AGENDA

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

REGULAR MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

December 9, 2025

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Proposed Holiday for December 26, 2025
2. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. Contract Award - $785,000 - Lift Station 6-2 Upgrade
2. Contract Award - $998,290 - Kingsmill Force Main Installation
3. Contract Award - $456,183 - Kingspoint Water System Improvements Design

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

1. Adjourn until 4 pm on January 13, 2026 for the Organizational Meeting

M E M O R A N D U M

DATE: December 9, 2025

TO: The Board of Directors

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

SUBJECT: Proposed Holiday for December 26, 2025

The James City Service Authority (JCSA) observes Christmas Eve and Christmas Day as holidays, which fall on Wednesday and Thursday respectively this year. Given the unique situation this year where the day after Christmas falls on a Friday, I recommend that JCSA also observe Friday, December 26 as a holiday. Providing an extended weekend for employees would recognize their efforts and accomplishments throughout the year. Some other localities in the region are also observing December 26 as a holiday this year.

MDP/tm
Prop-Holiday-mem

Attachment

R E S O L U T I O N

PROPOSED HOLIDAY FOR DECEMBER 26, 2025

WHEREAS, the James City Service Authority observes Christmas Eve and Christmas Day as holidays; and

WHEREAS, Christmas Eve and Christmas Day fall on Wednesday and Thursday respectively this year; and

WHEREAS, declaring December 26, 2025, as a holiday would recognize staff's efforts and accomplishments throughout the year and provide employees with an extended weekend.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves Friday, December 26, 2025, as a holiday.

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Barbara E. Null
Chair, Board of Directors

ATTEST:

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Teresa J. Saeed
Deputy Secretary to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
ICENHOUR	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
NULL	____	____	____	____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of December, 2025.

Prop-Holiday-res

MINUTES

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

Ms. Null called the meeting to order at approximately 6:59 p.m. following the James City County Board of Supervisors Regular Meeting.

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)

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

Ms. Cheryl Holland, Budget Manager, addressed the Board noting she was in attendance to discuss the James City Service Authority (JCSA) Fiscal Year (FY) 2025 Financial Statements. She indicated that Ms. Laura Harden, Audit Director for Cherry Bekaert, LLP, would provide the results of the financial audit performed. Ms. Holland noted that she would provide a few financial highlights for FY25. She stated JCSA's net position, which compares JCSA's assets and deferred outflows of resources to liabilities and deferred inflows of resources, was a primary measure of its financial health. Ms. Holland advised that JCSA's net position as of June 30, 2025 was $199.9 million, an increase of $4.2 million over the prior year. She stated that the bulk of JCSA's net position, approximately $139.3 million, reflects investment in capital assets. Ms. Holland explained that 70% of the business's net position was illiquid and unavailable for immediate use. The remaining 30% of the net position consisted of $900,000 restricted for debt service and approximately $59.7 million of unrestricted net position. She indicated that capital contributions, such as water and sewer systems, were the primary driver of the $4.2 million increase. Ms. Holland explained that while operating revenues increased by 4.1%, primarily due to adjusted water and sewer service rates, this gain helped cover the 8.5% increase in operating costs, which was driven by essential infrastructure maintenance needs and implementation of a new stepped pay plan for employees. She noted that JCSA had implemented GASB Statement 101, a new standard for compensated absences, and discussed its requirements. Ms. Holland reported an overall good year for FY25 as seen in the overall increase to net position. She indicated the discussed information was summarized in the Management's Discussion and Analysis beginning on Page 4, the Financial Statements on Page 11, and the Statement of

Changes in Net Position on Page 12. Ms. Holland thanked the County's Accounting Division, Ms. Sharon McCarthy, Director of Financial and Management Services (FMS), Ms. Stephanie Luton, Assistant General Manager of JCSA, and Ms. Shannon Howlet, JCSA Business Manager, for the collaborative efforts. She concluded her remarks and welcomed any questions the Board might have.

The Board did not have any questions.

Ms. Harden addressed the Board to provide the results of the financial audit performed. She mentioned Cherry Bekaert, LLC, issued an unmodified opinion of JCSA's financial statements, adding all materials were in compliance with Government Auditing Standards. Ms. Harden noted no corrected and/or uncorrected misstatements were identified during the audit. She reviewed the Qualitative Aspects of Accounting Practices on the PowerPoint presentation and provided a report on the recently implemented GASB Statement No. 101. Ms. Harden reported no inappropriate accounting polices or practices.

Mr. Hipple commented that the new accounting standard caught everyone off guard.

Ms. Harden explained that as the guidance was new for everyone, it was universally implemented. She noted that its impact was greater than anticipated because it required a "more likely than not" calculation for balances that had not previously been paid out, in order to determine the likelihood of that leave being used in a future fiscal year. Ms. Harden continued the presentation and reported no concerns pertaining to related party relationships and transactions or significant unusual transactions found. She noted the financial statements contain significant estimates that could change annually due to underlying assumptions, such as the depreciation of assets based on their estimated useful lives, Other Post-Employment Benefit (OPEB) assets/liabilities and deferred flows of resources, and the implementation and estimation of compensated absences as required by GASB Statement No. 101. Ms. Harden further noted nonattest services and auditor independence aspects of the audit. She continued the presentation highlighting required communications: difficulties encountered, disagreements with management, auditor consultations, and management representations, and the correlation of each aspect in relation to JCSA. Ms. Harden reported those areas were all positive. She highlighted some additional required communications: management consultations, other findings or issues, fraud and illegal acts, and ongoing concern. Ms. Harden stated no negative results were noted on those points. She concluded her remarks and welcomed any questions the Board might have.

Mr. Hipple expressed his belief that the County's FMS Department had an excellent team and inquired whether Ms. Harden had any suggestions for enhancements to future financing opportunities.

Ms. Harden responded positively, indicating she had no issues to raise and commended County staff for their exceptionally high standards of quality.

The Board thanked Ms. Harden.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Authorization for Leave Payout and Budget Amendment

A motion to Approve 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

2. Contract Award - $247,408 - Server Hardware and Software Replacement

A motion to Approve 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

3. Minutes Adoption

A motion to Approve 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

The minutes Approved for Adoption included the following meeting:

- October 14, 2025, Regular Meeting

F. PUBLIC HEARING(S)

1. Sale of Property - 4 Hempstead Court

A motion to Approve 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

Mr. Powell addressed the Board stating that JCSA owned property at 4 Hempstead Court, located in the Windsor Forest subdivision. He noted a water production well was located on the property but was recently abandoned. Mr. Powell indicated that JCSA no longer had any need for the property. He mentioned that adjacent property owners were asked to submit a sealed bid if interested in the property. Mr. Powell shared that the Macomber family submitted a bid of $25,000 for the 0.23-acre parcel, further noting it was not a buildable lot. He noted staff recommended approval of the attached resolution.

Ms. Null raised the question of whether a shed-type building was permissible on the property.

Mr. Powell confirmed that accessory structures meeting the County's Zoning Ordinance requirements were permitted for construction.

Ms. Null asked if the well had been capped.

Mr. Powell confirmed that the well had been capped, the pipes remained underground, and the property owner was aware of the situation.

Ms. Null opened the Public Hearing.

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

G. BOARD CONSIDERATION(S)

Mr. Hipple commended JCSA staff for their outstanding efforts and hard work. He also highlighted the invaluable nature of the positive feedback received from professionals, who commended how efficiently the organization was managed and its strong collaborative relationships. Mr. Hipple expressed satisfaction with the acquisition of newer and more reliable equipment, which would enhance services for County citizens. He thanked Mr. Powell and JCSA staff.

Mr. Powell thanked Mr. Hipple. He recognized Ms. Luton and Ms. Howlett for their outstanding work.

Ms. Null echoed positive remarks of JCSA staff.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon spoke about the recent passing of Mr. Larry Foster. He noted Mr. Foster played a crucial role in the continuing development of JCSA. He emphasized his integral role in JCSA's ongoing advancement. Mr. McGlennon remarked that his contributions extended beyond managing construction, testing, rehabilitation, addressing issues, and developing new policies; he also highlighted the exceptional leadership qualities he provided. Mr. McGlennon emphasized Mr. Foster's strong moral compass and proactive mindset, which he applied to all endeavors, and noted his significant contributions to the community through nonprofit volunteer work. He noted Mr. Foster was greatly valued for his contributions to the community and would be sorely missed.

Mr. Hipple responded well said.

Ms. Null expressed regret at never having met him after reading his obituary, noting his life story made him seem like someone she would have genuinely liked to have known.

Ms. Larson replied he was a very nice man.

Mr. Hipple agreed.

Mr. Powell humbly stated he could not match Mr. McGlennon's eloquence, but wished to offer a few remarks. He felt the community's high regard for Mr. Foster was clearly demonstrated by the large attendance at his funeral service. Mr. Powell noted that Mr. Foster's passing had a profound impact on the organization, particularly among those who had worked closely with him. He made it clear that Mr. Foster built an impressive and enduring legacy at JCSA, adding he would be greatly missed.

I. GENERAL MANAGER'S UPDATE

1. November 2025 Dashboard Report

Mr. Powell noted he had no update.

J. ADJOURNMENT

1. Adjourn until 5 pm on December 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 7:19 p.m., Ms. Null adjourned the Board of Directors.

M E M O R A N D U M

DATE: December 9, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - $785,000 - Lift Station 6-2 Upgrade

System growth and increased pressure in the Hampton Roads Sanitation District (HRSD) force main have created operational challenges at Lift Station 6-2, located at 174 Forest Heights Road. The station requires upgrades to improve the level of service and prevent overflows. This project consists of structural rehabilitation of the building and installation of two dry pit submersible pumps, a pump hoisting system, electrical panels, a generator, and variable frequency drives that control pump and motor speeds.

An Invitation for Bids was publicly advertised for the upgrade work. One bid was submitted and considered eligible for award as listed below.

Firm	Amount
Shaw Construction, Inc.	$785,000

Shaw Construction, Inc., was determined to be the lowest responsive and responsible bidder and has successfully completed work for the James City Service Authority in the past.

Staff recommends approval of the attached resolution awarding the $785,000 contract for the Lift Station 6-2 Upgrade to Shaw Construction, Inc.

MDP/tm
CA-LftStn6-2Upgd-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $785,000 - LIFT STATION 6-2 UPGRADE

WHEREAS, an Invitation for Bids for the Lift Station 6-2 Upgrade was publicly advertised and one bid was received and considered for award; and

WHEREAS, Shaw Construction, Inc, 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 Lift Station 6-2 Upgrade to Shaw Construction, Inc, in the amount of $785,000.

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Barbara E. Null
Chair, Board of Directors

ATTEST:

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Teresa J. Saeed
Deputy Secretary to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
ICENHOUR	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
NULL	____	____	____	____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of December, 2025.

CA-LftStn6-2Upgd-res

M E M O R A N D U M

DATE: December 9, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - $998,290 - Kingsmill Force Main Installation

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The existing 20-inch ductile iron sewer force main pipe extending from Kingsmill to the Hampton Roads Sanitation District (HRSD) Anheuser Busch brewery pump station was installed in the early 1970s and is now approaching the end of its useful life. A new 18-inch PVC sewer force main will be installed parallel to the existing pipe to maintain the current level of service and provide redundancy.

Approximately 650 linear feet of new pipe will be installed with 370 linear feet placed via directional drill and 280 linear feet placed via open cut. The new pipe path crosses numerous utilities in a confined area, including the Colonial Pipeline. The scope of work includes excavation of an observation pit required at the Colonial Pipeline crossing, a new manhole installed upstream from the HRSD pump station, a new entrance gate to access the easement from the brewery side, and a new valve and pipe tee at the Kingsmill golf course end of the project area.

Bids for the Kingsmill Force Main Installation project were solicited from the three firms awarded contracts on April 8, 2025, for Annual Water and Wastewater Construction and Repair Services. One bid for $998,290 was received from Henry S. Branscome, LLC, and determined to be fair and reasonable, and consistent with engineering estimates. Funds are available in the Sewer Fund Capital Improvement Program budget for this project.

Staff recommends approval of the attached resolution awarding the $998,290 contract for the Kingsmill Force Main Installation to Henry S. Branscome, LLC.

MDP/tm
CA-KingsmlFcMnIntl-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $998,290 - KINGSMILL FORCE MAIN INSTALLATION

WHEREAS, the existing 20-inch ductile iron sewer force main pipe from Kingsmill to the Hampton Roads Sanitation District (HRSD) Anheuser Busch brewery pump station was installed in the early 1970s and is now approaching the end of its useful life; and

WHEREAS, a new 18-inch PVC sewer force main will be installed parallel to the existing pipe to maintain the current level of service and provide redundancy; and

WHEREAS, bids for the Kingsmill Force Main Installation project were solicited from the three firms awarded contracts on April 8, 2025, for Annual Water and Wastewater Construction and Repair Services; and

WHEREAS, one bid for $998,290 was received from Henry S. Branscome, LLC, and determined to be fair and reasonable, and consistent with engineering estimates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Kingsmill Force Main Installation contract to Henry S. Branscome, LLC, in the amount of $998,290.

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Barbara E. Null
Chair, Board of Directors

ATTEST:

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Teresa J. Saeed
Deputy Secretary to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
ICENHOUR	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
NULL	____	____	____	____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of December, 2025.

CA-KingsmlFcMnIntl-res

M E M O R A N D U M

DATE: December 9, 2025

TO: The Board of Directors

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

SUBJECT: Contract Award - $456,183 - Kingspoint Water System Improvements Design

The existing water distribution system serving approximately 232 single-family homes in the Kingspoint subdivision was installed in the 1960s. The system consisting of approximately 20,000 linear feet of water main requires replacement and upsizing to maintain reliability and service. Upsizing will also enhance public safety by increasing current fire flow capacities. Valves, fire hydrants, service lines, and meter boxes will also be replaced. In conjunction with the water system improvements, approximately 152 low pressure sewer service connections will be installed to properties currently served by on-lot septic systems.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to provide engineering services to design the Kingspoint Water System Improvements. Six firms responded to the RFP by describing their qualifications, experience in performing similar work, methodology and proposed schedule. A team of staff members representing the James City Service Authority (JCSA) and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee interviewed and selected Rummel, Klepper & Kahl, LLP as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Rummel, Klepper & Kahl, LLP has successfully completed similar projects for JCSA.

The negotiated project price of $456,183 includes the base price of $299,170 for design, permitting, public meetings, and bidding services; $129,855 for surveying, mapping, and geotechnical investigation; and a $27,158 allowance for specialty surveying to be used on an as-needed basis. Funds are available in the Authority's approved Capital Improvement Program budget for this project.

Staff recommends adoption of the attached resolution authorizing the award of the Kingspoint Water System Improvements Design contract to Rummel, Klepper & Kahl, LLP.

MDP/ap
CA-KgsptWSysImprDes-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD - $456,183 - KINGSPOINT WATER SYSTEM

IMPROVEMENTS DESIGN

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for the Kingspoint Water System Improvements Design project; and

WHEREAS, six firms submitted proposals and Rummel, Klepper & Kahl, LLP 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 Kingspoint Water System Improvements Design contract to Rummel, Klepper & Kahl, LLP in the amount of $456,183.

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Barbara E. Null
Chair, Board of Directors

ATTEST:

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Teresa J. Saeed
Deputy Secretary to the Board

VOTES	AYE	NAY	ABSTAIN	ABSENT
HIPPLE	____	____	____	____
ICENHOUR	____	____	____	____
LARSON	____	____	____	____
MCGLENNON	____	____	____	____
NULL	____	____	____	____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of December, 2025.

CA-KgsptWSysImprDes-res