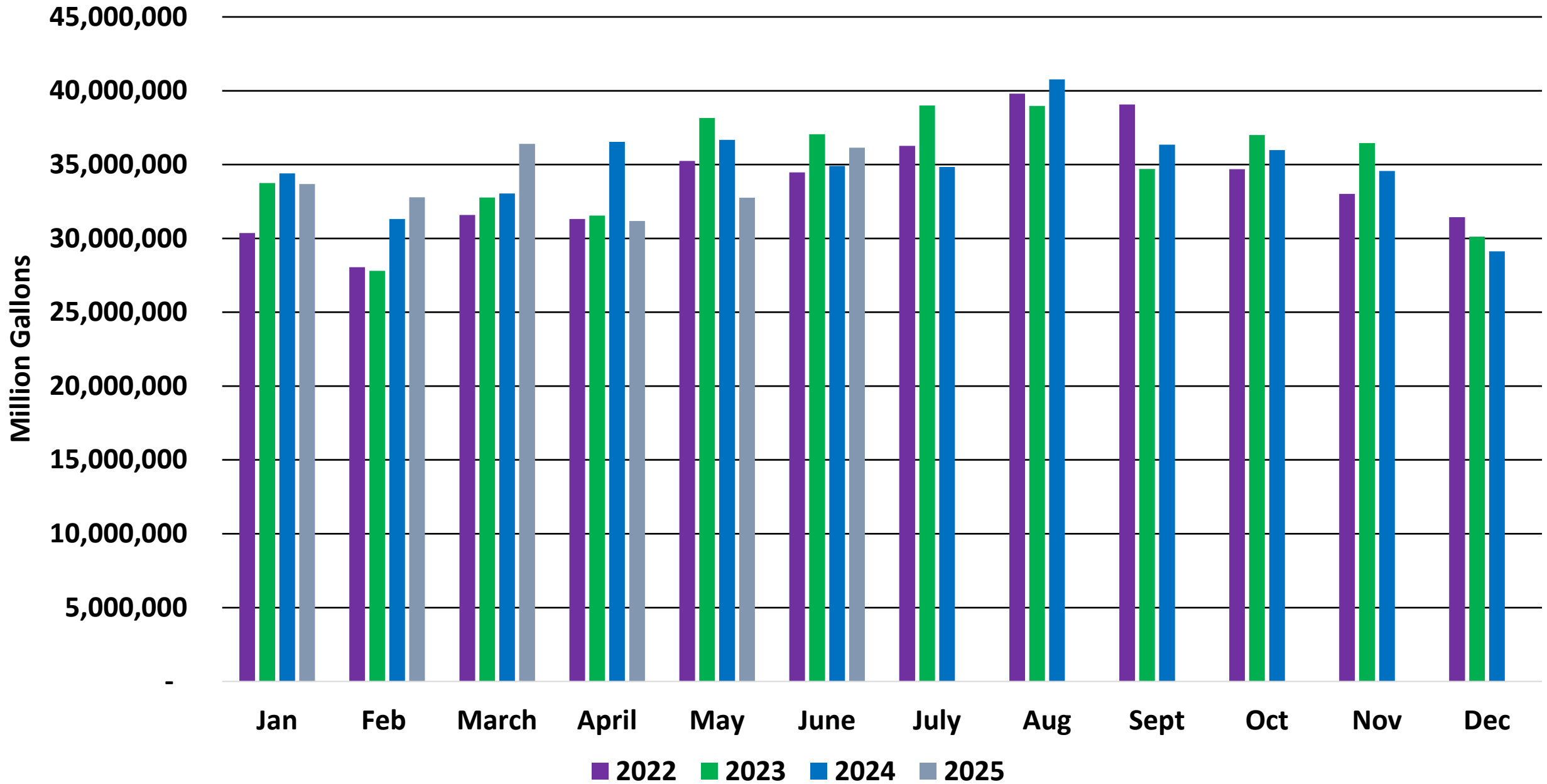
Water Production through June



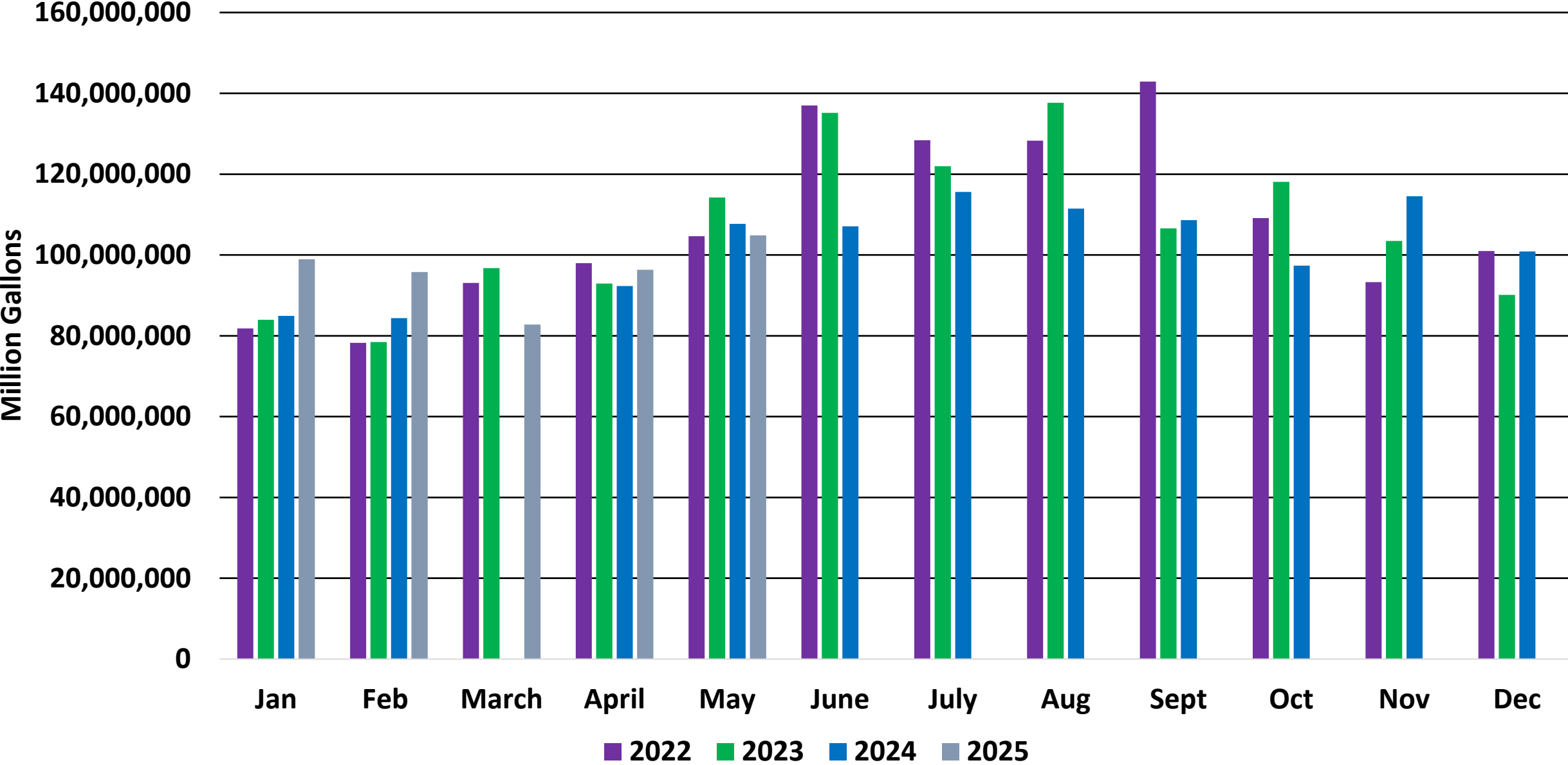
Daily Water Production



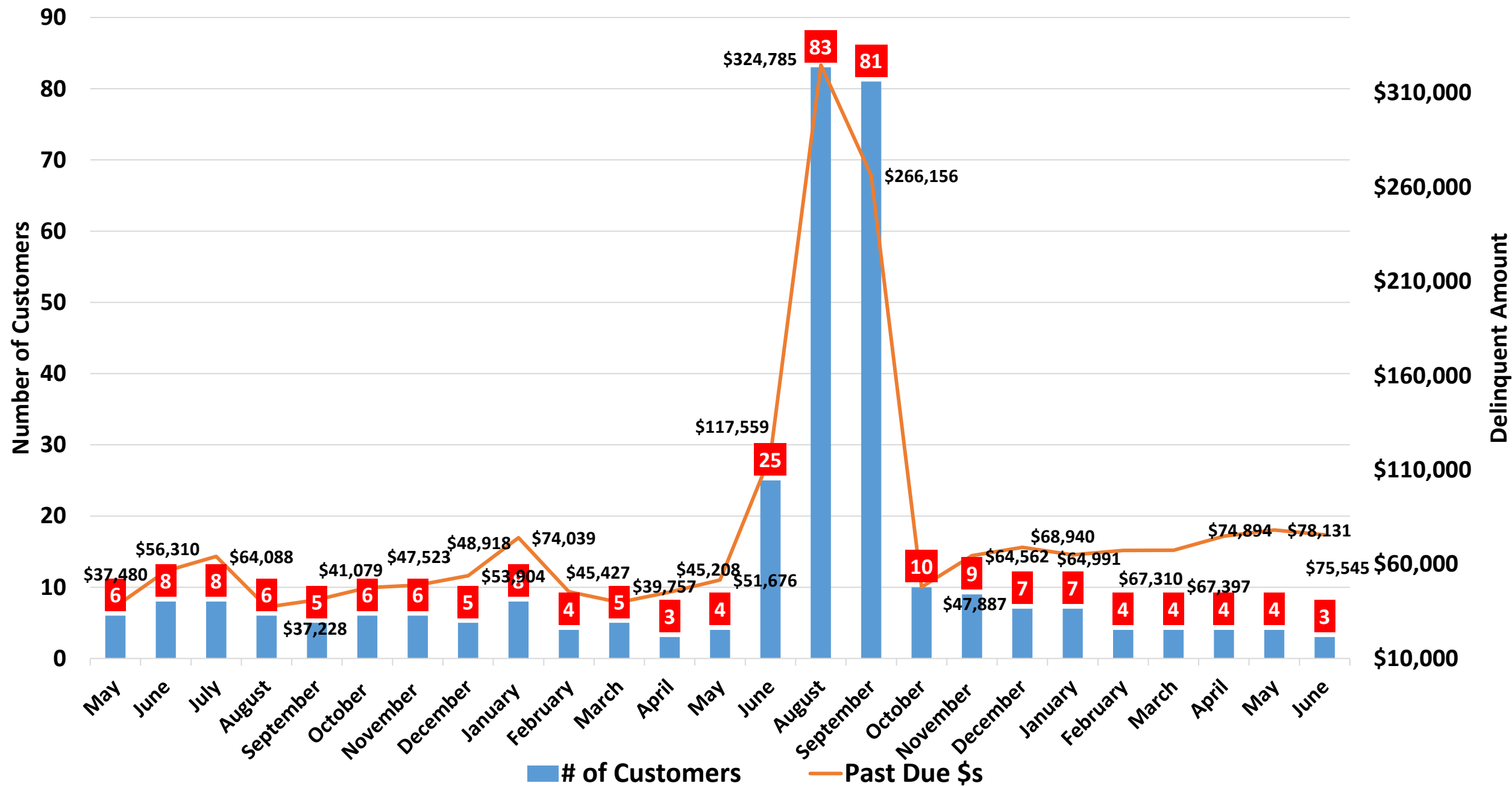
Commercial Consumption



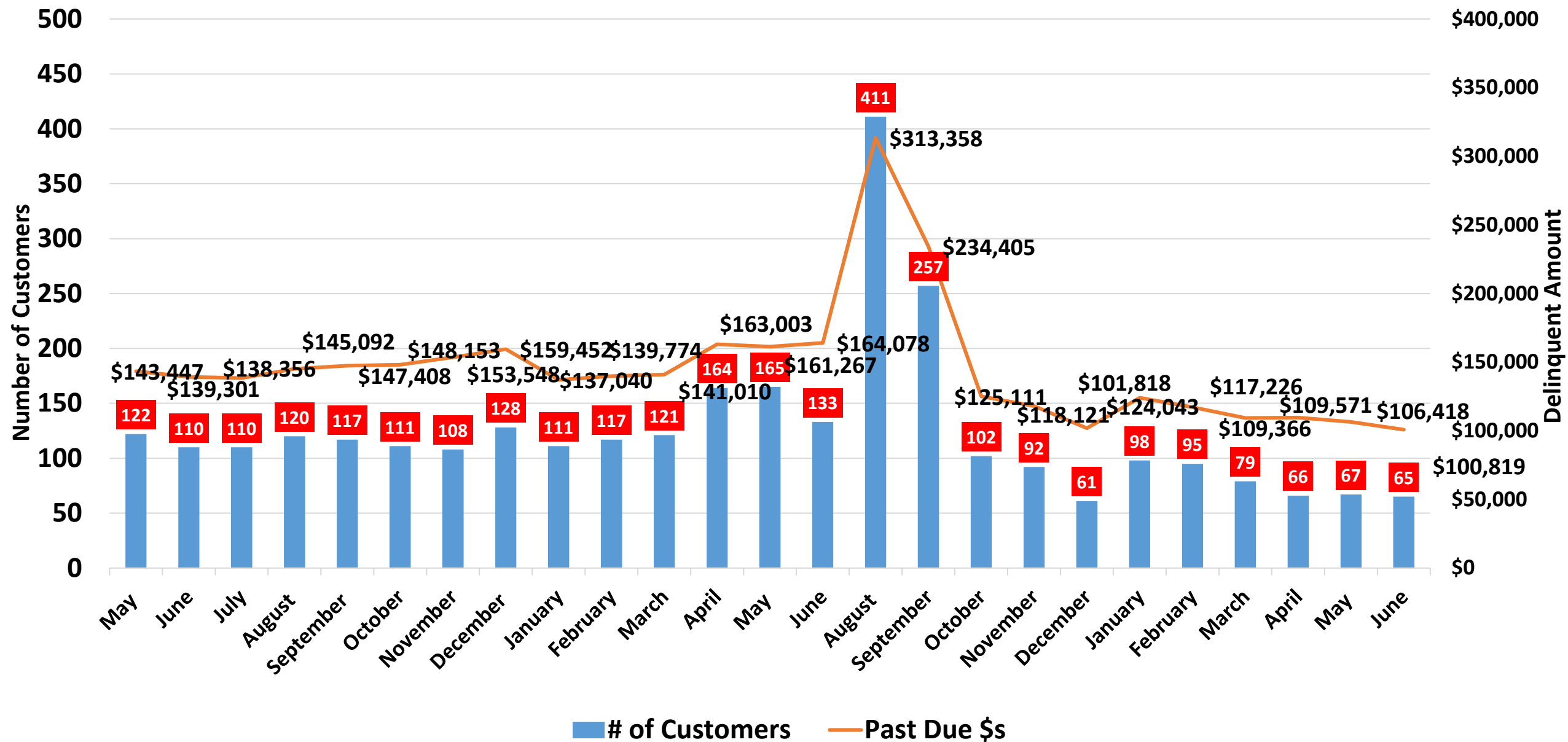
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

