

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
September 9, 2025
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT CALENDAR

1. Appointing the James City Service Authority Deputy Chief Administrative Officer
2. Authorization for Participation in the Retirement Health Reimbursement Account Benefit
3. Minutes Adoption

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

1. September 2025 Dashboard Report

I. ADJOURNMENT

1. Adjourn until 5 pm on October 14, 2025 for the Regular Meeting

MEMORANDUM

DATE: September 9, 2025

TO: The Board of Directors

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

SUBJECT: Appointing the James City Service Authority Deputy Chief Administrative Officer

The attached resolution formally appoints Stephanie Luton, James City Service Authority Assistant General Manager, as the Deputy Chief Administrative Officer for the organization. This action would formally allow Ms. Luton to act and sign documents on my behalf in my absence.

Staff recommends approval of the resolution.

MDP/ap
ApptJCSADepCAO-mem

Attachment

RESOLUTION

APPOINTING THE JAMES CITY SERVICE AUTHORITY

DEPUTY CHIEF ADMINISTRATIVE OFFICER

WHEREAS, the Board of Directors (the “Board”) of the James City Service Authority (JCSA) is authorized by Section 15.2-5113(E) of the Code of Virginia, 1950, as amended, to appoint a Chief Administrative Officer to serve at the pleasure of the Board; and

WHEREAS, the Chief Administrative Officer shall execute and enforce the orders and resolutions adopted by the Board and perform such other duties as may be delegated by the Board; and

WHEREAS, the General Manager has historically managed and supervised the operations and business of JCSA; and

WHEREAS, the Board of Directors has appointed the current General Manager, M. Douglas Powell, as the Chief Administrative Officer of JCSA; and

WHEREAS, the Board of Directors desires to appoint a Deputy Chief Administrative Officer to act in the Chief Administrative Officer’s absence with full authority to perform the duties and functions of the Chief Administrative Officer under Section 15.2-5113(E) of the Code of Virginia, 1950, as delegated from time to time by the Chief Administrative Officer.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby appoint Stephanie Luton as the Deputy Chief Administrative Officer of JCSA (which position shall be referred to as, the “Deputy General Manager”), and does delegate to the Deputy General Manager the authority of Chief Administrative Officer under Section 15.2-5113(E) to execute and enforce all orders, resolutions, and regulations adopted by the Board, to oversee all personnel decisions for employees of JCSA, and to manage the day-to-day operations of JCSA as delegated from time to time by the Chief Administrative Officer.

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 9th day of September, 2025.

ApptJCSADepCAO-res

MEMORANDUM

DATE: September 9, 2025

TO: The Board of Directors

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

SUBJECT: Authorization for Participation in the Retirement Health Reimbursement Account Benefit

As part of the Fiscal Year 2026 Budget, the Board approved funding in the amount of \$107,000 (\$1,000 per full-time employee) for the Retirement Health Reimbursement Account (RHRA) benefit for eligible full-time employees. This benefit provides reimbursement for qualified medical expenses and premiums during retirement for retired employees, spouses, and/or qualified dependents based on years of service. Eligibility for the benefit requires employees to be vested with five or more years of continuous full-time employment and to retire through the Virginia Retirement System (VRS).

Funding for the RHRA begins July 1, 2025, and eligibility to receive benefits begins July 1, 2026. The benefit has a five-year phase-in period from July 1, 2026 to June 30, 2031. During this period, eligible full-time employees who retire through Virginia Retirement System (VRS) are eligible for a prorated amount based on continuous full-time employment and time completed in the phase-in period. Beginning July 1, 2031, eligible full-time employees who retire through VRS are eligible for funds in the amount of \$1,000 for whole years of full-time employment with the organization.

Staff recommends approval of the resolution authorizing the James City Service Authority to participate in the RHRA benefit.

MDP/ap
AuthRHRAPart-mem

Attachment

RESOLUTION

AUTHORIZATION FOR PARTICIPATION IN THE RETIREMENT HEALTH

REIMBURSEMENT ACCOUNT BENEFIT

WHEREAS, the Board of Directors of the James City Service Authority approved funding in the Fiscal Year 2026 Budget for the Retirement Health Reimbursement Account (RHRA) that will provide reimbursement for qualified medical expenses and premiums during retirement for retired employees, spouses, and qualified dependents; and

WHEREAS, the estimated annual cost for the benefit is \$1,000 per year per full-time employee, but the final cost could be less based on the number of employees who remain eligible for the benefit.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the participation in the Retirement Health Reimbursement Account.

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 9th day of September, 2025.

AuthRHRAPart-res

MINUTES
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

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. Ms. Linda Rice, 2394 Forge Road, addressed the Board to discuss the amendment to the James City Service Authority (JCSA) Regulations. She stated she had no objection to the proposed minor subdivision on Forge Road; however, she and many of the surrounding neighbors had concerns with a potential rezoning or the potential of the property being acquired by a developer resulting in a higher density. Ms. Rice mentioned the scenic beauty of Forge Road and requested the Board carefully assess the proposed master plan for the property. She thanked the Board for its time.

E. CONSENT CALENDAR

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

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

2. 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, Null

The minutes Approved for Adoption included the following meetings:

- June 10, 2025, Regular Meeting
- June 24, 2025, Special Meeting

F. PUBLIC HEARING(S)

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

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 at its June 10, 2025, Regular Meeting, the Board had amended the Fiscal Year (FY) 2025 budget by appropriating a Community Grant from the United States Environmental Protection Agency (U.S. EPA) for water and sewer infrastructure improvements and subsequently also approved the construction contract for the Lake Toano Estates Water Main Replacement project. He explained that the project was originally anticipated for FY 2026 and \$1 million was set aside in the FY 2026 budget for the project. Mr. Powell mentioned due to the accelerated project schedule, a FY 2026 budget amendment was necessary to eliminate the \$1 million allocation. He noted staff recommended approval of the resolution and welcomed any questions the Board might have.

Ms. Null asked if the Board had any questions.

The Board declined.

Mr. Powell indicated this item required a Public Hearing.

Ms. Null opened the Public Hearing.

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

G. BOARD CONSIDERATION(S)

1. Contract Award - \$168,332 - Design Services for Church Lane Sanitary Sewer 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. James Canning, JCSA Chief Engineer, addressed the Board noting the aging sanitary sewer infrastructure in parts of the Toano Terrace neighborhood required replacement to improve reliability and level of service. He stated the project consisted of replacing approximately 3,200 feet of sanitary sewer main along Church Lane, School Lane, and Chesapeake Avenue. Mr. Canning further stated that the existing vitrified clay sanitary sewer gravity mains were installed in the 1950s and would be replaced with PVC. He noted a Request for Proposals (RFP) was solicited from qualified firms to provide engineering services for the design and construction of the replacement mains, adding staff selected Kimley-Horn and Associates, Inc., as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Mr. Canning further

noted a contract price of \$168,332 was negotiated for design services. He stated funding for 80% of the design cost was provided through a Community Grant from the U.S. EPA to the JCSA, adding the remaining 20% of the construction cost was available in the Sewer Fund Capital Improvement Program budget. Mr. Canning noted staff recommended approval of the resolution and welcomed any questions the Board might have.

Ms. Null asked if the Board had any questions.

The Board declined.

2. Requirement to Connect - Minor Subdivision

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 at its June 10, 2025, Regular Meeting, the Board provided guidance to modify the JCSA Regulations regarding the connection requirement for minor subdivisions to connect only if “usable infrastructure” was within 1,000 feet. He referenced the usable infrastructure definition found within the memorandum of the Board’s Agenda Packet. Mr. Powell emphasized that the proposed amendment only applied to minor subdivisions, adding any major subdivisions within the Primary Service Area (PSA) would continue to be required to connect in all circumstances. He noted staff recommended approval of the resolution.

Ms. Null asked if the Board had any questions.

Mr. Hipple asked how many minor subdivisions would be affected by this amendment.

Mr. Powell replied the analysis indicated approximately five parcels within the PSA would be affected.

Mr. Icenhour explained that the proposal’s adherence to a master plan would help mitigate some of the expressed concerns.

Mr. McGlennon noted the small number of potentially impacted parcels seemed unsuitable for development based on his review.

Mr. Powell agreed, adding a couple of parcels had very limited development potential for various reasons.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon noted tap fees with both water and sewer were down compared to budget expectations. He inquired whether the outcome stemmed from a construction slowdown.

Mr. Powell noted he would take another look, adding he believed the JCSA was ahead of its budget goals.

Mr. Icenhour asked Mr. Powell when the sewer line root barriers would be removed from the Route 199 sewer line repair, adding everything else appeared to be picked up.

Mr. Powell noted he would follow up with Hampton Roads Sanitation District as the project materials were expected to be removed by the end of June.

I. GENERAL MANAGER'S UPDATE

1. July 2025 Dashboard Report

Mr. Powell noted the JCSA Quarterly Staff event was scheduled for July 9 at 11 a.m. and welcomed the Board to attend.

J. ADJOURNMENT

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

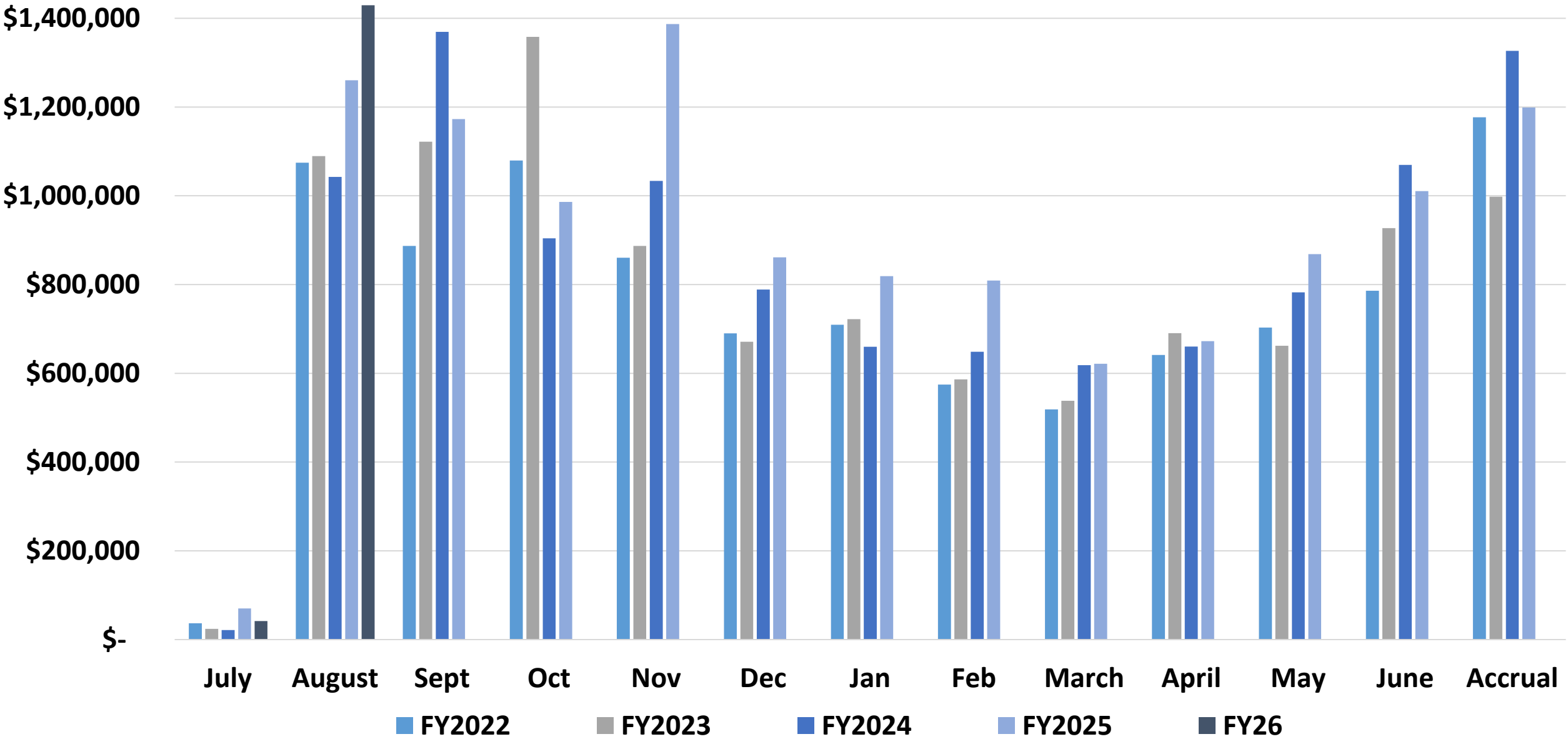
A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

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

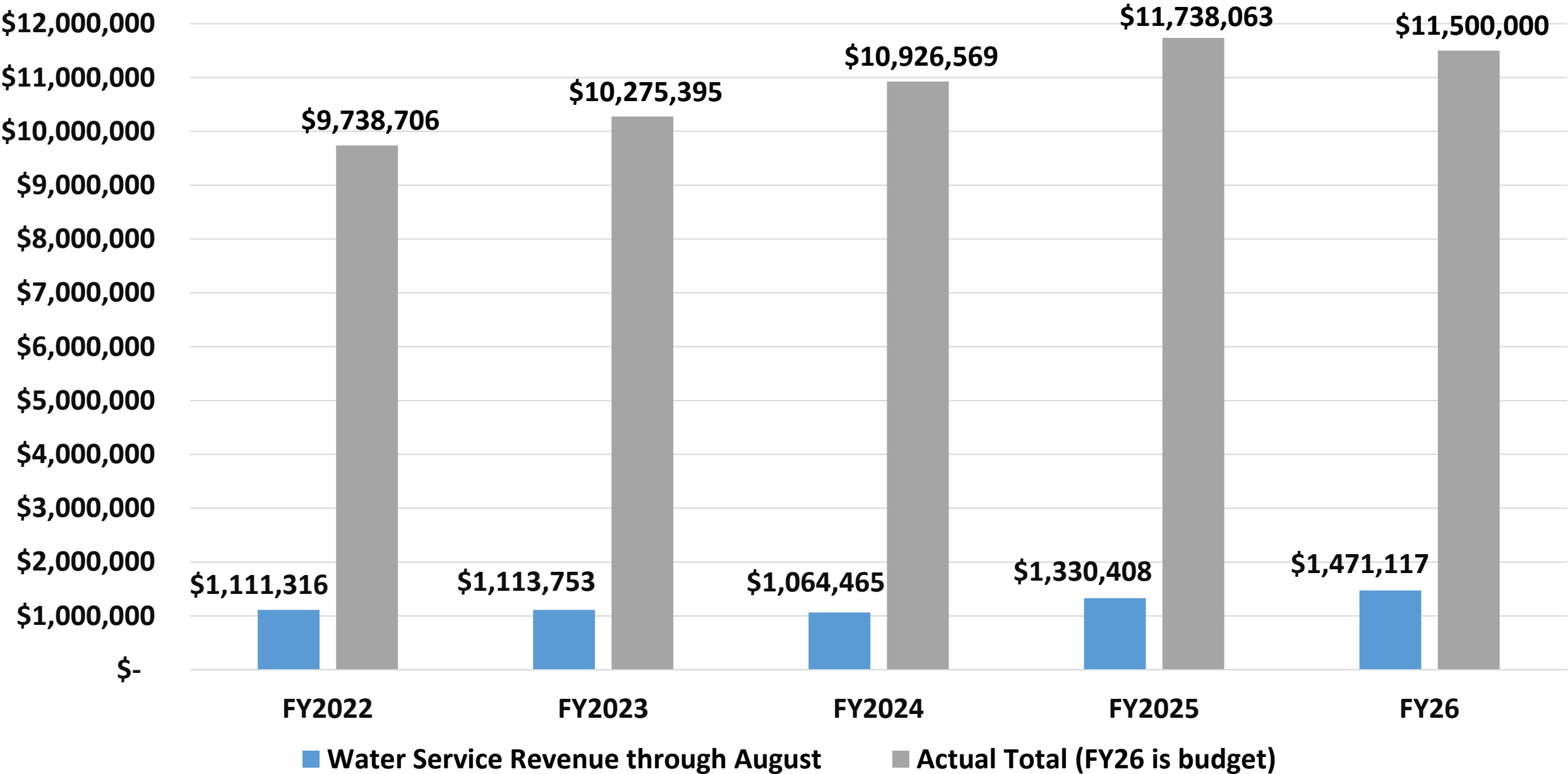
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 5:12 p.m., Ms. Null adjourned the Board of Directors.

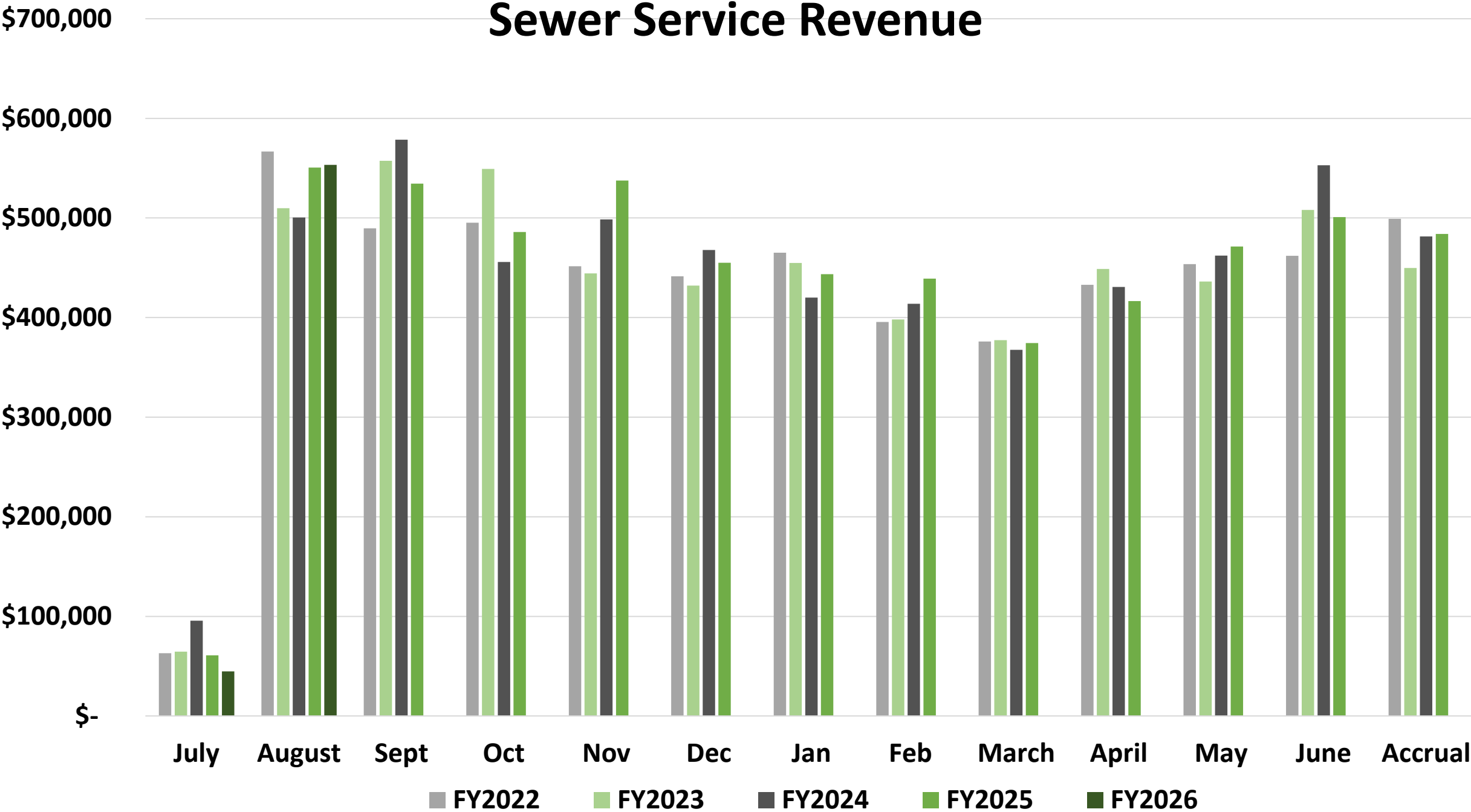
Water Service Revenue



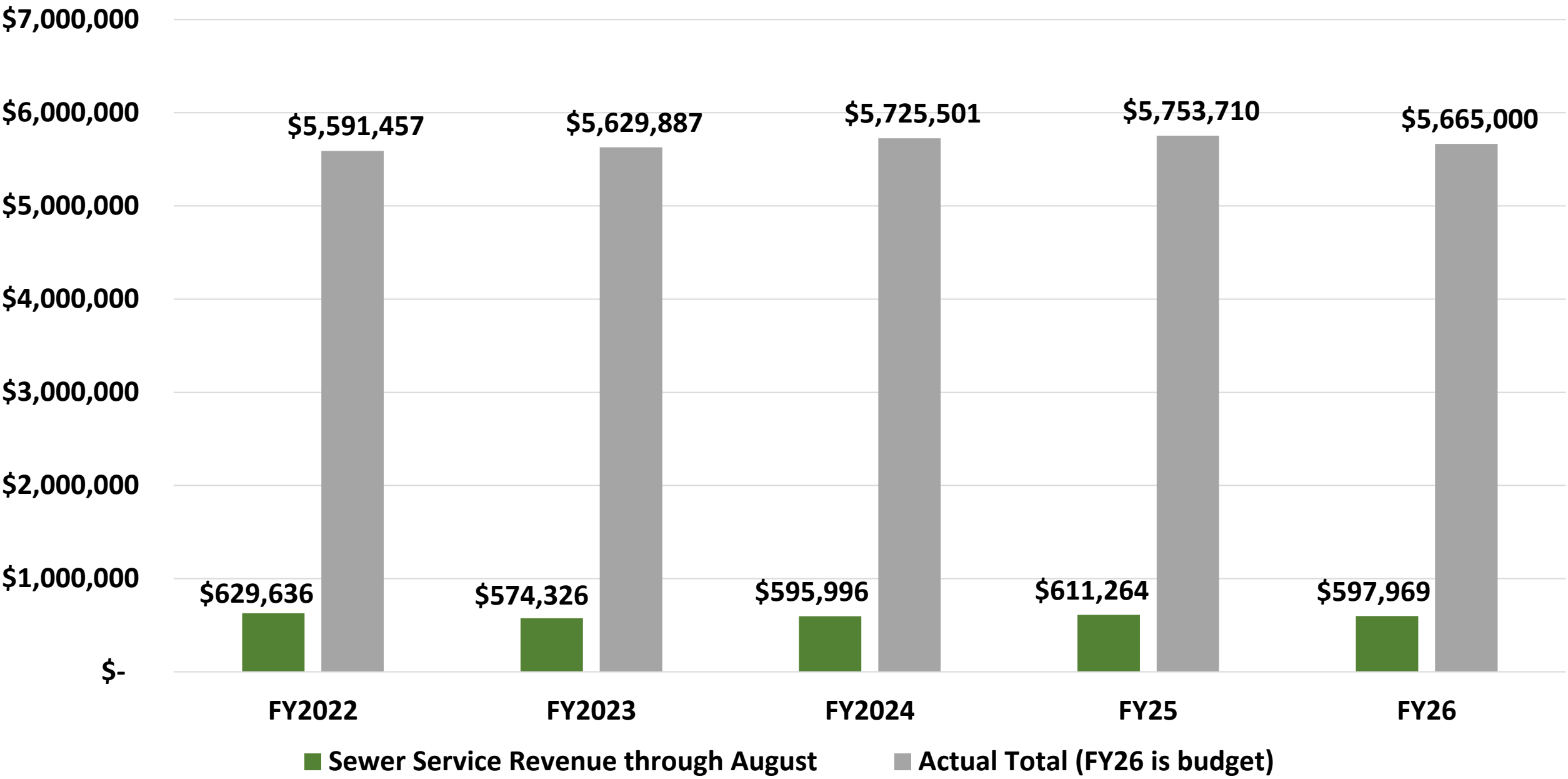
Water Service Revenue through August



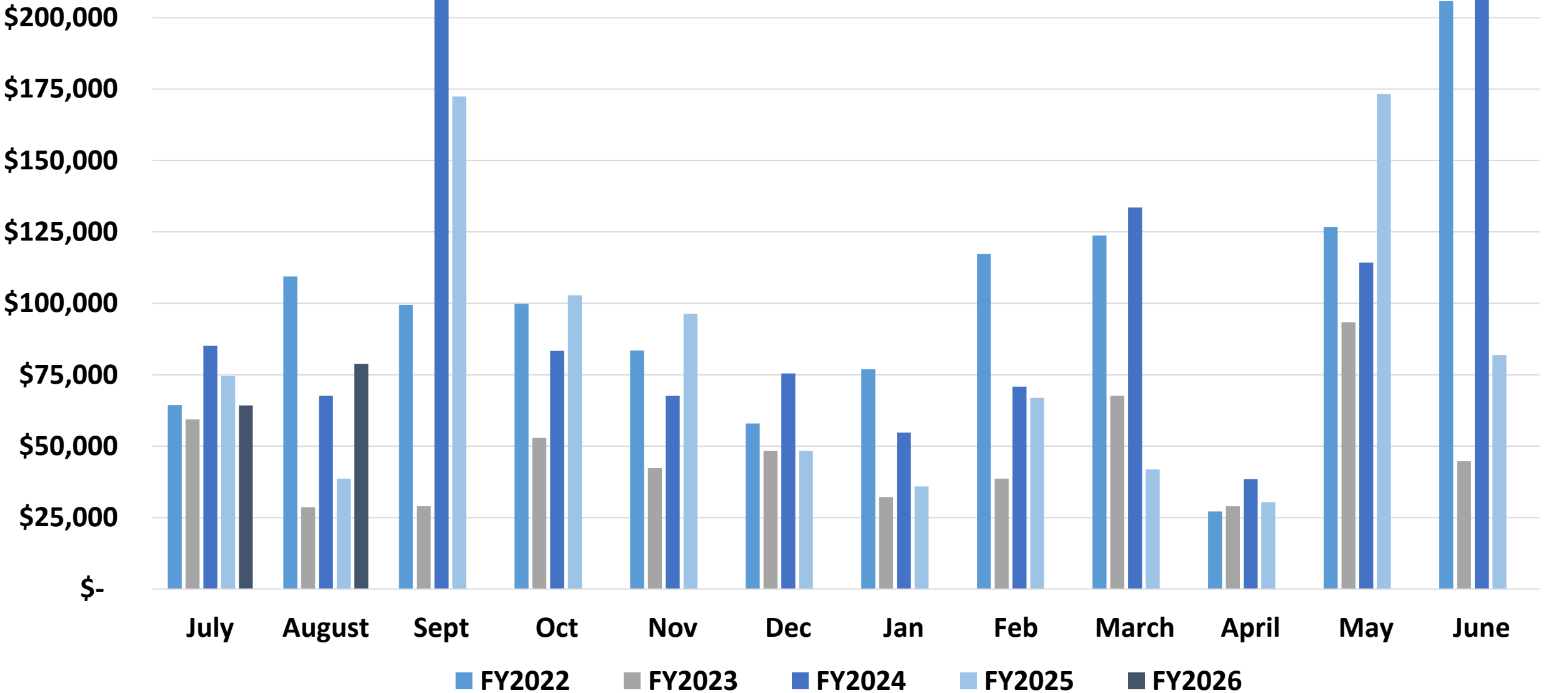
Sewer Service Revenue



Sewer Service Revenue through August

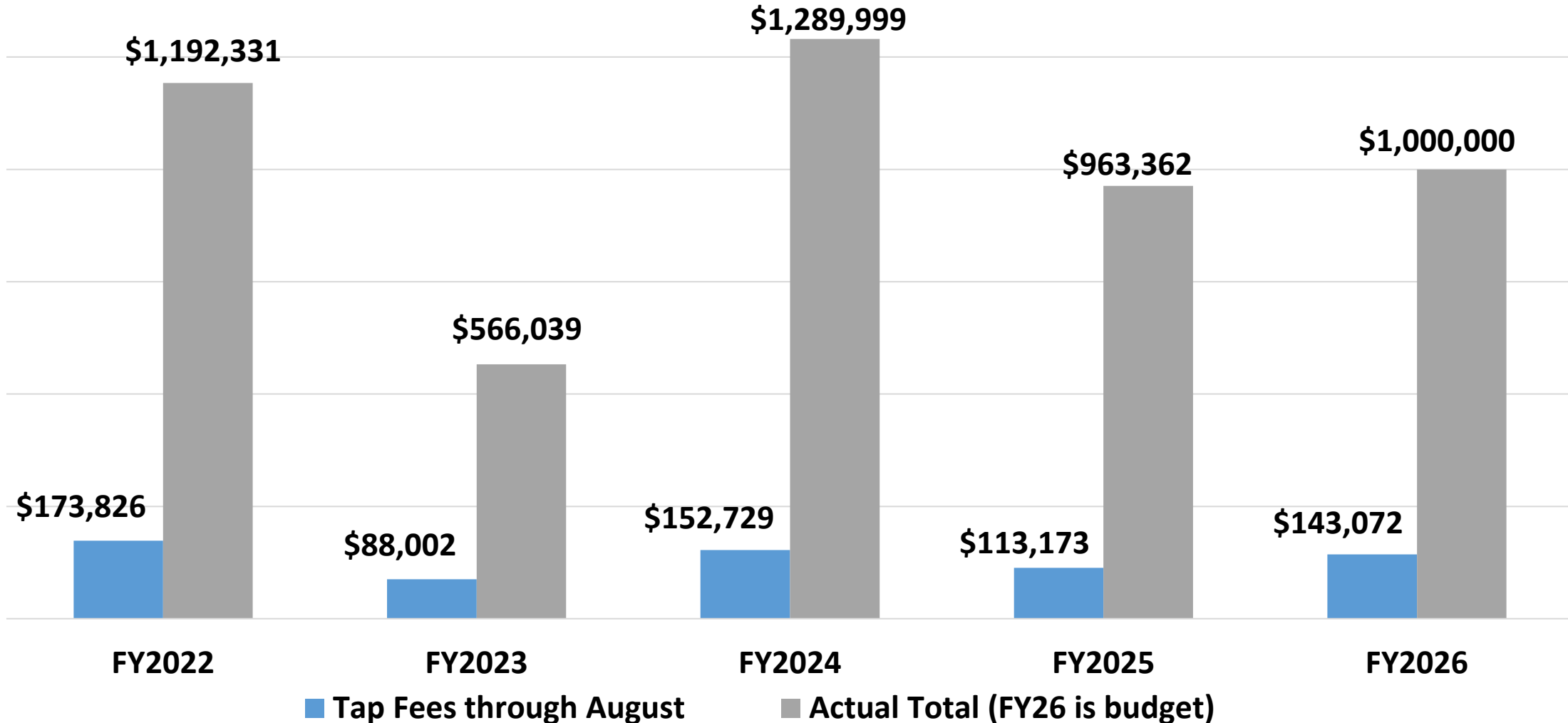


Water Tap Fees

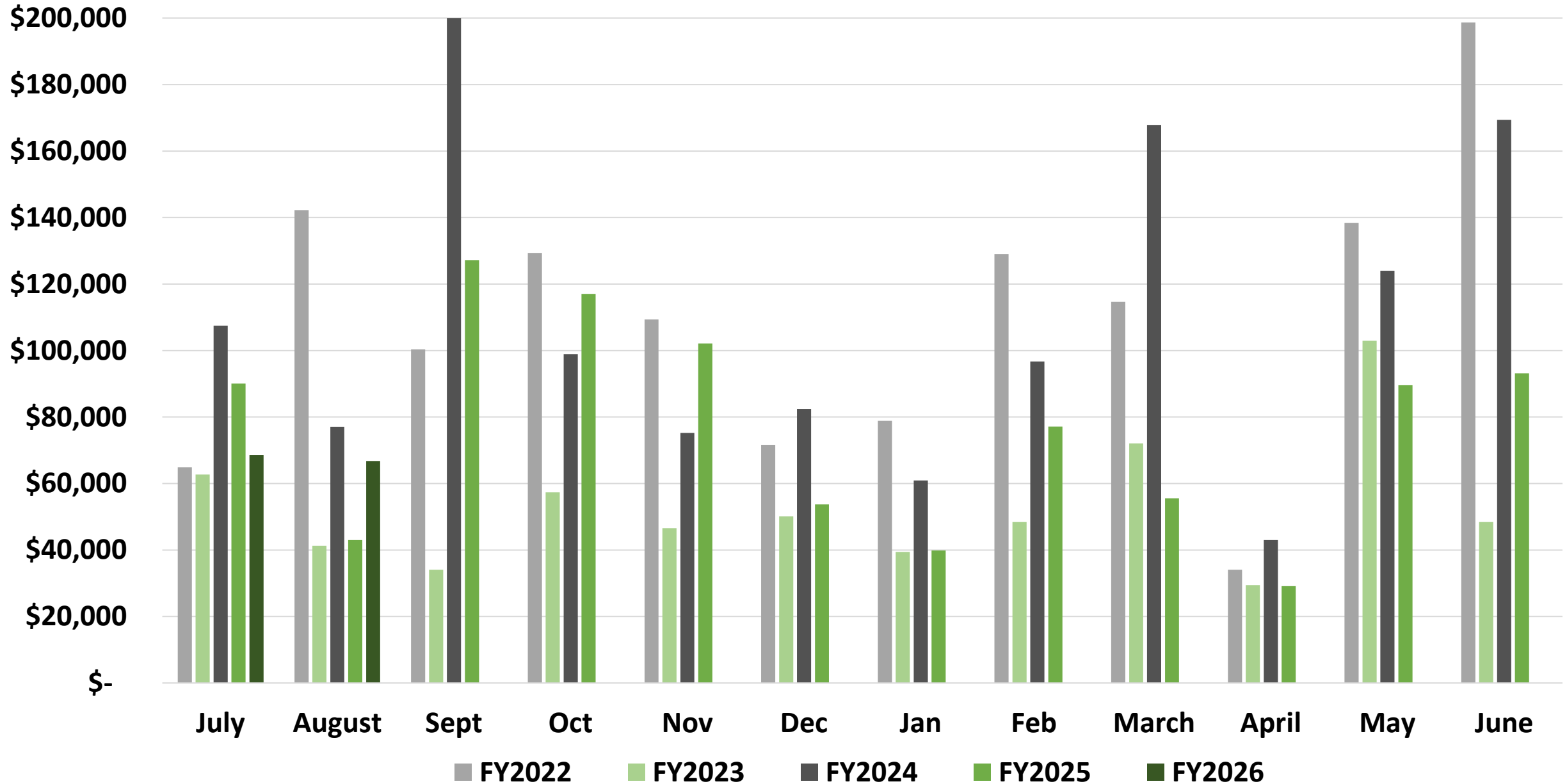


Water Tap Fees through August

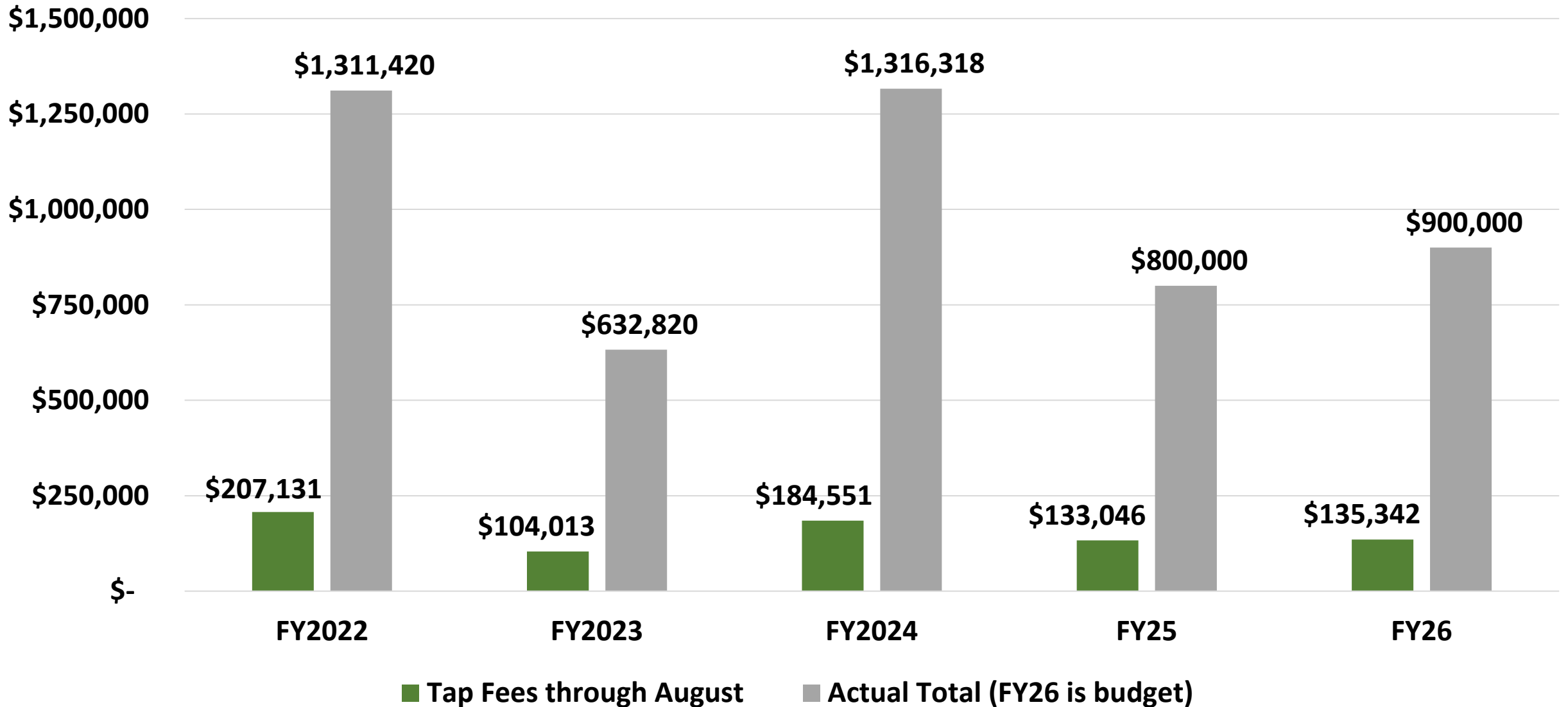
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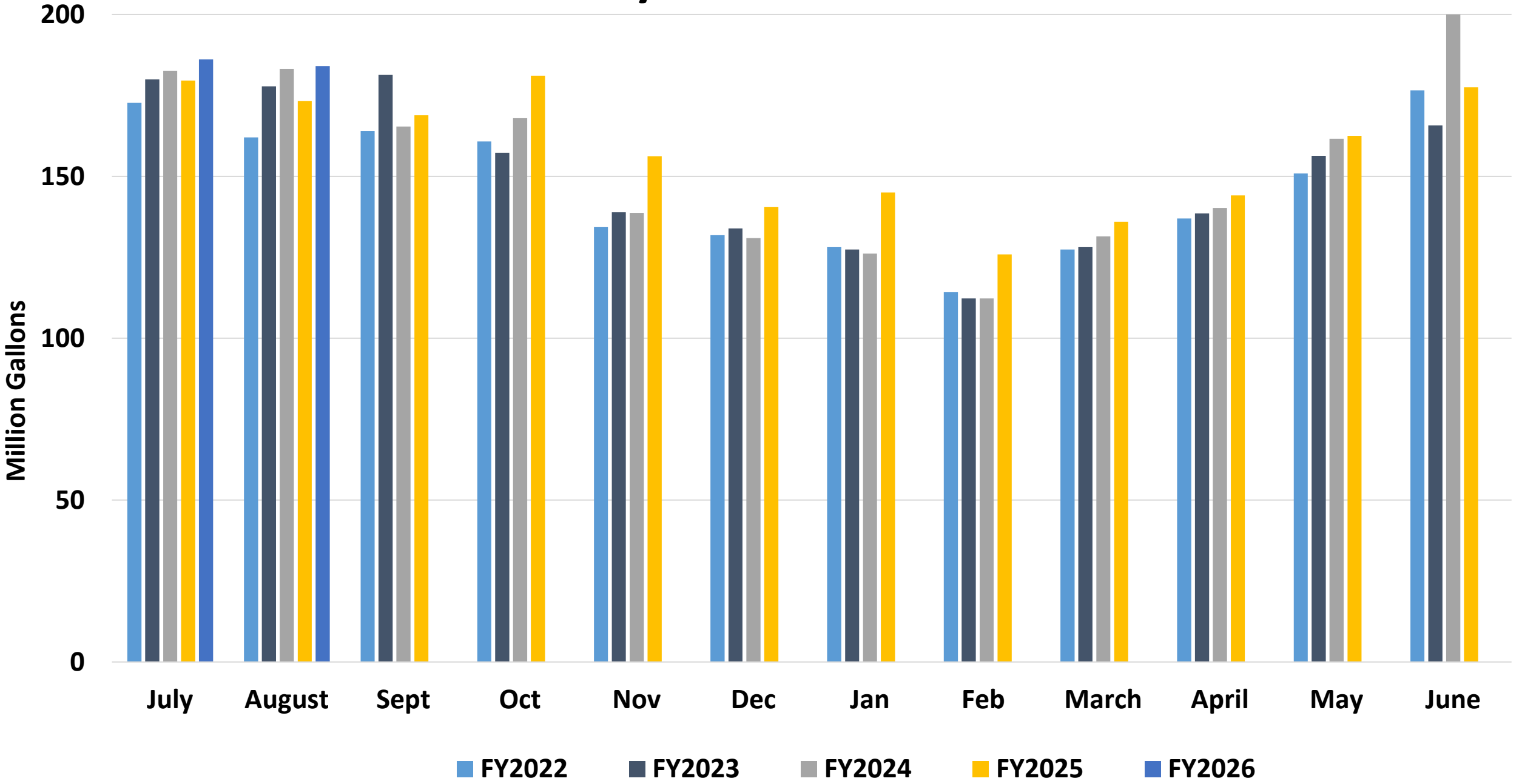
Sewer Tap Fees



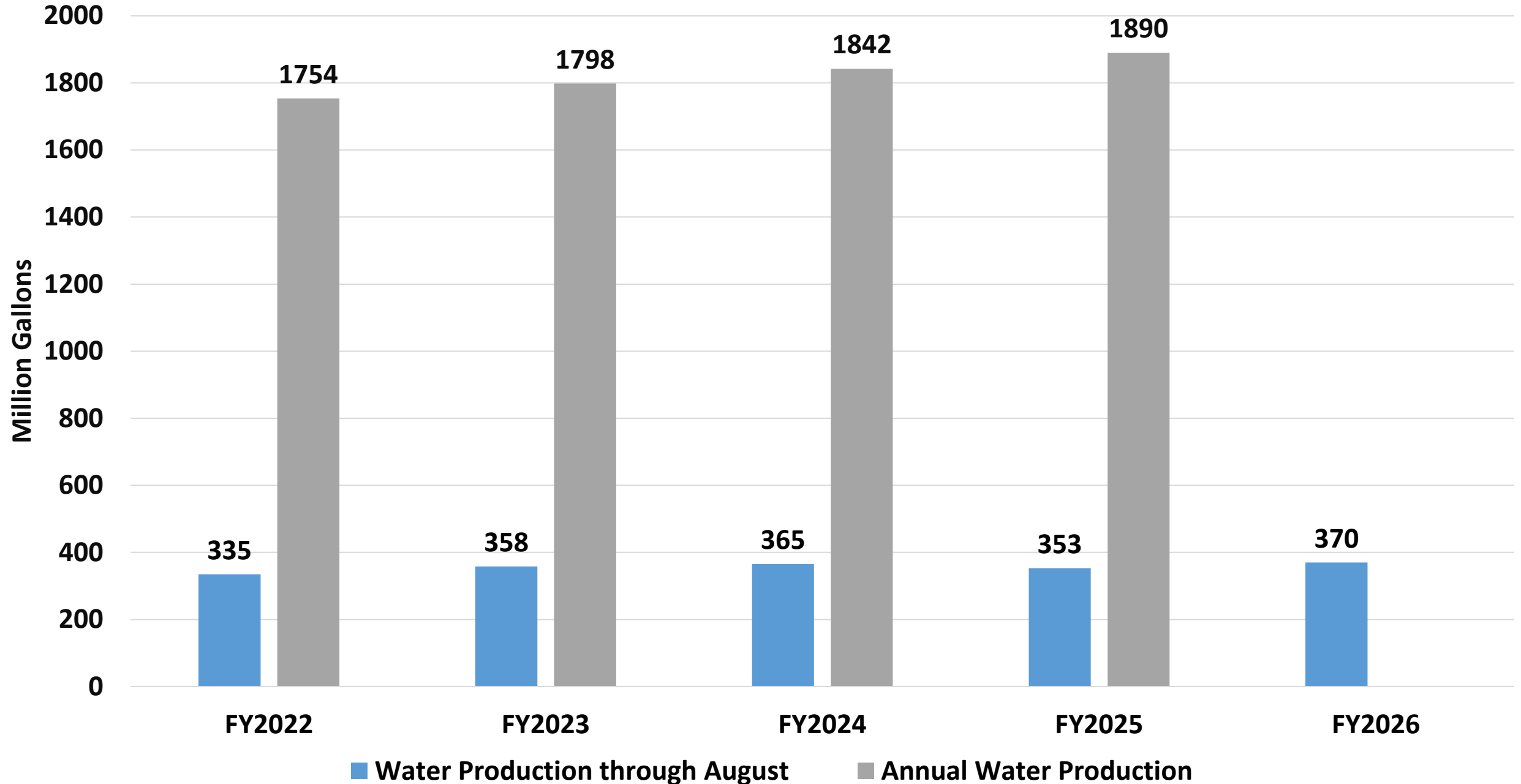
Sewer Tap Fees through August



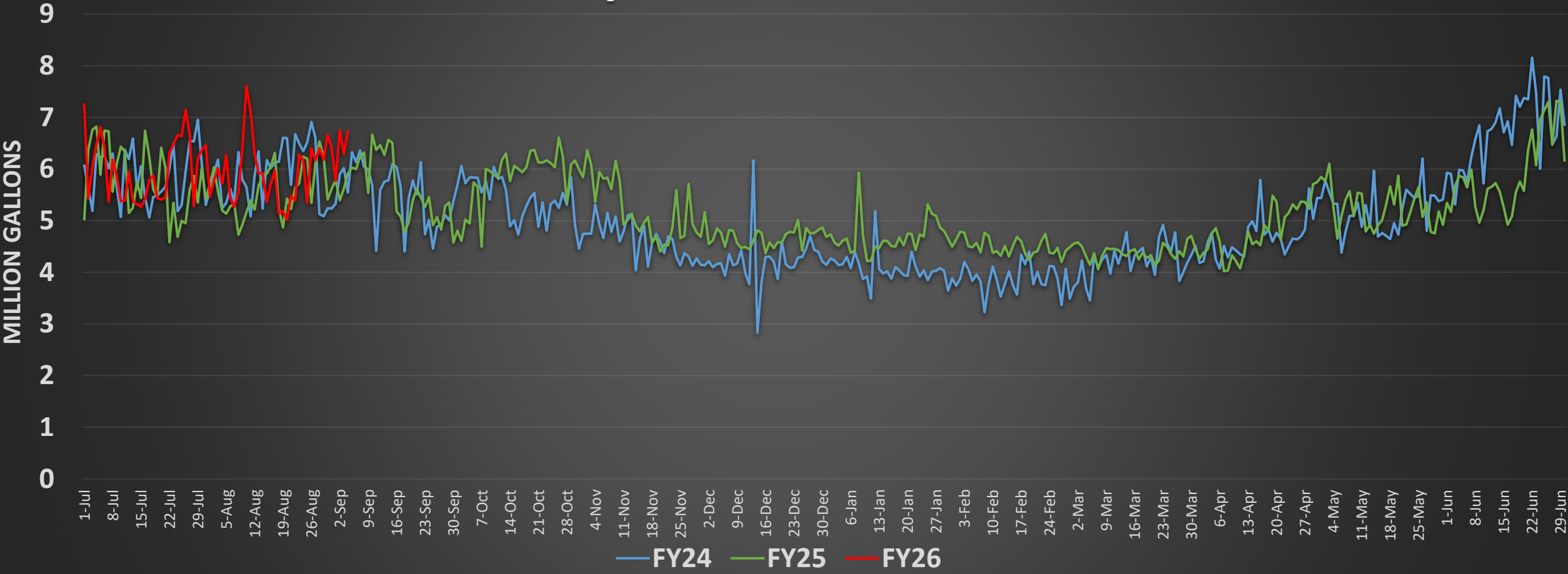
Monthly Water Production



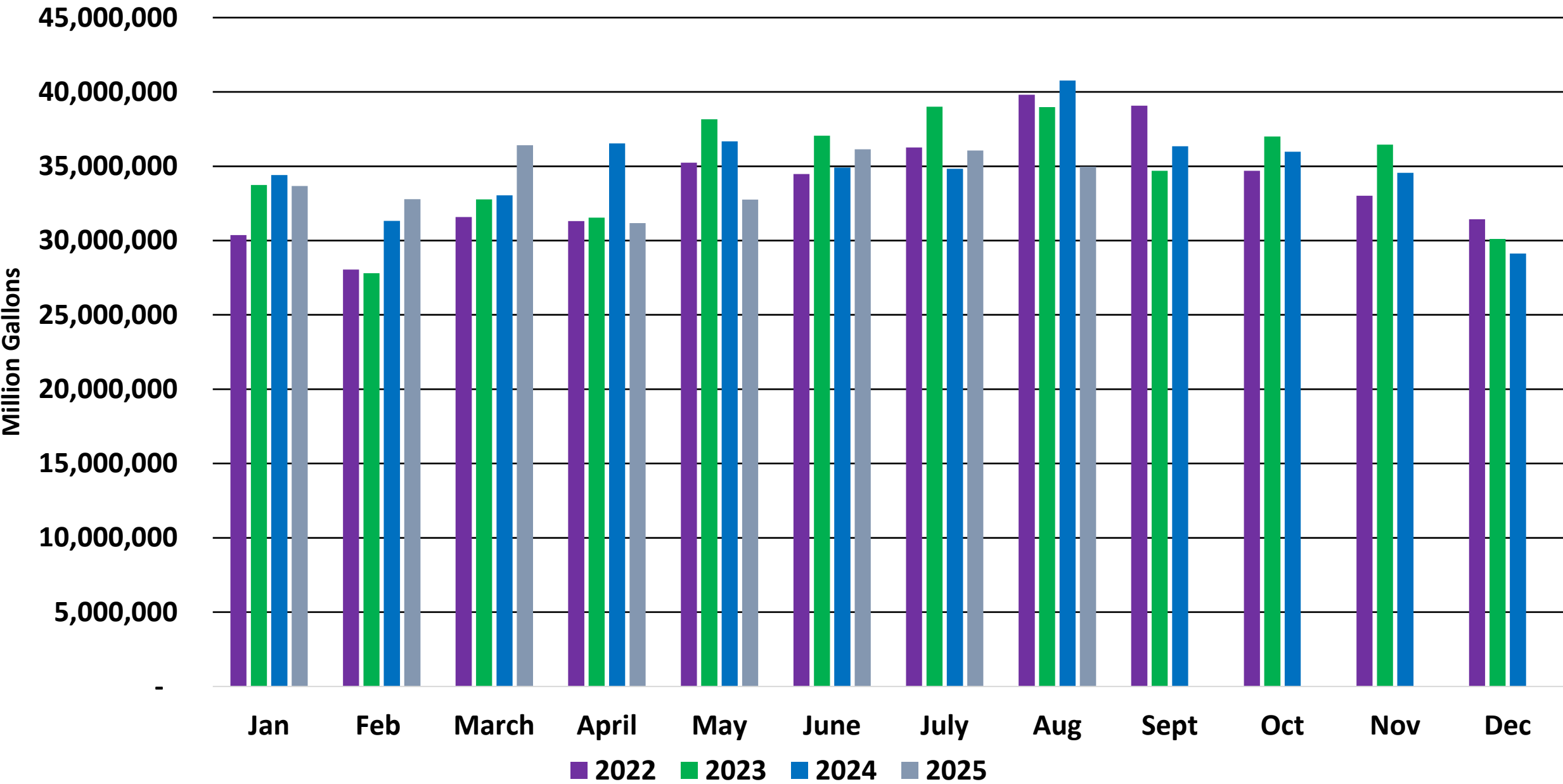
Water Production through August



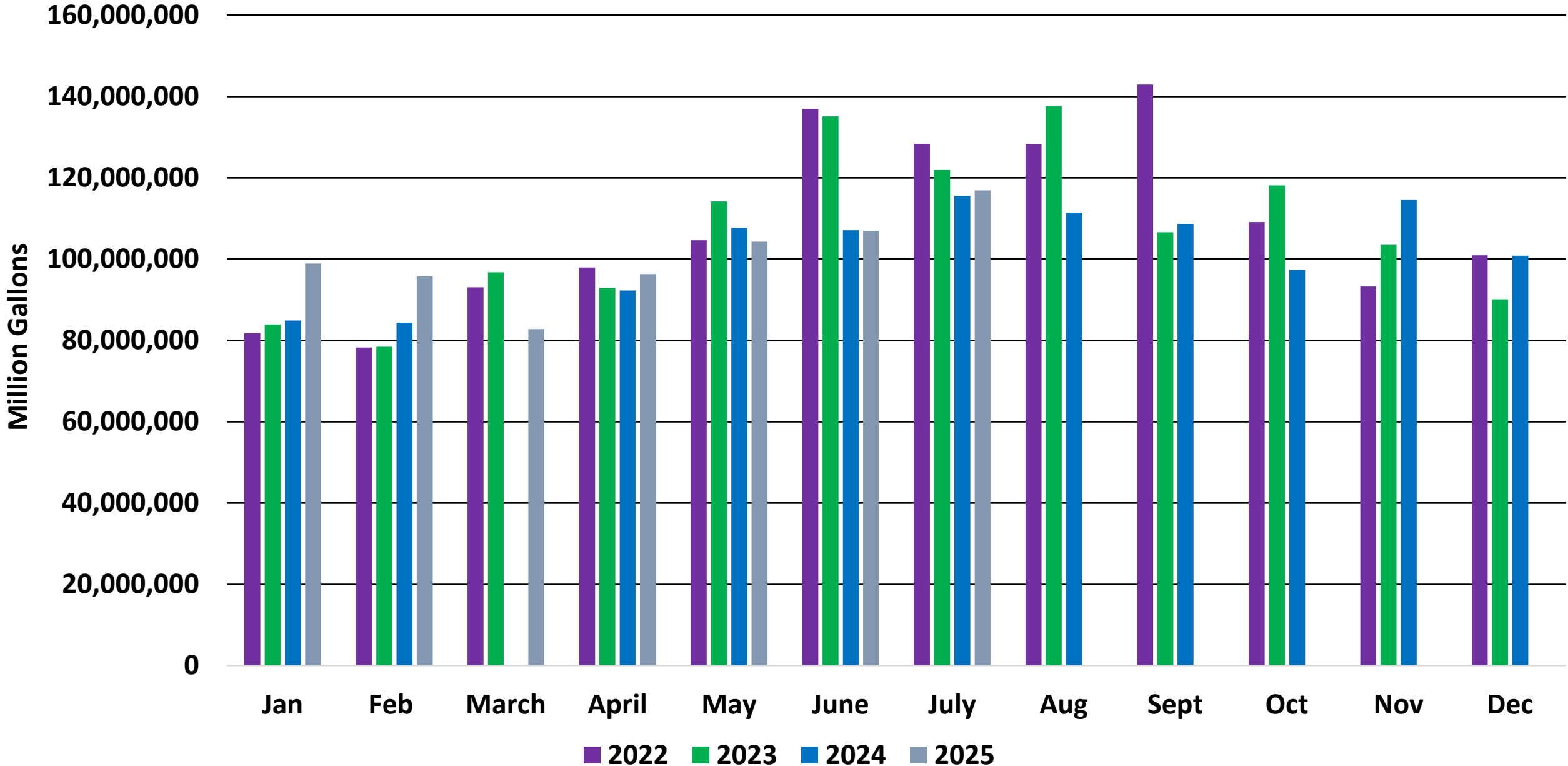
Dalily Water Production



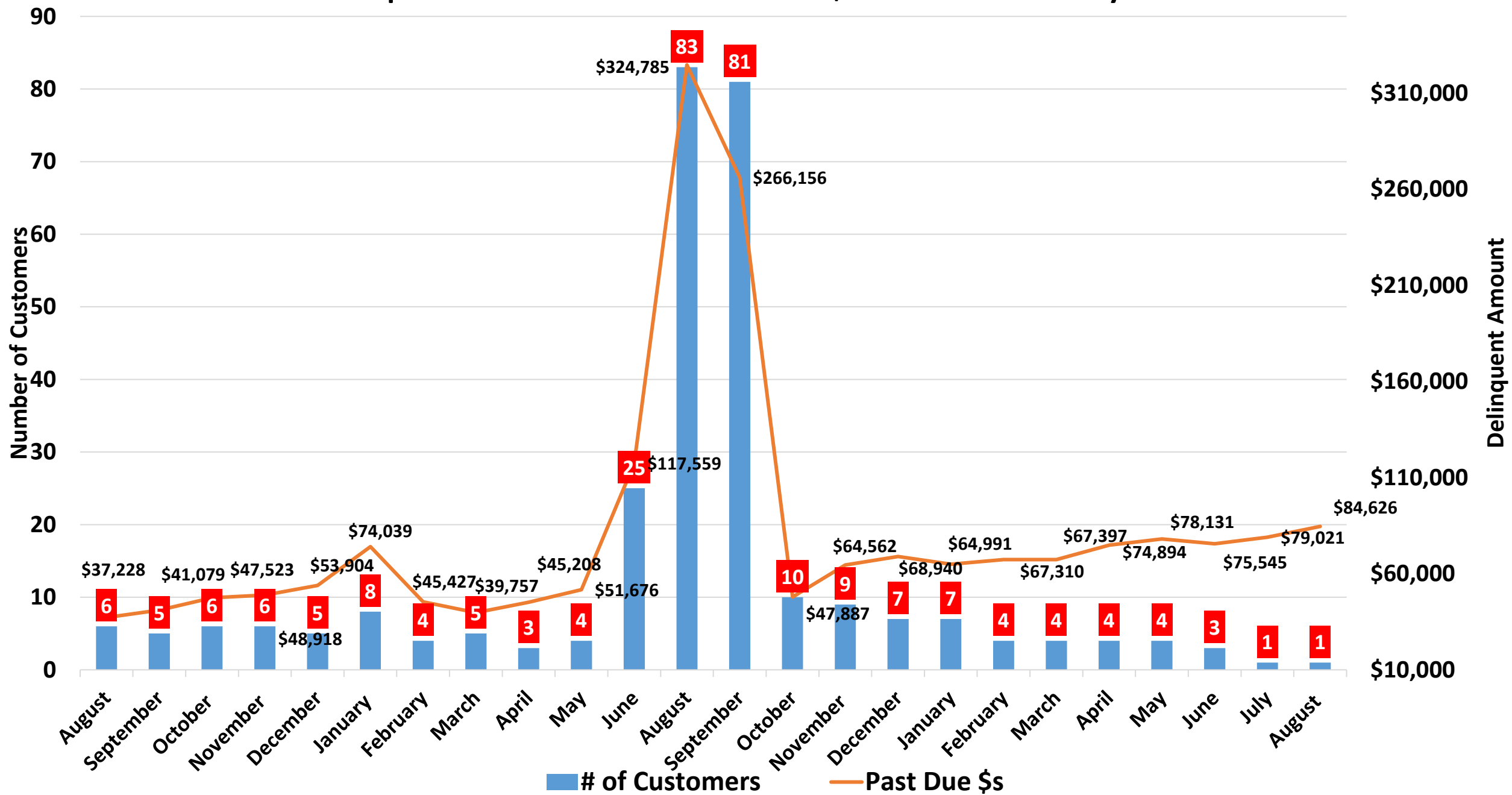
Commercial Consumption



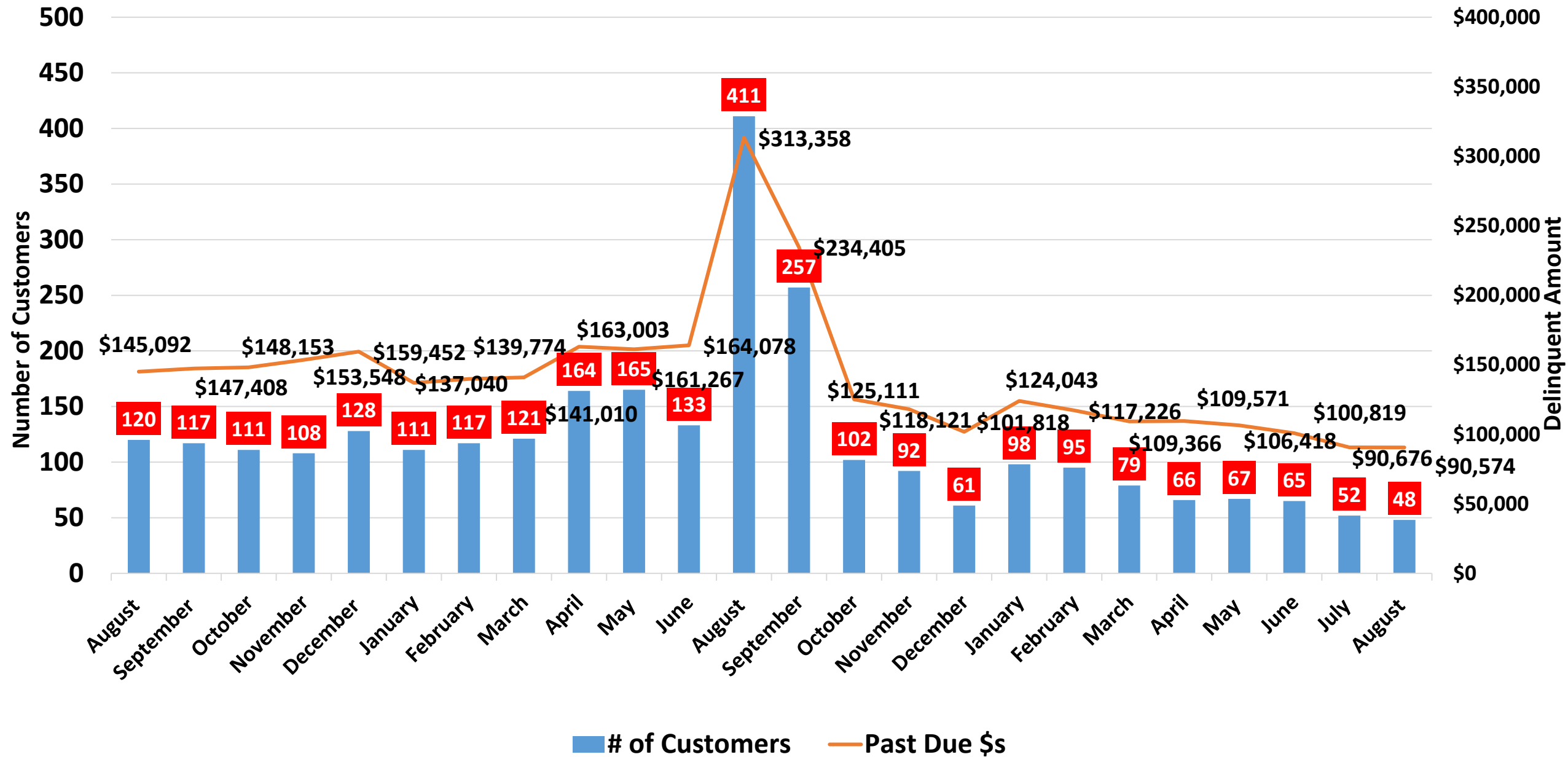
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

