

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
October 14, 2025
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)**
- G. BOARD CONSIDERATION(S)**
- H. BOARD REQUESTS AND DIRECTIVES**
- I. GENERAL MANAGER'S UPDATE**
 - 1. October 2025 Dashboard Report
- J. ADJOURNMENT**
 - 1. Adjourn until Wednesday, November 12, 2025, at 5 pm 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

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.

Deputy Secretary

MINUTES
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

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. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

1. Appointing the James City Service Authority Deputy Chief Administrative Officer

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

2. Authorization for Participation in the Retirement Health Reimbursement Account Benefit

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

3. 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:

- July 8, 2025, Regular Meeting

E. PUBLIC HEARING(S)

None.

F. BOARD CONSIDERATION(S)

None.

G. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon expressed his deepest sympathy and condolences to Mr. Powell on the recent passing of his mother.

Mr. Powell thanked Mr. McGlennon and mentioned his appreciation for the Board's support.

Ms. Larson stated she believed Mr. Powell had made his mother proud.

Mr. Powell thanked Ms. Larson.

H. GENERAL MANAGER'S UPDATE

1. September 2025 Dashboard Report

Mr. Powell noted he had no update.

I. ADJOURNMENT

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

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

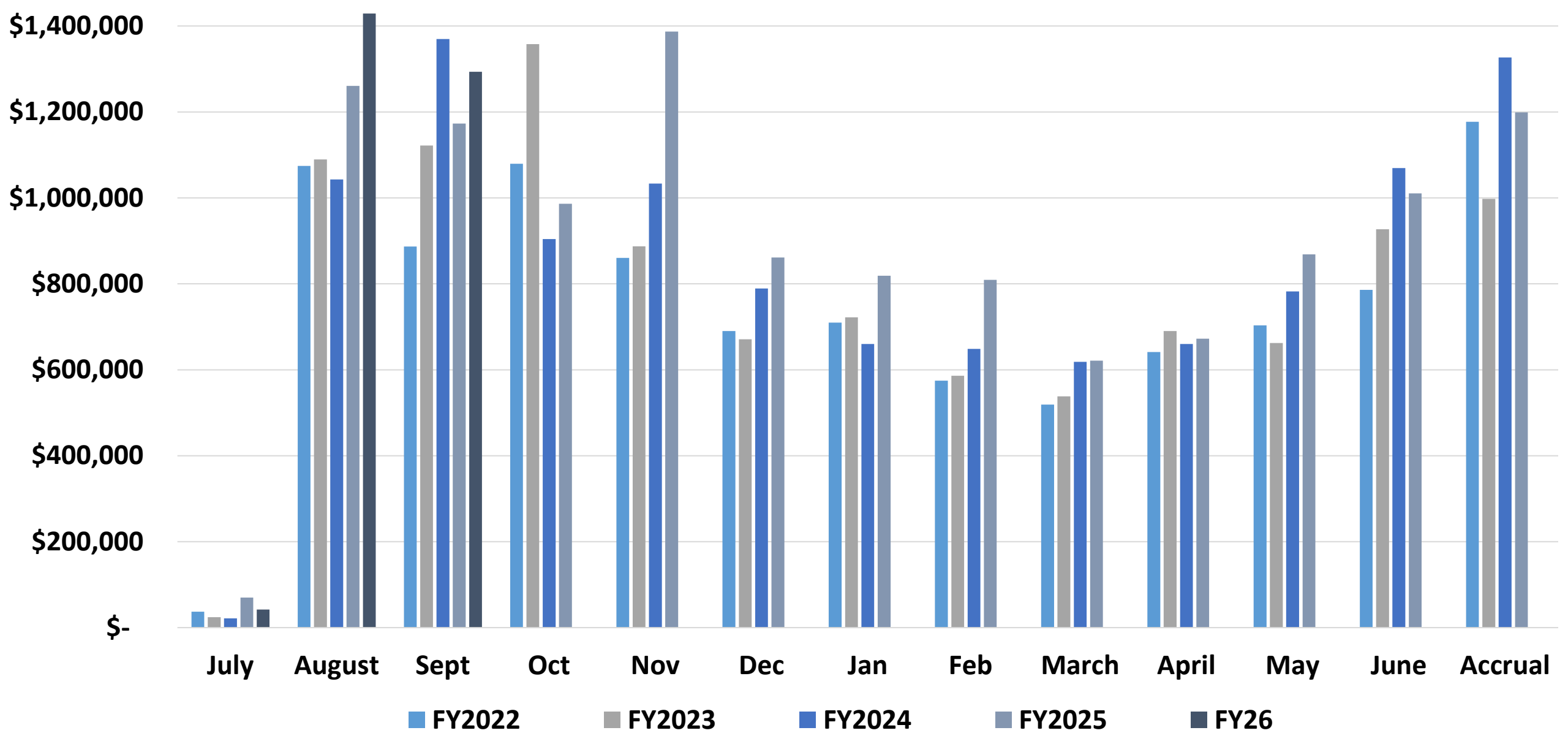
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

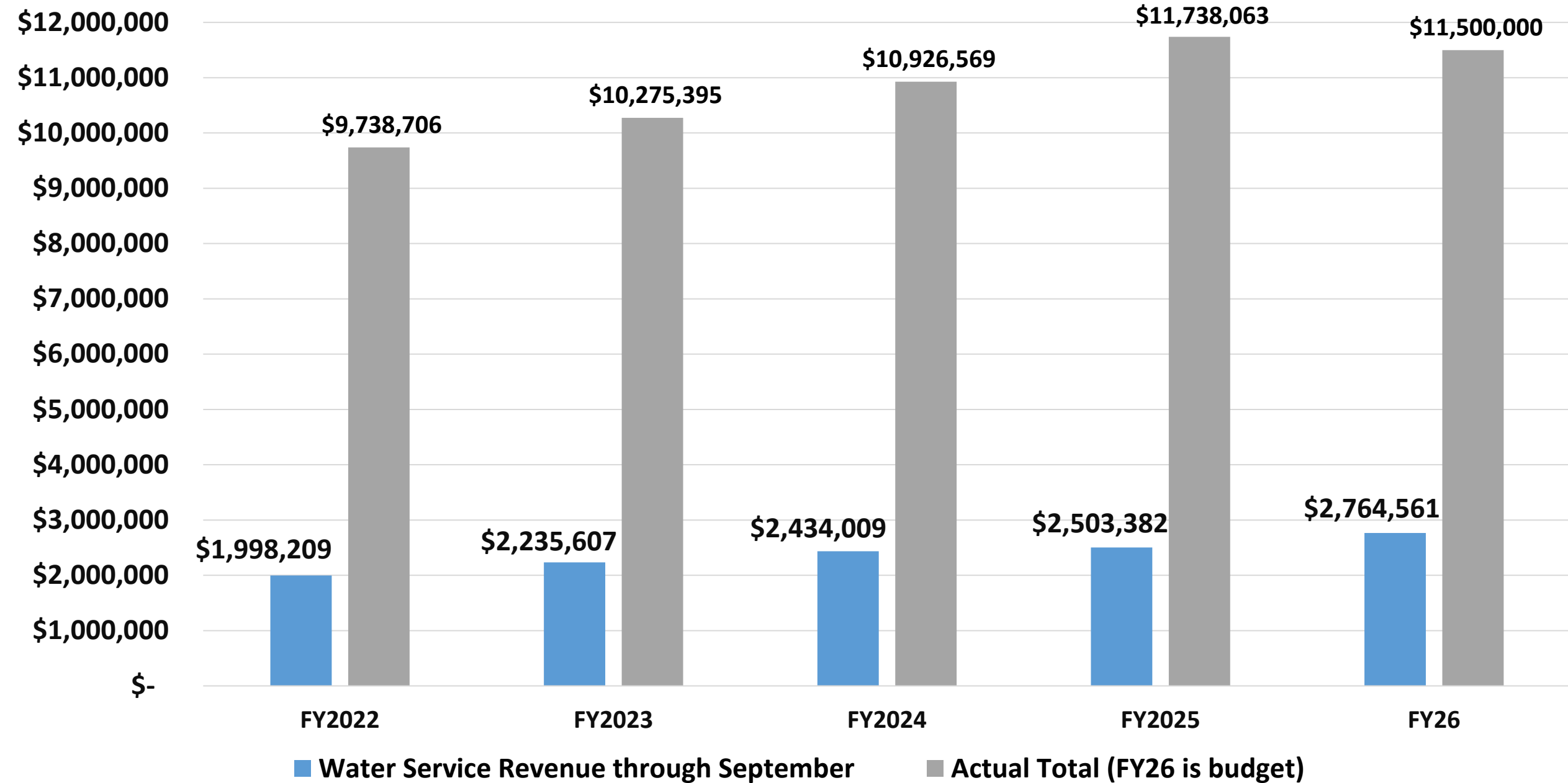
At approximately 5:02 p.m., Ms. Null adjourned the Board of Directors.

Deputy Secretary

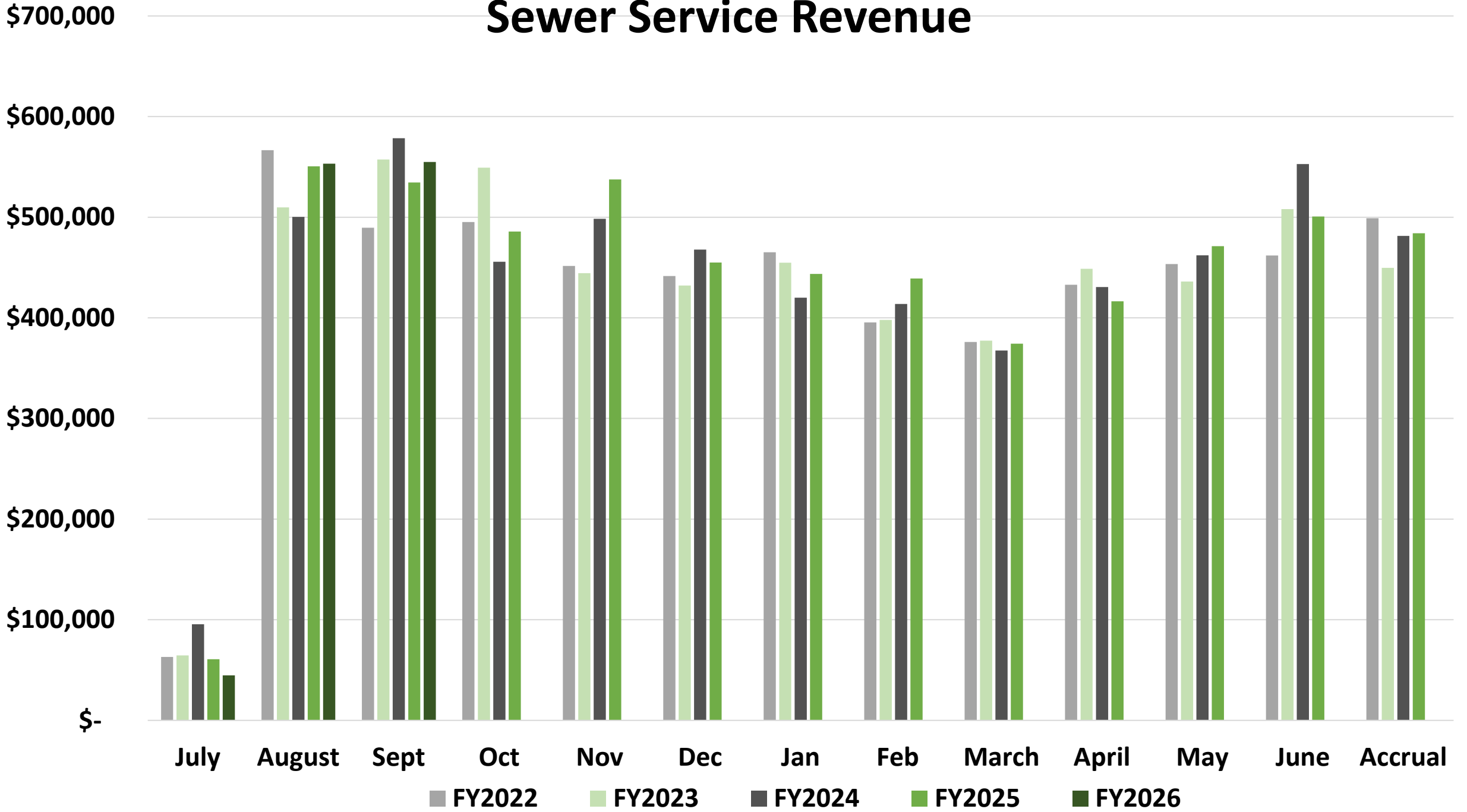
Water Service Revenue



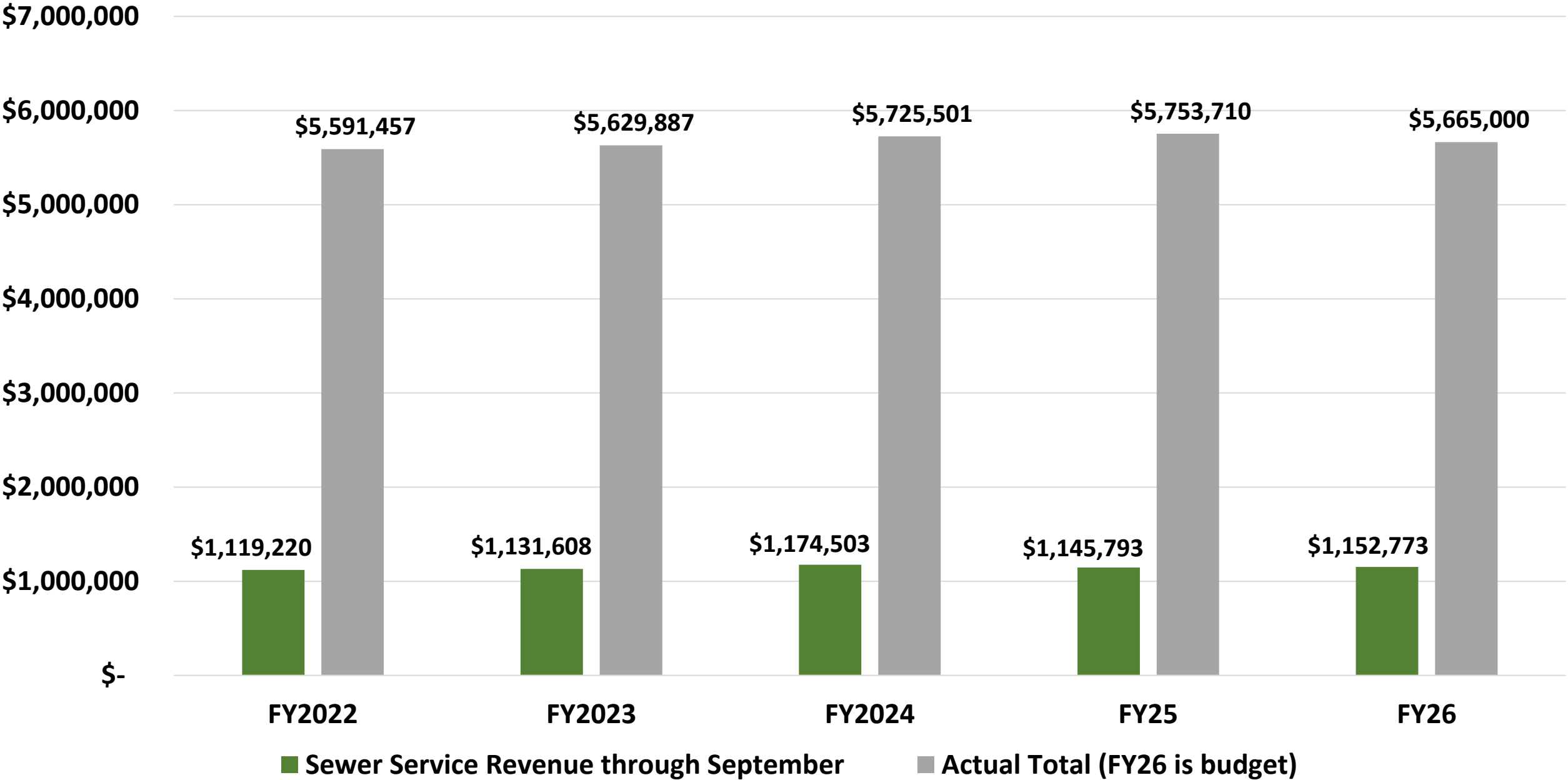
Water Service Revenue through September



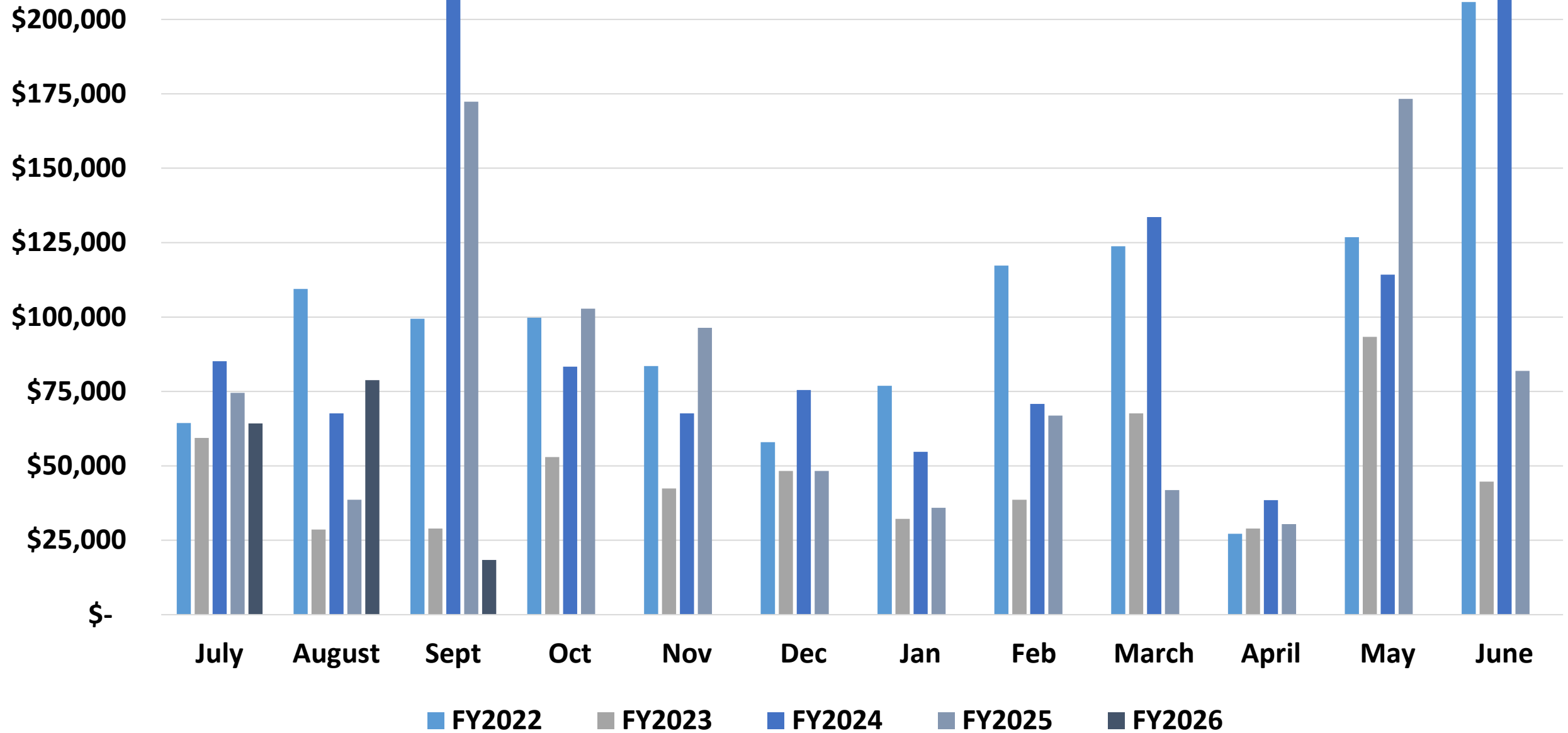
Sewer Service Revenue



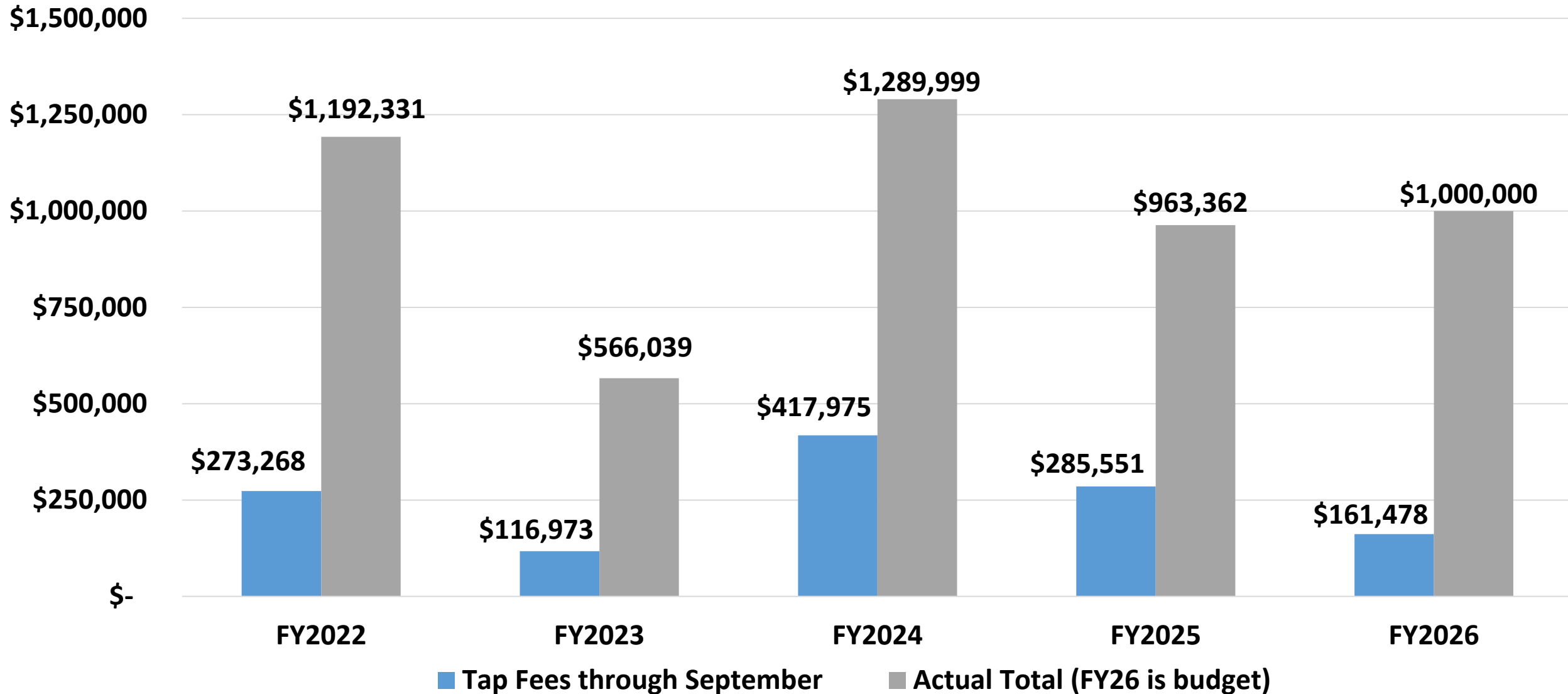
Sewer Service Revenue through September



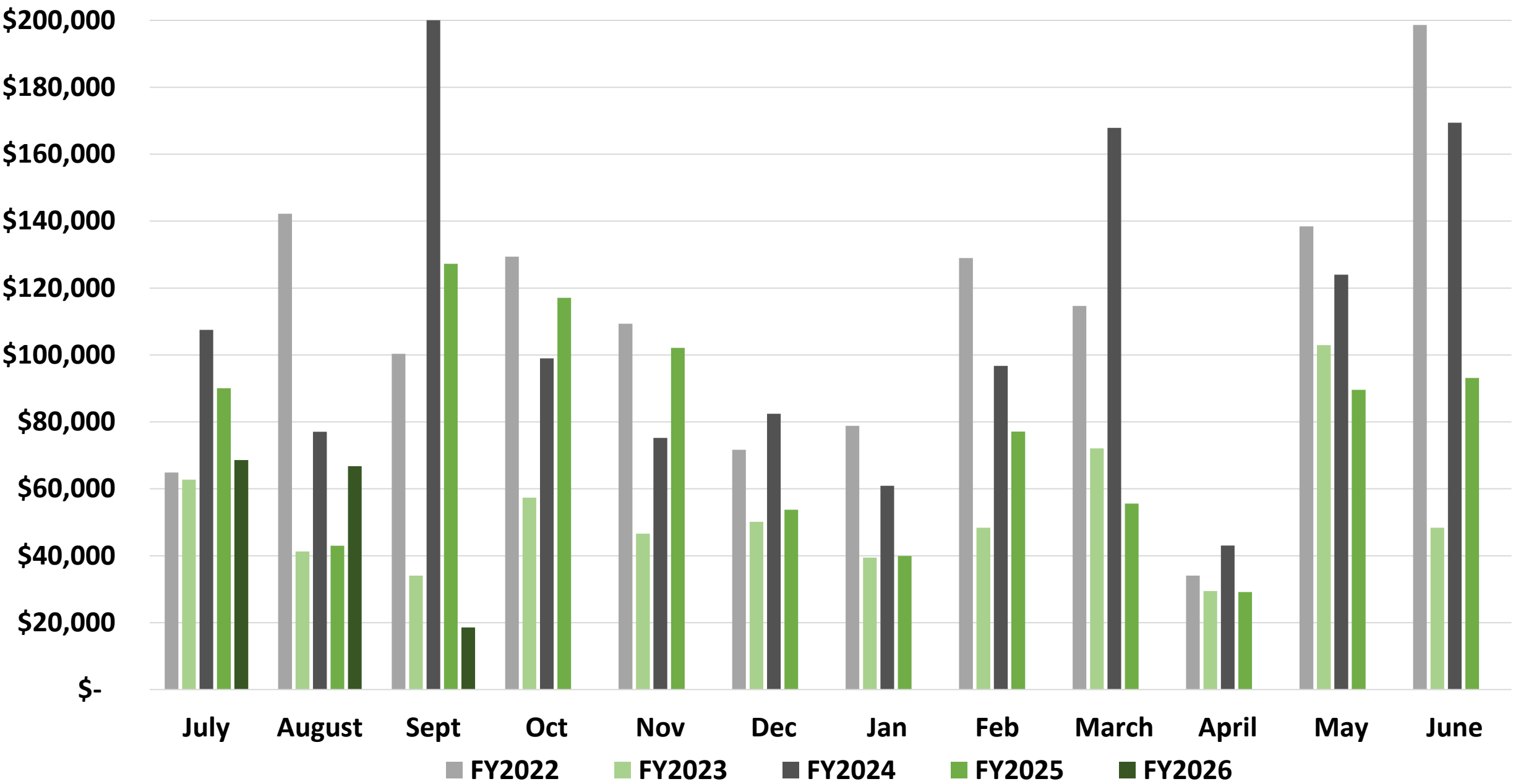
Water Tap Fees



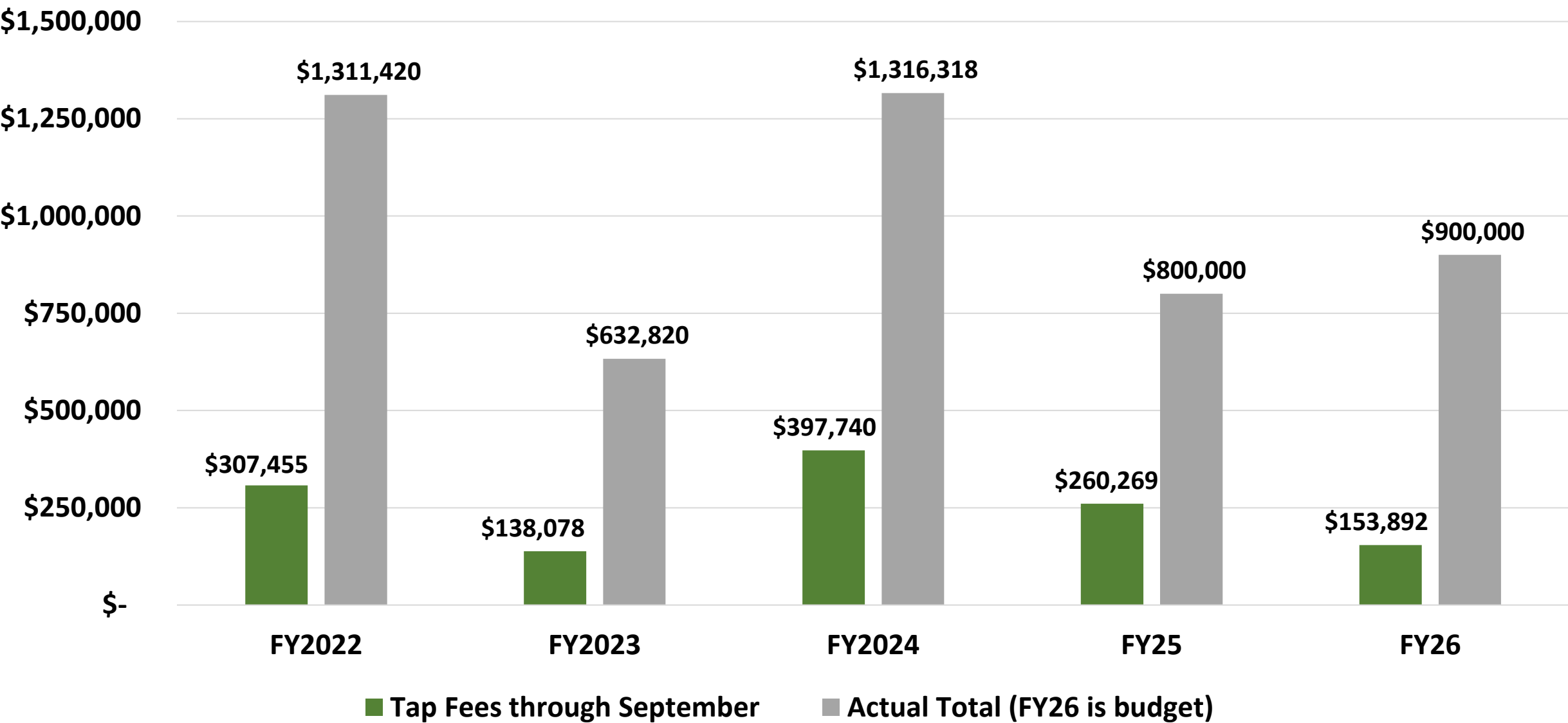
Water Tap Fees through September



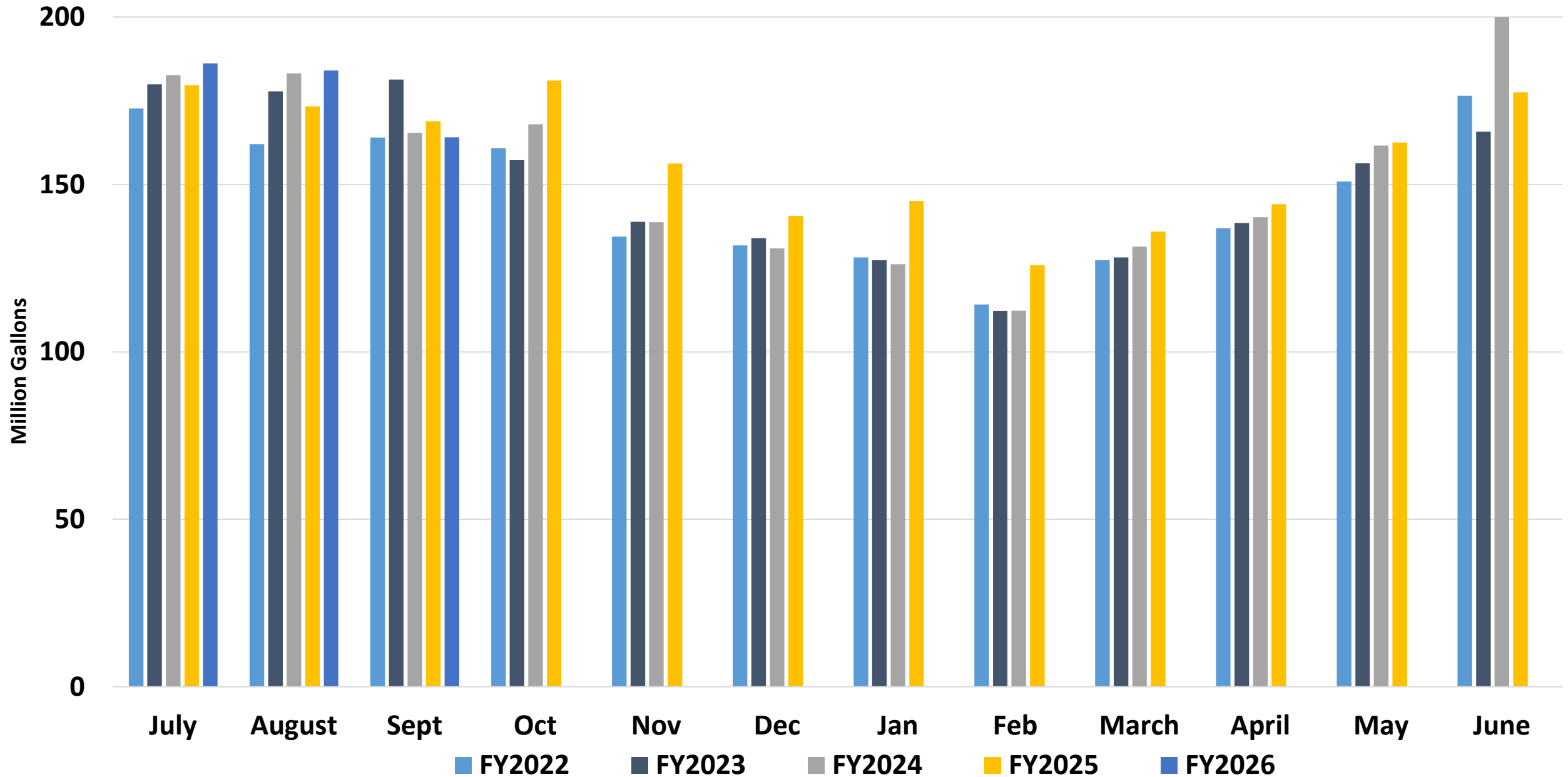
Sewer Tap Fees



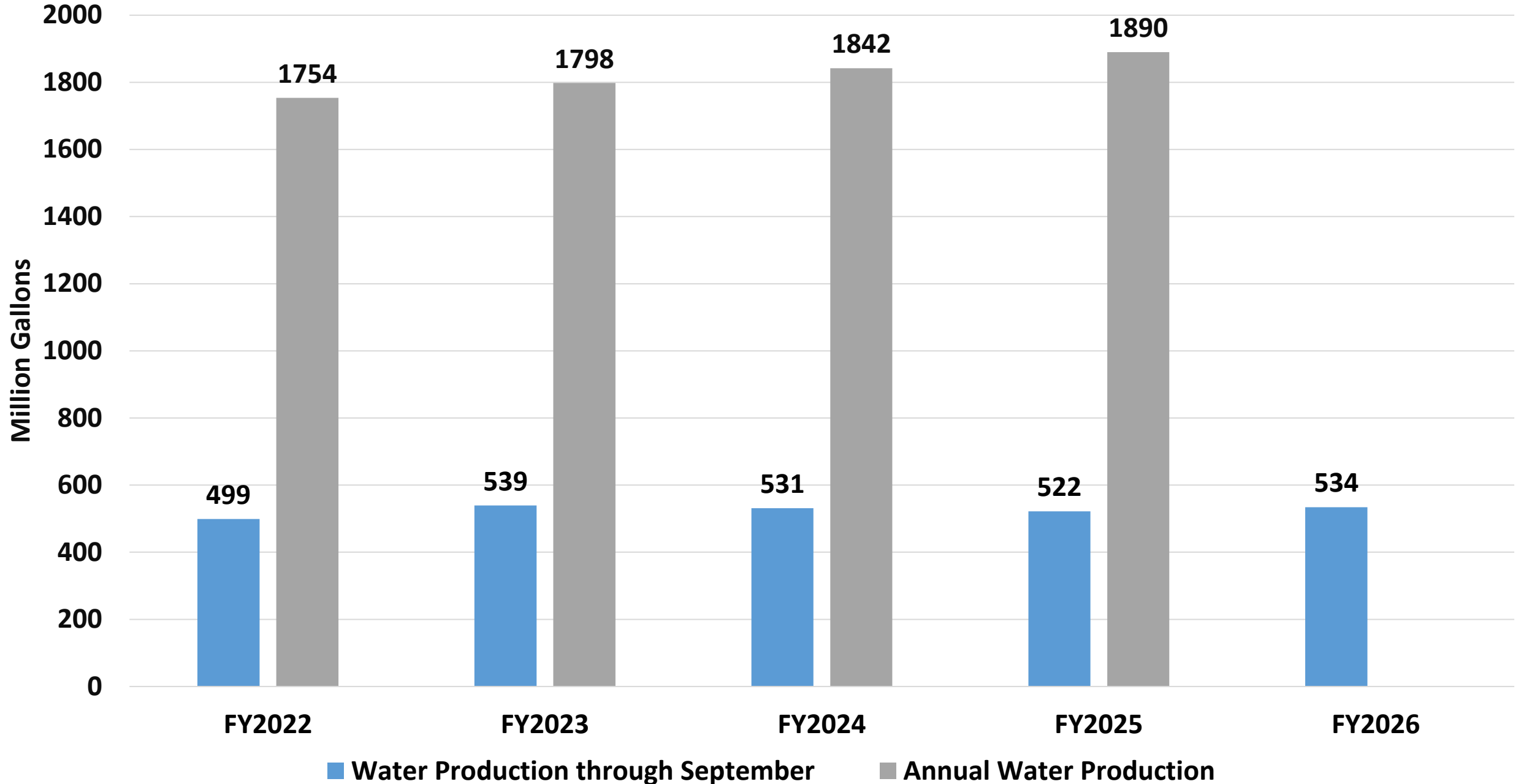
Sewer Tap Fees through September



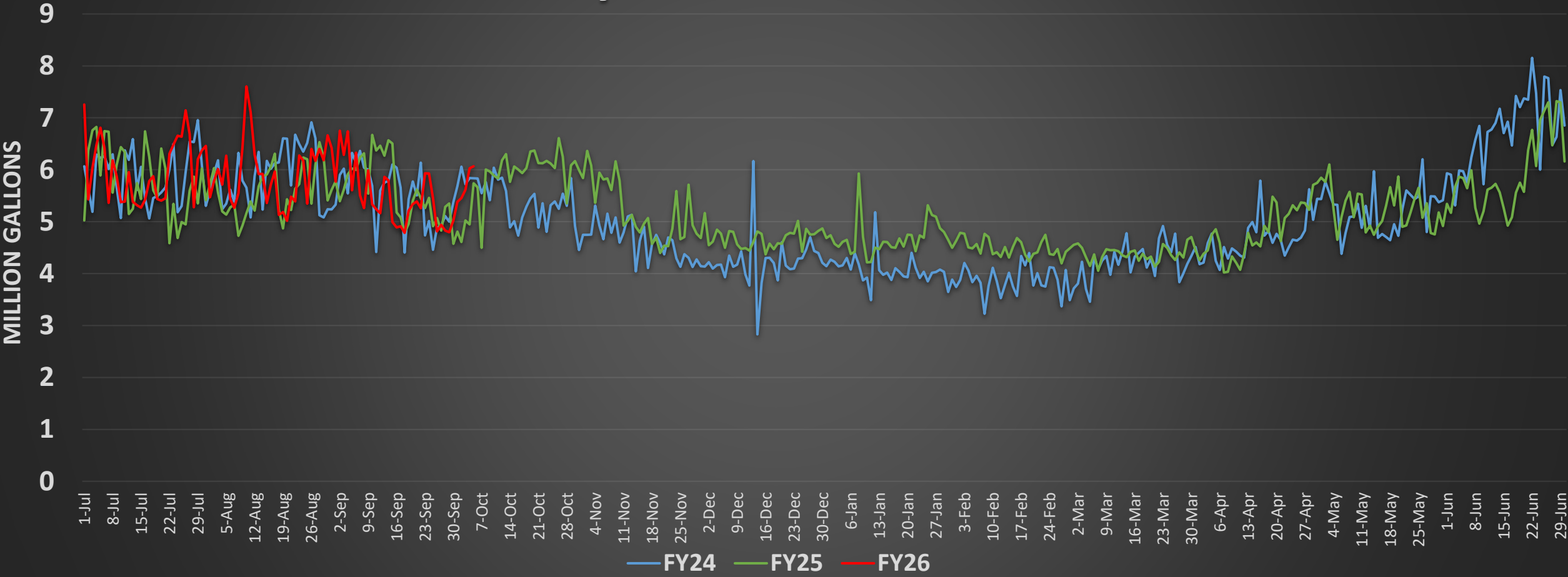
Monthly Water Production



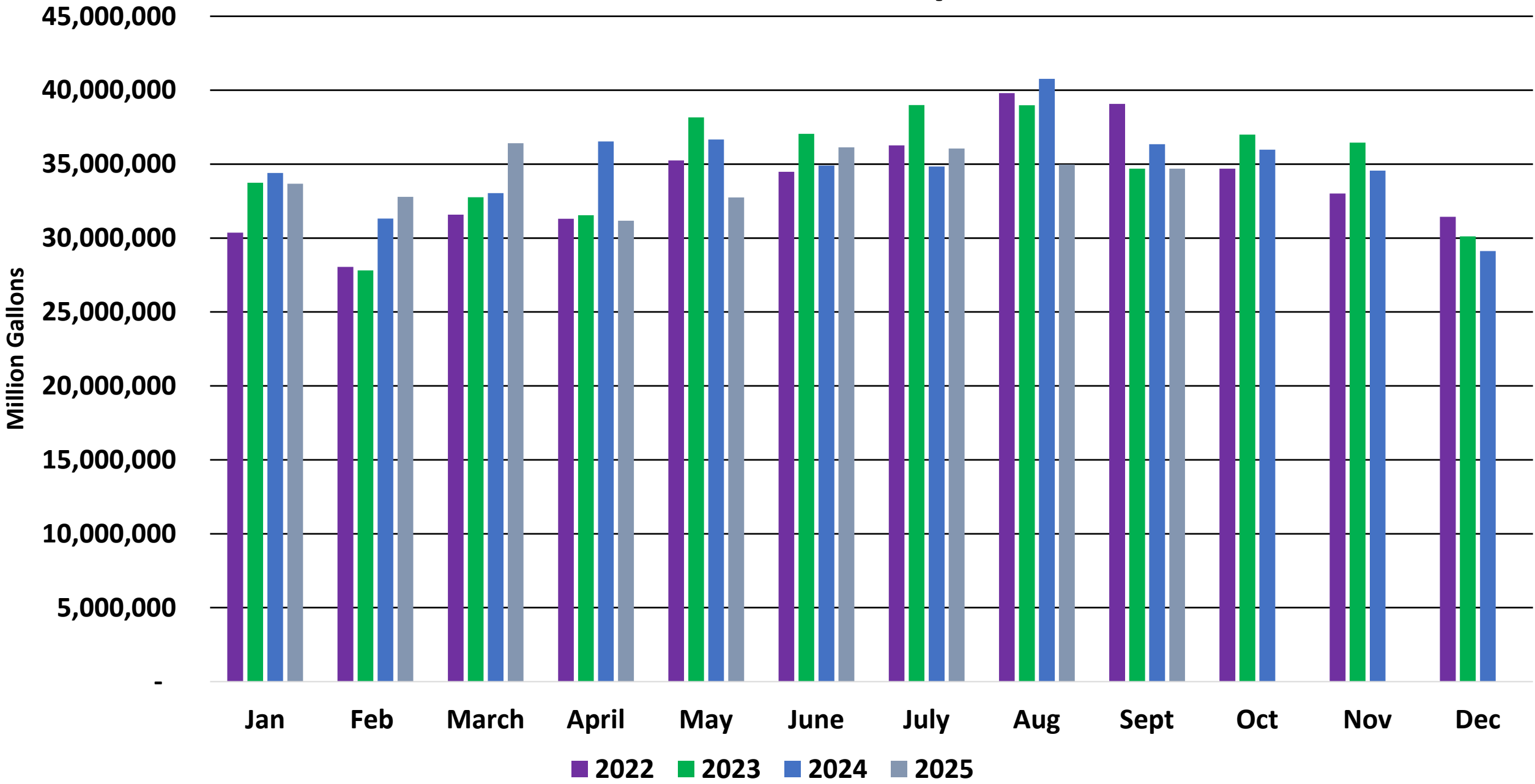
Water Production through September



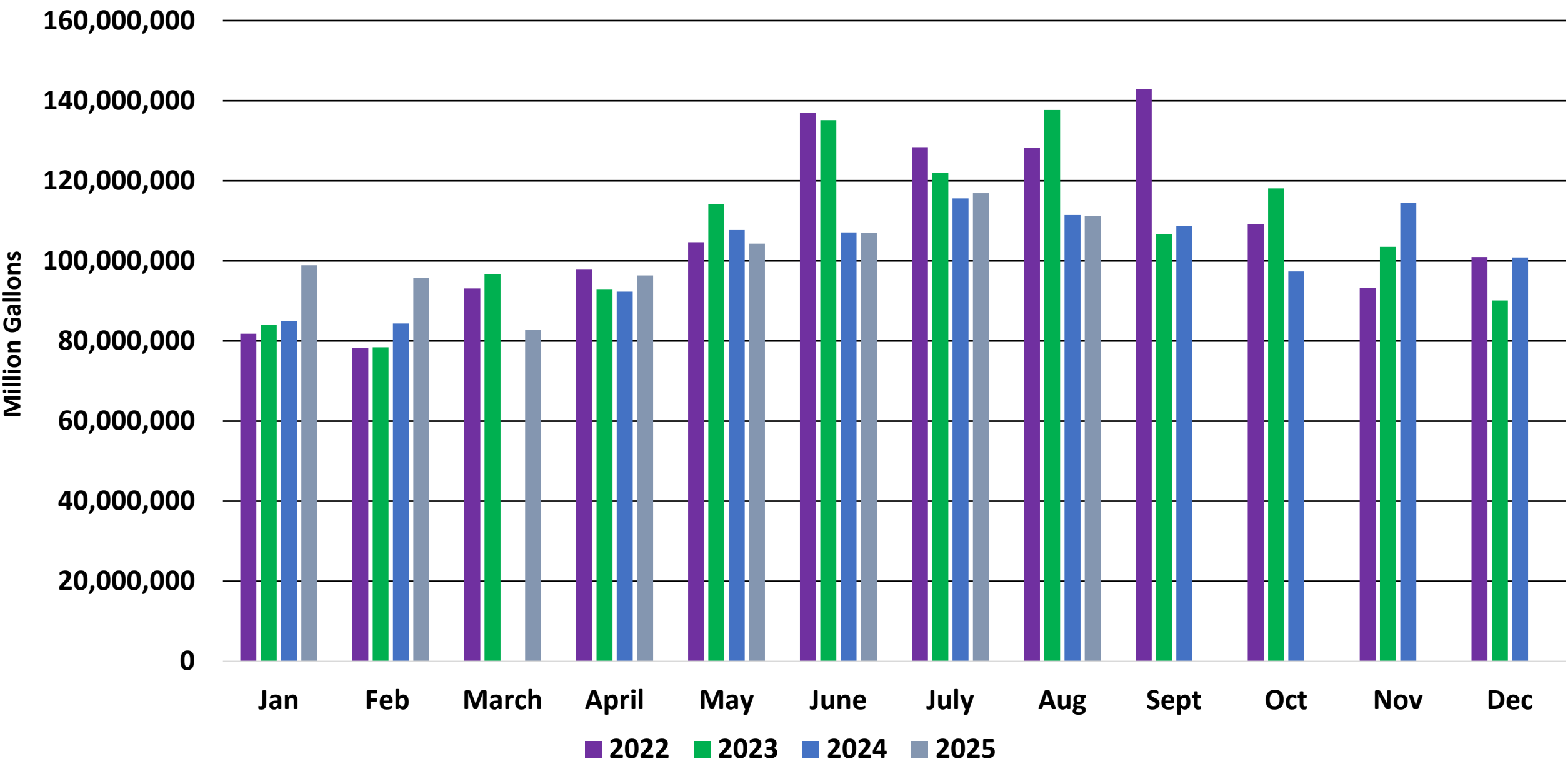
Daily Water Production



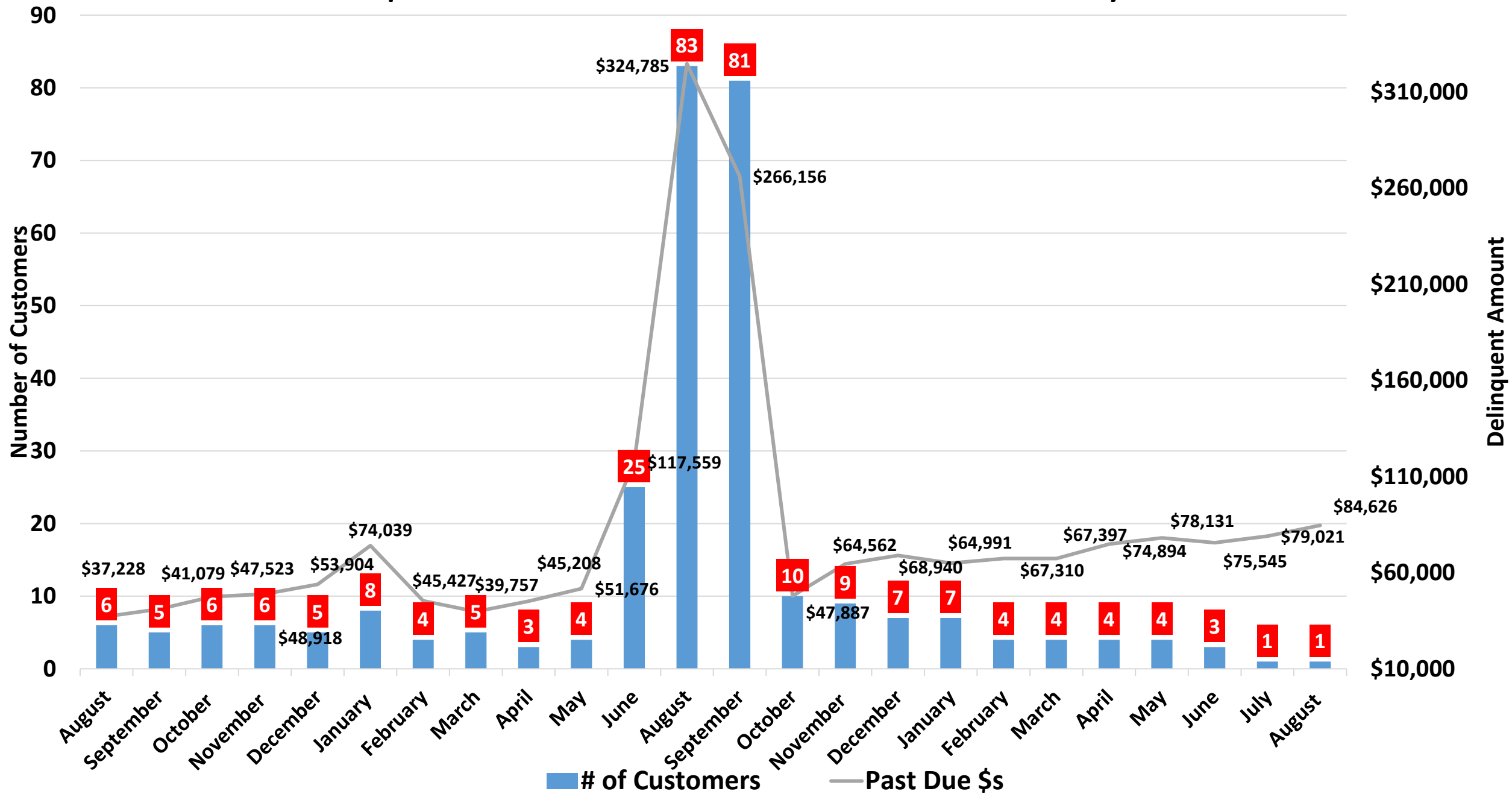
Commercial Consumption



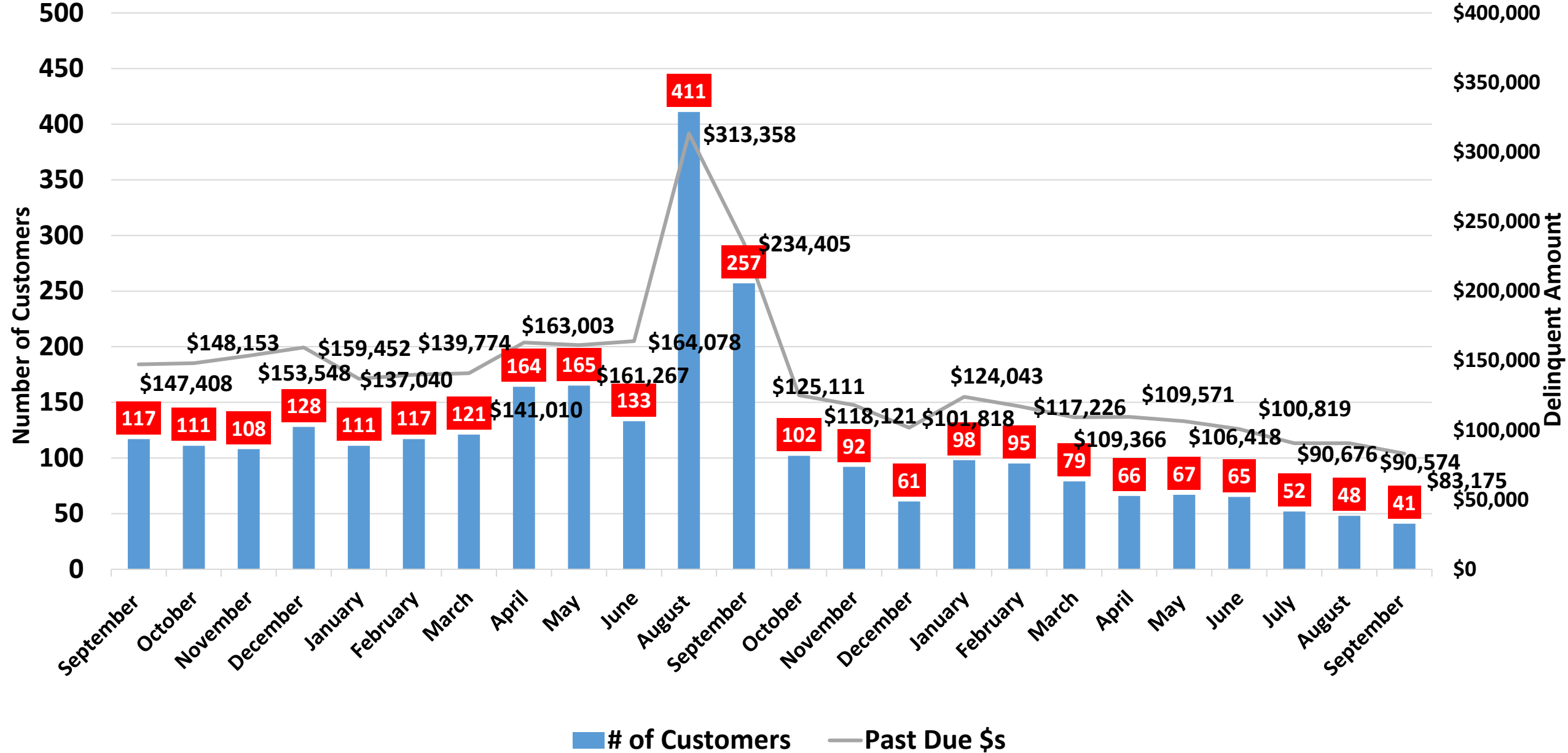
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

