

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

April 14, 2026

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Contract Award - \$125,594 - Lift Station 6-2 Pump and Motor Package Replacement - Smith & Loveless, Inc.
2. Minutes Adoption

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2027 James City Service Authority Budget
2. Abandonment and Conveyance of Easement - 112 The Colony and 132 The Colony

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. April 2026 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 1 pm on April 28, 2026 for the Budget Business Meeting

MEMORANDUM

DATE: April 14, 2026

TO: The Board of Directors

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

SUBJECT: Contract Award - \$125,594 - Lift Station 6-2 Pump and Motor Package Replacement - Smith & Loveless, Inc.

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. An upgrade project consisting of building structural rehabilitation 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 is required to improve the level of service and prevent overflows. The Board approved a contract award to Shaw Construction for the upgrade in December 2025.

Engineering staff researched vendors able to supply the pumps required at Lift Station 6-2 that meet the James City Service Authority (JCSA) design standards. A sole source purchase of two Smith & Loveless, Inc., flooded suction pumps with totally enclosed fan cooled motors was determined to provide the best value and best meet JCSA's needs for this project. Staff are familiar with and trained on Smith & Loveless, Inc., equipment operation and maintenance and the vendor has successfully completed JCSA projects in the past.

Two possible pump options that met the technical requirements were considered and the least expensive option with the shortest lead time was selected. A turnkey package of \$125,594 was negotiated with Smith & Loveless, Inc., to provide all required material and equipment. The price has been determined to be fair and reasonable through comparison with previous similar equipment purchases and budget estimates.

The current Capital Improvement Program budget contains funding to replace the pump and motor package. Staff recommends adoption of the attached resolution authorizing the \$125,594 sole source purchase from Smith & Loveless, Inc., to furnish the Lift Station 6-2 pump and motor package.

MDP/ap
CA-LS6-2PmpMotPkg-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$125,594 - LIFT STATION 6-2 PUMP AND MOTOR PACKAGE

REPLACEMENT - SMITH & LOVELESS, INC.

WHEREAS, the Capital Improvement Program contains funds to replace the pump and motor package at Lift Station 6-2; and

WHEREAS, the original Lift Station 6-2 pump and motor package requires replacement as part of an upgrade project to improve the level of service and prevent overflows; and

WHEREAS, staff negotiated a price of \$125,594 with Smith & Loveless, Inc., to furnish the replacement package.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the sole source purchase from Smith & Loveless, Inc., to furnish the replacement pump and motor package at Lift Station 6-2.

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

WAINWRIGHT
ICENHOUR
LARSON
MCGLENNON
NULL

VOTES

AYE NAY ABSTAIN ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of April, 2026.

CA-LS6-2PmpMotPkg-res

MINUTES
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

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
M. Douglas Powell, General Manager

C. PRESENTATION(S)

None.

D. PUBLIC COMMENT

1. Mr. Chris Henderson, 101 Keystone, addressed the Board to acknowledge the passing of Mr. Larry Foster, former General Manager of the James City Service Authority (JCSA). He praised Mr. Foster's immense dedication to public service. Mr. Henderson requested the Board consider renaming the JCSA Headquarters in Mr. Foster's honor and installing a plaque to commemorate his significant contributions to JCSA, James City County, and the community.

E. CONSENT CALENDAR

1. 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 meeting:

- February 10, 2026, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

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

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

Mr. Powell informed the Board that after evaluating coverage options, JCSA determined the Virginia Risk Sharing Association (VRSA) was the best fit for a public utility due to its specialized training, education, and support. Mr. Powell noted that the resolution before the Board authorized the nonrenewal of the contract with VAcop and the execution of the new agreement with VRSA.

2. Contract Awards - Annual Engineering Services

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

Mr. Powell informed the Board that a Request for Proposals was solicited for annual engineering services across nine categories. He reported that after evaluating the submissions, staff recommended the firms listed in Attachment A of the Agenda Packet. Additionally, he noted that contract values were limited to \$750,000 per project, with a total annual cap of \$3 million. Mr. Powell noted that staff recommended approval of the resolution.

H. BOARD REQUESTS AND DIRECTIVES

Ms. Wainwright appreciated the informative presentations at the Board Retreat. She noted that the presentations provided a comprehensive overview of JCSA's current operations and challenges.

Mr. Powell noted the productive nature of the event and expressed hope that the Board shared this view.

Ms. Null expressed positive remarks about the event.

I. GENERAL MANAGER'S UPDATE

1. March 2026 Dashboard Report

Mr. Powell reported a 75% increase in infrastructure breaks over the last six weeks compared to the same period last year, attributed to a recent hard freeze. He publicly recognized JCSA staff for their intensive efforts in managing this increased workload.

Ms. Larson thanked JCSA staff for their dedication and hard work.

Ms. Null extended her gratitude to JCSA staff.

J. ADJOURNMENT

1. Adjourn until 5 pm on April 14, 2026 for the Regular Meeting

A motion to Adjourn was made by James Icenhour, the motion result was Passed.

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

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

At approximately 5:05 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: April 14, 2026

TO: The Board of Directors

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

SUBJECT: Public Hearing on Fiscal Year 2027 James City Service Authority Budget

The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2027 Budget.

Any public comments received could become part of the Agenda for the upcoming Budget Business Meeting at the direction of the Board of Directors. The Budget Business Meeting is scheduled for April 28, 2026. Staff expects to ask the Board to adopt the budget, as amended during the Budget Business Meeting, at its meeting on May 12, 2026.

No action is requested of the Board at this meeting.

MDP/tm
PH_FY27_JCSABudgt-mem

MEMORANDUM

DATE: April 14, 2026

TO: The Board of Directors

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

SUBJECT: Abandonment and Conveyance of Easement - 112 The Colony and 132 The Colony

The James City Service Authority (JCSA) owns an easement along the property line between 112 The Colony and 132 The Colony. The easement documents are attached. The easement was established in 1975 to allow the necessary piping for a dual grinder pump to convey wastewater to the JCSA collection system. Dual grinder pumps create legal and logistical issues that the JCSA is attempting to remediate.

Staff recommends approval of the resolution to abandon the easement along the property line between 112 The Colony and 132 The Colony and grant the General Manager authority to convey the remaining rights in the easement to the property owner of 112 The Colony.

MDP/tm
AbanConEasmt112_132TC-mem

Attachments

RESOLUTION

ABANDONMENT AND CONVEYANCE OF EASEMENT -

112 THE COLONY AND 132 THE COLONY

WHEREAS, the James City Service Authority (JCSA) owns an easement between 112 The Colony and 132 The Colony; and

WHEREAS, the easement was established to allow the necessary piping for a dual grinder pump to convey wastewater to the JCSA collection system; and

WHEREAS, dual grinder pumps create legal and logistical issues, and JCSA is attempting to remediate issues created by dual grinder pumps.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the General Manager is authorized to execute those documents necessary to convey any and all of JCSA's rights located on 112 The Colony and 132 The Colony in James City County, Virginia, to the property owner of 112 The Colony.

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 14th day of April, 2026.

AbanConEasmt112_132TC-res

THIS DEED OF EASEMENT, made this 26 day of August,
1975 by and between DONALD EVANS and BETTY B. EVANS, Husband and wife

BOOK 163 PAGE 498

Q/K/A DONALD J. P. EVANS
hereinafter referred to as "Grantor"; and the JAMES CITY COUNTY SANITARY
DISTRICT NUMBER 3, organized and existing under the laws of the Commonwealth
of Virginia, hereinafter referred to as "Grantee."

WITNESSETH: That for and in consideration of the sum of ONE DOLLAR
(\$1.00) and other valuable consideration, cash in hand paid by the Grantee
to the Grantor, receipt whereof is hereby acknowledged, the Grantor does
grant and convey with GENERAL WARRANTY unto the JAMES CITY COUNTY SANITARY
DISTRICT NUMBER 3, the following rights in and to certain real property
situate, lying and being in James City County Magisterial District, James
City County, Virginia, to-wit:

The privilege and easement in perpetuity of right-of-way to construct,
lay, maintain, repair, inspect, improve, replace and alter, and at will
remove within the permanent and construction easement strips hereinafter
described and referred to, works and systems for the transmission and
distribution of sewage, water and related utility services, over, upon,
across and under property of the Grantor, said permanent and construction
easement strips being further described on a certain plat entitled, "A PLAT
FOR SEWER EASEMENT, TO: JAMES CITY COUNTY SANITARY DISTRICT NUMBER 3 FROM:

Donald Evans and Betty B. Evans."

Drawing Number JO2-14GP-2 dated August 19, 1975,
made by Deward M. Martin and Associates, Inc., which is attached hereto, made
a part hereof, to be recorded herewith and to which reference is here made
for a more accurate description of the easements herein conveyed.

Said real estate having been conveyed to the Grantor by Deed from _____
LAWRENCE A. PEOCATIELLO
dated Sept. 21, 1966, of record in James City County Deed
Book 108, page 332.

The further terms and conditions of this grant are as follows:

a. That the Grantee may (but is not required to) trim, cut, remove
and clear all trees, limbs, undergrowth and any and all other obstructions
within the said right-of-way or easement strip, that may in any manner in

Original ~~mailed or~~ delivered to William R. Bland, Attny at Law

P.O. Box HB, Williamsburg, Va.

11-11-75
Juliette C. Clothier, Clerk

b. The granting of the easement hereinabove described neither expressly nor impliedly constitutes any payment, or the waiver of any obligation for the payment, by the Grantor or to their successors or assigns of any connection fee or charge, tax, assessment, other charge or obligation whatsoever now due or heretofore due or hereafter to become due and payable to the Grantee or to any person, firm, governmental body or other corporation whatsoever.

c. That the Grantee will exercise reasonable care to protect the Grantor's property from damage or injury occasioned in the enjoyment of the easement and rights herein granted and will promptly repair the said property or reimburse the Grantor for any property damaged beyond repair.

d. That if the Grantee does cut or fall any brush, undergrowth or trees, or should excavations be carried on pursuant to this easement and any large size rocks or boulders are unearthed and not buried in said excavation, such brush, undergrowth, trees, large size rocks and boulders shall, at the expense of the Grantee be removed from the Grantor's property.

e. That the Grantor shall have no right, title, interest, estate or claim whatsoever in or to any of the sewer lines, pipes or other equipment and accessories installed by virtue hereof.

The Grantor further covenants that they have the right to convey the said easement; that the Grantee shall have quiet and peaceful enjoyment and possession of said easement, and that the Grantor will execute such further assurances of the said grants and easements herein contained as may be requisite.

WITNESS the following signatures and seals:

es and seals:

Donald Evans (SEAL)

Betty B. Evans (SEAL)

Betty B. Evans (SEAL)

(SEAL)

John E. Donaldson (SEAL)
Chairman, Board of Supervisors
James City County, with authority
to act for James City County Sanita
District Number 3

ATTEST:

Howard McCann (SEAL)
Clerk, Board of Supervisors

STATE OF VIRGINIA

COUNTY OF JAMES CITY, to-wit:

I, the undersigned Notary Public for the jurisdiction aforesaid, do
certify that Donald Evans and Betty B. Evans

whose names are signed to the foregoing writing bearing date on the 26
day of August 1975, have this day acknowledged the same
before me in my jurisdiction aforesaid.

GIVEN under my hand this 19th day of September 1975.

[Signature]
Notary Public

My commission expires on the 13th day of November 1975.

STATE OF VIRGINIA

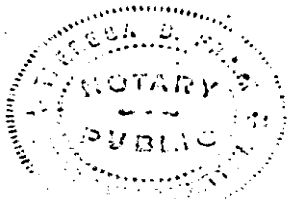
COUNTY OF JAMES CITY,
~~CITY OF WILLIAMSBURG~~, to-wit:

I the undersigned Notary Public in and for the jurisdiction aforesaid
do certify that JOHN E. DONALDSON and THOMAS R. McCANN, JR., Chairman and
Clerk, respectively, of the Board of Supervisors, James City County, whose
names are signed as such to the foregoing writing bearing date on the
26th day of August 1975, have this day acknowledged the
same before me in my jurisdiction aforesaid.

GIVEN under my hand this 29th day of September 1975.

Thomas R. McCann, Jr.
Notary Public

My commission expires on the 29th day of November 1977.

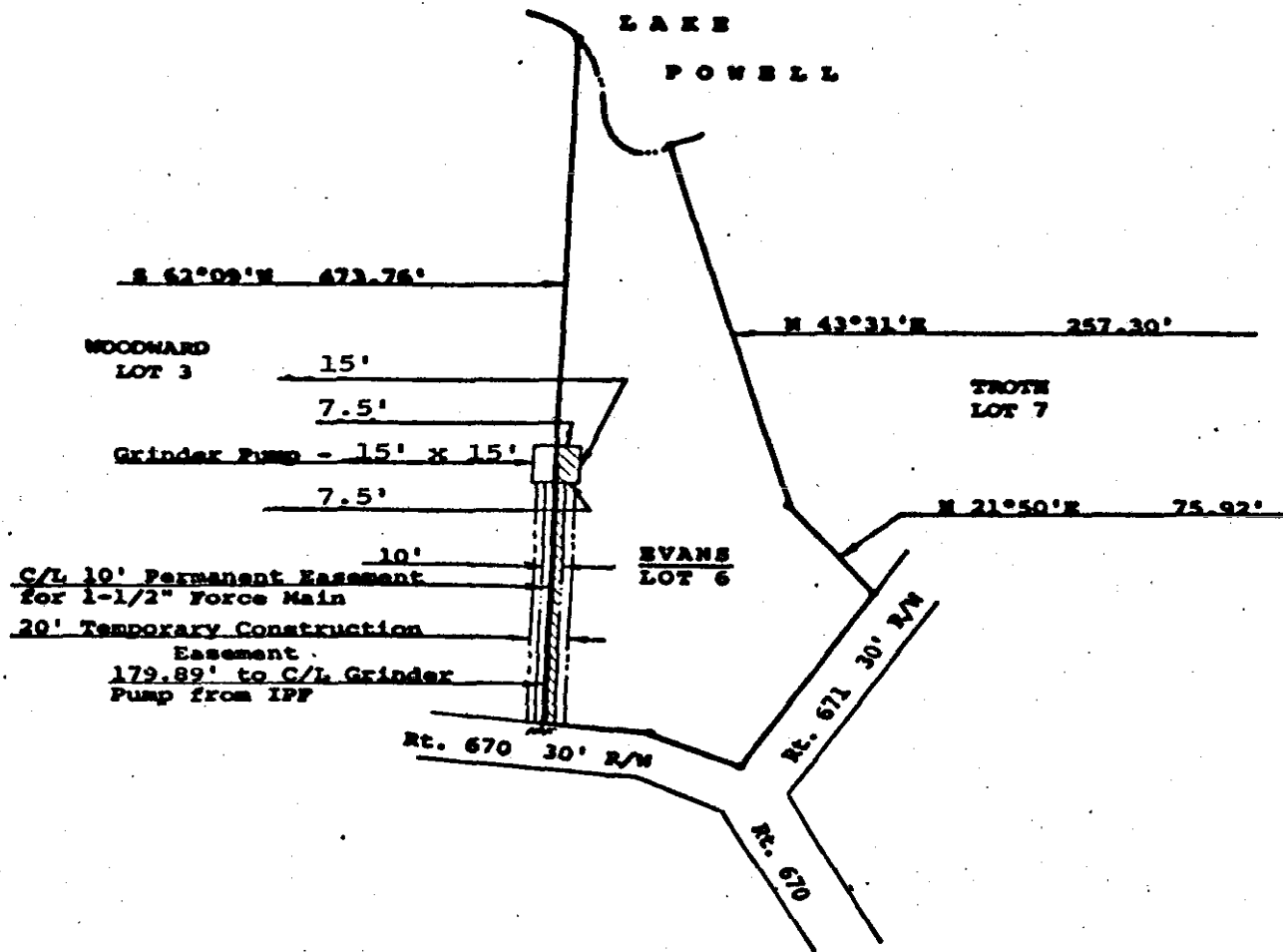
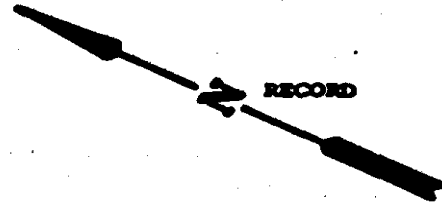


PLAT RECORDED IN
DB. NO. 163 PAGE 501

State of Virginia
City of Williamsburg and County of James City, to-wit:
in the office of the Clerk of the Court for the City and County
aforesaid, on the 15th day of Oct. 1975, this d
was presented and with the certificate annexed, admitted to
record at 2:05 P.M.

Teste:

Julius E. Cochran
Clerk



NOTE: Shaded Area for Permanent Easement.



Drwg. No. JO2-14GP-2

DEWARD M. MARTIN & ASSOCIATES, INC.

TOANO, VIRGINIA

Legend • = I.P. = Iron Pipe @ = Mon = Monument — = R — = R/W - - - = Easement Lines

A Plat for Sewer Easement
To: James City County Sanitary District No. 3
From: Donald & Betty B. Evans

Scale: 1"=100'

Ref: DB 108/332

Date: August 19, 1975

Area: -----

BOOK 163 PAGE 490

THIS DEED OF EASEMENT, made this 26 day of August, 1975 by and between HORACE J. WOODWARD and MARGARET S. WOODWARD, Husband and wife

hereinafter referred to as "Grantor"; and the JAMES CITY COUNTY SANITARY DISTRICT NUMBER 3, organized and existing under the laws of the Commonwealth of Virginia, hereinafter referred to as "Grantee."

WITNESSETH: That for and in consideration of the sum of ONE DOLLAR (\$1.00) and other valuable consideration, cash in hand paid by the Grantee to the Grantor, receipt whereof is hereby acknowledged, the Grantor does grant and convey with GENERAL WARRANTY unto the JAMES CITY COUNTY SANITARY DISTRICT NUMBER 3, the following rights in and to certain real property situate, lying and being in James City County Magisterial District, James City County, Virginia, to-wit:

The privilege and easement in perpetuity of right-of-way to construct, lay, maintain, repair, inspect, improve, replace and alter, and at will remove within the permanent and construction easement strips hereinafter described and referred to, works and systems for the transmission and distribution of sewage, water and related utility services, over, upon, across and under property of the Grantor, said permanent and construction easement strips being further described on a certain plat entitled, "A PLAT FOR SEWER EASEMENT, TO: JAMES CITY COUNTY SANITARY DISTRICT NUMBER 3 FROM:

Horace J. Woodward and Margaret S. Woodward."

Drawing Number JO2-14GP-1 dated August 19, 1975, made by Deward M. Martin and Associates, Inc., which is attached hereto, made a part hereof, to be recorded herewith and to which reference is here made for a more accurate description of the easements herein conveyed.

Said real estate having been conveyed to the Grantor by Deed from MARY C. TAYLOR, divorced dated August 26, 1972, of record in James City County Deed Book 138, page 769.

The further terms and conditions of this grant are as follows:

a. That the Grantee may (but is not required to) trim, cut, remove and clear all trees, limbs, undergrowth and any and all other obstructions within the said right-of-way or easement strip, that may in any manner in

Original ~~mailed~~ delivered to William R. Bland, Attny at Law

P.O. Box HB, Williamsburg, Va. 11-11-75

Juliette C. Clothier, Clerk

res and seals:

Horace J. Woodward (SEAL)

Margaret S. Woodward (SEAL)

_____ (SEAL)

John E. Donaldson (SEAL)
Chairman, Board of Supervisors,
James City County, with authority
to act for James City County Sanita
District Number 3

ATTEST:

Thomas McCann (SEAL)
Clerk, Board of Supervisors

STATE OF VIRGINIA

COUNTY OF JAMES CITY, to-wit:

I, the undersigned Notary Public for the jurisdiction aforesaid, do
certify that Horace J. Woodward and Margaret S. Woodward

whose names are signed to the foregoing writing bearing date on the 26
day of August 1975, have this day acknowledged the same
before me in my jurisdiction aforesaid.

GIVEN under my hand this 23rd day of September 1975.

John E. Donaldson
Notary Public

My commission expires on the 1st day of November 1975.

STATE OF VIRGINIA

COUNTY OF JAMES CITY,

~~CITY OF WILLIAMSBURG~~, to-wit:

I the undersigned Notary Public in and for the jurisdiction aforesaid
do certify that JOHN E. DONALDSON and THOMAS R. MCCANN, JR., Chairman and
Clerk, respectively, of the Board of Supervisors, James City County, whose
names are signed as such to the foregoing writing bearing date on the
26th day of August, 1975, have this day acknowledged the
same before me in my jurisdiction aforesaid.

GIVEN under my hand this 29th day of September 1975.

Thomas R. McCann
Notary Public

My commission expires on the 30th day of November 1977

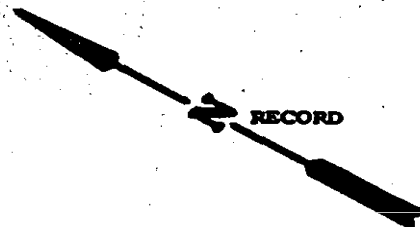
State of Virginia
City of Williamsburg and County of James City, to-wit:
In the office of the Clerk of the Court for the City and County
aforesaid, on the 15th day of Oct. 1975 this deed
was presented and with the certificate annexed, admitted to
record at 2:03 P. M.

Teste:

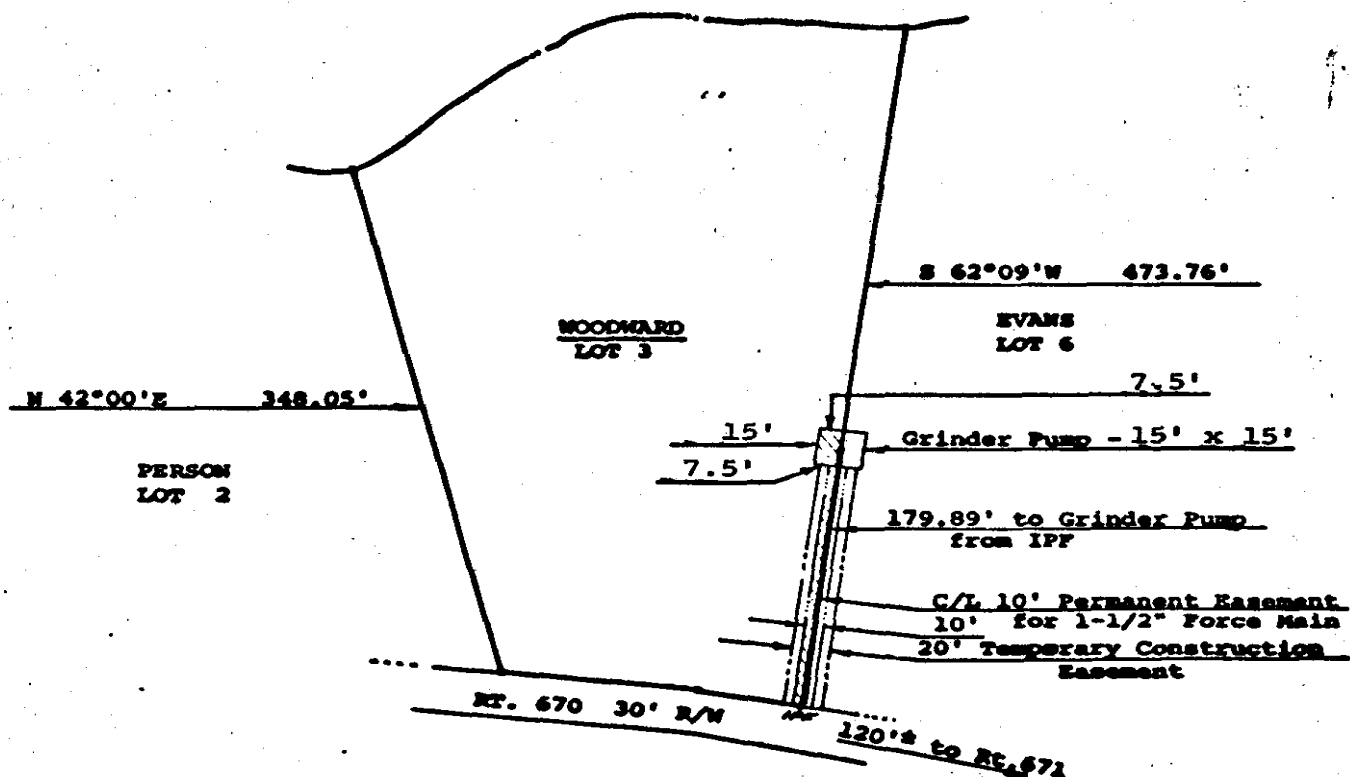
Julius C. Clavin
Clerk

PLAT RECORDED IN

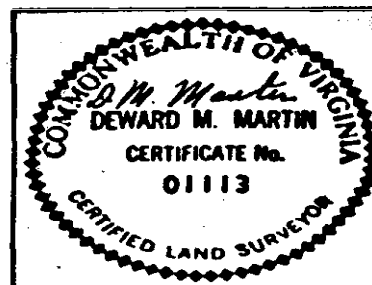
B.B. NO. 163 PAGE 493



L A R E P O W E L L



NOTE: Shaded Area for Permanent Easement.



Drwg. No. JO2-14GP-1

DEWARD M. MARTIN & ASSOCIATES, INC.

TOANO, VIRGINIA

Legend ● = I.P. = Iron Pipe □ = Mon = Monument — = R — = R/W --- = Easement Lines

A Plat for Sewer easement

To: James City County Sanitary District No. 3
From: Horace J. & Margaret S. Woodward

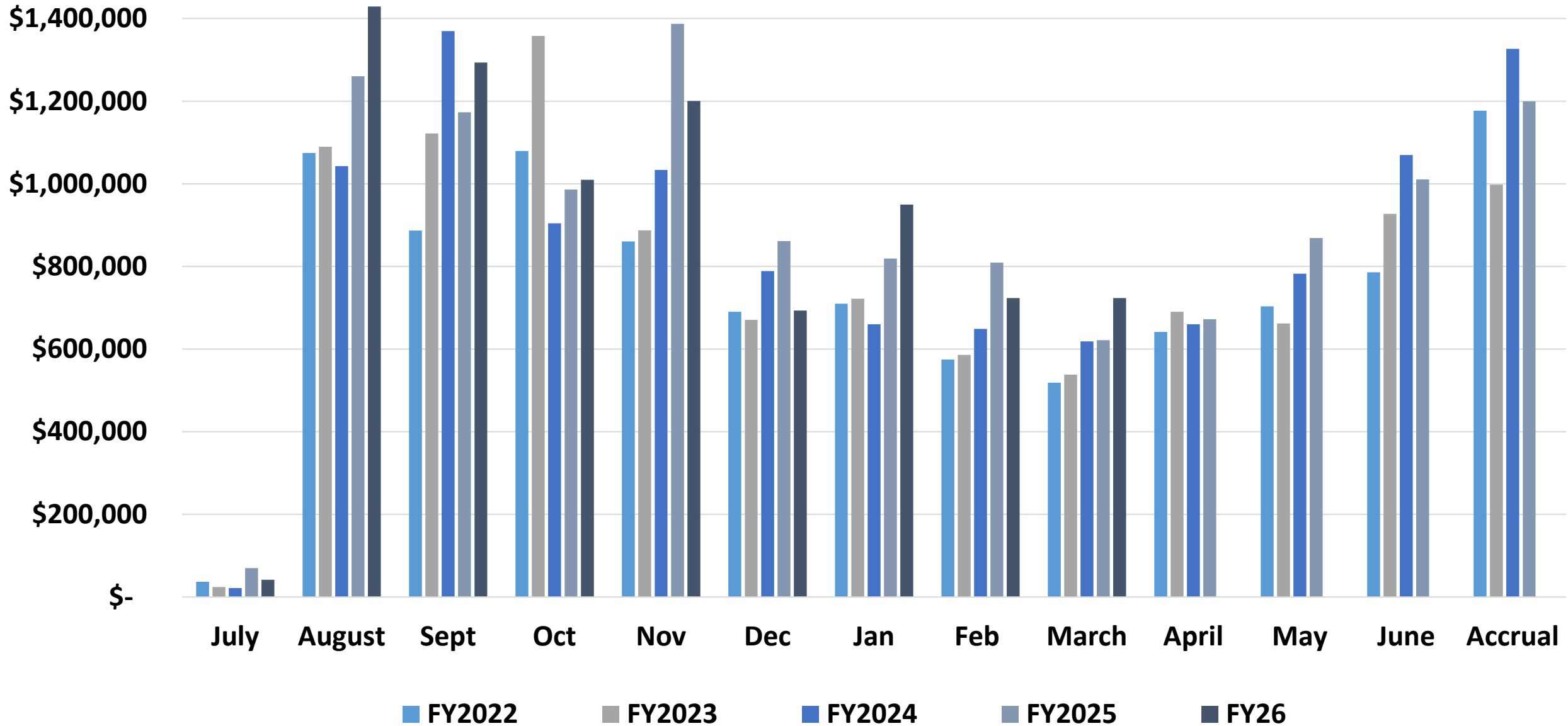
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Ref: DB 138/769

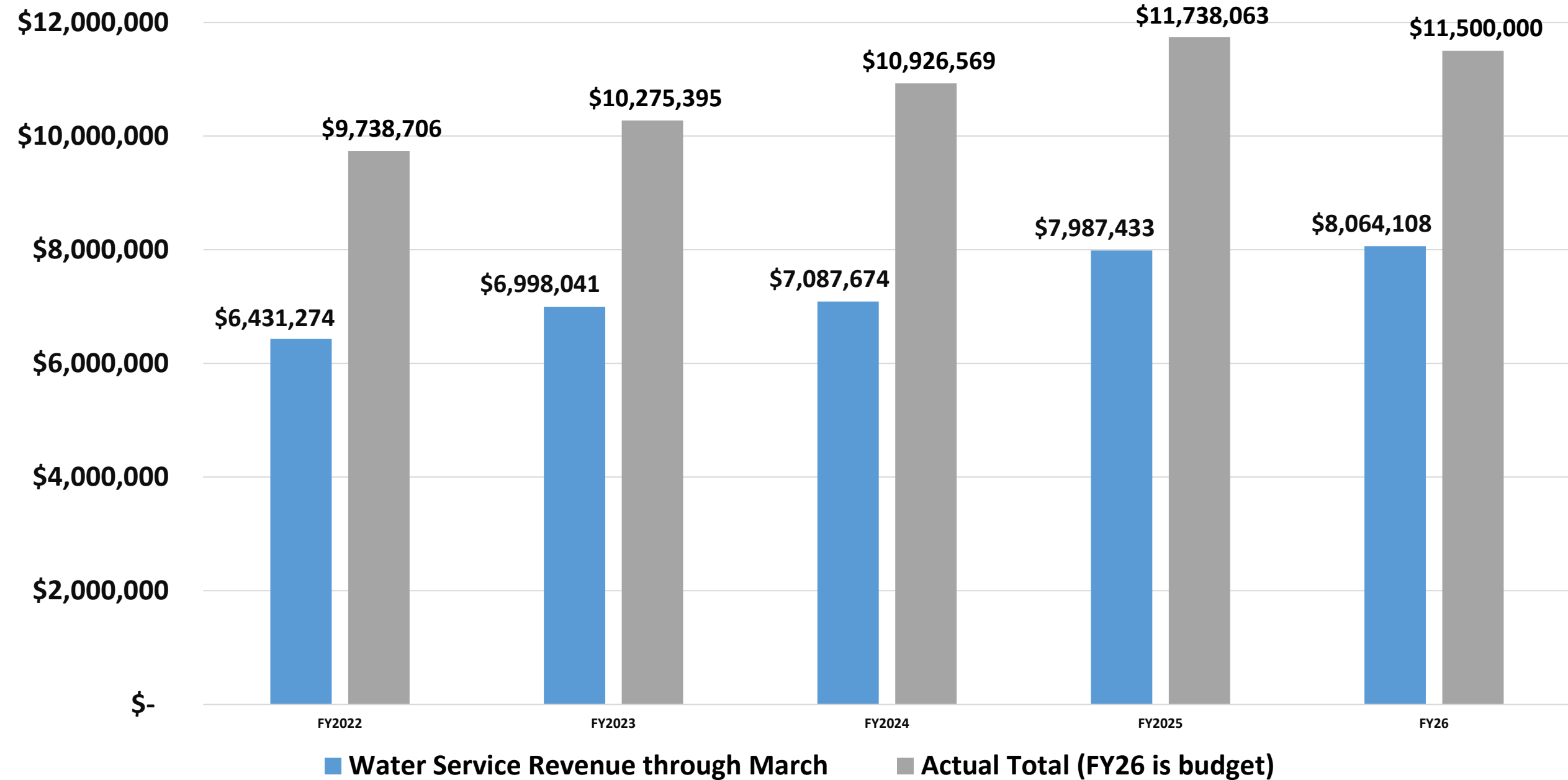
Date: August 19, 1975

Area: -----

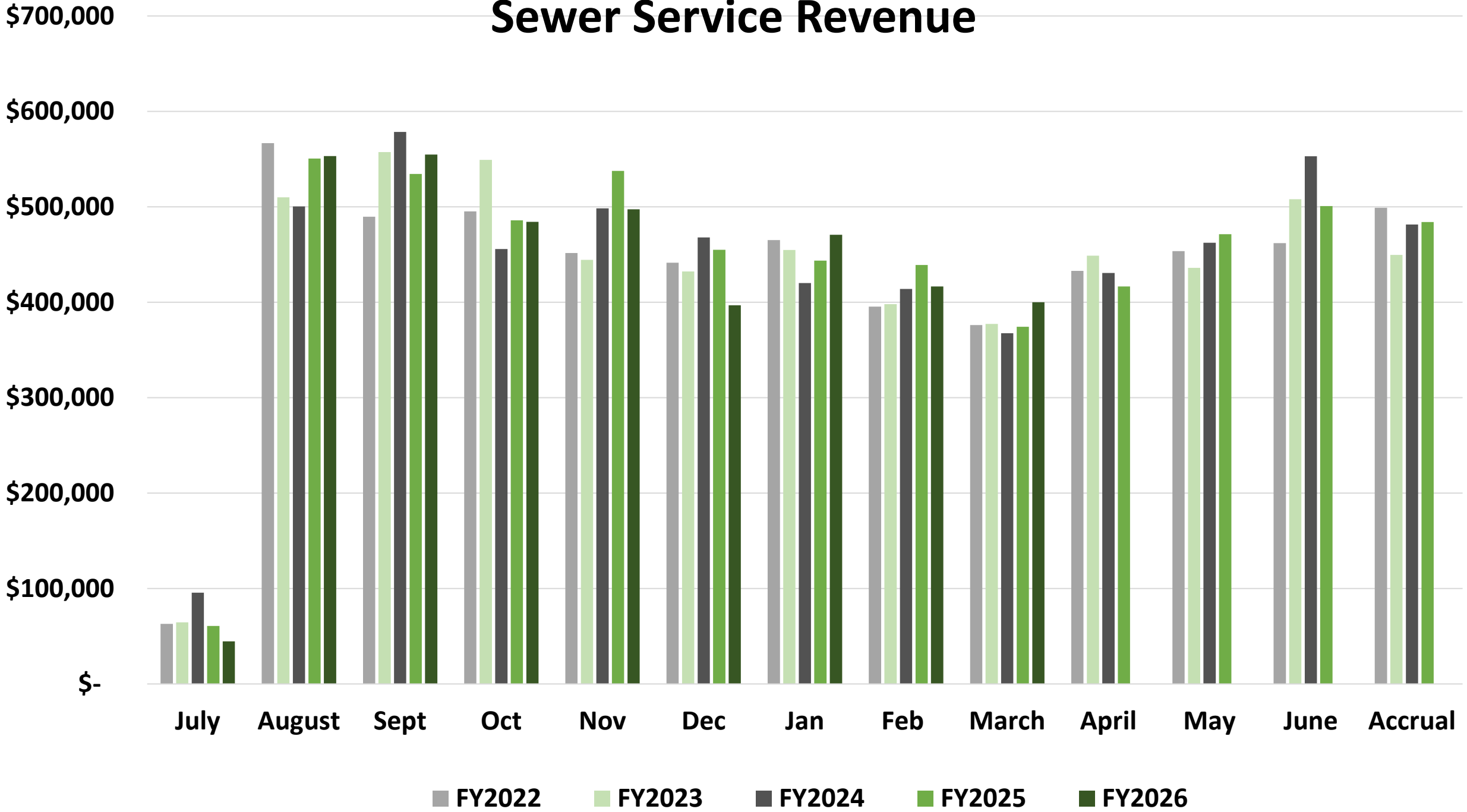
Water Service Revenue



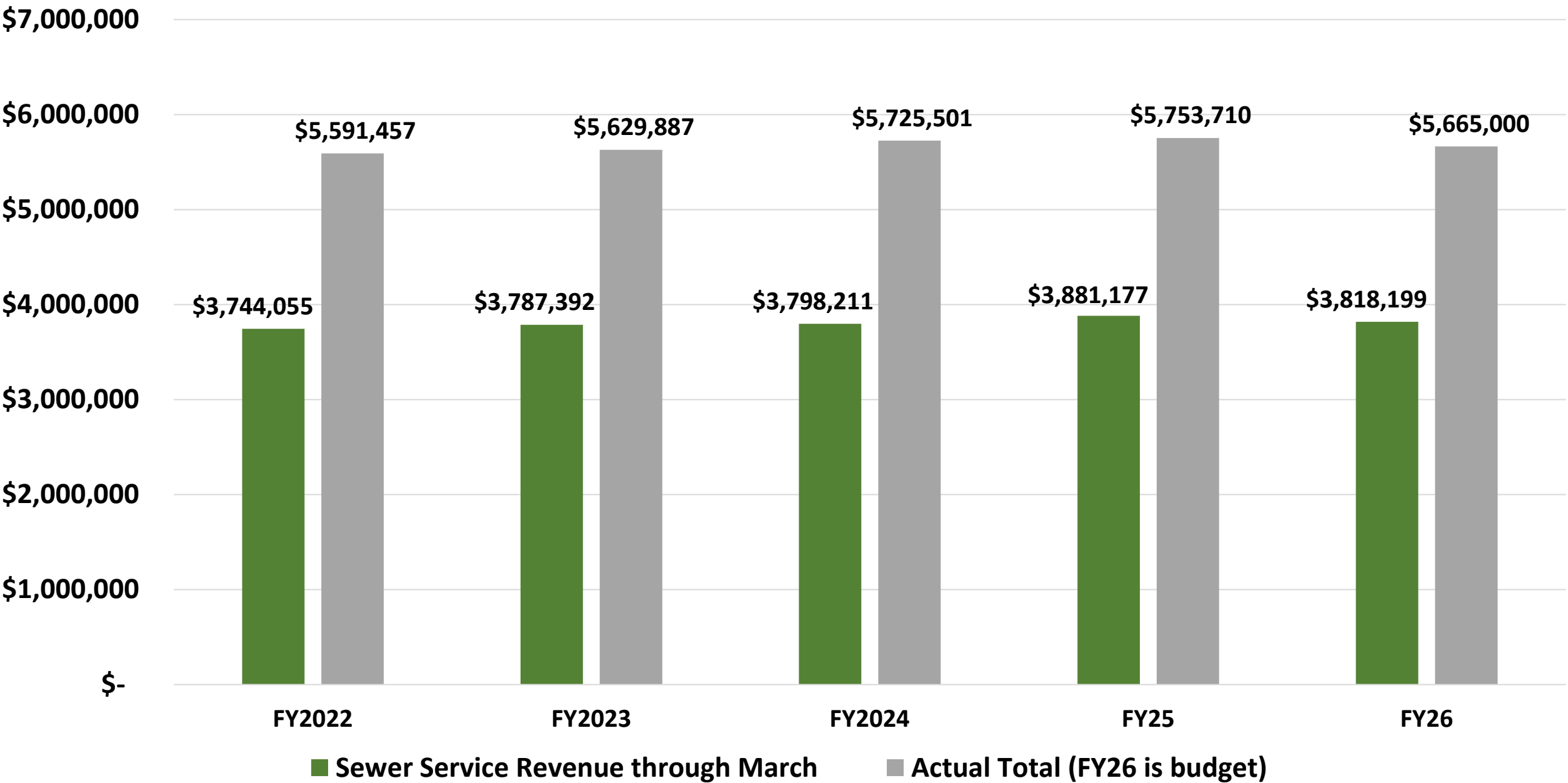
Water Service Revenue through March



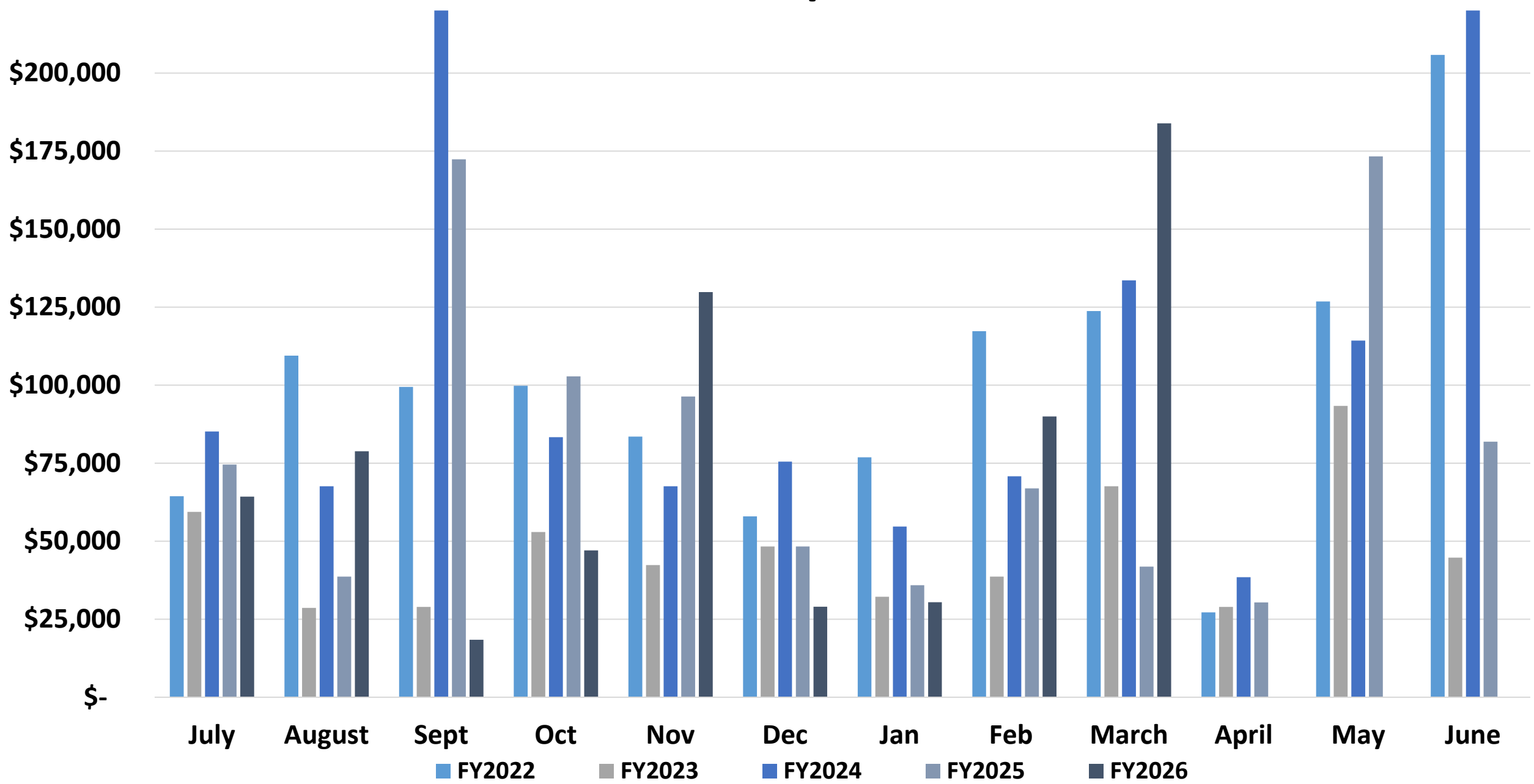
Sewer Service Revenue



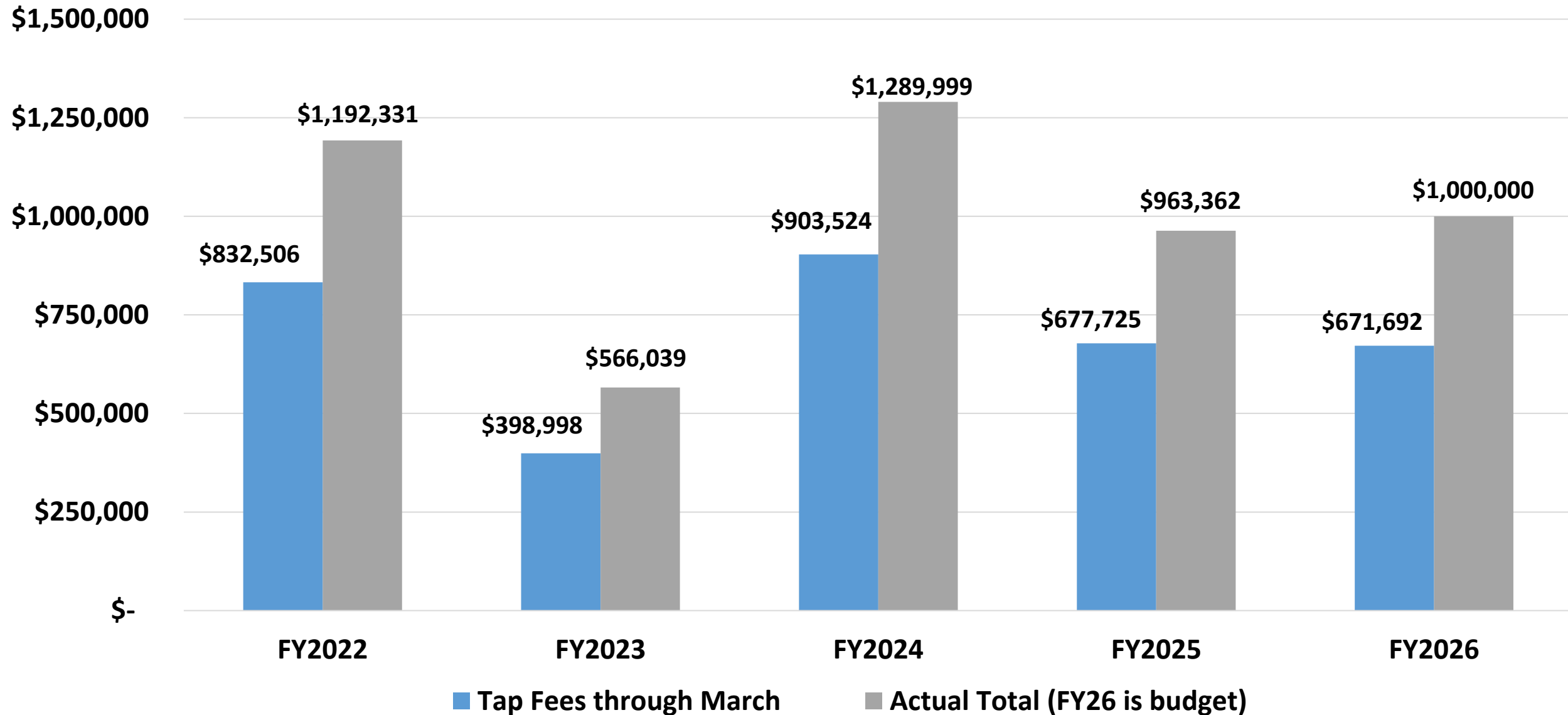
Sewer Service Revenue through March



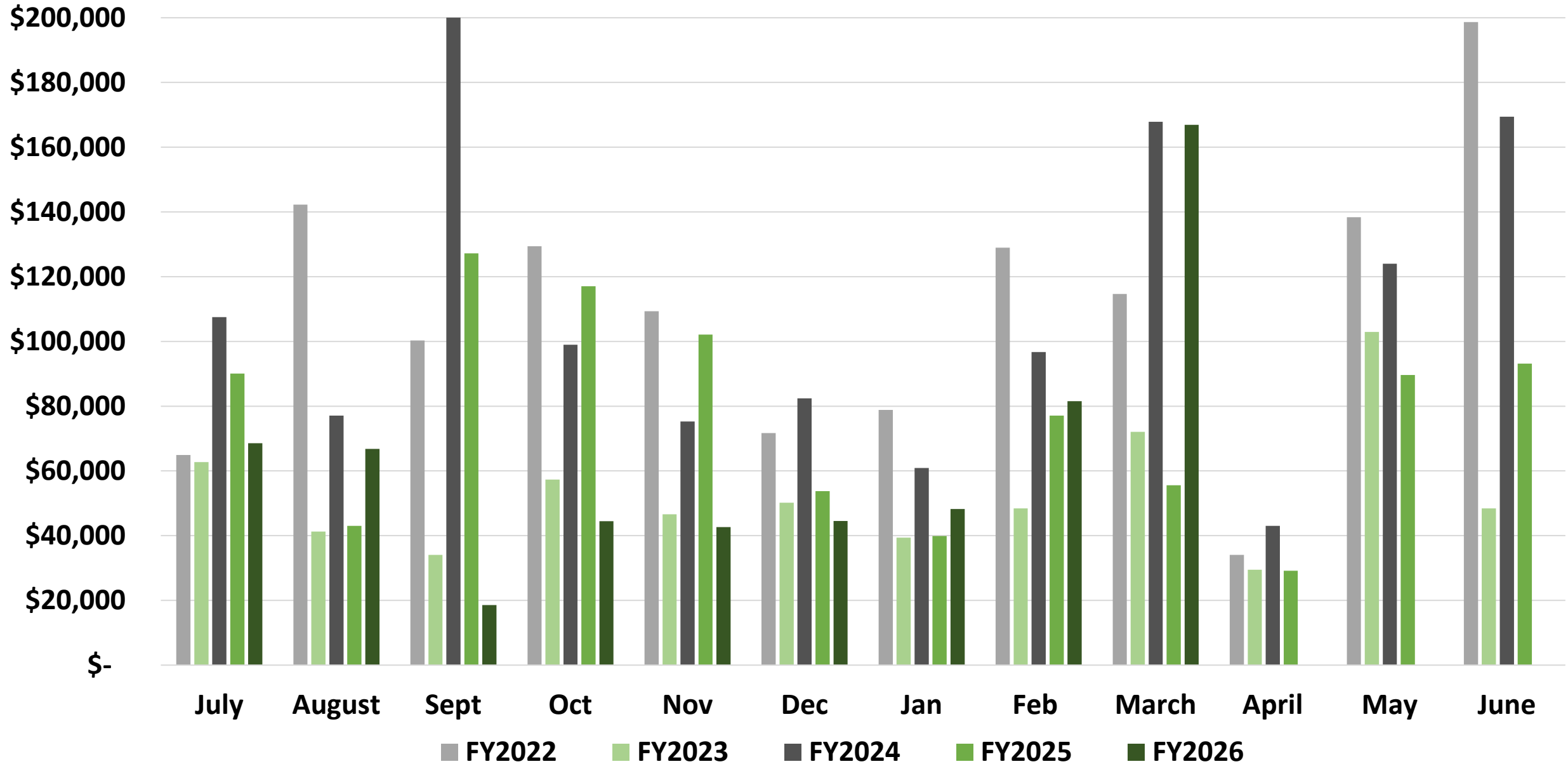
Water Tap Fees



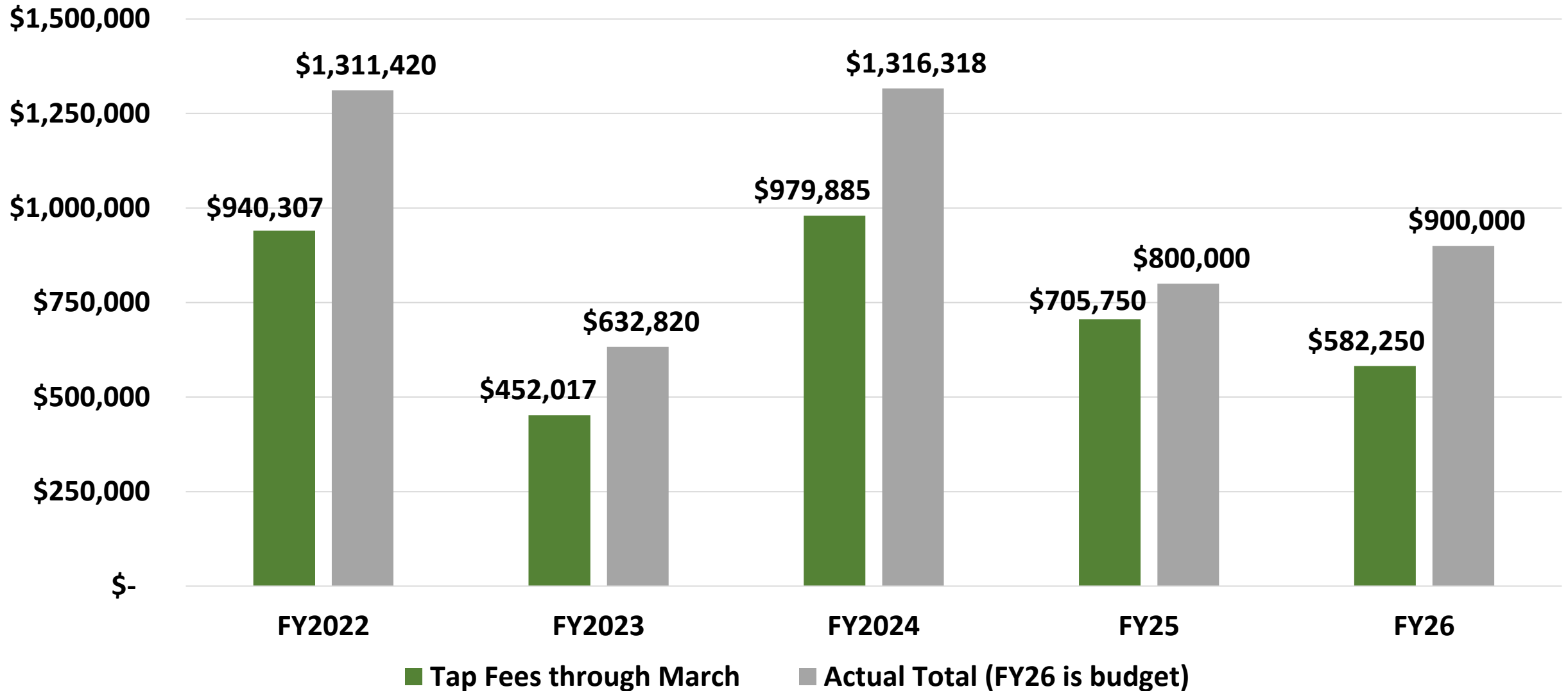
Water Tap Fees through March



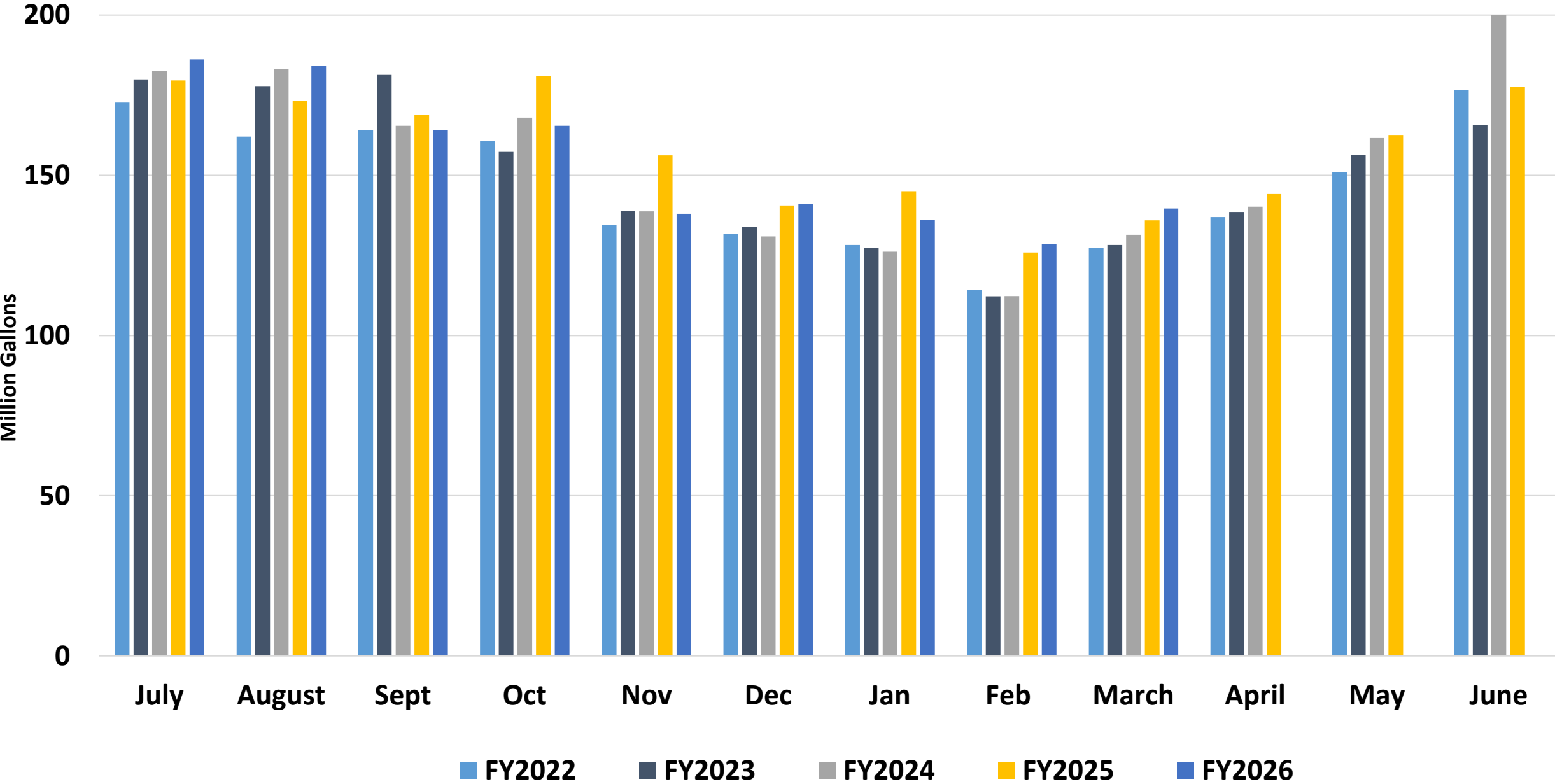
Sewer Tap Fees



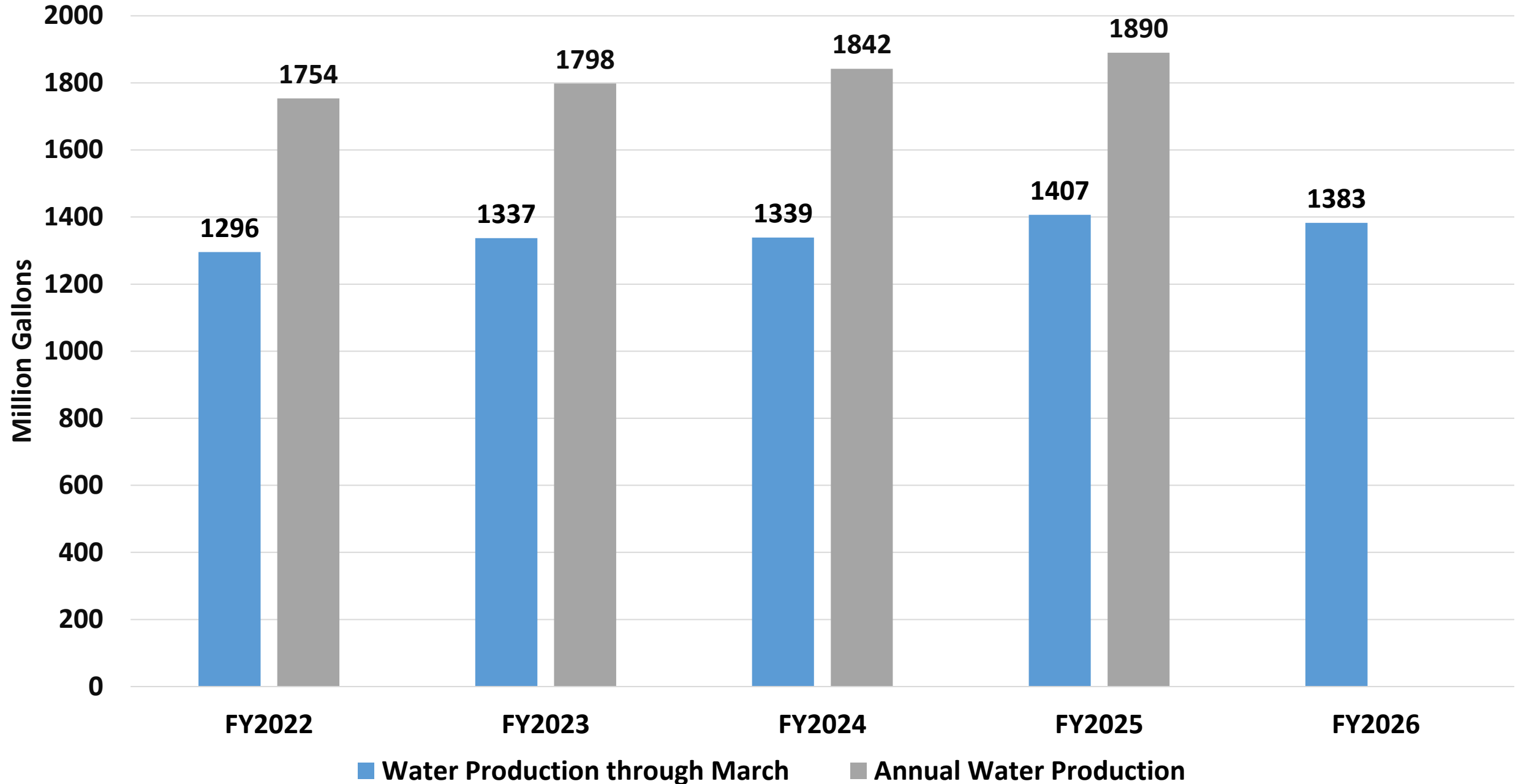
Sewer Tap Fees through March



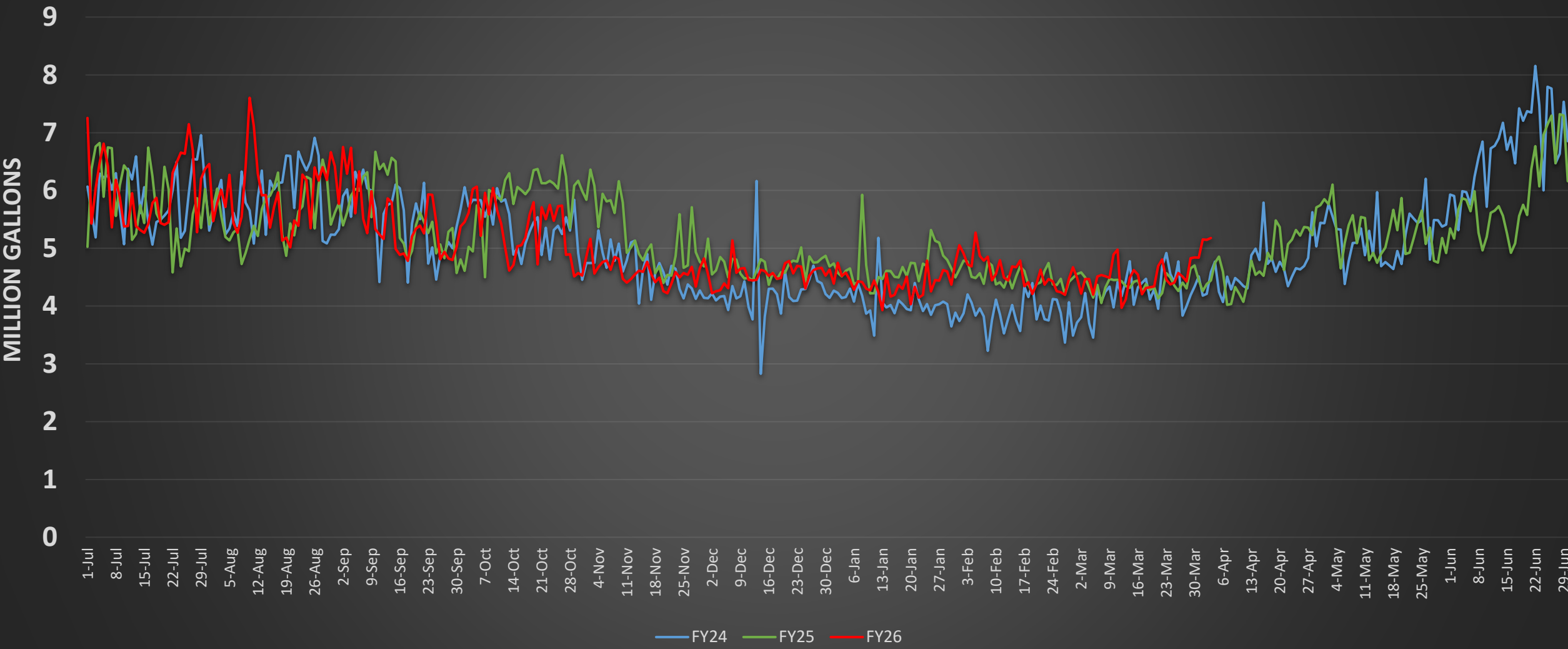
Monthly Water Production



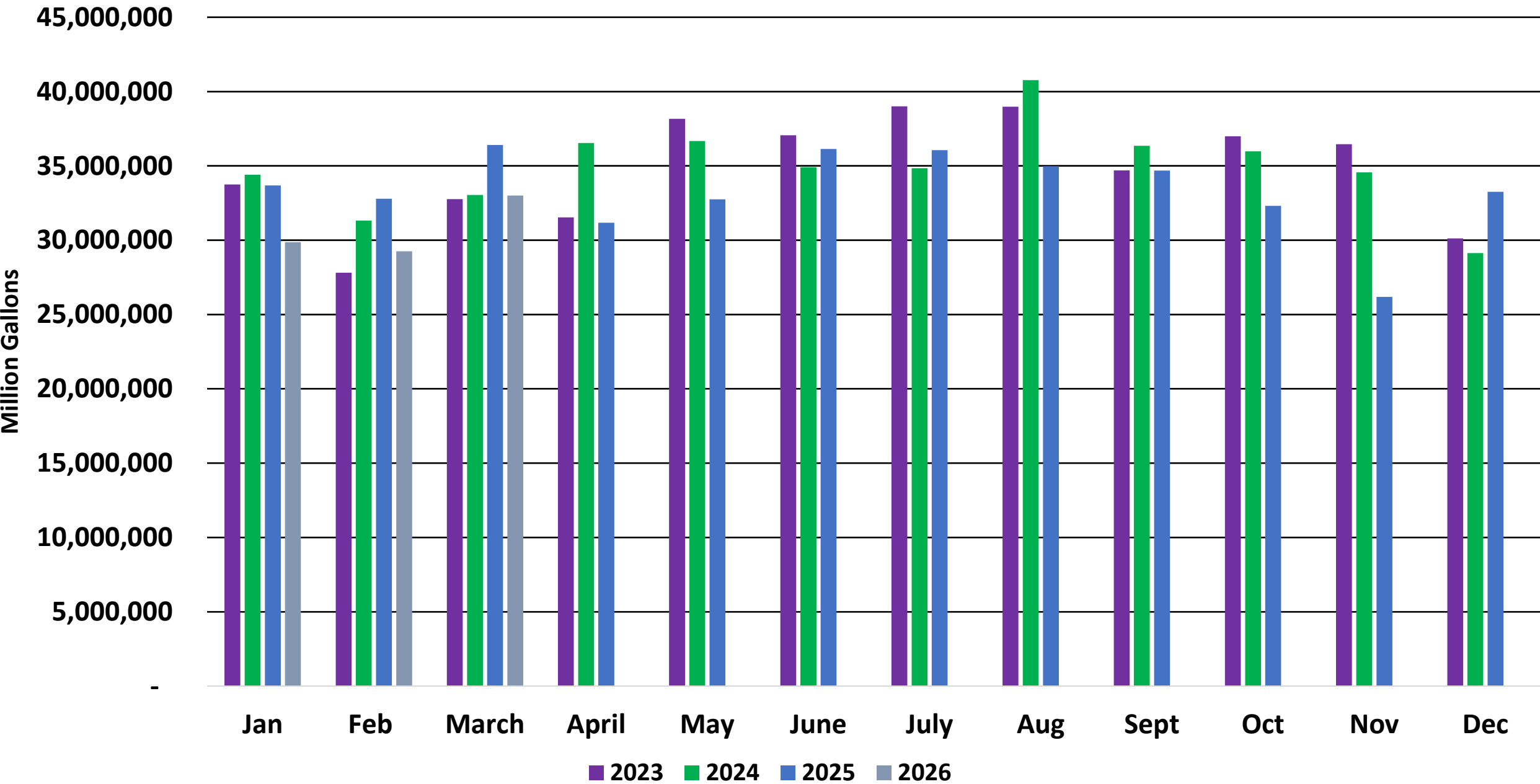
Water Production through March



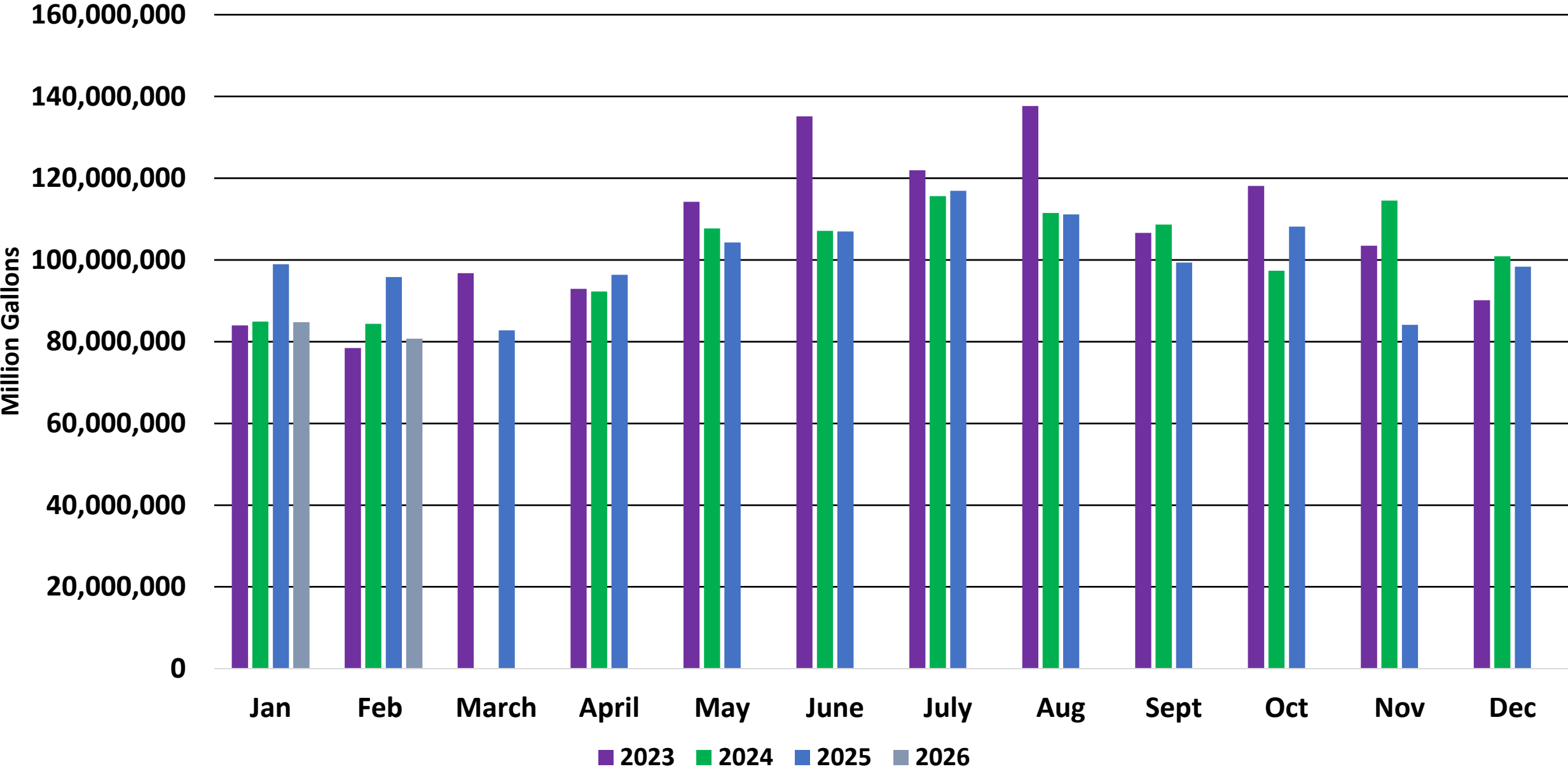
Daily Water Production



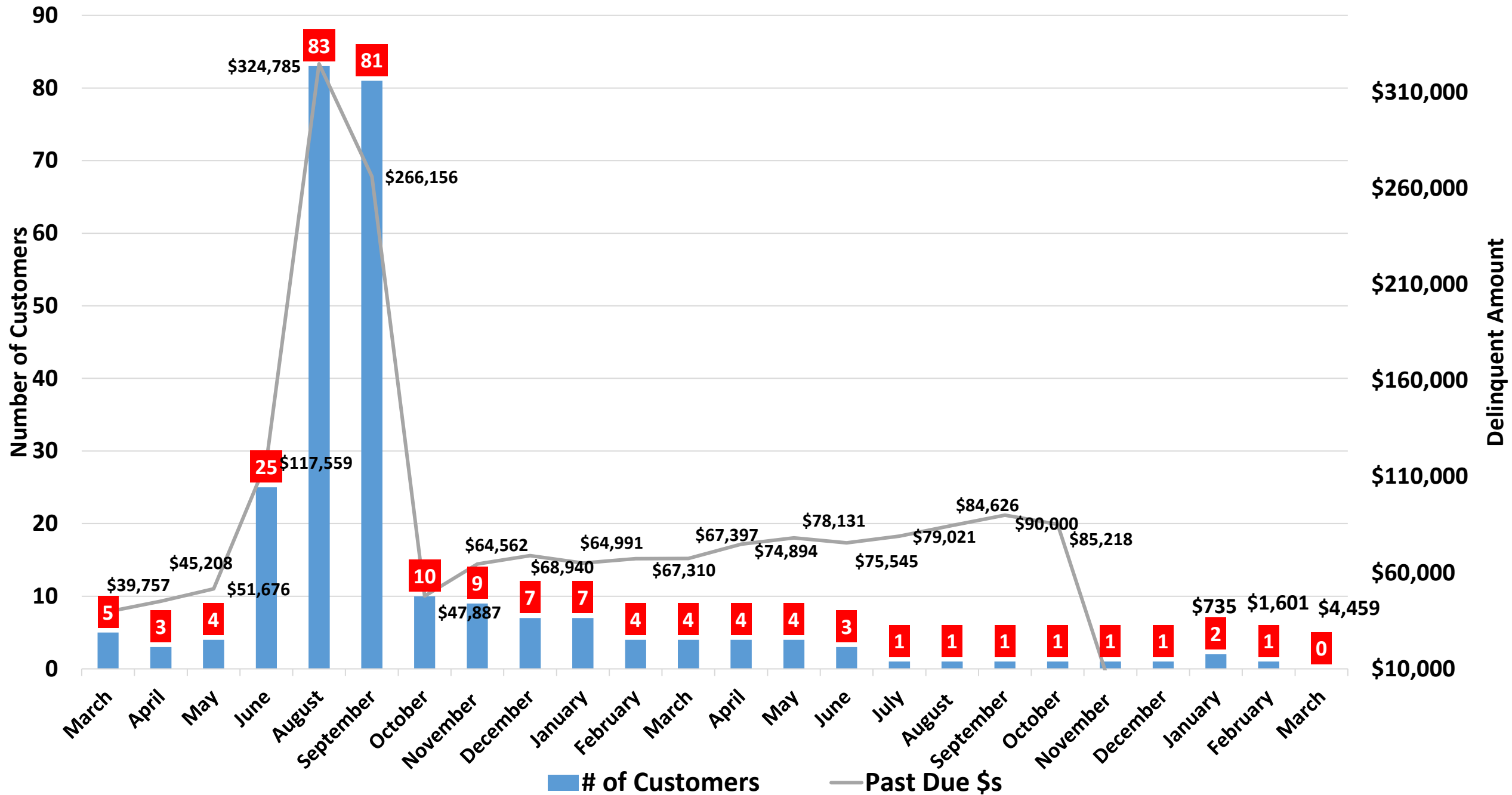
Commercial Consumption



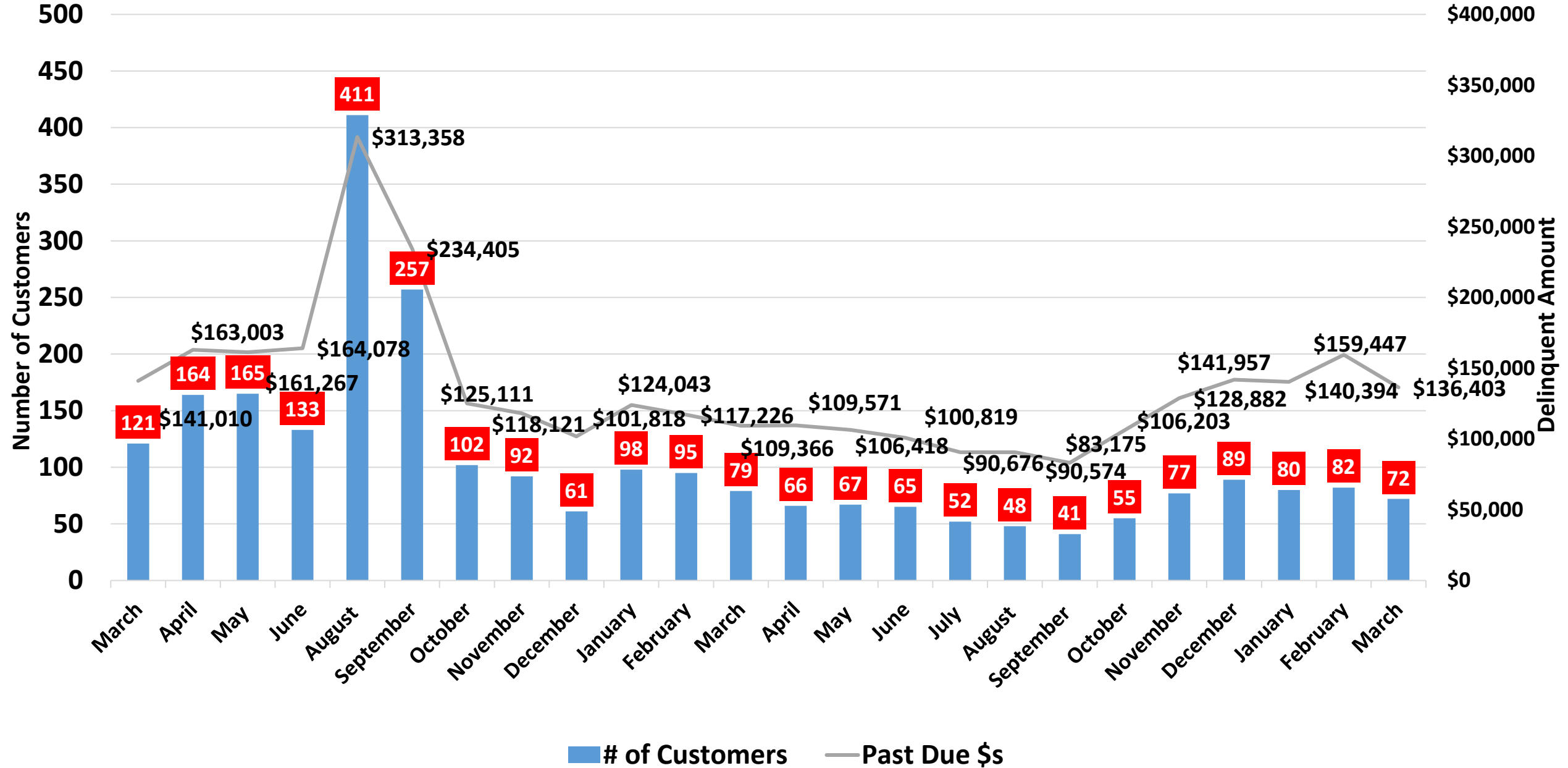
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

