

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
November 12, 2025
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

1. Fiscal Year 2025 Financial Statements Review for James City Service Authority - Cherry Bekaert

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Authorization for Leave Payout and Budget Amendment
2. Contract Award - \$247,408 - Server Hardware and Software Replacement
3. Minutes Adoption

F. PUBLIC HEARING(S)

1. Sale of Property - 4 Hempstead Court

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. November 2025 Dashboard Report

J. ADJOURNMENT

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

MEMORANDUM

DATE: November 12, 2025

TO: The Board of Directors

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

SUBJECT: Fiscal Year 2025 Financial Statements Review for James City Service Authority - Cherry Bekaert

Staff of Cherry Bekaert, the James City Service Authority's auditor, will present an overview of the Fiscal Year 2025 financial statements as included in the Reading File.

MDP/ap
FY25FinStmntRev-mem

MEMORANDUM

DATE: November 12, 2025

TO: The Board of Directors

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

SUBJECT: Authorization for Leave Payout and Budget Amendment

The James City Service Authority (JCSA) has offered a leave payout option to staff for the past three years. The leave payout recognizes staff for their hard work and provides an opportunity for staff to avoid losing paid leave. Based on the feedback and final cost, the JCSA is recommending this option be provided to staff again this year.

The maximum payouts would be based on tiers of years of service: up to 10 years of service the maximum is \$4,000; 10 to 20 years of service the maximum is \$5,000; and 20 or more years of service the maximum is \$6,000. The leave payout includes the General Manager. The effective date would be December 26, 2025.

In Fiscal Year (FY) 2024 and 2025, the actual leave payout amounts were \$50,081 and \$46,796, respectively. The attached resolution authorizes the payout and amends the FY 25 Water Fund and Sewer Fund budgets. The budget amendment consists of an appropriation from Unrestricted Net Position to the applicable portions of the JCSA's FY 25 Water Fund and Sewer Fund Budgets.

Staff recommends adoption of the attached resolution.

MDP/tm
JCSA-LeavePayout-mem

Attachment

RESOLUTION

AUTHORIZATION FOR LEAVE PAYOUT

AND BUDGET AMENDMENT

WHEREAS, the James City Service Authority (JCSA) desires to recognize staff for their work over the past year and provide an opportunity for staff to avoid losing earned paid leave; and

WHEREAS, staff recommends a one-time leave payout of vacation or paid time off based on years of service up to \$6,000; and

WHEREAS, the estimated cost for the leave payout is \$100,000, but the final cost could be less based on the number of employees who elect it.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby approve a one-time leave payout capped at \$6,000 effective December 26, 2025, and authorizes the use of Unrestricted Net Position for this purpose to be appropriated to the applicable portions of JCSA's Fiscal Year 2025 Water Fund and Sewer Fund budgets for a total of \$100,000.

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 12th day of November, 2025.

AuthLeavePyout-res

MEMORANDUM

DATE: November 12, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - \$247,408 - Server Hardware and Software Replacement

The James City Service Authority's (JCSA) main computer servers need to be replaced because they are approaching the end of their service lives and storage capacity. These servers are the main information technology infrastructure for JCSA and support a variety of data and communications systems such as Supervisory Control and Data Acquisition (SCADA), the system that monitors and controls JCSA's 108 remote water and wastewater facilities. Other information systems on the servers include Geographic Information System (GIS), wastewater camera, backup/recovery and data file storage.

JCSA, County Information Technology, and County Purchasing staff examined different options and determined the most efficient procurement method for this purchase was to use a cooperative purchasing contract issued to Dell Marketing LP by the University of Virginia on behalf of the Virginia Higher Education Procurement Consortium (VHEPC) following a competitive procurement process. The contract contains wording allowing other entities to purchase from the contract.

Cooperative procurement is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. Staff believes the JCSA will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process by using cooperative purchasing.

The total purchase price is \$247,408 for two servers, storage and a network switch at the Tawning Road Operations Center main site and the same equipment at the Five Forks Water Treatment Plant back-up site.

Funds are available in the JCSA Capital Improvement Program budget.

Staff recommends adoption of the attached resolution authorizing the contract award to Dell Marketing LP in the amount of \$247,408.

MDP/ap
CA-SvrHW-SWRepl-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$247,408 - SERVER HARDWARE AND SOFTWARE REPLACEMENT

WHEREAS, funds are available through the Capital Improvement Program budget for the purchase of replacement server hardware and software; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the University of Virginia issued a cooperative purchasing contract to Dell Marketing LP following a competitive procurement process; and

WHEREAS, the James City Service Authority and Purchasing staff determined the cooperative purchasing contracts include the hardware and software required by the Authority; and

WHEREAS, contract pricing for the required items available through the cooperative contract totals \$247,408.

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 replacement server hardware to Dell Marketing LP in the amount of \$247,408.

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 12th day of November, 2025.

CA-SvrHW-SWRepl-res

MINUTES
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

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

None.

E. CONSENT CALENDAR

1. 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 meeting:

- July 8, 2025, Regular Meeting
- September 9, 2025, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

Ms. Null mentioned a constituent's positive experience dealing with the James City Service Authority regarding a water bill issue.

Mr. Powell expressed his thanks and informed her that he would relay the positive feedback.

I. GENERAL MANAGER'S UPDATE

1. October 2025 Dashboard Report

Mr. Powell stated he had no update.

J. ADJOURNMENT

1. Adjourn until Wednesday, November 12, 2025, at 5 pm 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 5:04 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: November 12, 2025

TO: The Board of Directors

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

SUBJECT: Sale of Property - 4 Hempstead Court

The James City Service Authority (JCSA) owns 4 Hempstead Court, located in the Windsor Forest subdivision. A water production well was located on the property but was recently abandoned. JCSA no longer has any need for the property. The parcel is 0.23 acres and was assessed at \$11,100.

JCSA contacted the adjacent property owners and asked them to submit a sealed bid to purchase the property if they were interested. Property owners, Mr. Russell and Ms. Cynthia Macomber, who own 5 Hempstead Court, responded with a bid of \$25,000.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to execute a purchase and sale agreement that sells the property to Mr. Russell and Ms. Cynthia Macomber for \$25,000.

MDP/tm
SalePrpty_4HempCt-mem

Attachment

RESOLUTION

SALE OF PROPERTY - 4 HEMPSTEAD COURT

WHEREAS, the James City Service Authority (JCSA) owns 4 Hempstead Court and no longer has a need for the property; and

WHEREAS, JCSA solicited sealed bids from the adjacent property owners for the property; and

WHEREAS, Mr. Russell and Ms. Cynthia Macomber offered the only bid in the amount of \$25,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to execute a purchase and sale agreement selling 4 Hempstead Court to Mr. Russell and Ms. Cynthia Macomber for \$25,000.

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 12th day of November 2025.

SalePrpty_4HempCt-res

JCSA Property

3

Longhill Rd

5

5

4686

Property lines to be extinguished
and combined with 5 Hempstead Ct

4

Hempstead Ct

6

101

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.

4 Hempstead Court



1 inch : 50 ft

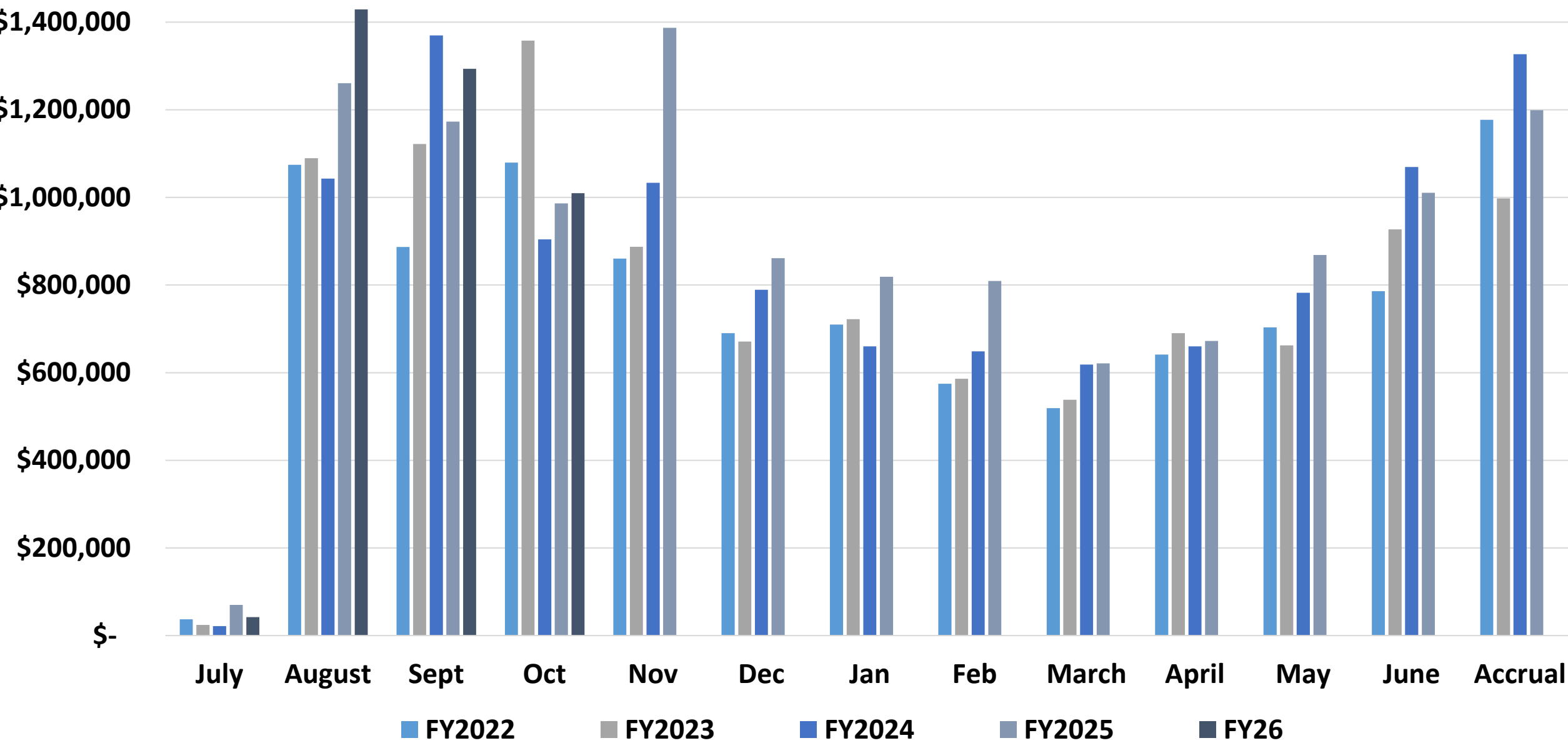


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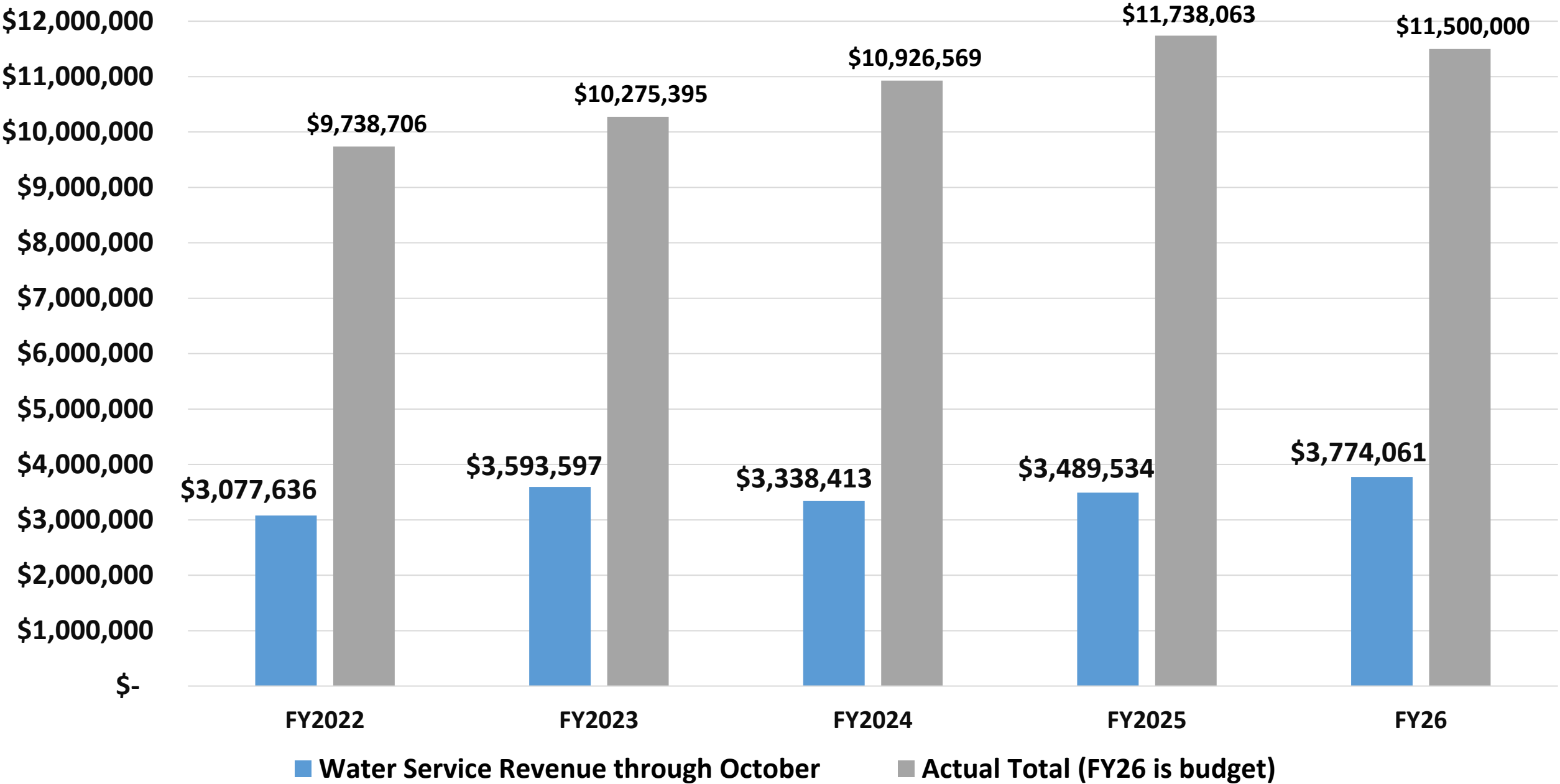
4 Hempstead Court



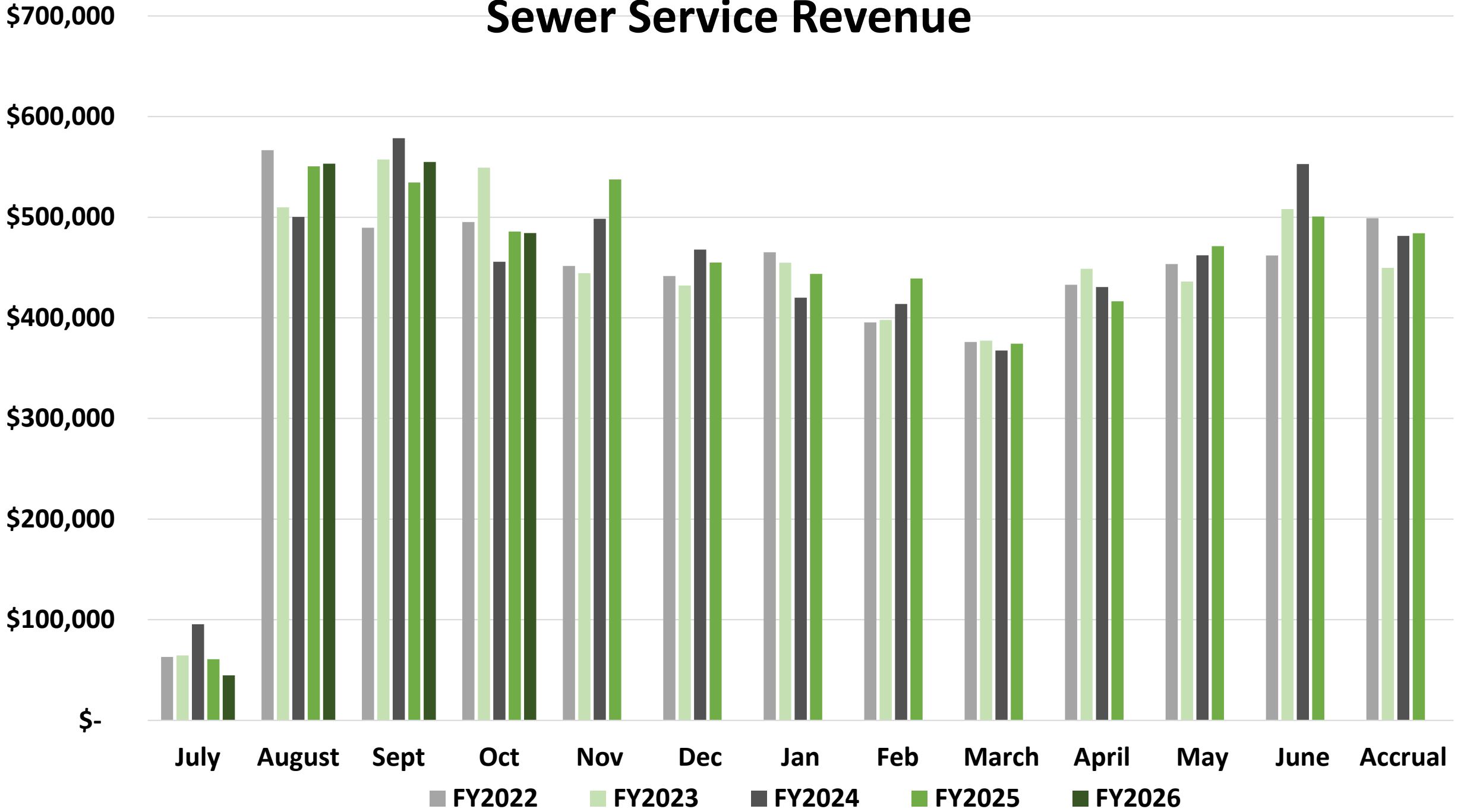
Water Service Revenue



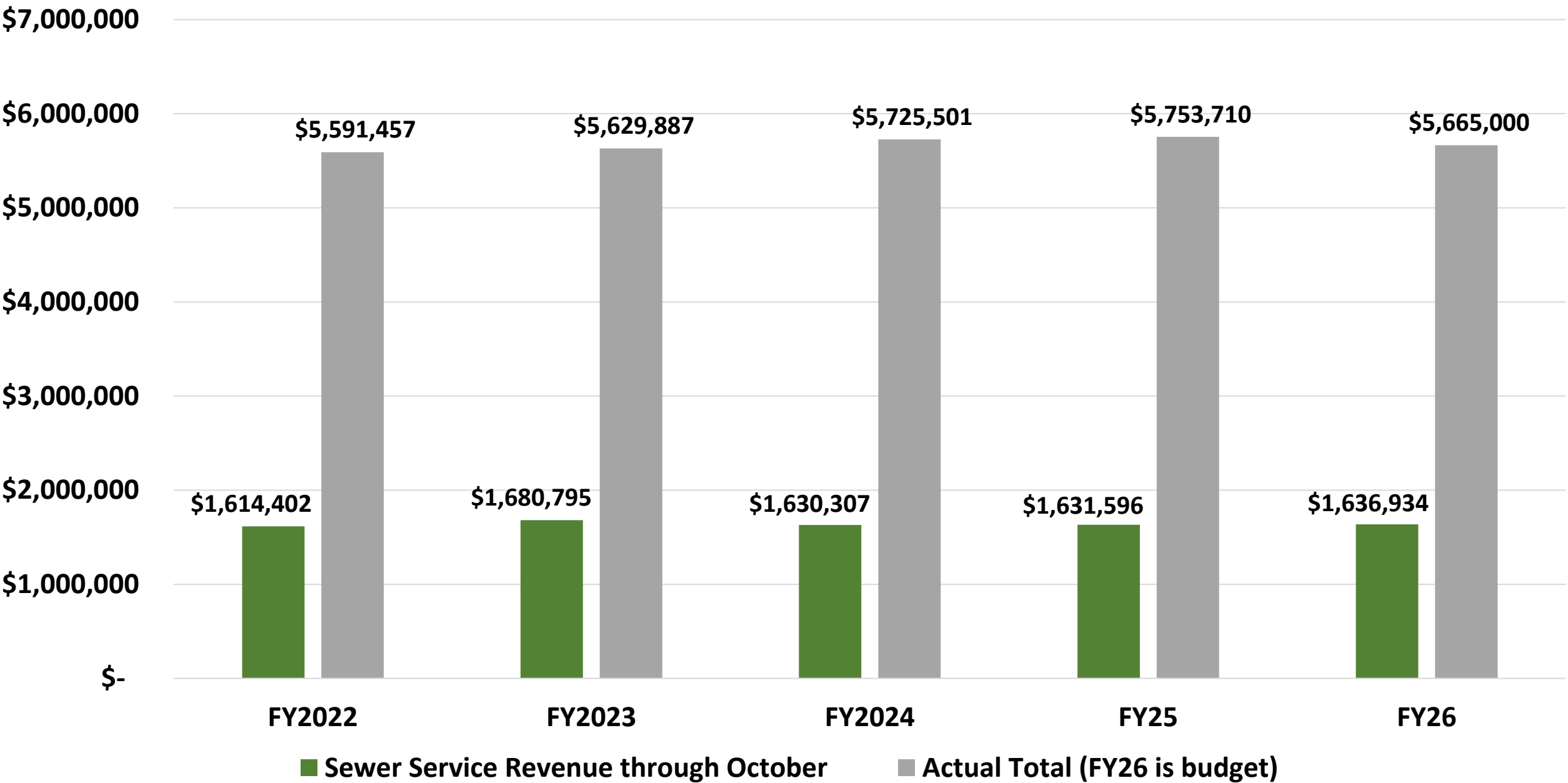
Water Service Revenue through October



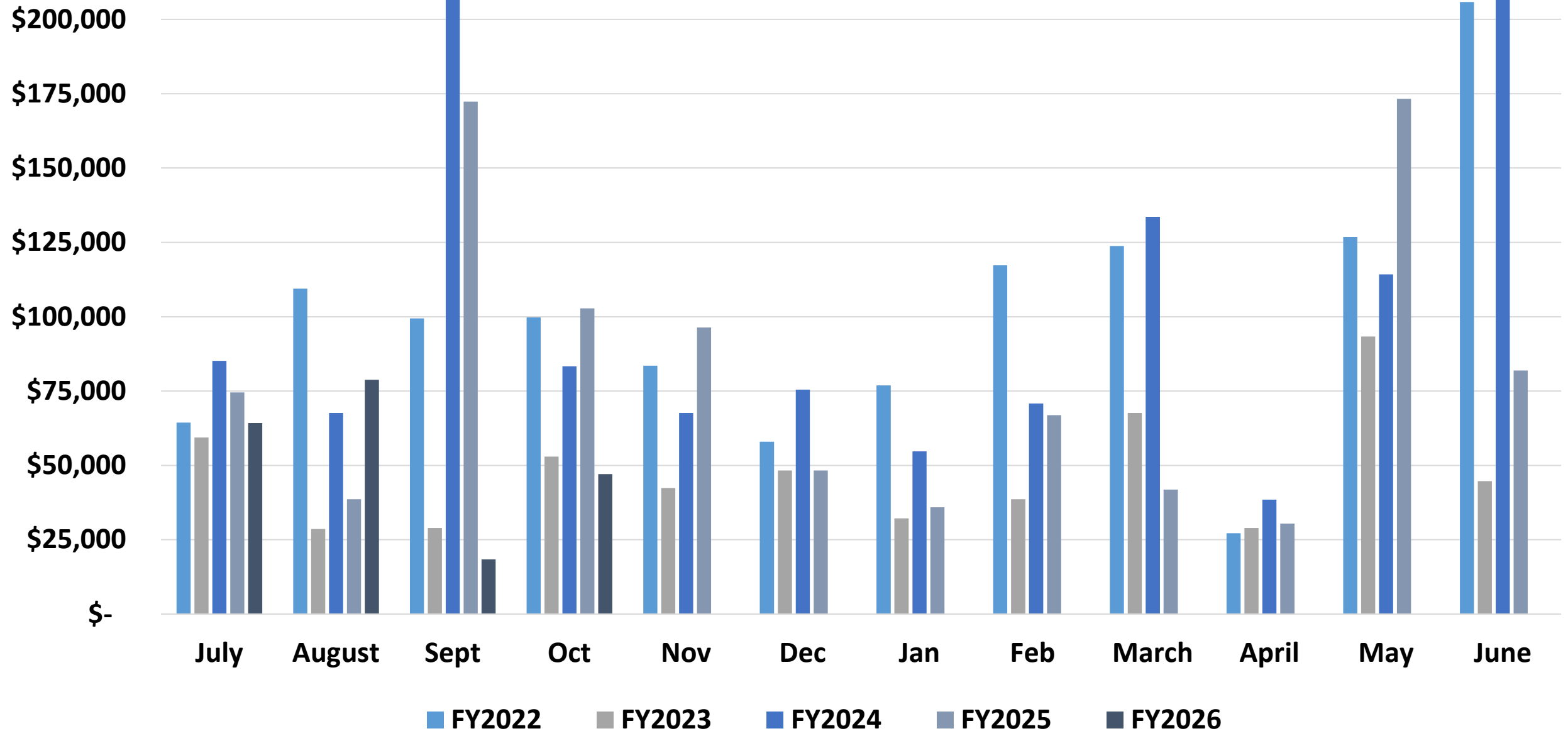
Sewer Service Revenue



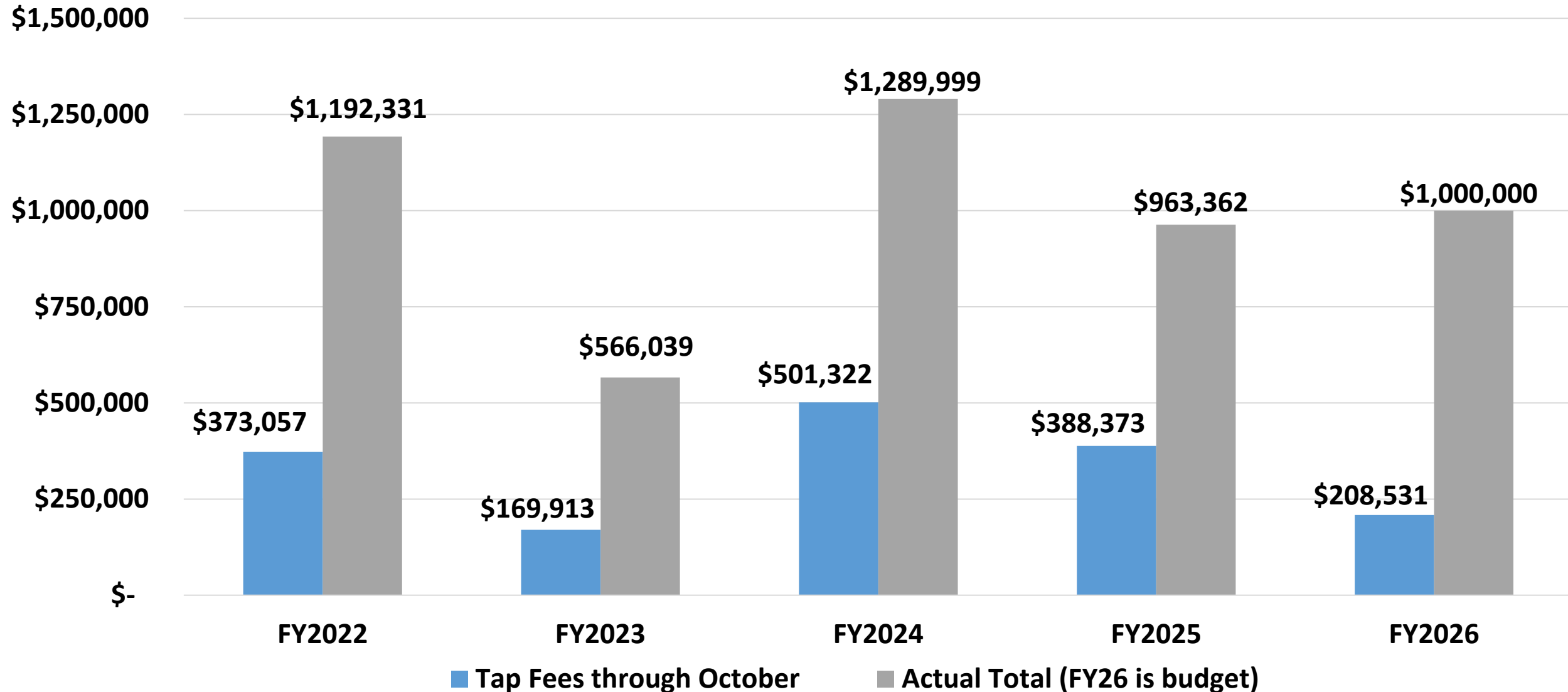
Sewer Service Revenue through October



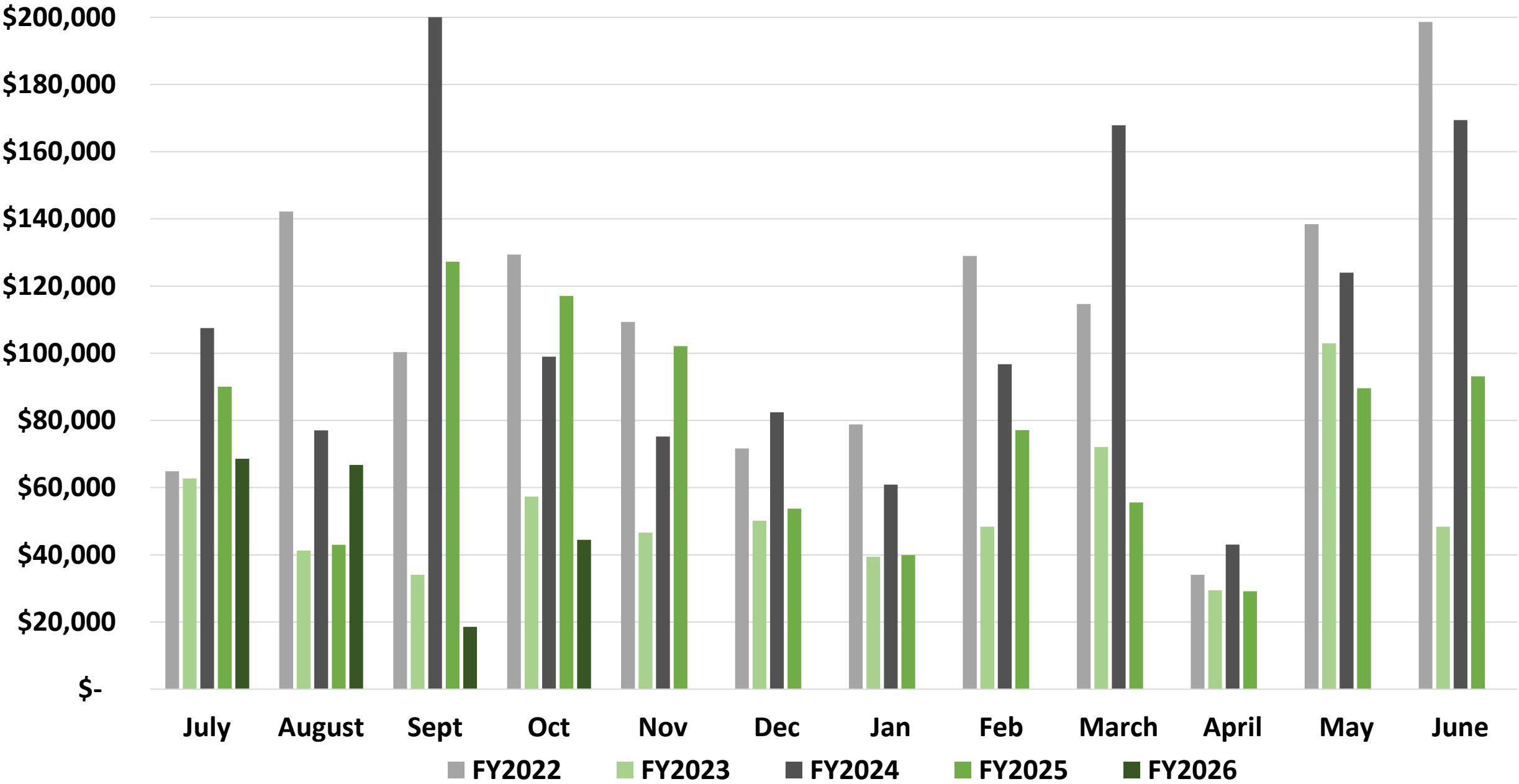
Water Tap Fees



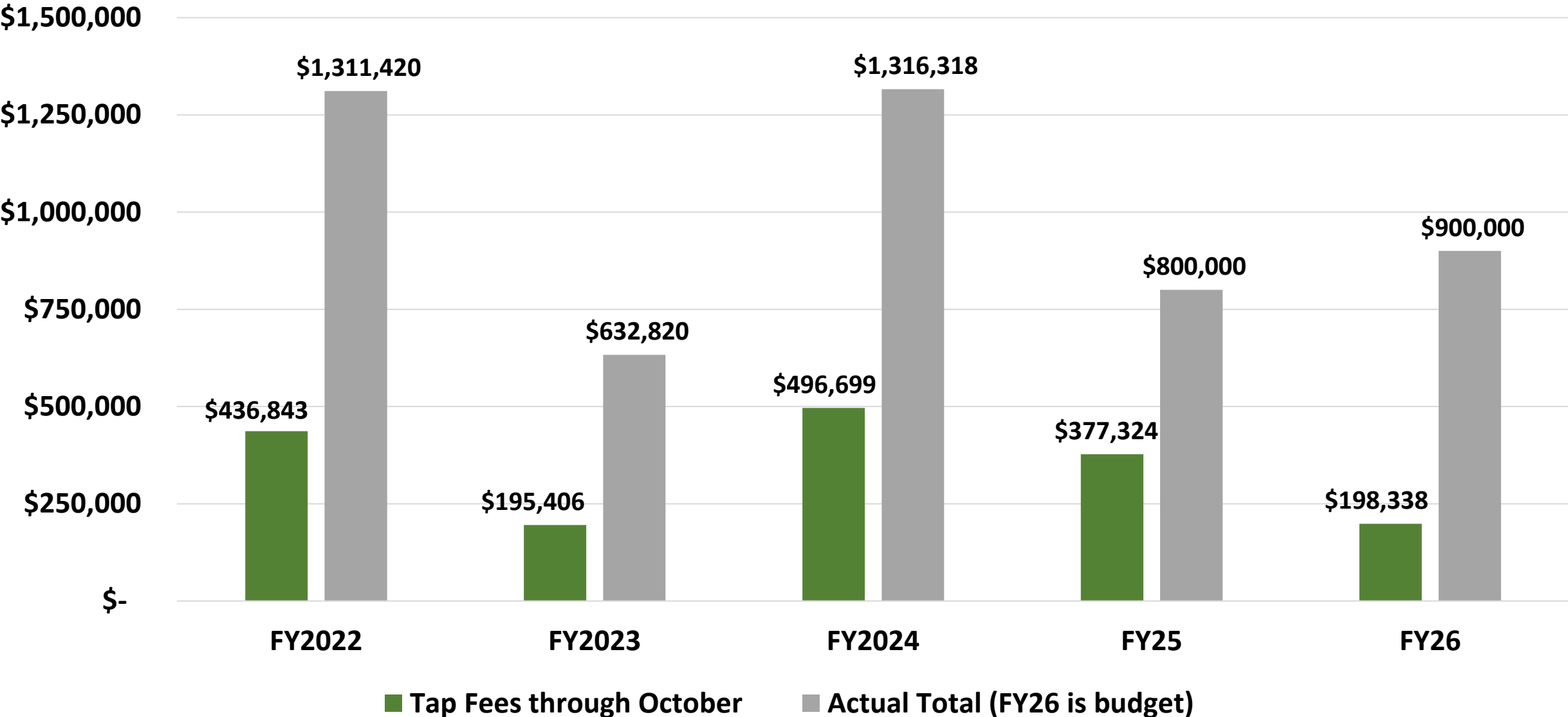
Water Tap Fees through October



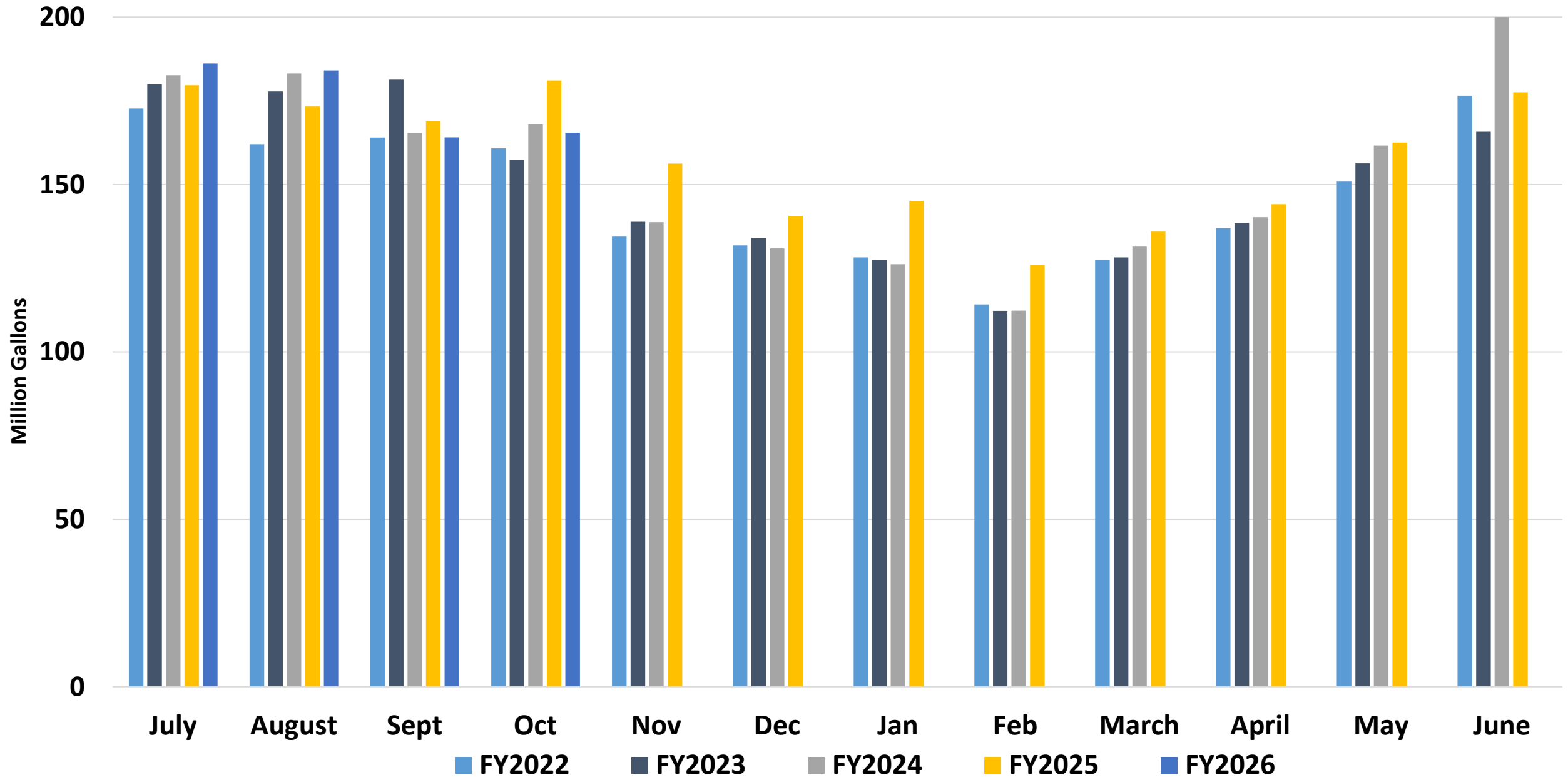
Sewer Tap Fees



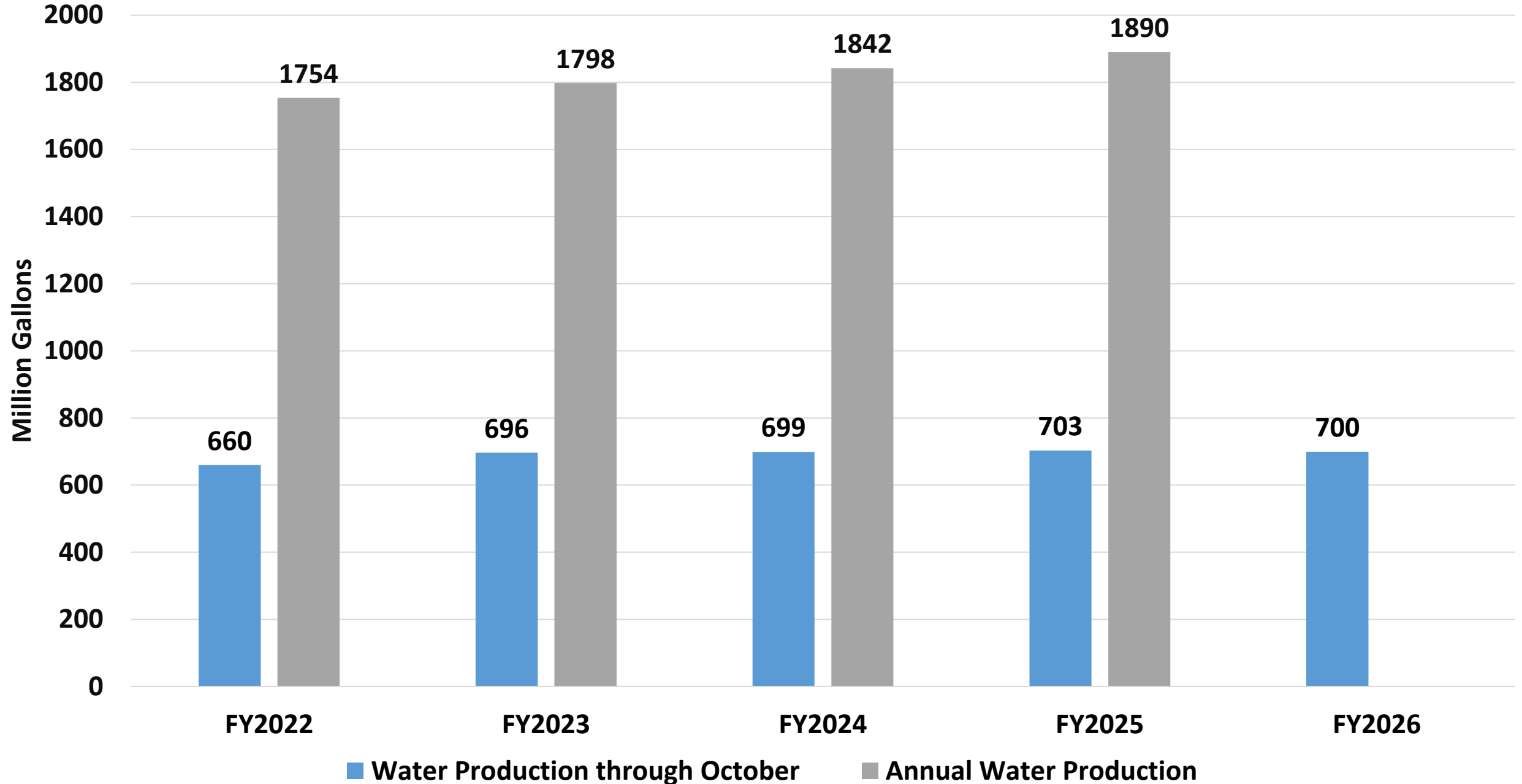
Sewer Tap Fees through October



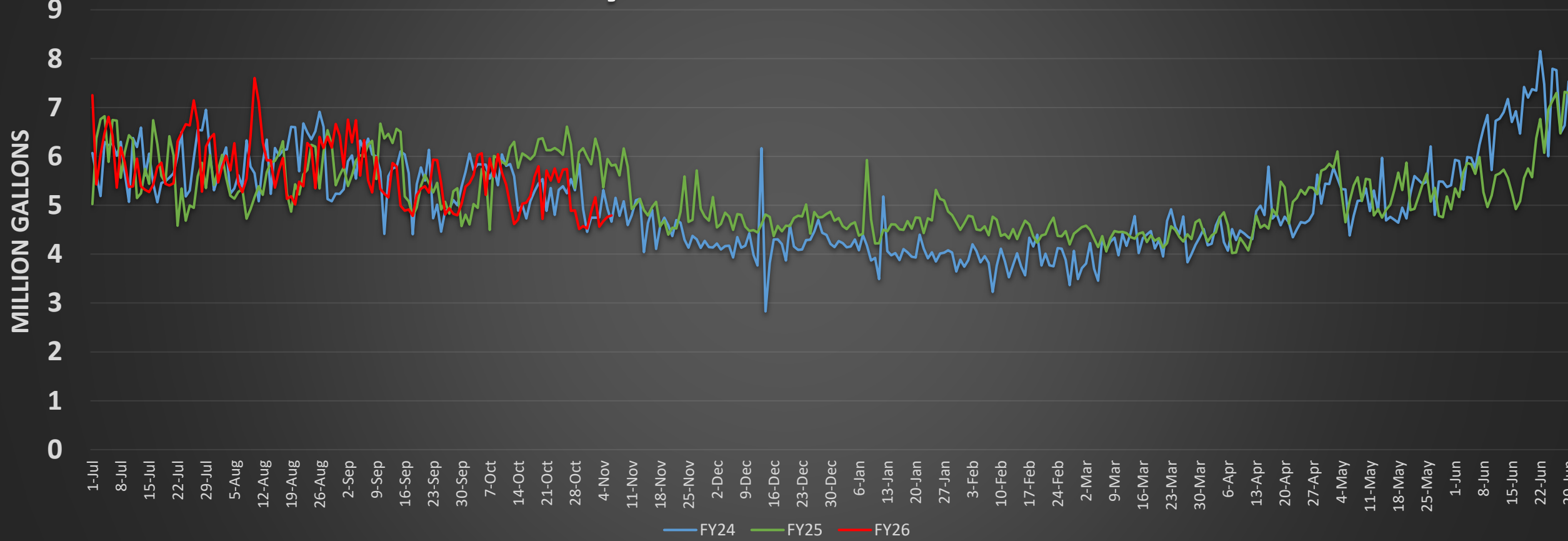
Monthly Water Production



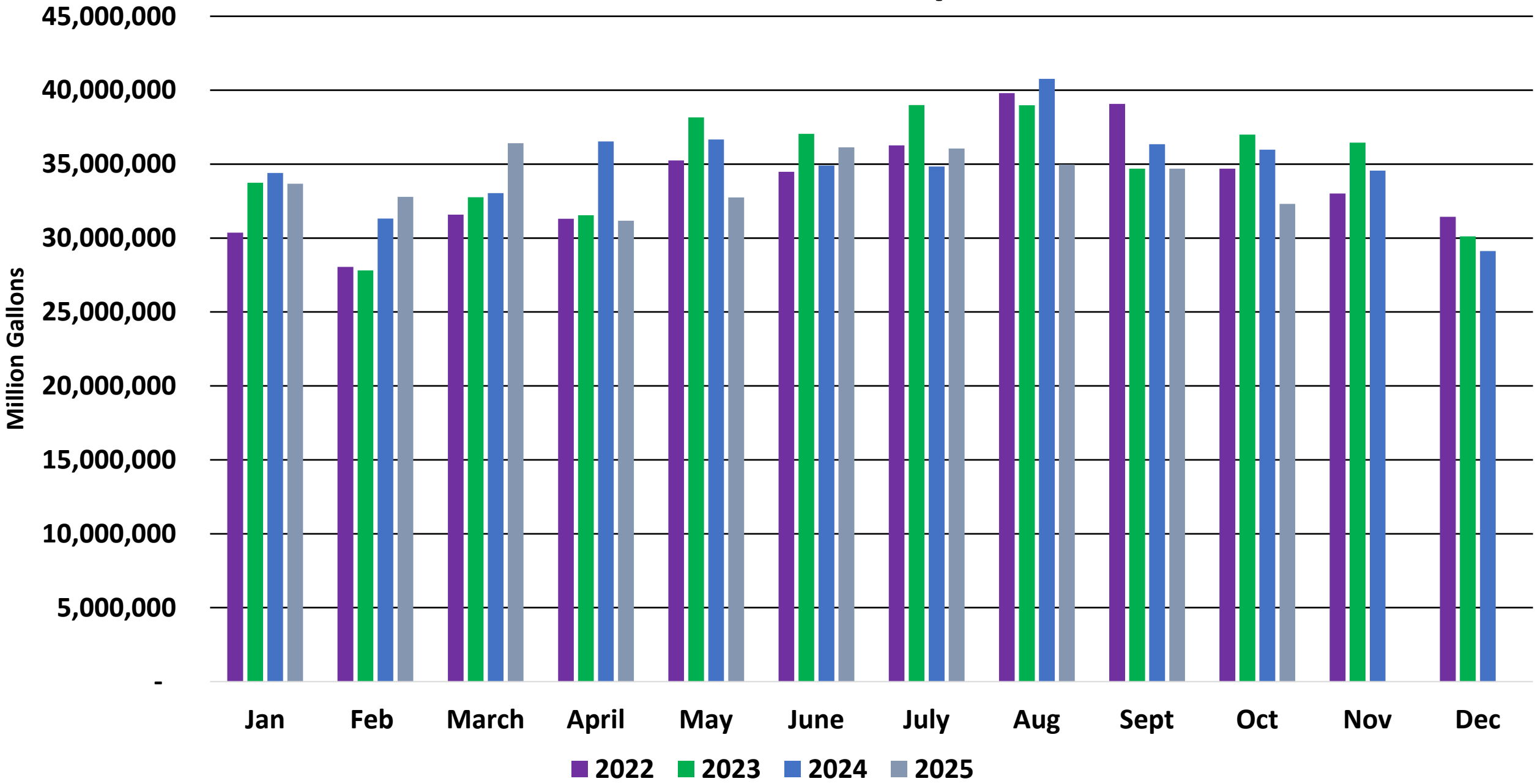
Water Production through October



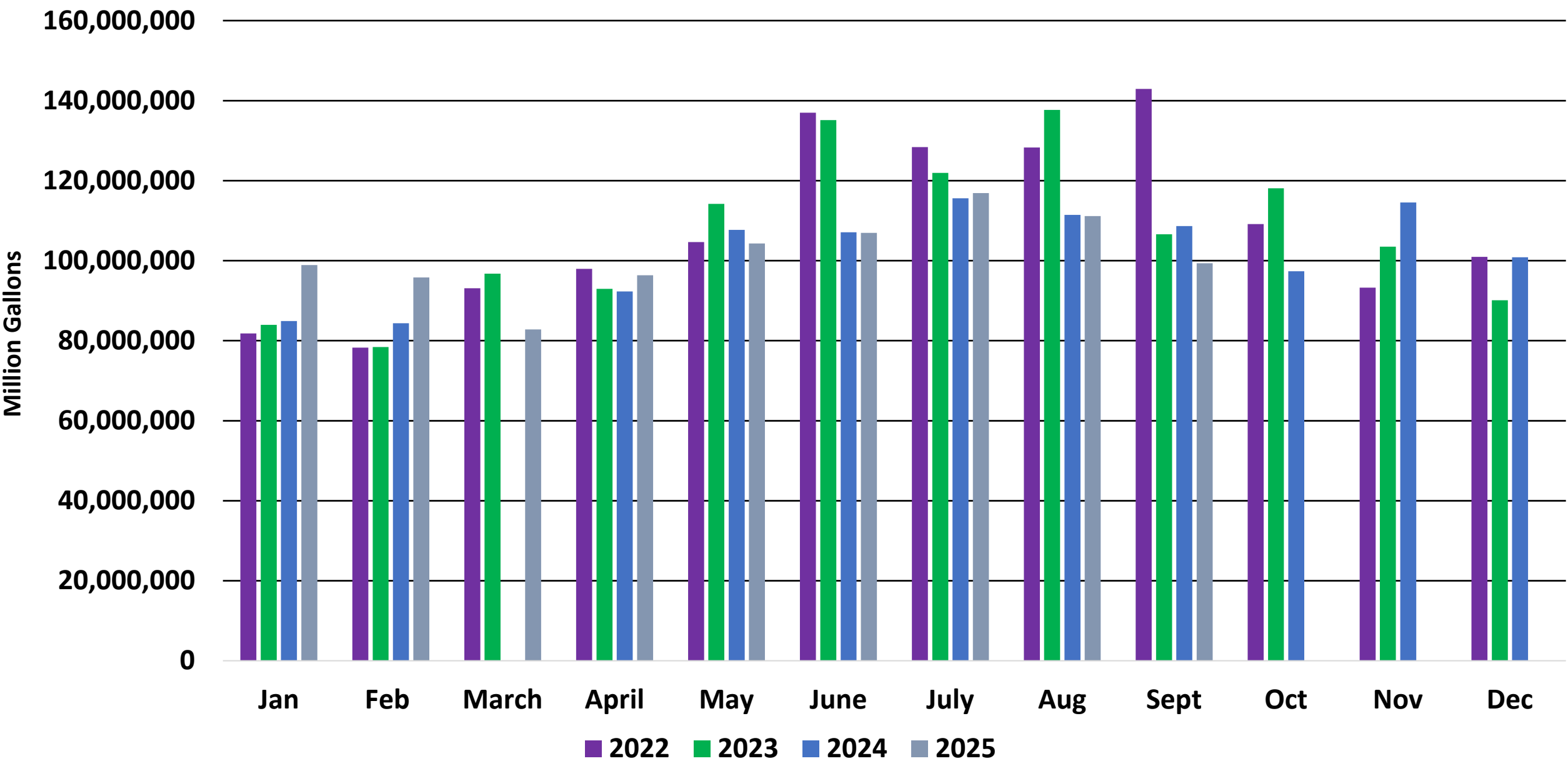
Daily Water Production



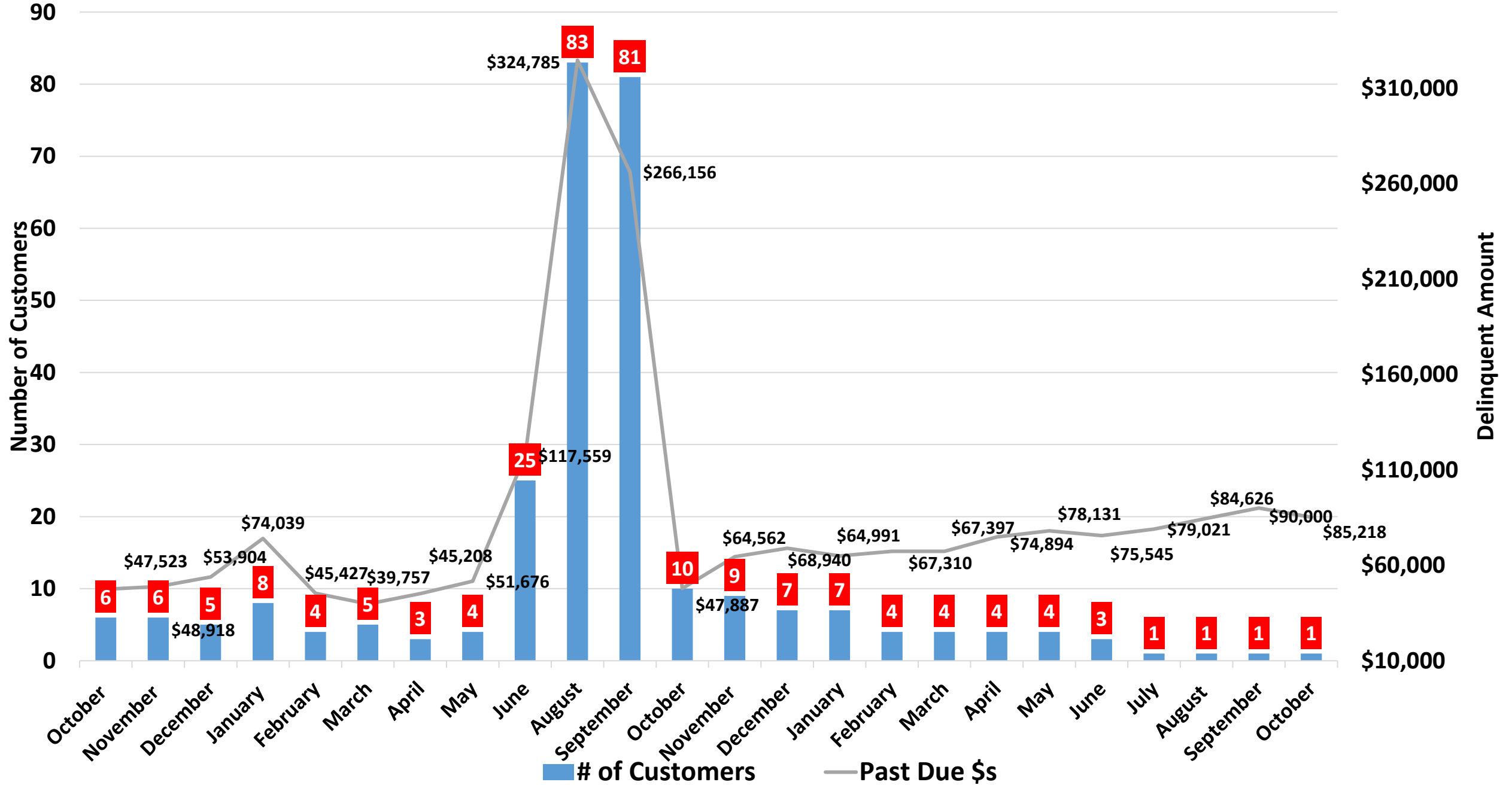
Commercial Consumption



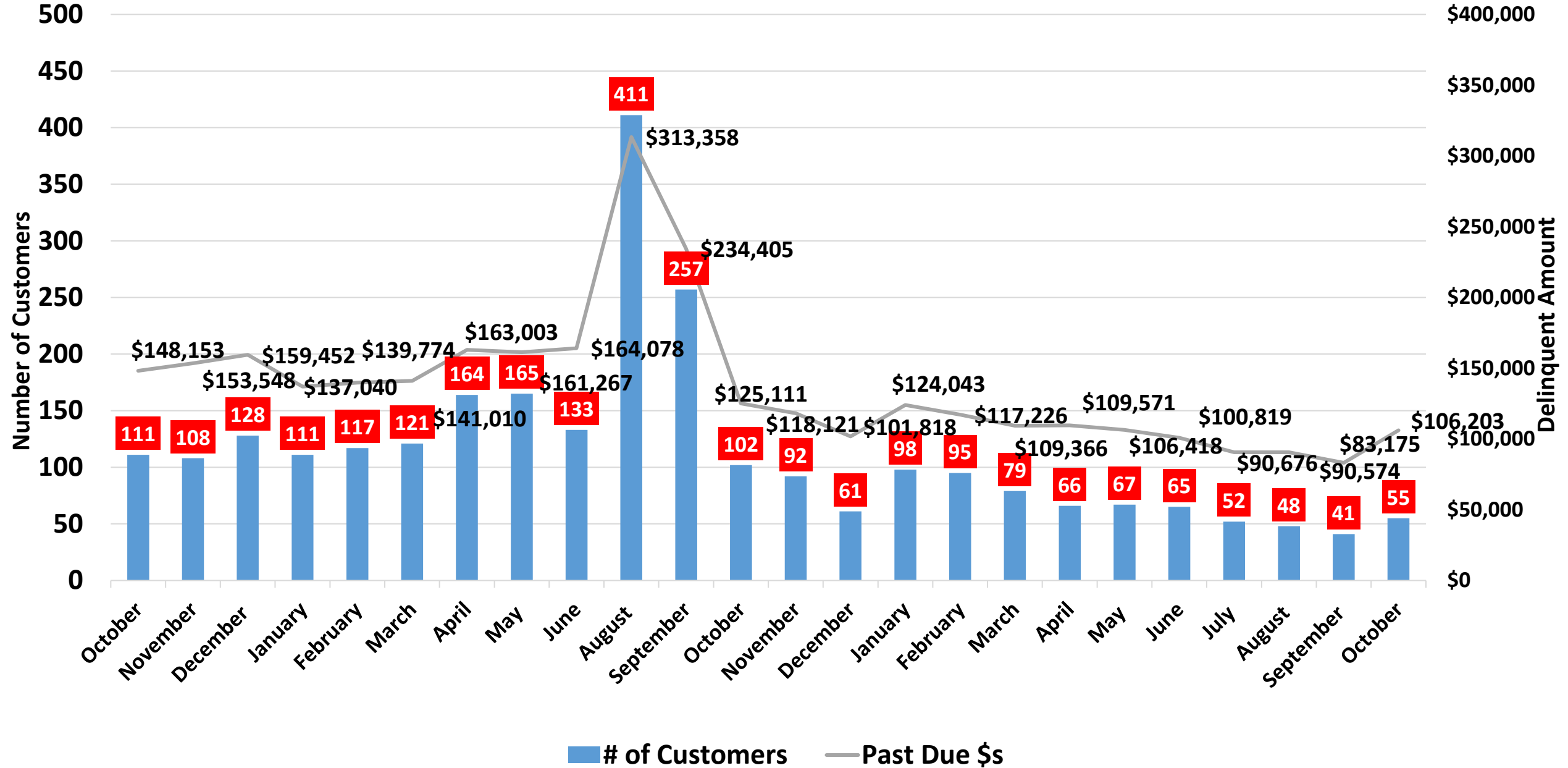
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

