

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
January 13, 2026
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT CALENDAR

1. Minutes Adoption

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

1. January 2026 Dashboard Report

I. ADJOURNMENT

1. Adjourn until 8:30 am on January 27, 2026 for the Board of Director's Retreat at the JCSA Operations Center, 119 Tewning Road, Williamsburg, VA.

MINUTES
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

Ms. Null called the meeting to order at approximately 6:29 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)

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Proposed Holiday for December 26, 2025

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. 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:

- November 12, 2025, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Contract Award - \$785,000 - Lift Station 6-2 Upgrade

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. He stated that system growth and increased pressure in the Hampton Roads Sanitation District (HRSD) force main had created operational challenges at Lift Station 6-2, located at 174 Forest Heights Road. He noted that the improvements were essential for better service and overflow prevention. Mr. Powell stated that the project scope encompassed the structural rehabilitation of the building and the provision and installation of essential mechanical and electrical components. These components included two dry pit submersible pumps, a pump hoisting system, electrical panels, a generator, and variable frequency drives for precise control of pump and motor speeds. He stated that an Invitation for Bids was publicly advertised for the upgrade work and one bid was received and considered for award. Mr. Powell indicated that Shaw Construction, Inc., was determined to be the lowest responsive and responsible bidder and had successfully completed work for the James City Service Authority (JCSA) in the past.

2. Contract Award - \$998,290 - Kingsmill Force Main Installation

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 advised that Mr. James Canning, JCSA's Chief Engineer, would give the staff presentation.

Mr. Canning addressed the Board stating that the existing 20-inch ductile iron sewer force main pipe extending from Kingsmill to the HRSD Anheuser Busch brewery pump station was installed in the early 1970s and was now approaching the end of its useful life. He advised that a new 18-inch PVC sewer force main would be installed parallel to the existing pipe to maintain the current level of service and provide redundancy. Mr. Canning announced that Henry S. Branscome, LLC, was the successful bidder for the Kingsmill Force Main Installation project. A total of three bids were received and Branscome's bid was selected for award after being deemed fair, reasonable, and consistent with engineering estimates. Mr. Canning stated that the necessary funds for the project were available in the Sewer Fund Capital Improvement Program budget. He noted that staff recommended approval of the attached resolution. Mr. Canning concluded his remarks and welcomed any questions the Board might have.

Mr. McGlennon indicated that this served as a cautionary point that JCSA's infrastructure was aging and should be taken into account moving forward.

3. Contract Award - \$456,183 - Kingspoint Water System Improvements Design

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 that the existing water distribution system serving approximately 232 single-family homes in the Kingspoint subdivision was installed in the

1960s. He stated that the system consisted of 20,000 linear feet of water main and required replacement and upsizing to maintain reliability and service. Mr. Powell indicated that upsizing would enhance public safety by increasing current fire flow capacities. He stated that in conjunction with the water system improvements, approximately 152 low pressure sewer service connections would be installed to properties currently served by on-lot septic systems. Mr. Powell remarked that six firms responded to the Request for Proposals for engineering services and Rummel, Klepper & Kahl, LLP was selected as the most qualified. He noted that staff recommended approval of the resolution.

H. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour recently discovered that approximately 100 homes in a particular neighborhood lacked sewer service; these properties were all on septic systems and were located on very small narrow lots located between Williamsburg West and Country Club Drive. He mentioned that several homes had issues with their failing septic systems and noted the difficulty of installing either a separate system or an alternative drainfield, adding that he requested JCSA to investigate the matter. Mr. Icenhour expressed his conviction that similar challenges likely existed in other communities and emphasized the vital importance of developing a solution, noting that the failure of these systems would make homes uninhabitable. Mr. Icenhour urged his fellow Board members to investigate their respective districts for potential areas of concern.

I. GENERAL MANAGER'S UPDATE

Mr. Powell extended Merry Christmas wishes to the Board and reminded the Board of the JCSA Holiday Luncheon that would be held on Thursday, December 18 at 11 a.m. He noted that JCSA was grateful for Mr. Hipple's sustained support over the years, particularly regarding personnel compensation and funding. Mr. Powell emphasized that Mr. Hipple's focus on strategic foresight, financial stewardship, and reserve building had been a major asset to JCSA and its patrons. He acknowledged his personal appreciation for Mr. Hipple's support and guidance, concluding his remarks by offering best wishes and expressing hope for future interactions.

Mr. Hipple thanked Mr. Powell and expressed his sincere gratitude for all Mr. Powell's contributions, recognizing the organization's phenomenal staff. He emphasized that Mr. Powell's exemplary leadership made it a great organization and allowed its staff to bloom.

Mr. Powell thanked Mr. Hipple.

J. ADJOURNMENT

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

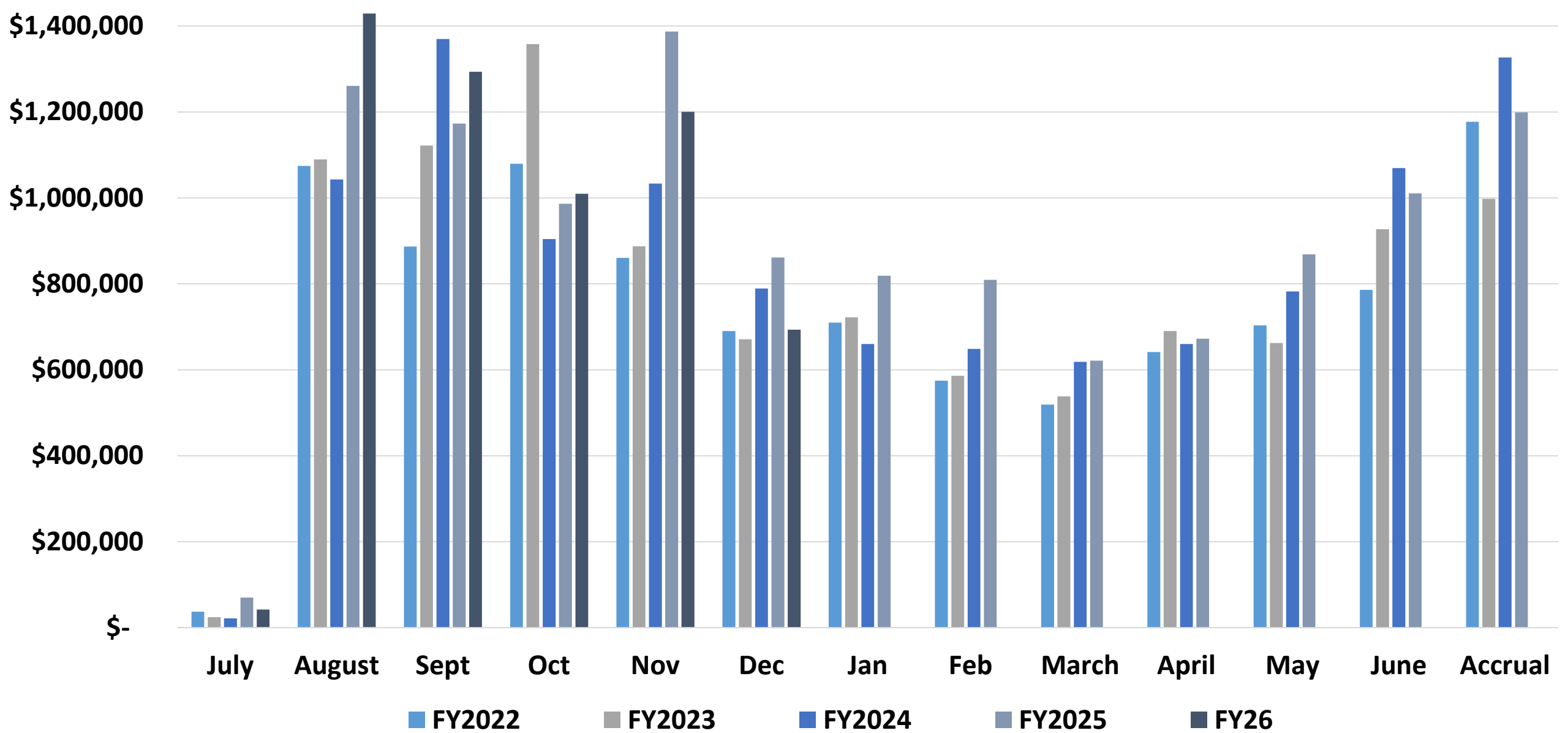
A motion to Adjourn was made by John McGlennon, the motion result was Passed.

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

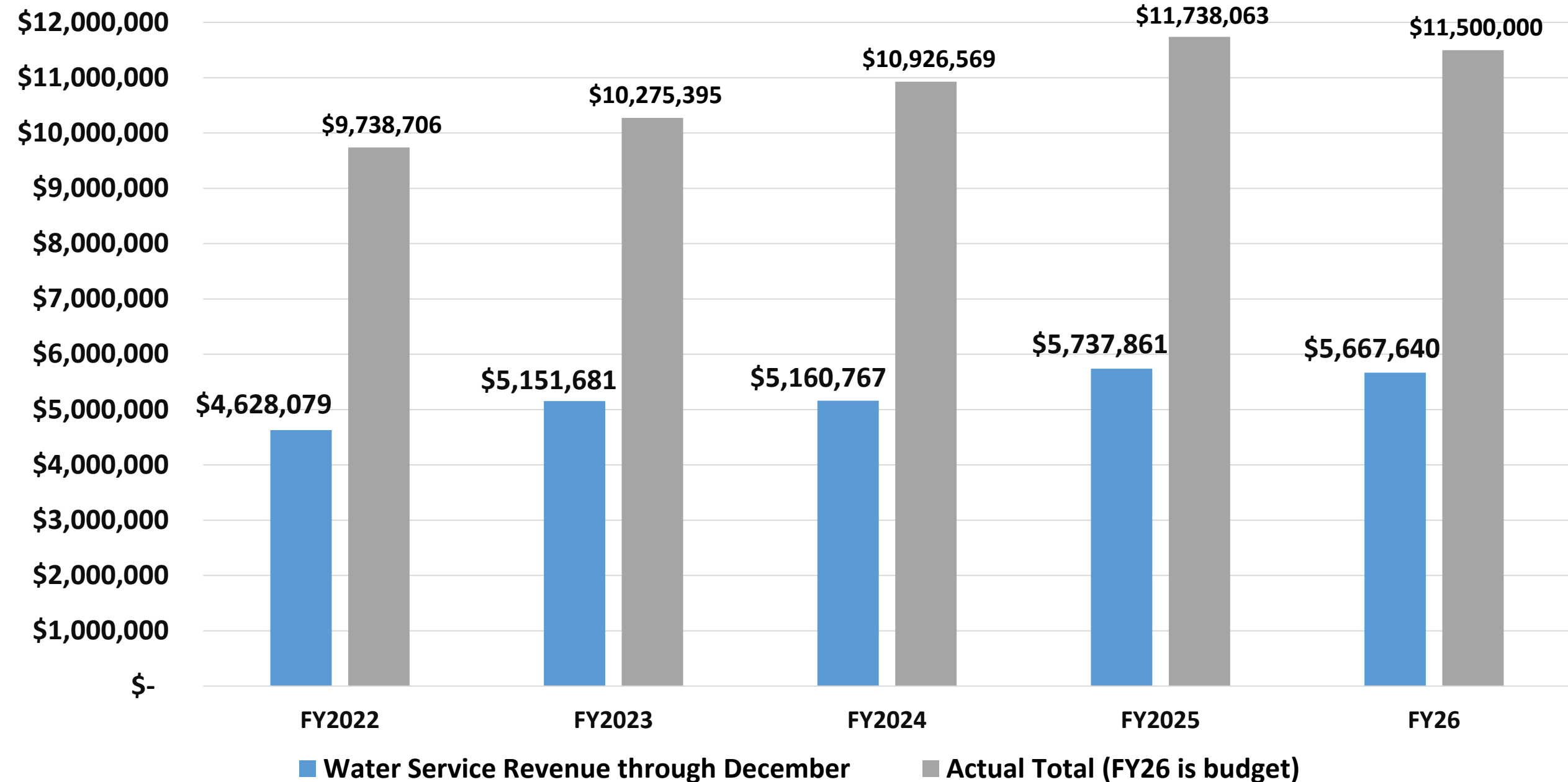
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 6:38 p.m., Ms. Null adjourned the Board of Directors.

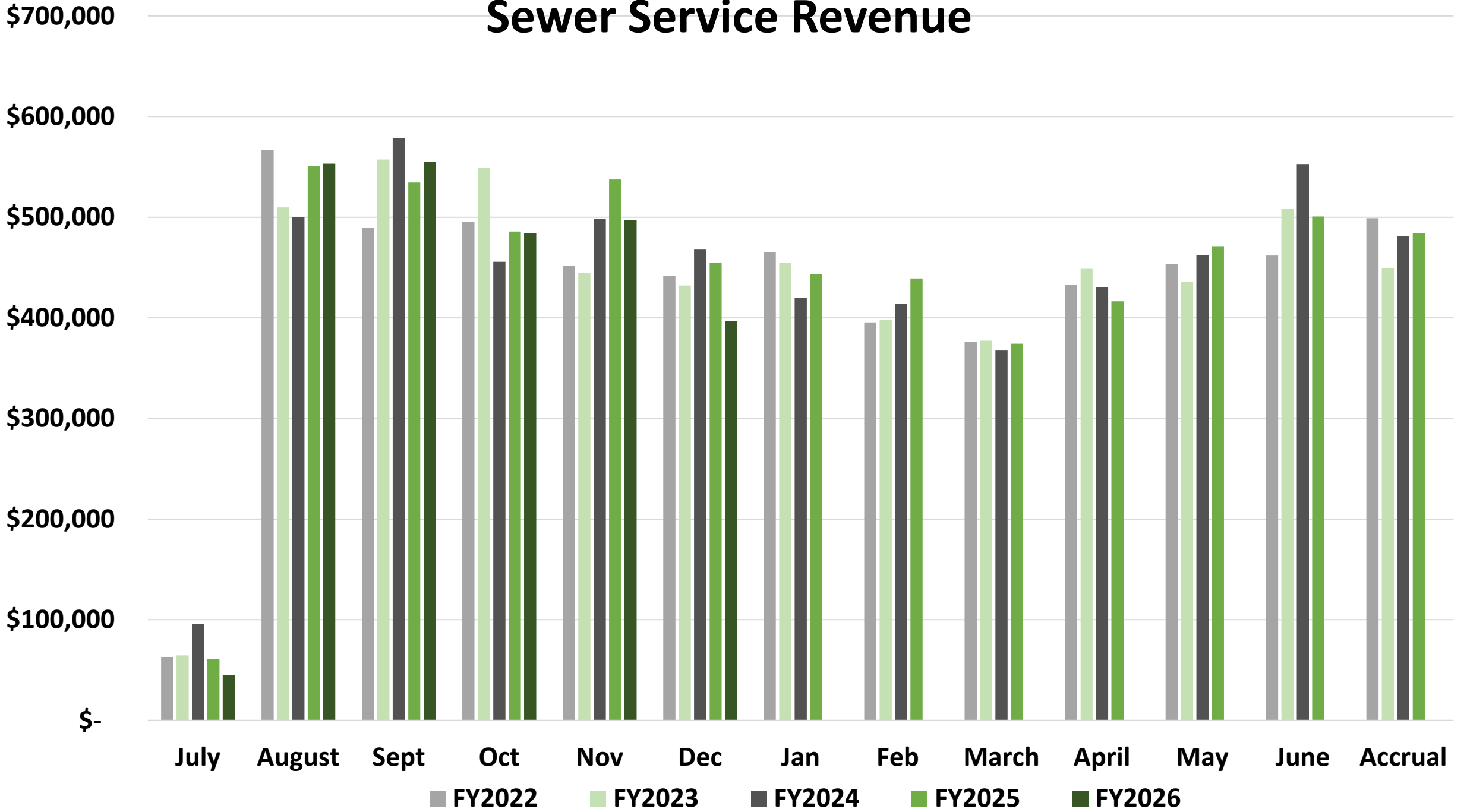
Water Service Revenue



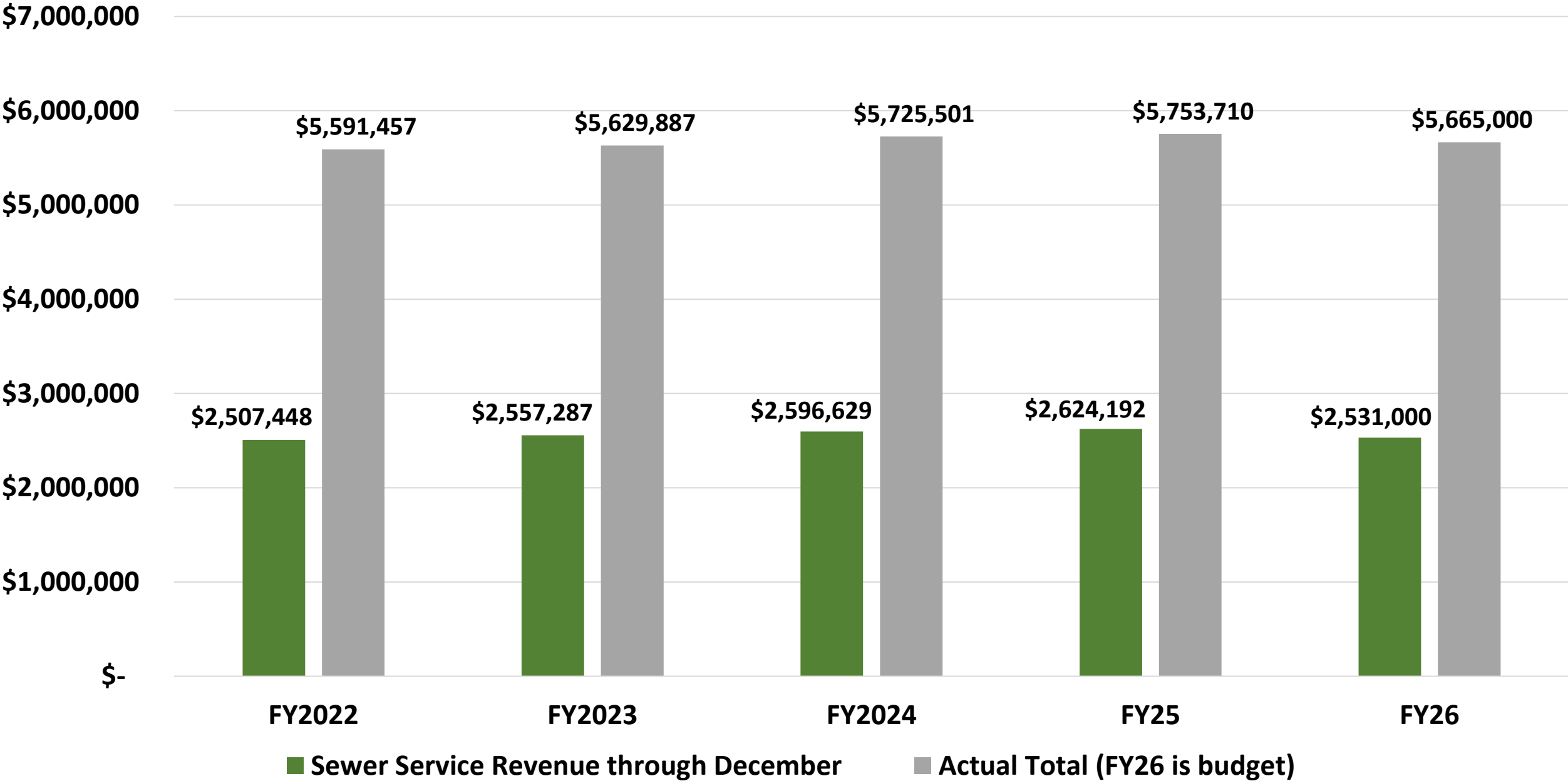
Water Service Revenue through December



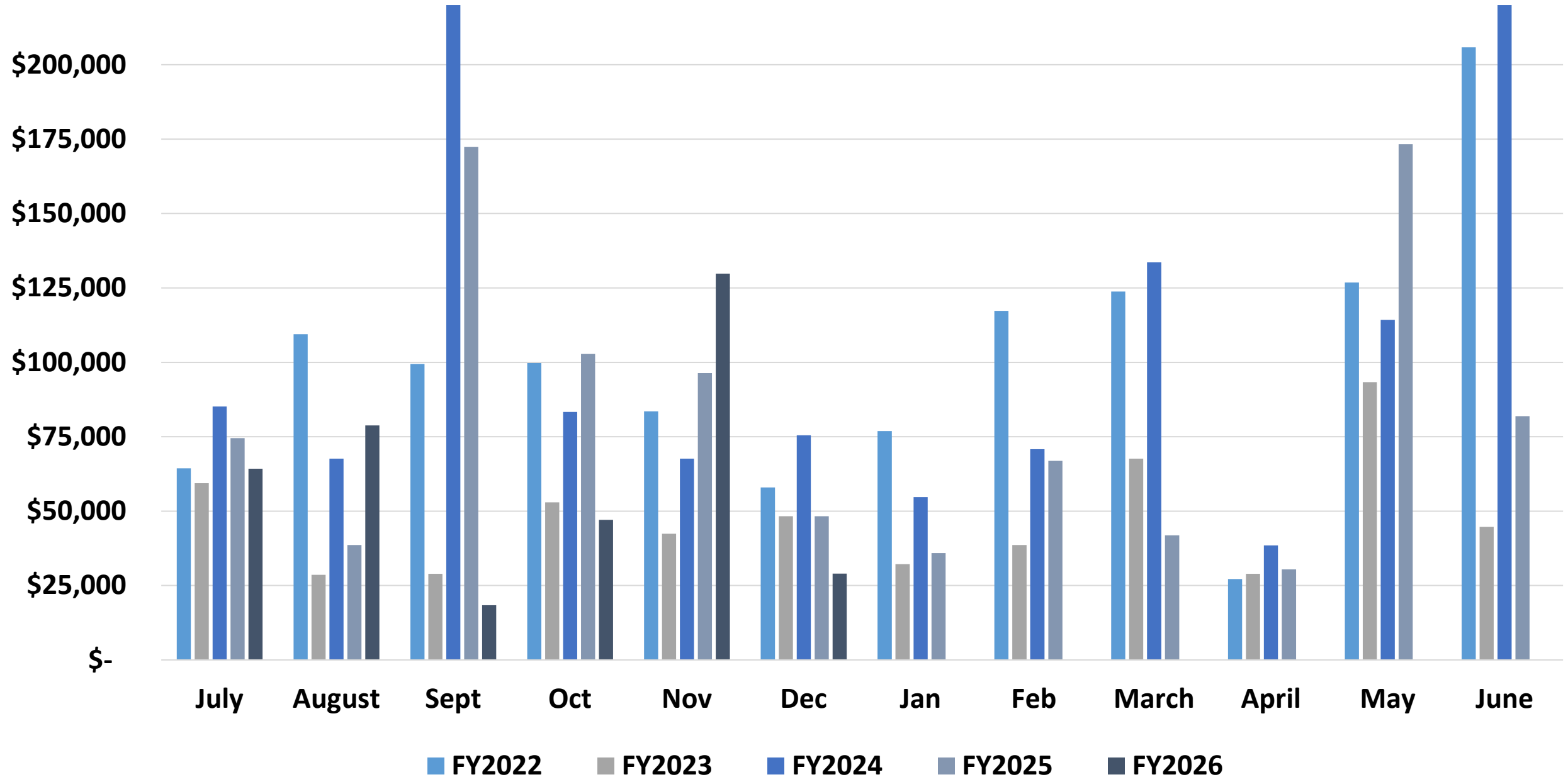
Sewer Service Revenue



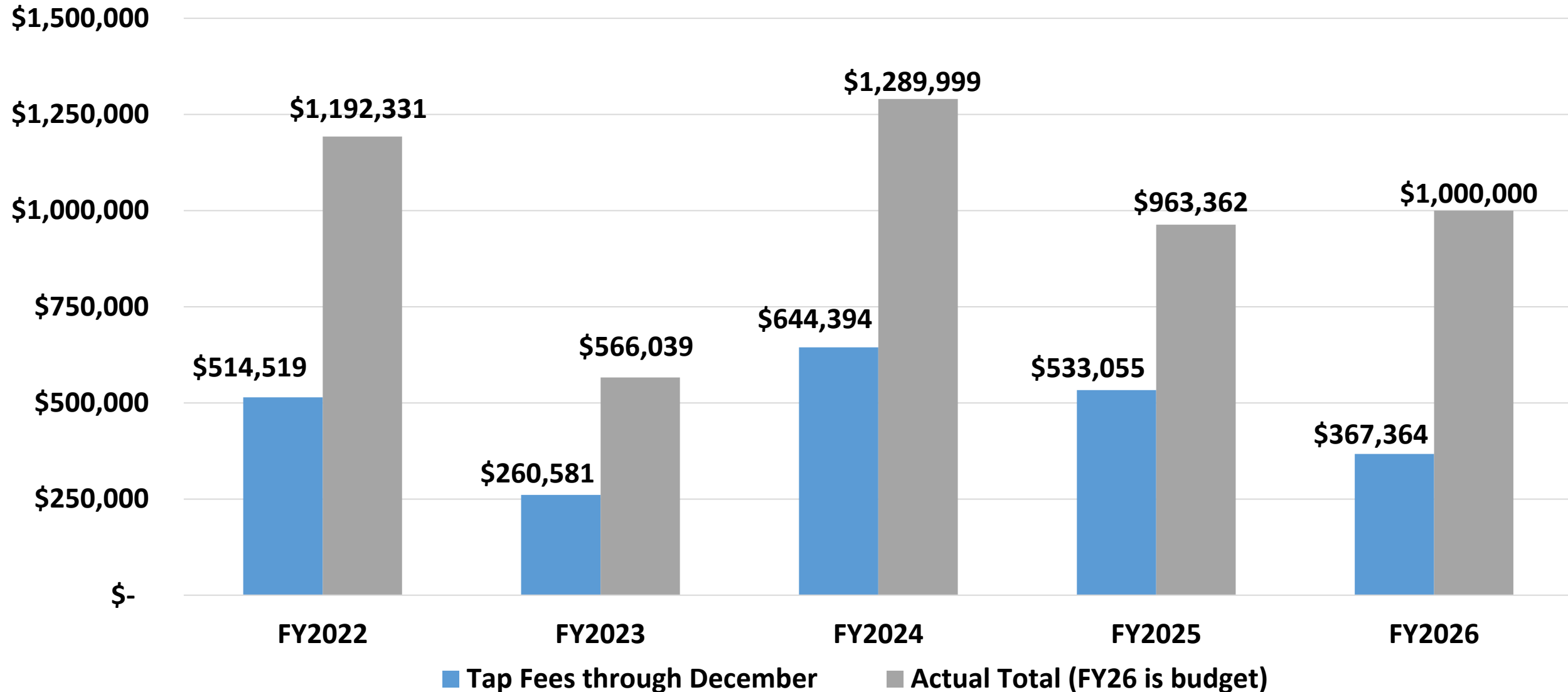
Sewer Service Revenue through November



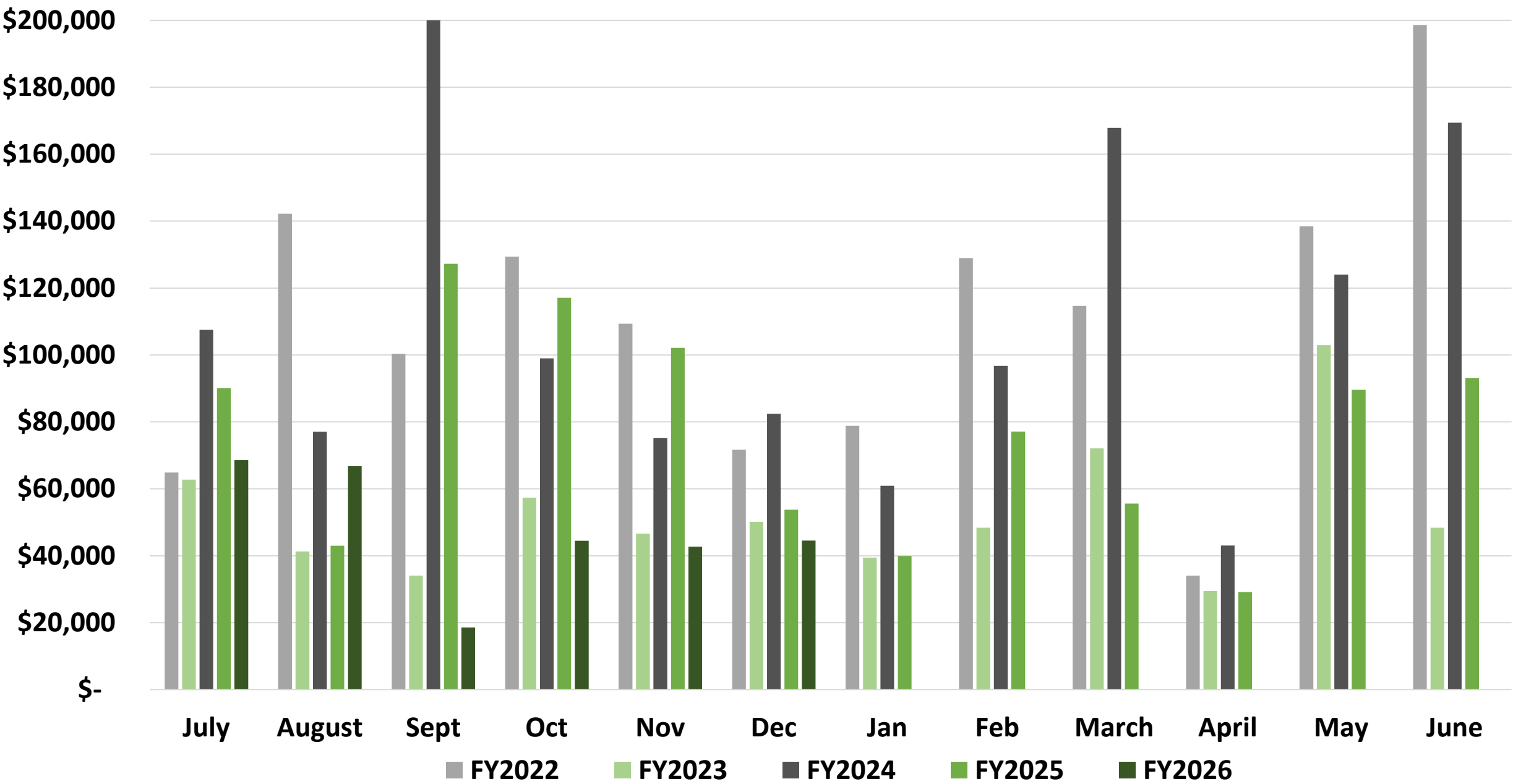
Water Tap Fees



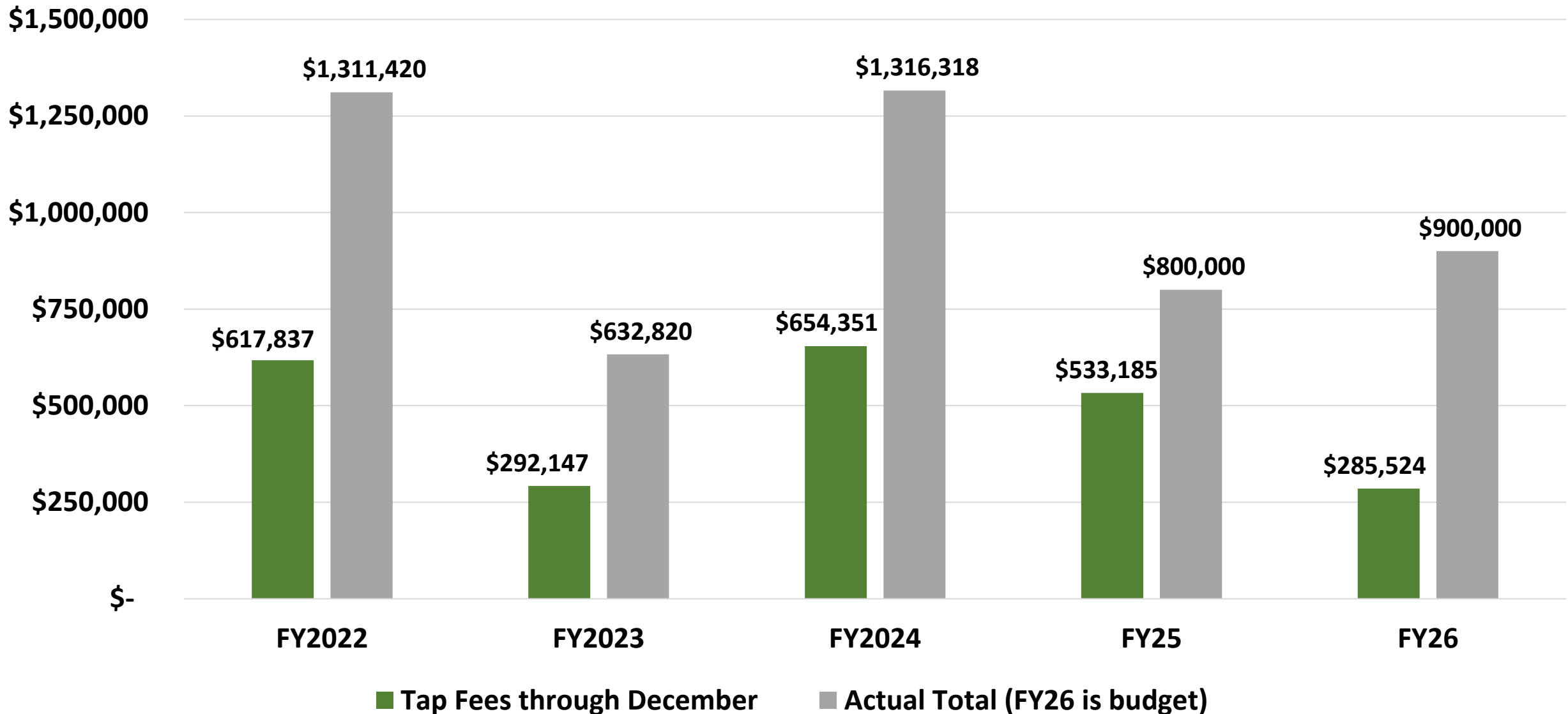
Water Tap Fees through December



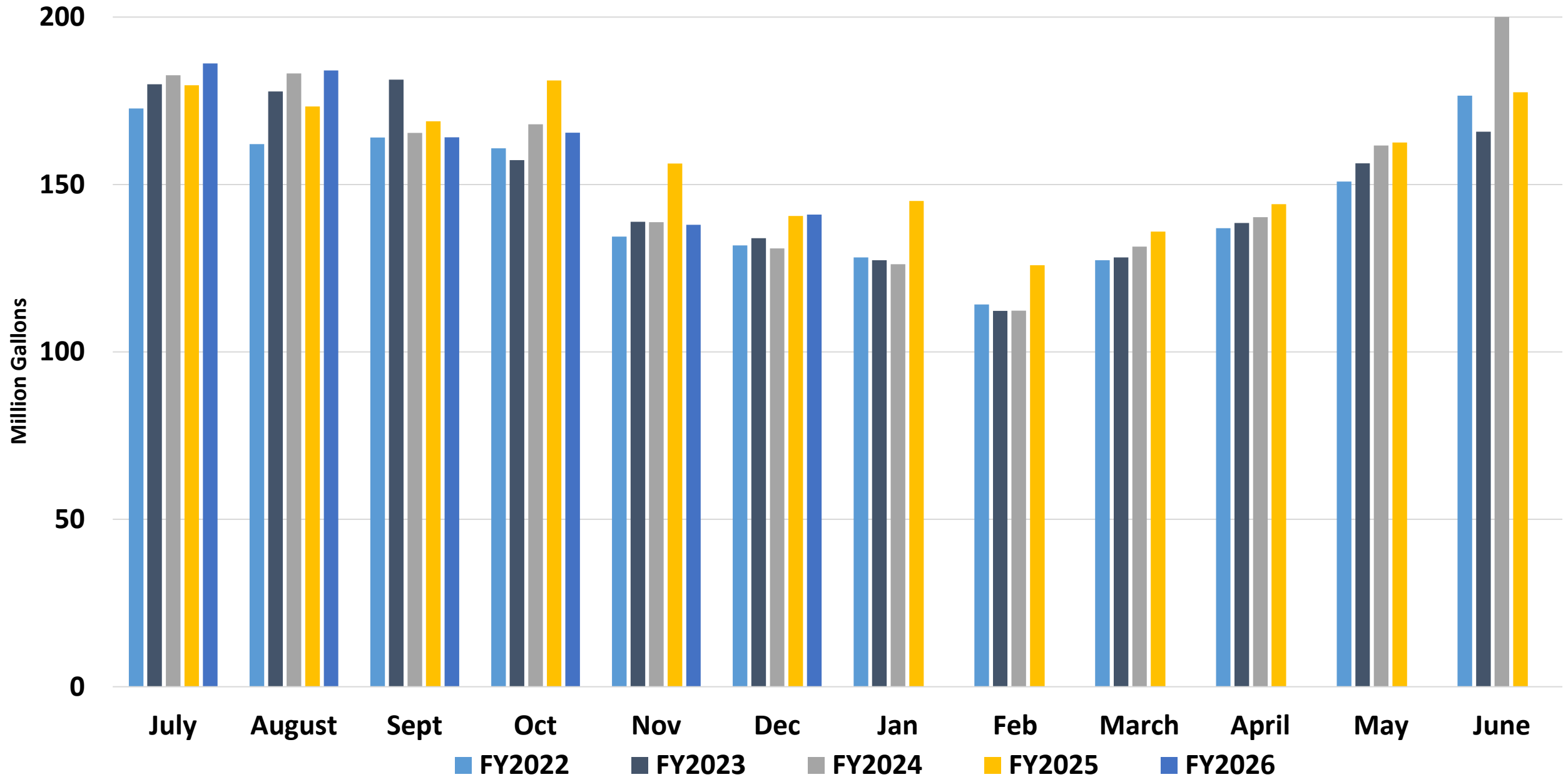
Sewer Tap Fees



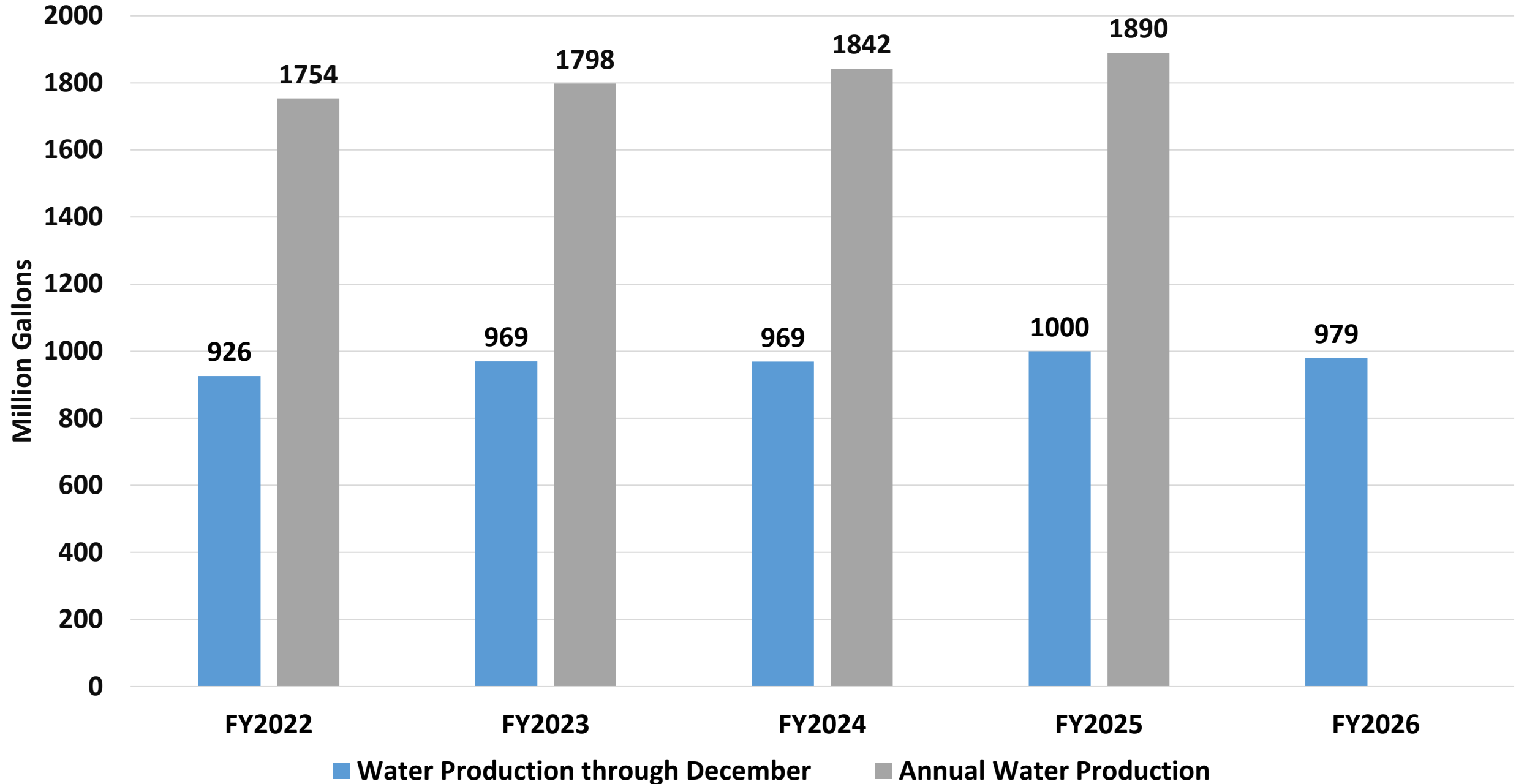
Sewer Tap Fees through December



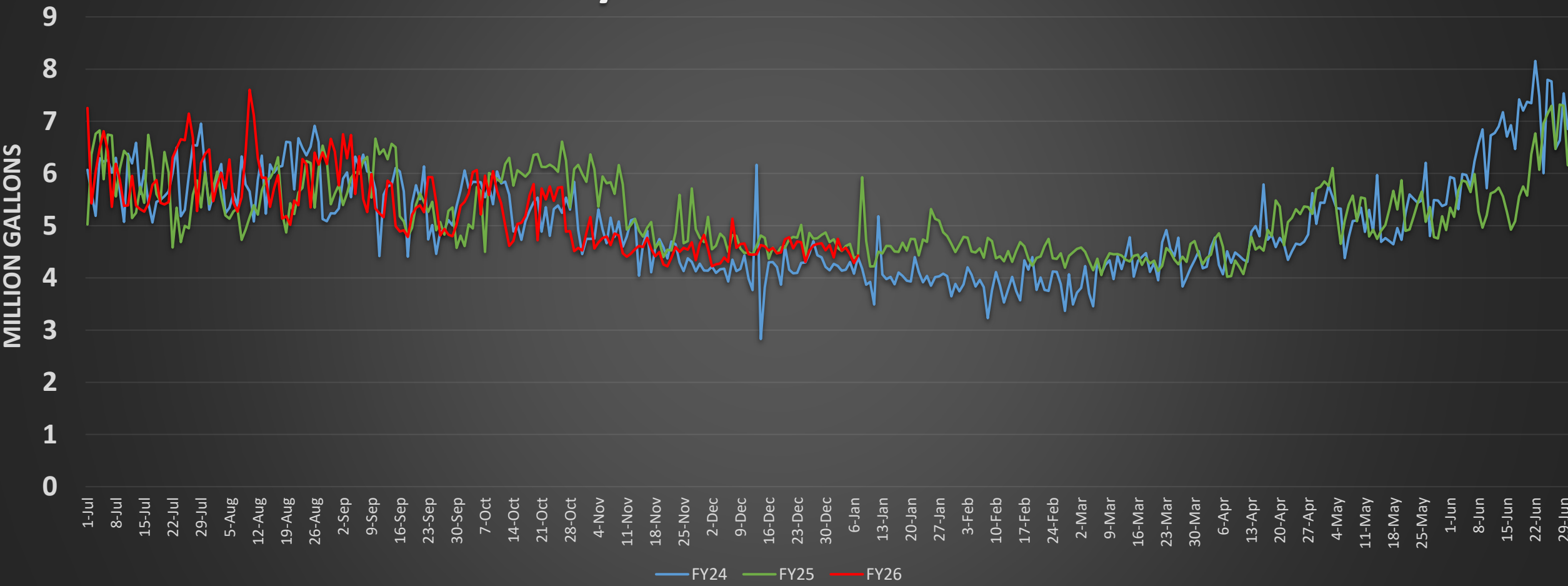
Monthly Water Production



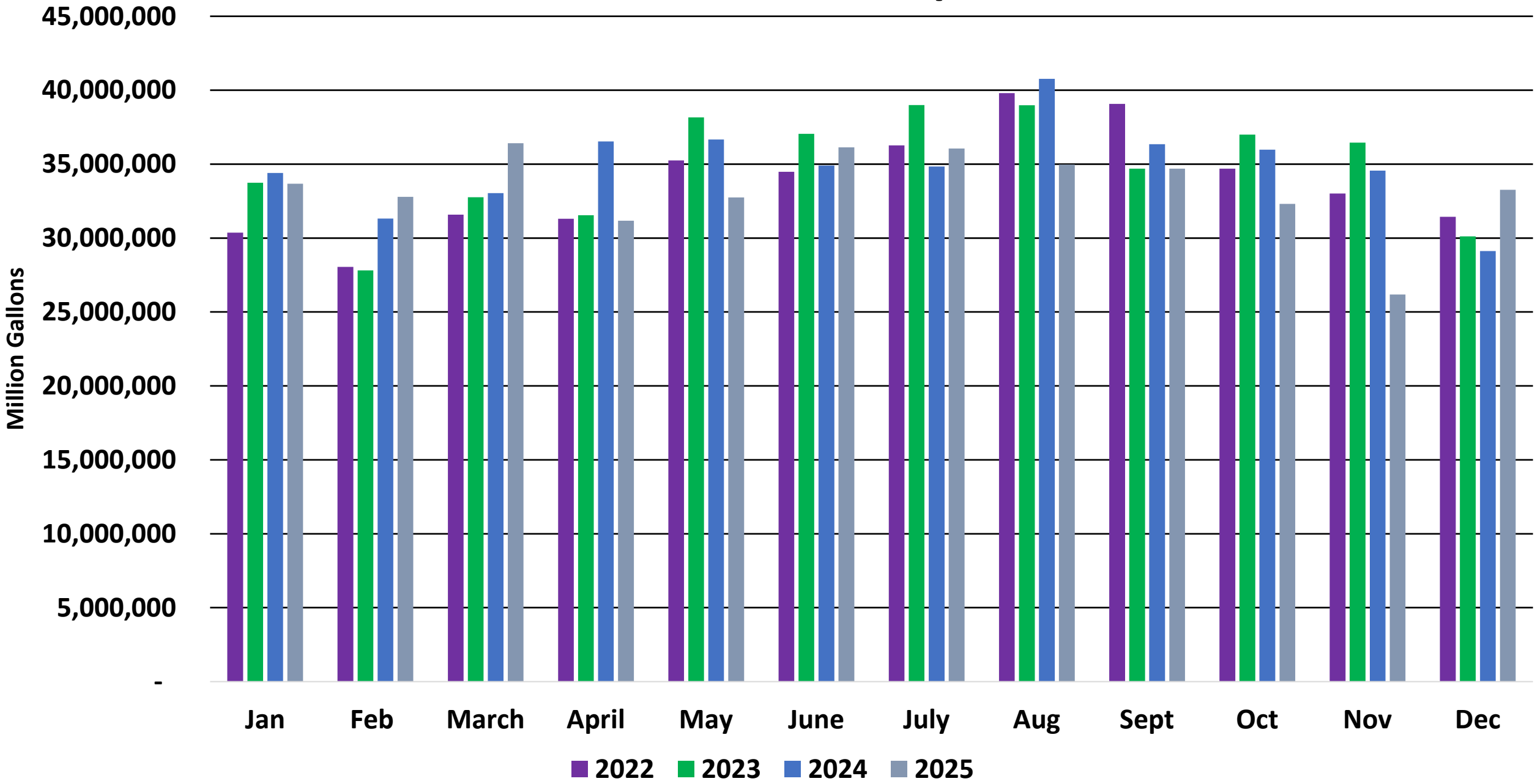
Water Production through December



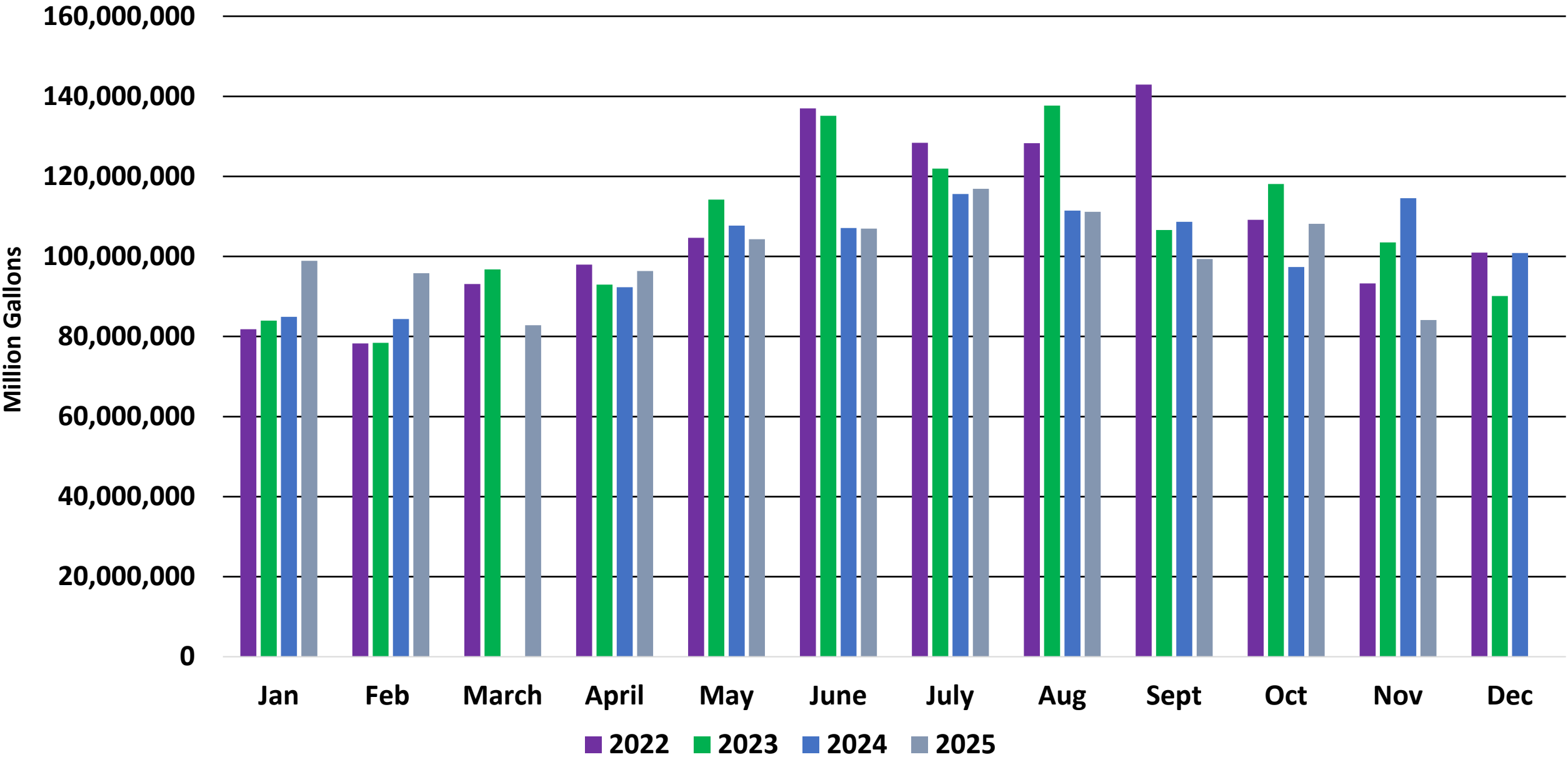
Daily Water Production



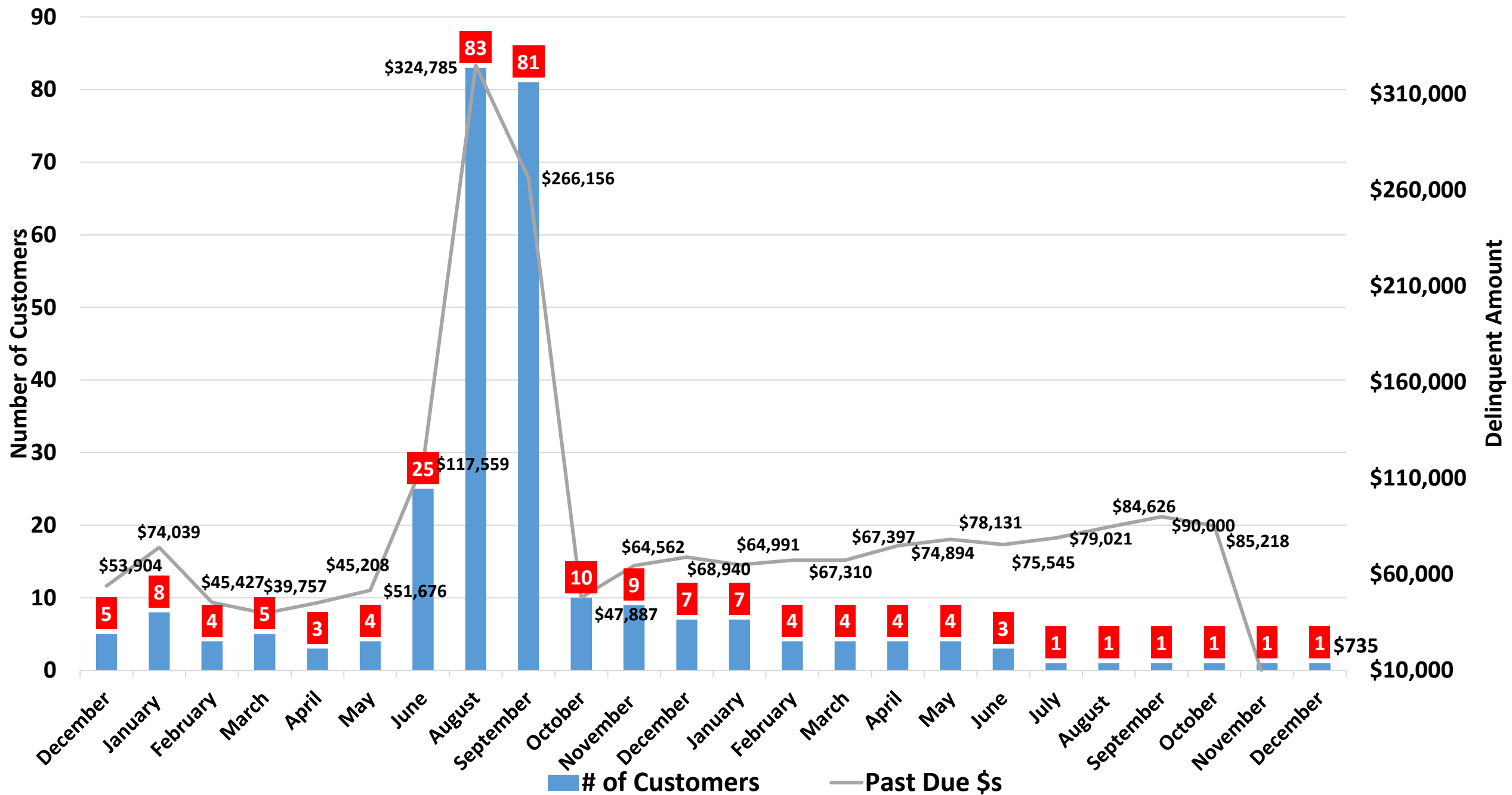
Commercial Consumption



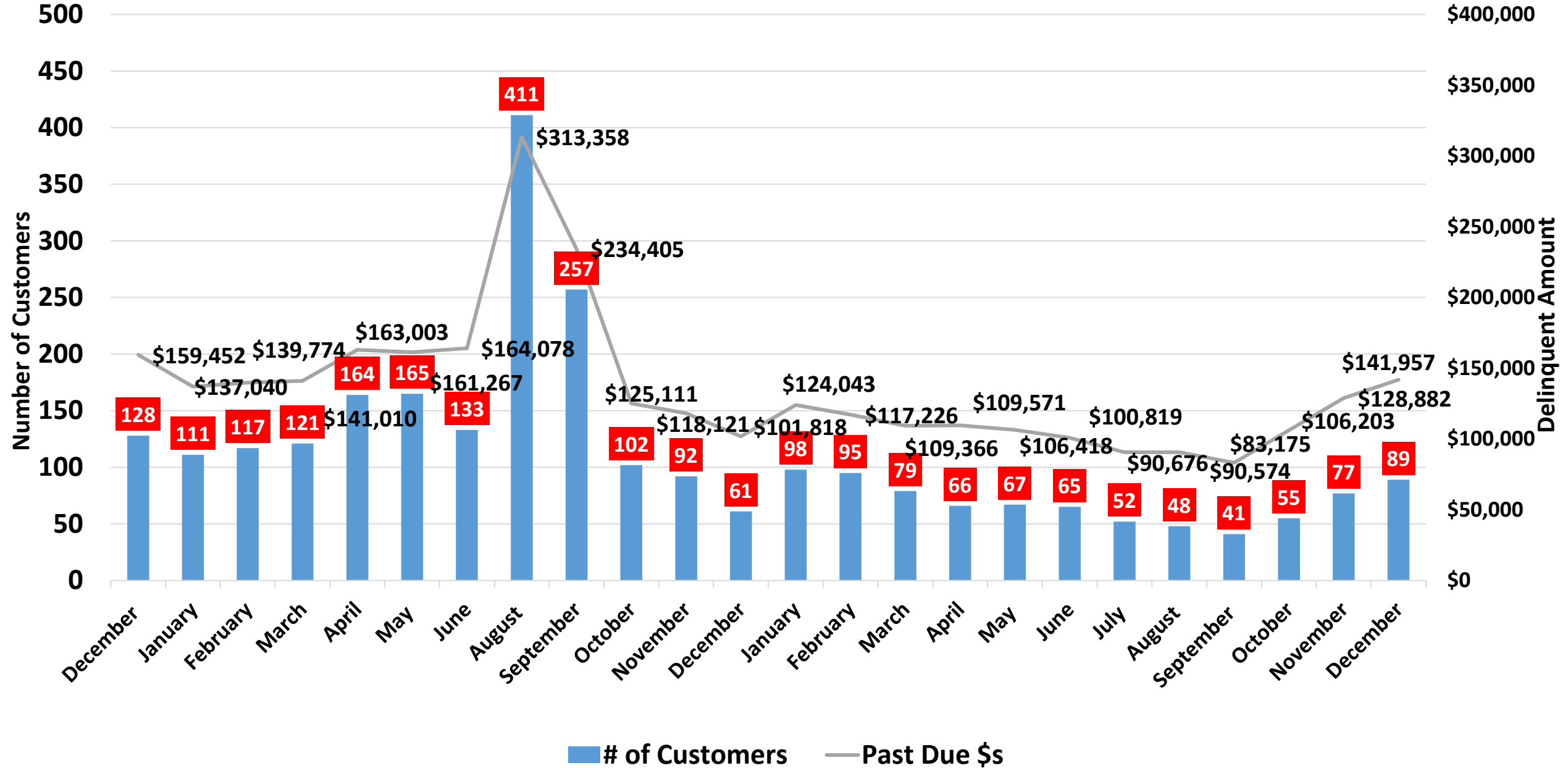
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

