

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
March 10, 2026
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)

1. Selection of Virginia Risk Sharing Association for Auto, Property, Liability, and Workers' Compensation Coverage
2. Contract Awards - Annual Engineering Services

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. March 2026 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 pm on April 14, 2026 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

February 10, 2026

5:00 PM

A. CALL TO ORDER

Ms. Null announced that Ms. Stephanie Luton, Assistant General Manager of the James City Service Authority (JCSA), would cover for Mr. Doug Powell, General Manager of the JCSA, who was out due to illness.

B. ROLL CALL

Tracy L. Wainwright, 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
Stephanie Luton, Assistant General Manager

C. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

1. Smart Irrigation Controller Rebate Program

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

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

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

2. 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: Icenhour Jr, Larson, McGlennon, Null, Wainwright

The minutes Approved for Adoption included the following meetings:

- January 13, 2026, Organizational Meeting
- January 13, 2026, Regular Meeting

E. PUBLIC HEARING(S)

None.

F. BOARD CONSIDERATION(S)

1. Five-Year Strategic Plan for Fiscal Years 2027-2031 Adoption

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

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

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

Ms. Luton informed the Board that this initiative was JCSA's inaugural independent Strategic Plan, created to align operational activities and budgets with JCSA's commitment to delivering reliable, affordable water and sewer services. She stated that the Strategic Plan was brief, action-oriented with measurable outcomes, and focused on issues specific to JCSA. Ms. Luton further stated that future budgets would be based on the goals established by the Strategic Plan. She highlighted the Strategic Plan's five goals and associated projects to include: 1) Address Water Supply Constraints; 2) Ensure Wastewater System Growth and Adaptability; 3) Maintain a Positive Customer Experience; 4) Attract, Develop and Retain Talent; and 5) Continue Transition to Independence. She noted that staff recommended the Board approve the attached resolution adopting JCSA's Five-Year Strategic Plan for Fiscal Years (FY) 2027-2031.

Ms. Null asked if the Board had any questions for staff.

While Ms. Larson had no questions, she offered positive feedback regarding the Strategic Plan's implementation.

2. High Priority Inflow and Infiltration Reduction Program Agreement with Hampton Roads Sanitation District

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

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

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

Ms. Luton addressed the Board and stated that in 2007, the Board authorized JCSA to enter into a Consent Agreement with the Virginia Department of Environmental Quality to address sewer system overflows (SSOs). She noted that other Hampton Roads localities entered into similar agreements during the same timeframe. Ms. Luton advised that on February 25, 2014, the Board approved a Hybrid Sewer Plan Memorandum of Agreement (MOA) with the Hampton Roads Sanitation District (HRSD). She explained that under this MOA, HRSD was responsible for implementing the Regional Wet Weather Management Plan (RWWMP) to reduce SSOs through a combination of rehabilitation projects to repair deteriorated infrastructure and capacity projects to increase the size of treatment facilities. Ms. Luton indicated that the Board approved the first amendment to the MOA on September 18, 2018, whereby HRSD accepted responsibility and liability for all regional wet weather SSOs earlier than proposed in the original MOA. She explained that SSOs were caused by direct "inflow" of unwanted stormwater and "infiltration" of unwanted groundwater through cracked or broken pipes and manholes. Ms. Luton highlighted that HRSD's RWWMP identified specific sewer basins requiring repairs, establishing the most cost-effective approach to address them. She noted that four of the seven basins targeted for remediation were located within the JCSA sewer service area. Furthermore, Ms. Luton explained that the plan clarified the responsibilities for these repairs, with HRSD overseeing the design, funding, and construction observation for improvements on both HRSD and JCSA infrastructure. She indicated that staff recommended approval of the resolution authorizing Mr. Powell to execute the HRSD agreement, noting it was approved by the HRSD Commission on January 27, 2026.

Ms. Larson praised Ms. Luton's presentation.

3. Pay Plan Revision - Steps Expansion

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

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

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

Ms. Luton informed the Board that this item addressed the persistent difficulties in recruiting and retaining personnel with the necessary expertise for water and utility operations, highlighting the high market demand for these specialized employees. She noted that JCSA launched a step pay plan in FY25 to tackle retention challenges. By offering regular, career-long wage increases alongside standard annual Cost-of-Living Adjustments (COLAs), this plan had significantly improved employee retention. Ms. Luton stated that the current step pay plan featured 17 grades, each with 26 steps covering up to 25 years of employee service. She informed the Board that this item proposed a five-step addition to the step pay plan and aimed to improve long-term employee equity, align with Virginia Retirement System (VRS) retirement timelines, alleviate salary compression, and expand career growth opportunities. Ms. Luton indicated that the 31-step proposal was designed to recognize up to 30 years of employee service. She noted that staff recommended approval of the resolution authorizing the step pay plan revisions.

Ms. Null asked if the Board had any questions for staff.

Mr. Icenhour indicated that his attendance at JCSA retirement ceremonies highlighted a long-tenured workforce and praised the new compensation plan as a positive step.

Ms. Larson conveyed her gratitude regarding the initiatives taken to improve staff compensation.

4. Setting a Public Hearing - Fiscal Year 2027 Utility Rates

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

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

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

Ms. Luton informed the Board that the Proposed FY27 Budget included updates to water service rates and fixed water/sewer charges. She noted these adjustments aligned with the second year of the five-year plan previously presented. Ms. Luton highlighted other proposed increases, including flat sewer rates, facility fees, and revisions to the grinder pump maintenance fee. She highlighted the staff recommendation to authorize a public hearing notice on April 14, 2026, for the proposed rate changes.

5. Amend the adopted meeting calendar to reschedule the Board Retreat to 8:30 am on February 24, 2026 at the JCSA Operations Center, 119 Tewning Road, Williamsburg, VA.

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

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

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

G. BOARD REQUESTS AND DIRECTIVES

None.

H. GENERAL MANAGER'S UPDATE

1. February 2026 Dashboard Report

Ms. Luton noted she had no update.

I. ADJOURNMENT

1. Adjourn until 8:30 am on February 24, 2026 for the Board Retreat

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

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

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

At approximately 5:11 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: March 10, 2026

TO: The Board of Directors

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

SUBJECT: Selection of Virginia Risk Sharing Association for Auto, Property, Liability, and Workers' Compensation Coverage

The Virginia Risk Sharing Association (VRSA), formerly known as the Virginia Municipal League Insurance Program, started in 1986 and currently has 473 Virginia public body members, including 35 water and wastewater authorities. VRSA provides auto, property, liability, and workers' compensation insurance coverage to its members.

As part of the ongoing process of developing greater organizational independence and autonomy, James City Service Authority staff analyzed current insurance coverage and determined that switching carriers from the current Virginia Association of Counties Group Self-Insurance Risk Pool (VAcorp) to VRSA will improve the level of service, training, technical risk-management consulting support, and premium value received. The County Attorney's Office has reviewed and approved the selection methodology and the attached proposed VRSA membership agreement. Non-renewal of coverage requires a 90-day notice to VAcorp.

Staff recommends approval of the attached resolution authorizing non-renewal of insurance coverage with VAcorp, selection of VRSA for Auto, Property, Liability, and Workers' Compensation coverage effective July 1, 2026, and execution of the attached VRSA membership agreement by the General Manager.

MDP/tm
JCSA_VRSACov-mem

Attachment

RESOLUTION

SELECTION OF VIRGINIA RISK SHARING ASSOCIATION FOR

AUTO, PROPERTY, LIABILITY, AND WORKERS' COMPENSATION COVERAGE

- WHEREAS, James City Service Authority (JCSA) desires to protect against auto, property, liability, and workers' compensation losses and provide for payment of claims or losses for which the Authority may be liable; and
- WHEREAS, the Virginia Risk Sharing Association (VRSA) is a group self-insurance pool formed pursuant to Chapter 27 of Title 15.2 of the Code of Virginia for the purpose of providing risk management services and insurance coverage for its members; and
- WHEREAS, JCSA staff analysis determined that switching carriers from the current Virginia Association of Counties Group Self-Insurance Risk Pool (VAcorp) to VRSA will improve the level of service, training, technical risk-management consulting support, and premium value received.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the non-renewal of insurance coverage with VAcorp, selection of VRSA for Auto, Property, Liability, and Workers' Compensation coverage effective July 1, 2026, and the execution of the attached VRSA membership agreement by the General Manager.

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
WAINWRIGHT	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
NULL	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of March, 2026.

JCSA_VRSACov-res

MEMORANDUM

DATE: March 10, 2026

TO: The Board of Directors

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

SUBJECT: Contract Awards - Annual Engineering Services

A Request for Proposals (RFP) was solicited from qualified engineering firms to simplify the purchasing process and efficiently expedite work when minor design and technical engineering assistance is required by having a firm pre-selected based upon their qualifications per the requirements of the Virginia Public Procurement Act and establishing a contract for professional engineering services. The required engineering services were organized into nine major groups with sub-groups as listed below with the total number of proposals received listed after each group name. Group one has five sub-groups which are (A) - Civil, (B) - Structural, (C) - Mechanical, Electrical, and Plumbing, (E) - Construction Inspections/Administration and (F) - Commissioning. Group three has two sub-groups which are (A) - Water and (B) - Wastewater.

<u>Major Group</u>	<u>Proposals Received</u>
Group 1 - Basic Engineering Services	39
Group 2 - Environmental Engineering Services	11
Group 3 - James City Service Authority (JCSA) Water and Wastewater	14
Group 4 - Landscape Planning and Landscape Architecture	6
Group 5 - Site Plan Review	5
Group 6 - Surveying	8
Group 7 - Stormwater Infrastructure	4
Group 8 - Geotechnical	3
Group 9 - Traffic and Transportation	6

Interested firms responded to the RFP by describing their interest, qualifications, project approach, and experience in performing similar work. Evaluation Panels consisting of staff members representing JCSA, James City County (JCC), Williamsburg-JCC School Division (WJCC), and the Purchasing Division evaluated the proposals and selected the most qualified firms in each group. Rate schedules were negotiated with the selected firms. The rate schedules will be used to calculate the cost for individual projects performed under these annual contracts. The contract limits are established at \$750,000 per project and capped at \$3 million total per year.

The contracts have an initial term of one year with an option for three additional one-year renewals available to the JCSA, JCC, and WJCC School Division. Firms selected for contract award are listed by group and sub-group as applicable.

Staff recommends approval of the attached resolution authorizing the contract award to the following firms listed in Attachment A.

MDP/tm
CA-AnulEngServs-mem

RESOLUTION

CONTRACT AWARDS - ANNUAL ENGINEERING SERVICES

WHEREAS, the Request for Proposals has been advertised and evaluated for Annual Engineering Services; and

WHEREAS, Evaluation Panels consisting of staff members representing James City Service Authority (JCSA), James City County (JCC), Williamsburg-James City County School Division (WJCC), and the Purchasing Division evaluated the proposals and selected the most qualified firms in each group; and

WHEREAS, rate schedules were negotiated with the selected firms and will be used to calculate the cost for individual projects performed under these annual contracts; and

WHEREAS, the contract limits are established at \$750,000 per project and capped at \$3 million total per year; and

WHEREAS, the contracts have an initial term of one year with an option for three additional one-year renewals available to the JCSA, JCC, and WJCC School Division; and

WHEREAS, the firms listed in Attachment A to this resolution were determined to be the best qualified to provide the required engineering services in their respective groups.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contracts for Annual Engineering Services to the firms listed in Attachment A.

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

WAINWRIGHT
ICENHOUR
LARSON
MCGLENNON
NULL

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of March, 2026.

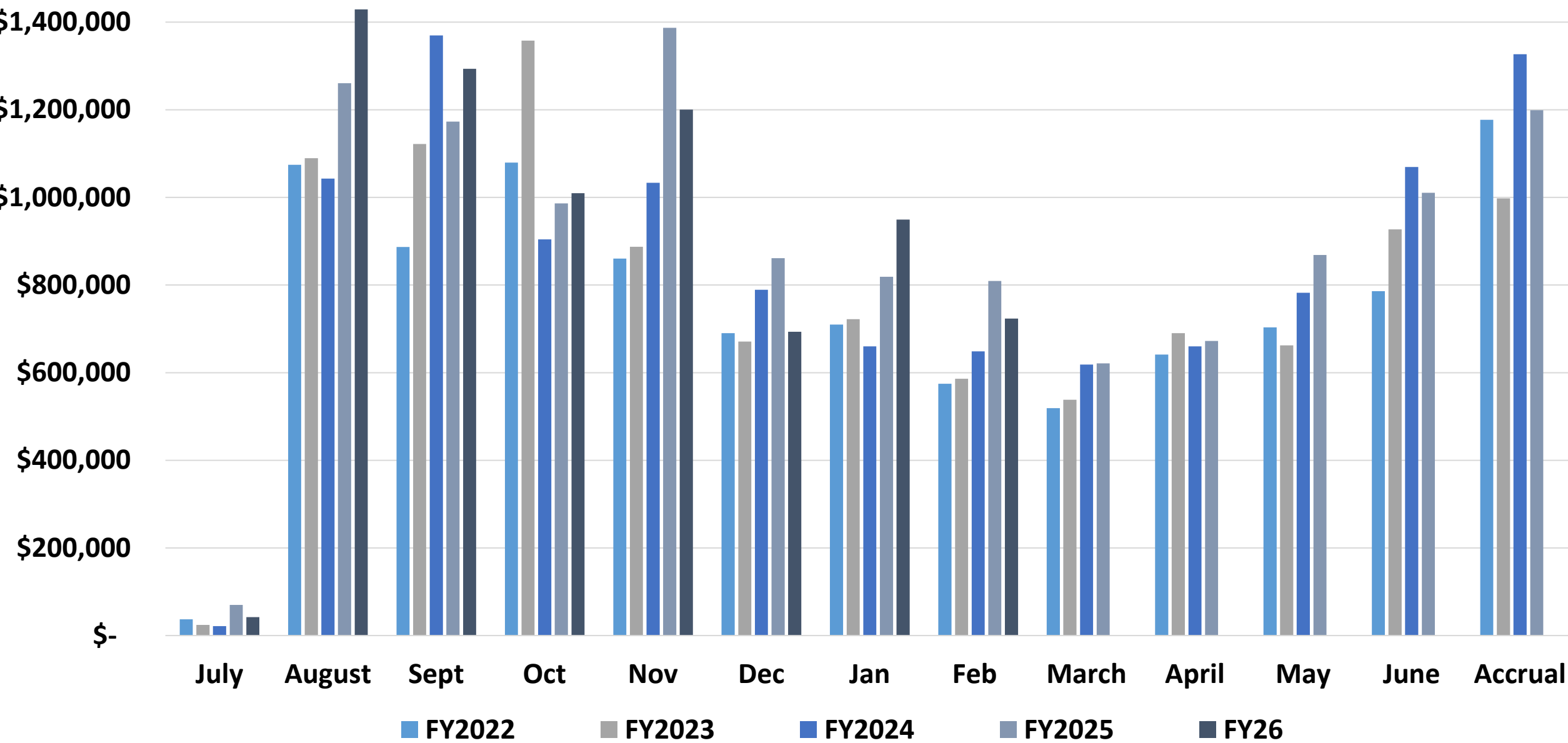
CA-AnulEngSrvs-res

Attachment A - Contract Awards - Annual Engineering Services, 20251153	
Group 1A - Civil	
	Term
AES Consulting Engineers	2026-2030
Kimley-Horn & Associates, Inc.	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Vanasse Hangen Brustlin, Inc. (VHB)	
Group 1B - Structural	
	Term
	2026-2030
Terracon	
The Structures Group, Inc.	
Timmons Group, Inc.	
Group 1C - MEP (Mechanical, Electrical, and Plumbing)	
	Term
	2026-2030
Burgess & Niple	
Colonial Engineered Solutions, Inc.	
Kimley-Horn & Associates, Inc.	
Moseley	
PACE Collaborative	
Group 1E - Construction Inspections/Administration	
	Term
	2026-2030
Alpha Corporation	
Johnson, Mirmiran & Thompson, Inc. (JMT)	
MBP	
Terracon	
Group 1F - Commissioning	
	Term
	2026-2030
Facility Dynamics	
Five 9s Company	
PACE Collaborative	
MBP	
Group 2 - Stormwater	
	Term
	2026-2030
ECS Mid-Atlantic, LLC	
Kimley-Horn & Associates, Inc.	
Schnabel Engineering	
Stantec Consulting Services, Inc.	
Rummel, Klepper & Kahl, LLP (RK&K)	
Timmons Group, Inc.	
Group 3A/3B - Water/Wastewater	
	Term
	2026-2030
Rummel, Klepper & Kahl, LLP (RK&K) 3A/B)	

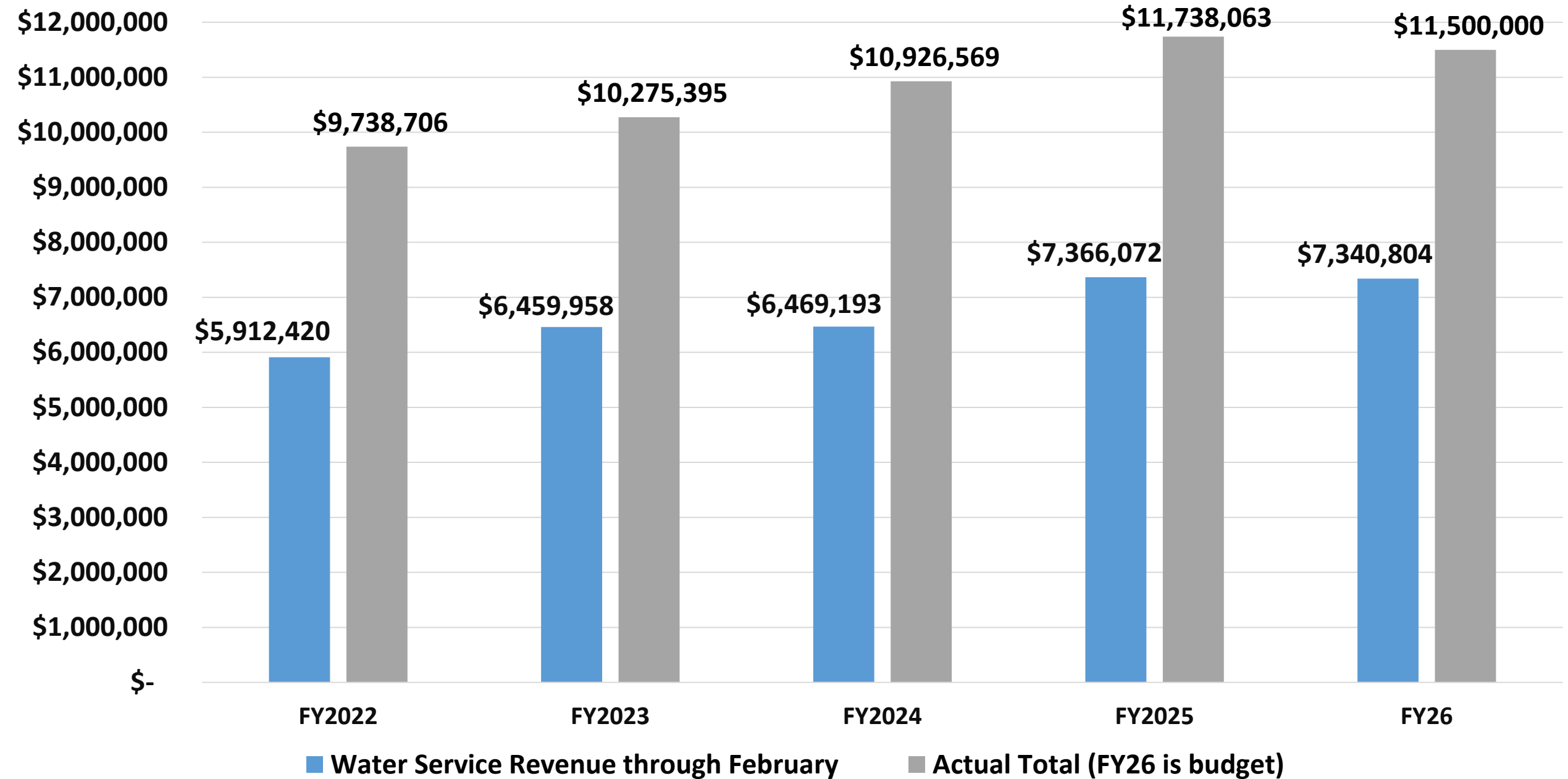
Bowman (3A/B)	
Timmons Group, Inc. (3A/B)	
Hazen and Sawyer (3A)	
McGill (3A)	
Kimley-Horn & Associates, Inc. (3A)	
Group 4 - Landscape Planning/Architecture	Term
	2026-2030
AES Consulting Engineers	
McGill	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Group 5 - Site Plan Review	Term
	2026-2030
A. Morton Thomas and Associates, Inc.	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Group 6 - Surveying	Term
	2026-2030
AES Consulting Engineers	
Timmons Group, Inc.	
Precision Measurements, Inc.	
Cardinal Civil Resources	
Bowman	
Group 7 - Stormwater Infrastructure	Term
	2026-2030
AES Consulting Engineers	
Kimley-Horn & Associates, Inc.	
Stantec Consulting Services, Inc.	
Timmons Group, Inc.	
Group 8 - Geotechnical	Term
	2026-2030
ECS Mid-Atlantic, LLC	
Terracon	
Timmons Group, Inc.	
Group 9 - Traffic and Transportation	Term
	2026-2030
VHB	
Timmons Group	
Rummel, Klepper & Kahl, LLP (RK&K)	
Kimley-Horn & Associates, Inc.	

*Initial contract term effective from date of signing	
Option for 3 renewals through 2030.	

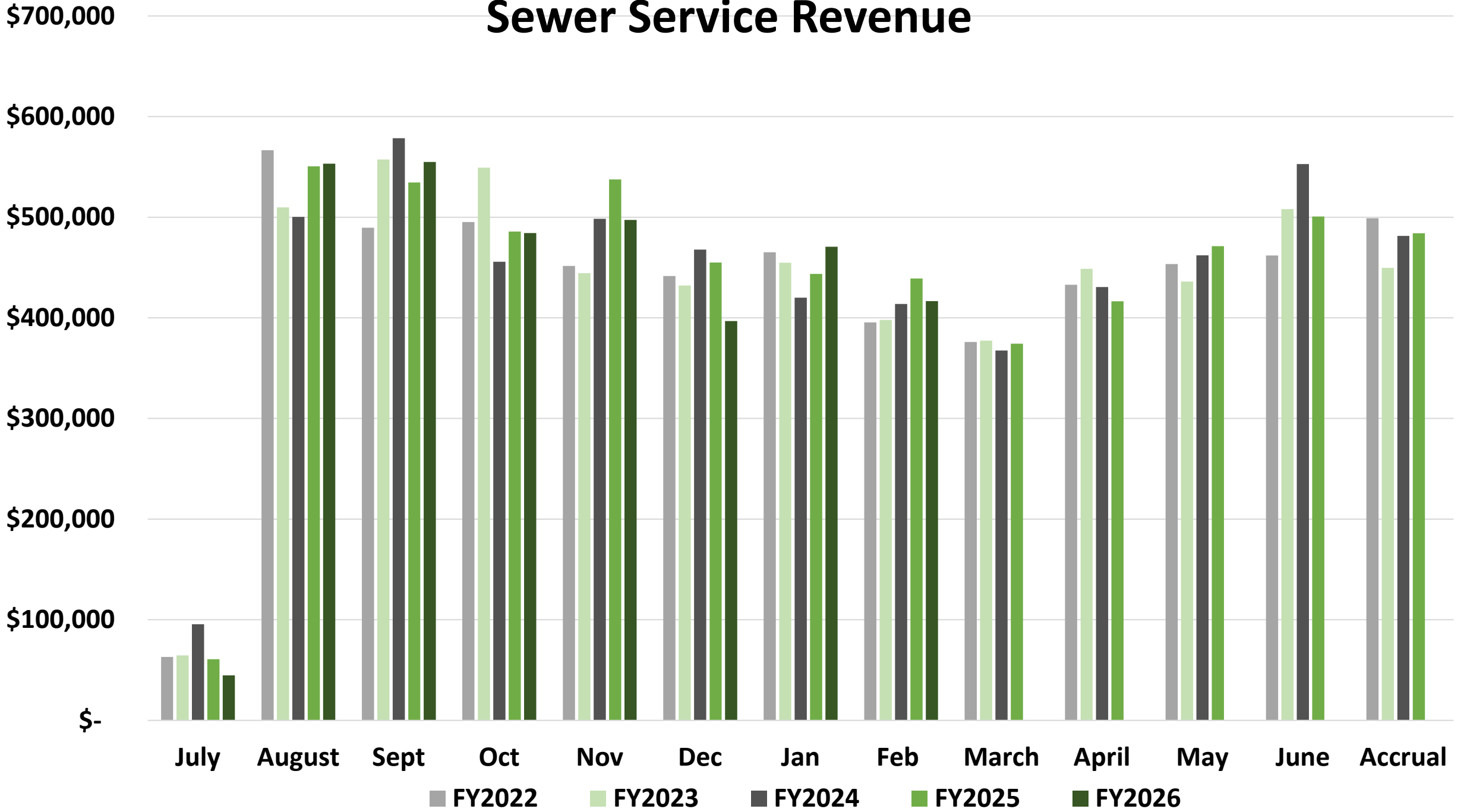
Water Service Revenue



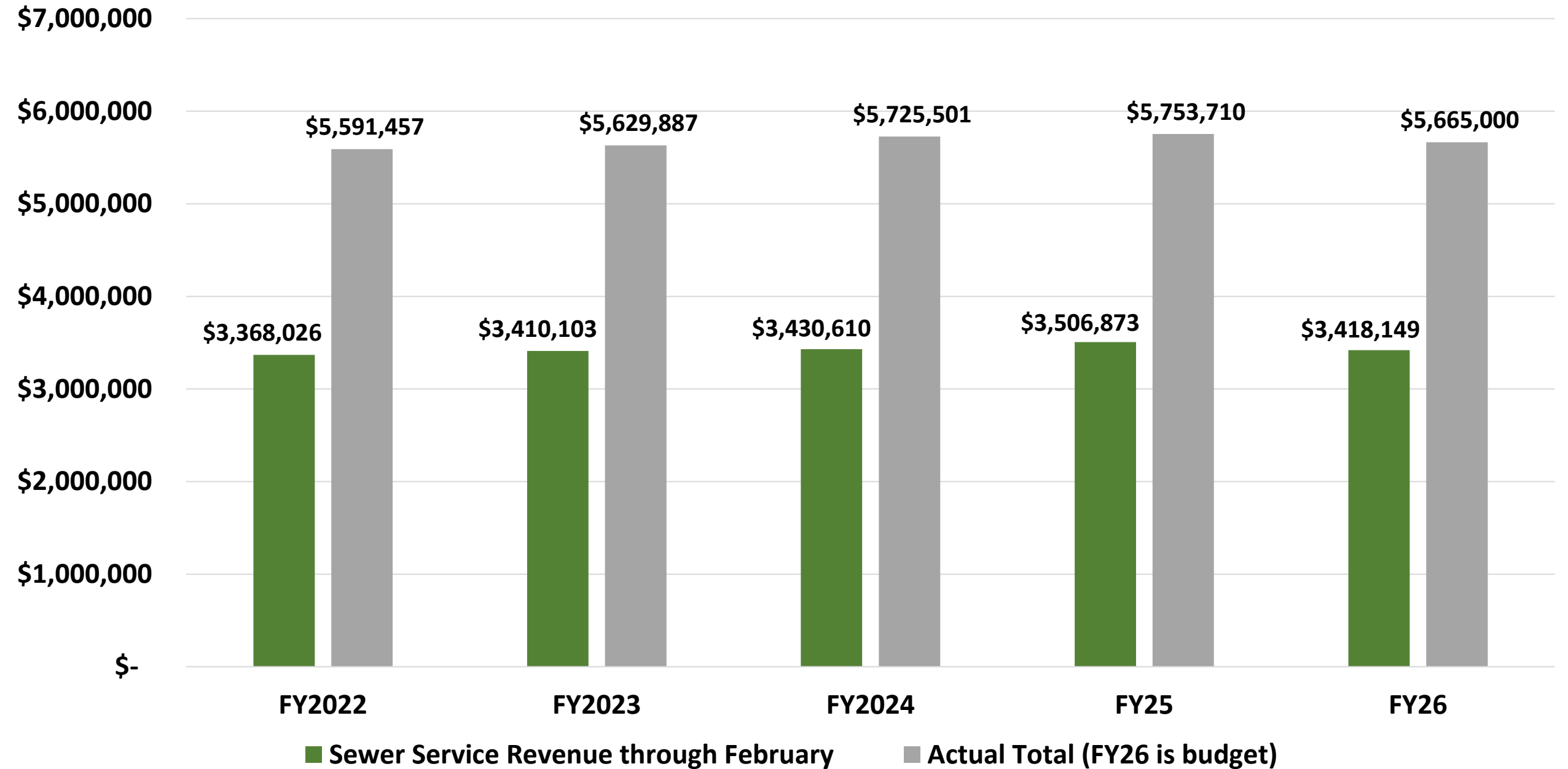
Water Service Revenue through February



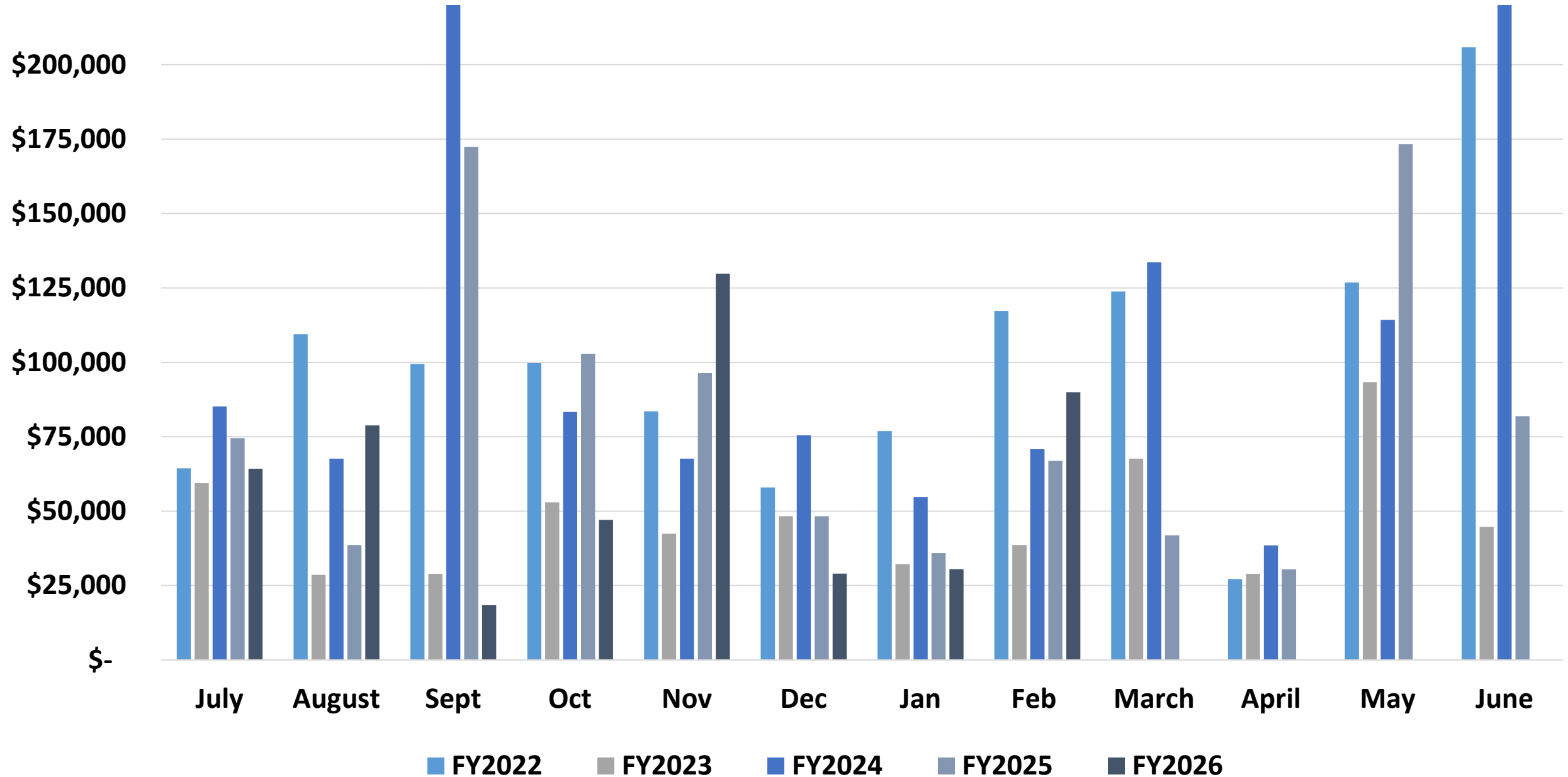
Sewer Service Revenue



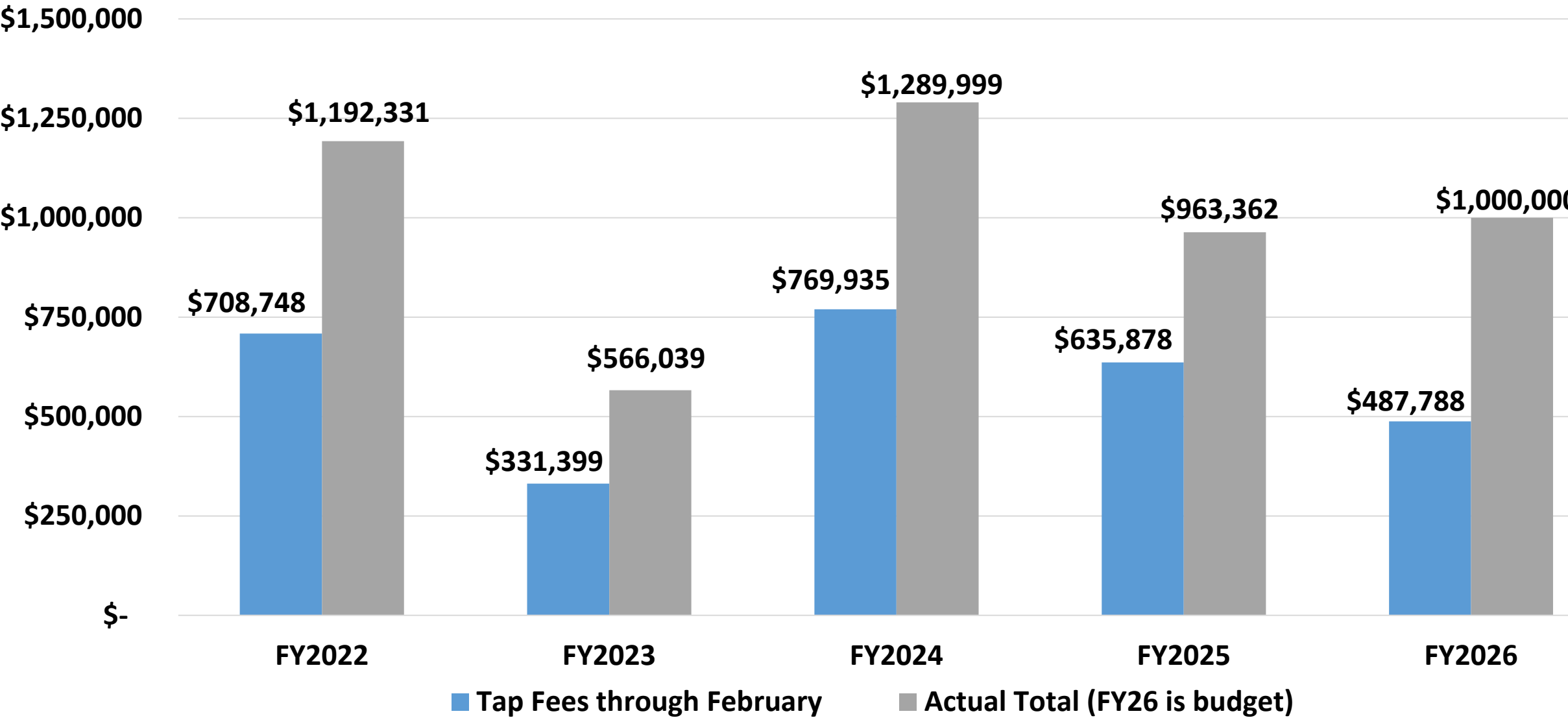
Sewer Service Revenue through February



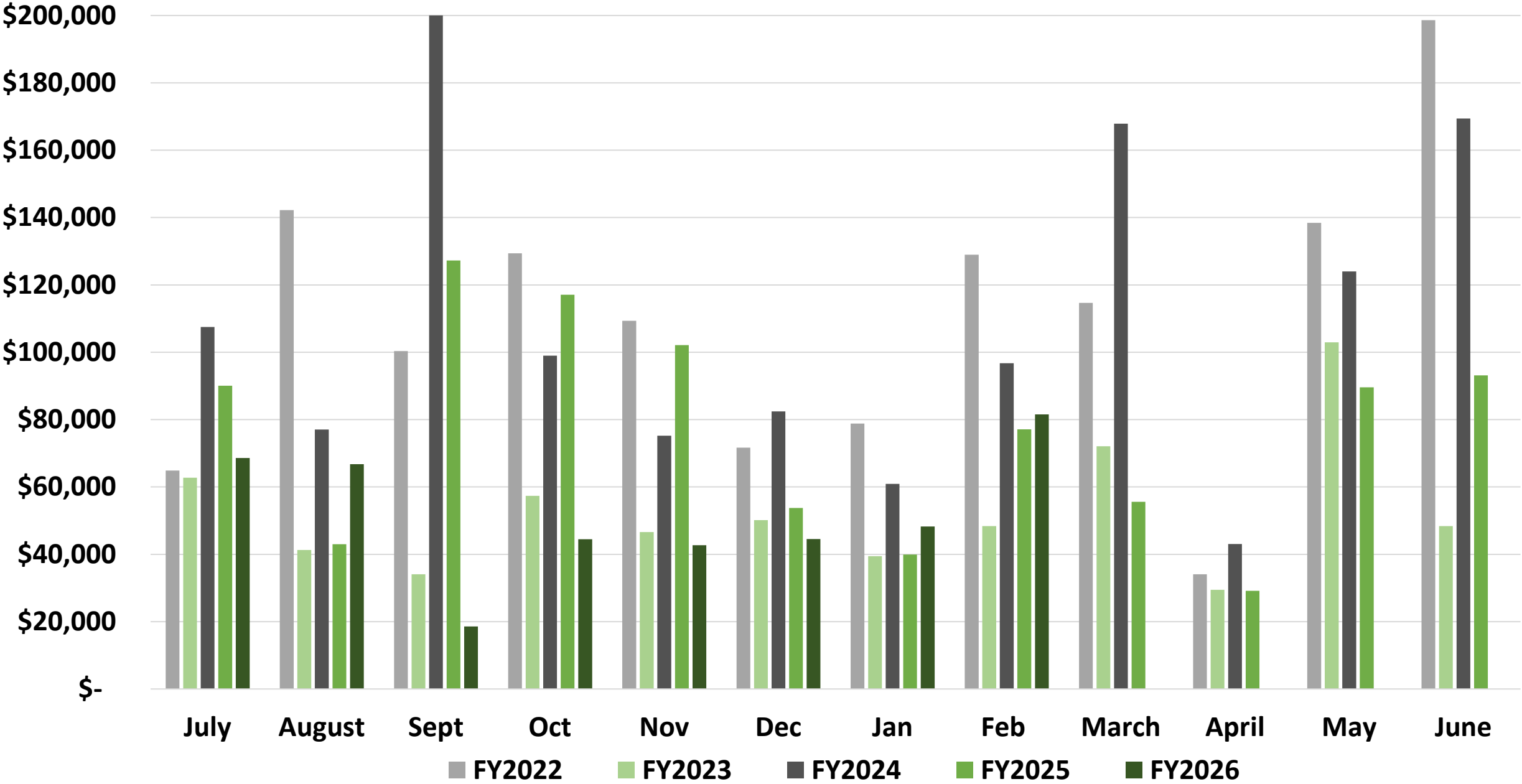
Water Tap Fees



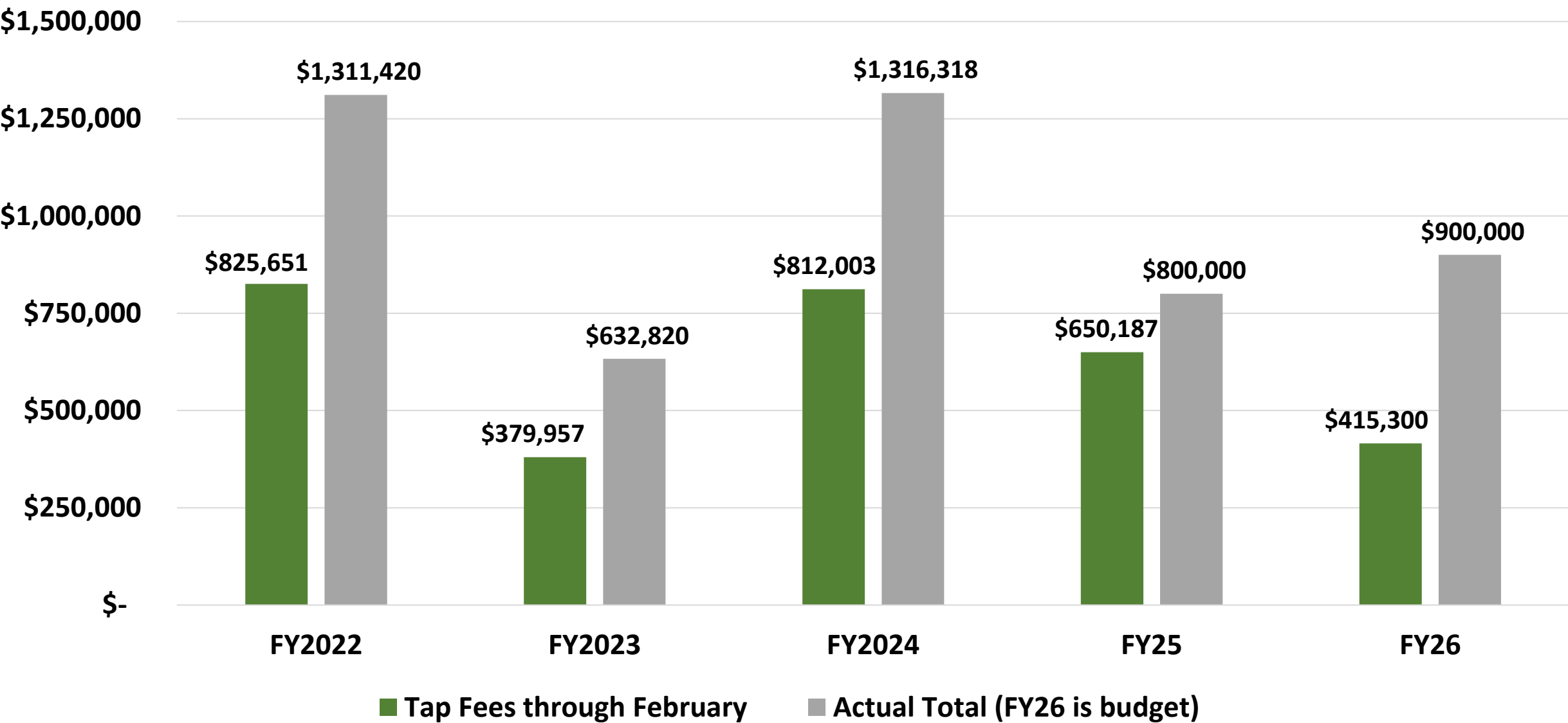
Water Tap Fees through February



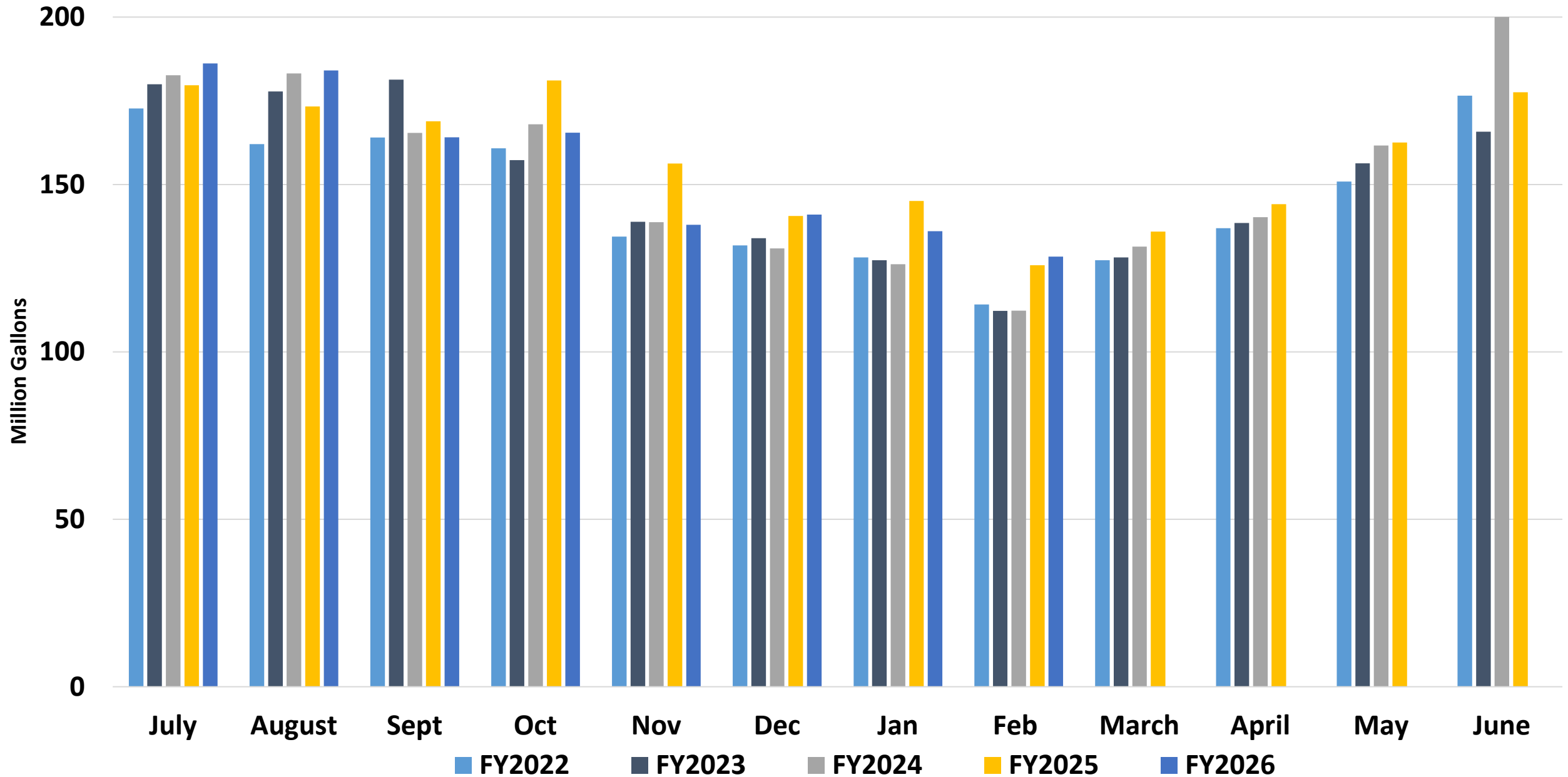
Sewer Tap Fees



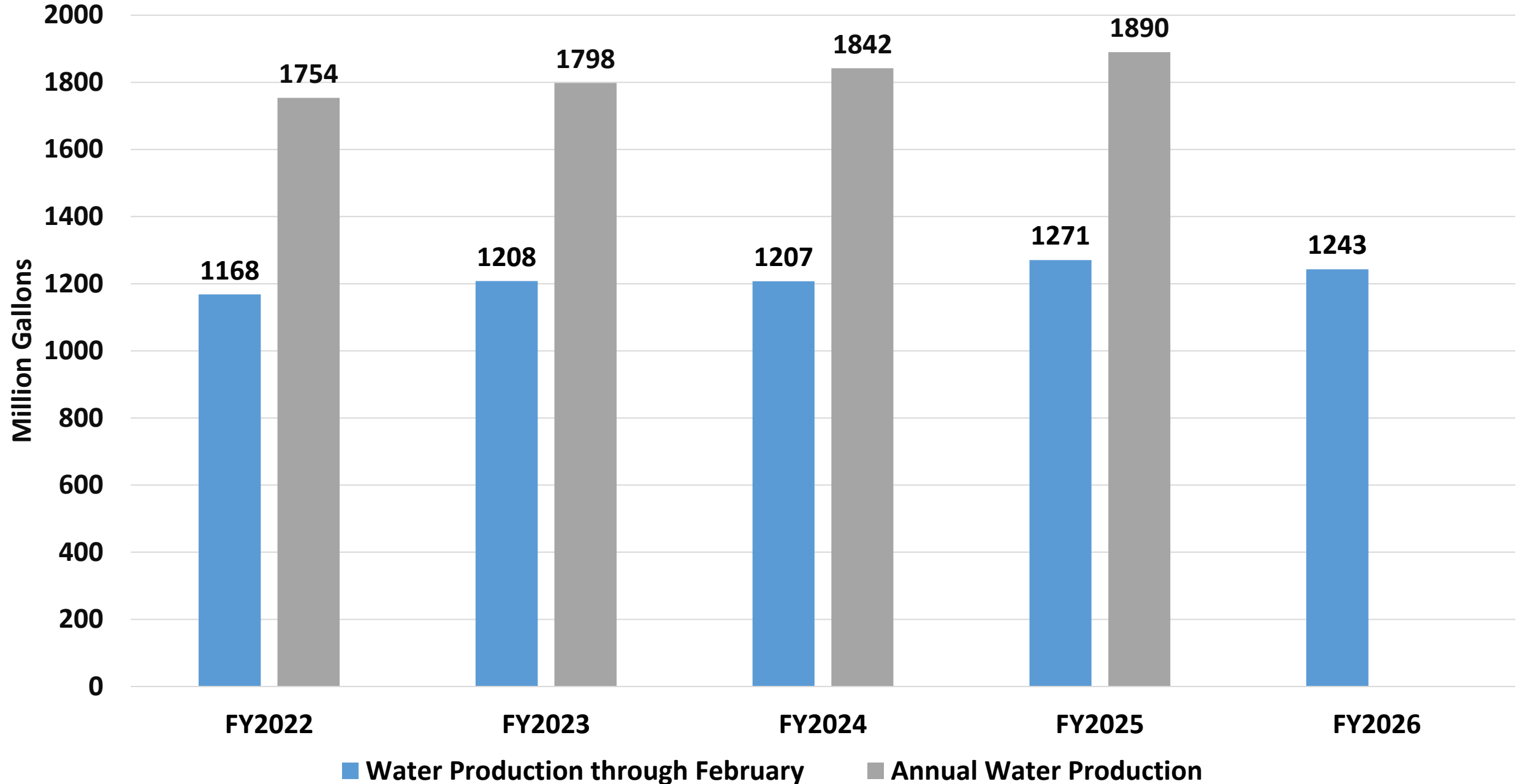
Sewer Tap Fees through February



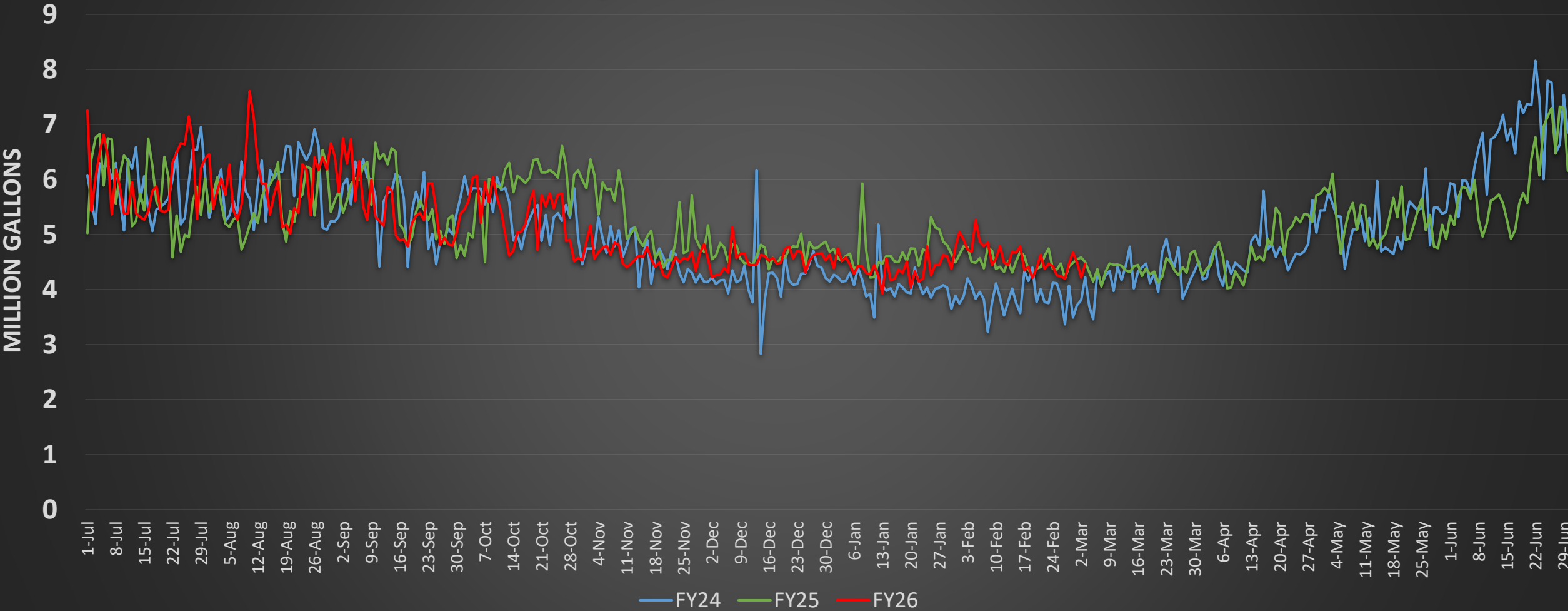
Monthly Water Production



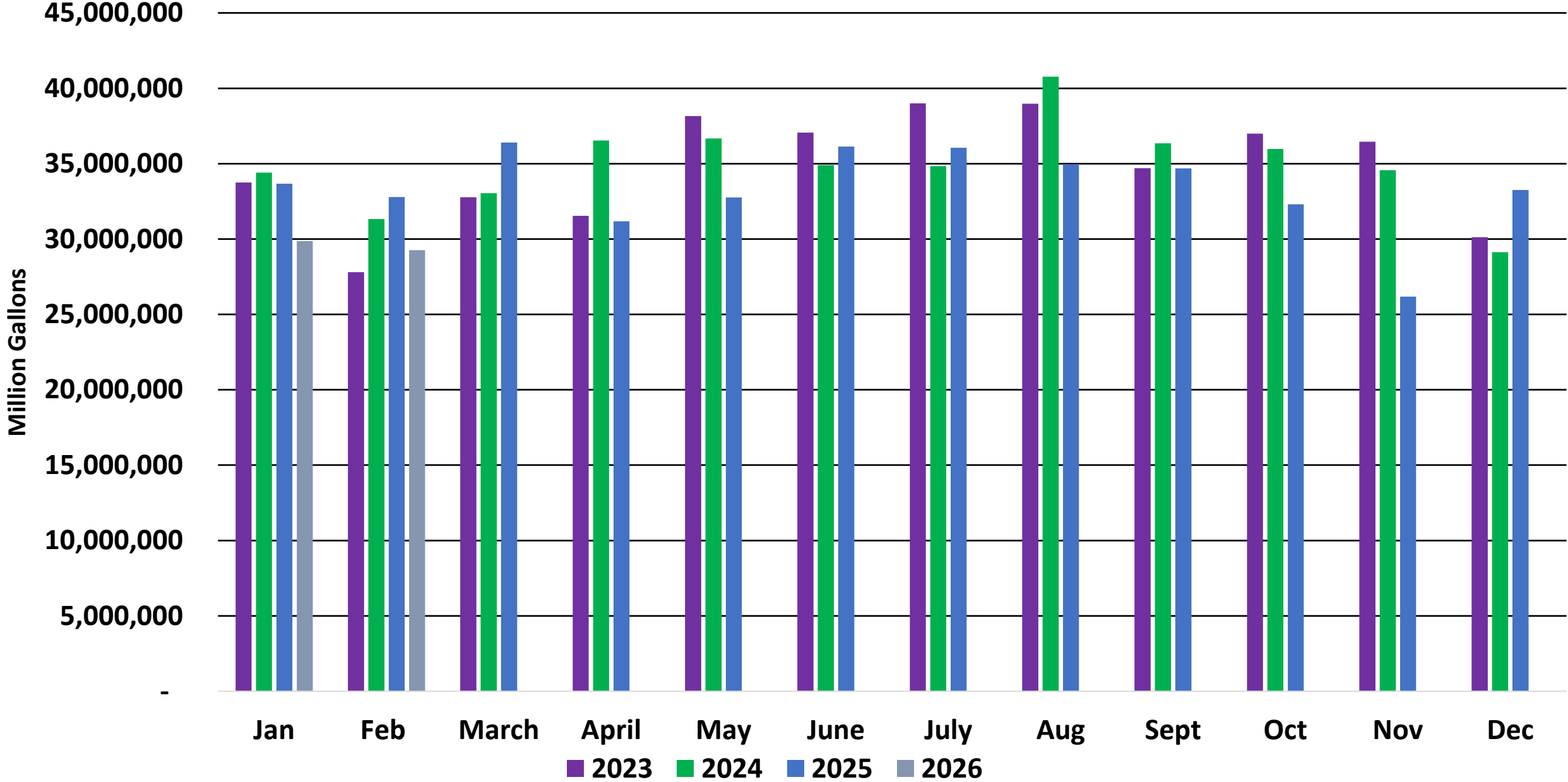
Water Production through February



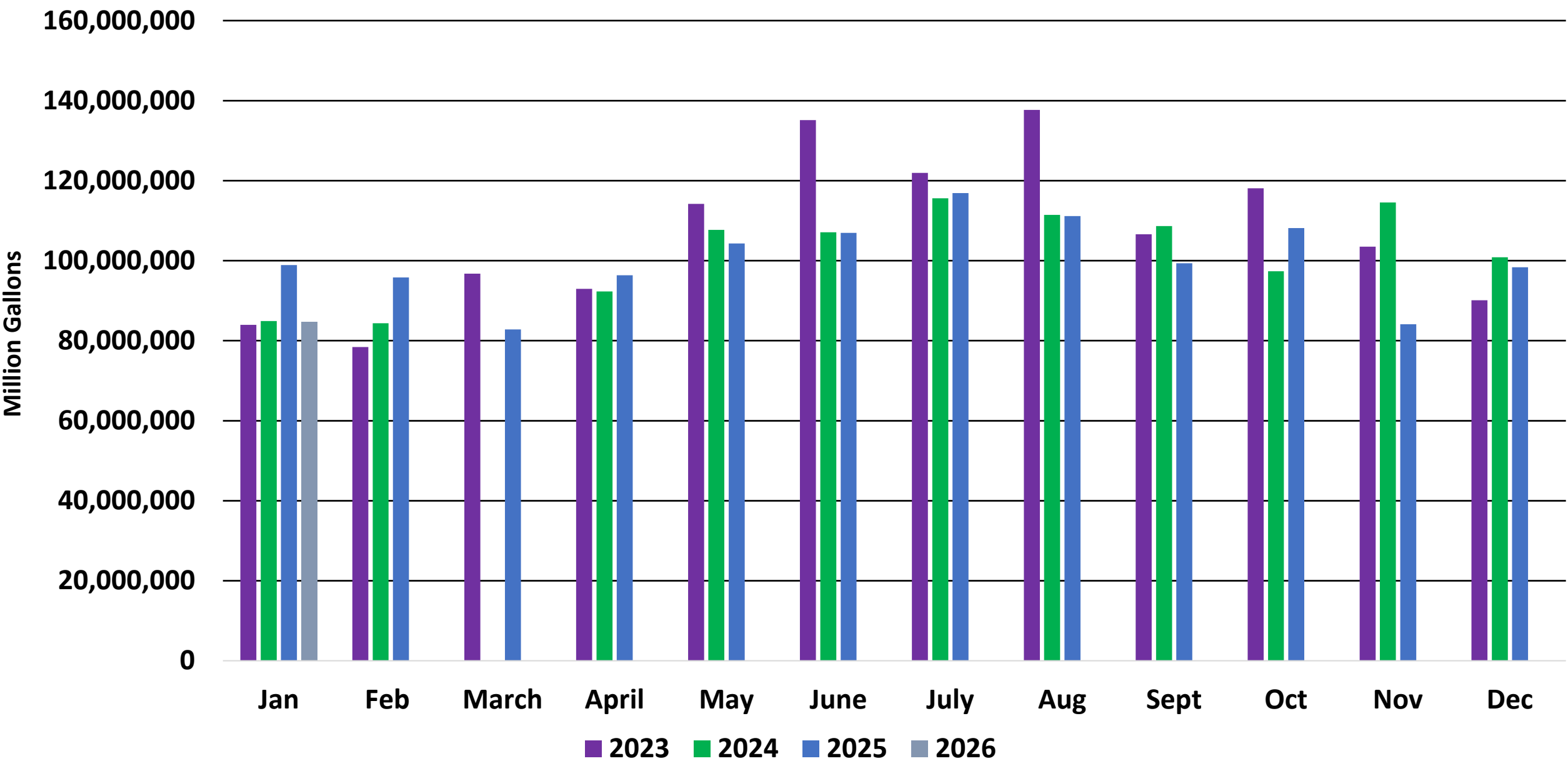
Daily Water Production



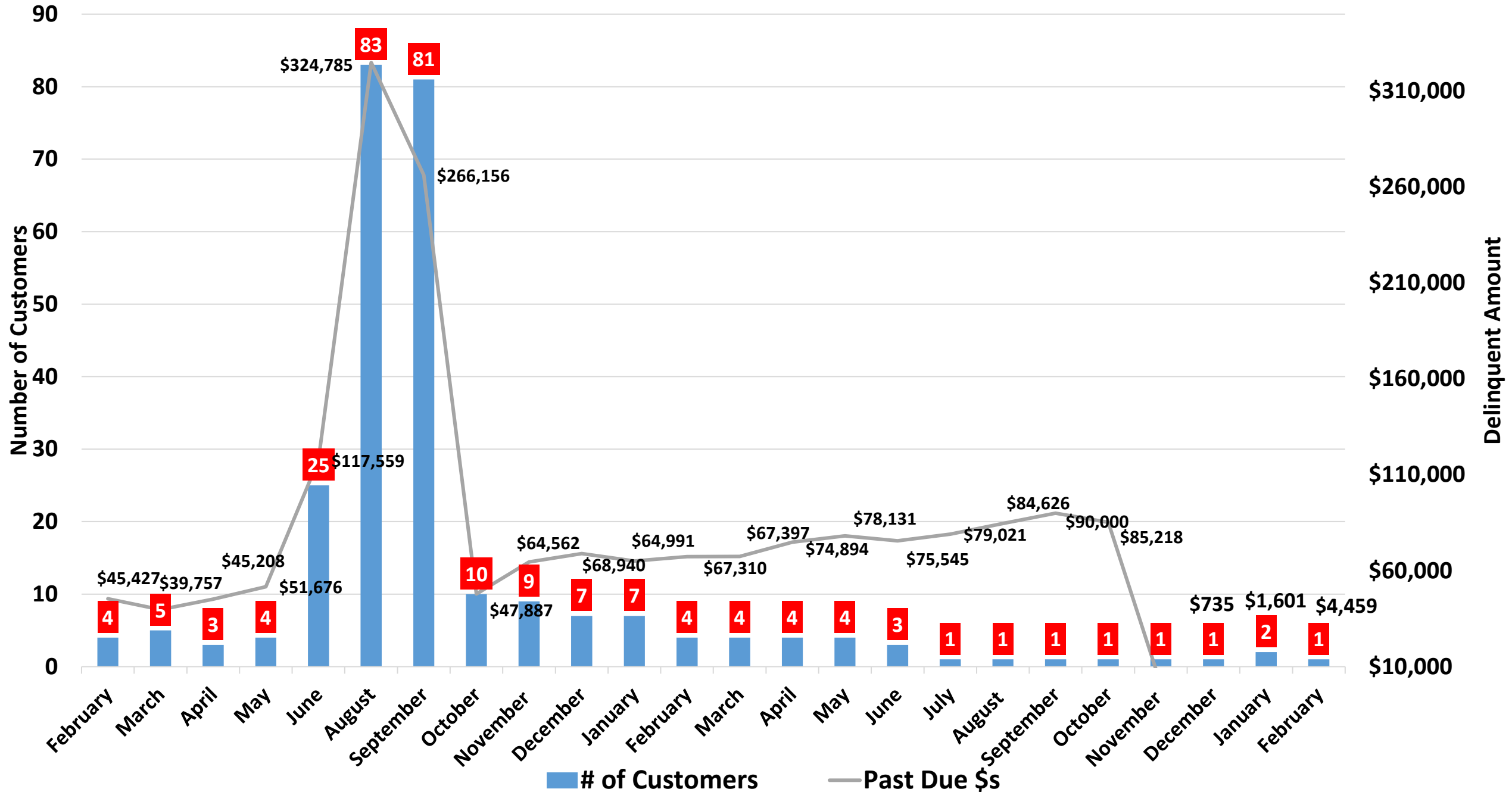
Commercial Consumption



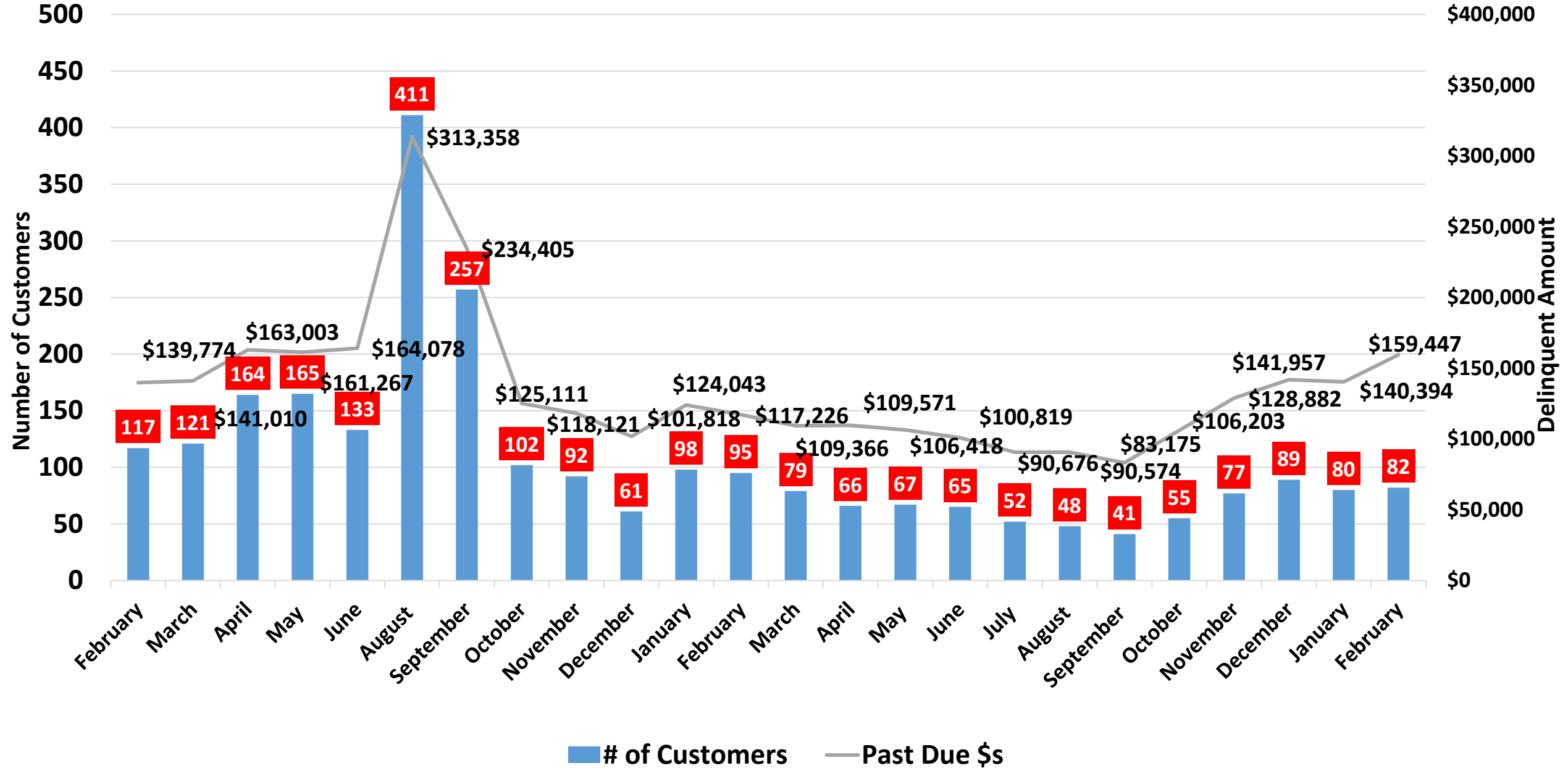
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

