AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
July 14, 2026
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2026
2. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. July 2026 Reports

J. ADJOURNMENT

1. Continuation of meeting until 1 pm on July 28, 2026

M E M O R A N D U M

DATE: July 14, 2026

TO: The Board of Directors

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

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2026

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year (FY) 2026. The resolution lists the value of the infrastructure at the time of completion. The total value of $12,378,200 will be included in the net capital asset calculations for JCSA's FY 2026 Annual Comprehensive Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling $164,705,976 in the FY 2025 Annual Report.

Staff recommends adoption of the attached resolution accepting the dedication of the infrastructure.

MDP/ap
FAWtrSwrSys26-mem

Attachment

R E S O L U T I O N

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 2026

WHEREAS, certain water and sewer infrastructure has been constructed by developers and dedicated to the James City Service Authority (JCSA); and

WHEREAS, this water and sewer infrastructure has been constructed in accordance with technical requirements of JCSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby formally accepts the dedication of the water and sewer systems listed below, as of June 30, 2026:

Water Dedications

Development	*Value*
Fawncrest Estates Phase 1	$311,275
Fawncrest Estates Phase 2	703,225
Forest Heights Phase 3	394,500
Liberty Ridge Phase 3	351,500
Nice Properties 137 Industrial Boulevard	13,000
Park at Westport	377,500
Settlement at Powhatan Creek Phase 4	486,825
Stonehouse Tract 11A - Phase 1 Section 1	1,916,200
Stonehouse Tract S - Phase 1 Section 1	1,485,250
Total:	$6,039,275

Sewer Dedications

Development	*Value*
Fawncrest Estates Phase 1	$1,331,200
Fawncrest Estates Phase 2	495,800
Forest Heights Phase 3	280,200
Nice Properties 137 Industrial Boulevard	750
Park at Westport	133,750
Settlement at Powhatan Creek Phase 4	510,025
Stonehouse Tract 11A - Phase 1 Section 1	1,956,675
Stonehouse Tract S - Phase 1 Section 1	1,630,525
Total:	$6,338,925

Water and Sewer Total: $12,378,200

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Barbara E. Null
Chair, Board of Directors

ATTEST:

____
Teresa J. Saeed
Deputy Secretary to the Board

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

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

FAWtrSwrSys26-res

MINUTES

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

REGULAR MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM

101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

June 9, 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 - remote
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

Ms. Null announced that Supervisor Larson must state the personal matter preventing her attendance and her current general location. Ms. Null then requested a motion to officially permit Supervisor Larson to join remotely under those stipulated conditions.

A motion to Allow Ms. Larson to participate remotely was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 1 ABSENT: 0
Ayes: Icenhour Jr., McGlennon, Null, Wainwright
Abstain: Larson

Ms. Larson reported that she was on a family vacation in the Outer Banks, North Carolina.

C. PRESENTATION(S)

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

Ms. Null asked if any Board member wished to pull a Consent Calendar item.

Mr. Icenhour requested to pull Consent Calendar Item No. 2 for a separate discussion, but stated that he would make a motion to approve Consent Calendar Item Nos. 1 and 3.

1. Revisions to High Priority Inflow and Infiltration Reduction Program Agreement with Hampton Roads Sanitation District

A motion to Approve was made by James Icenhour, Jr., the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr., Larson, McGlennon, Null, Wainwright

2. Purchasing Policy and Public-Private Education Facilities and Infrastructure Act Procedures Adoption

A motion to Approve was made by James Icenhour, Jr., the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr., Larson, McGlennon, Null, Wainwright

Mr. Icenhour noted that this item was tabled due to an inquiry received by the Board regarding the Purchasing Policy. Although Mr. Icenhour was satisfied with Mr. Powell's prior explanations to the Board, he requested that Mr. Powell reiterate these clarifications publicly. The goal was to demonstrate how the policy aligned with County regulations and to publicly affirm that the Board retained oversight and authority.

Mr. Powell stated that the James City Service Authority (JCSA) historically relied on the James City County Purchasing Policy. He noted that because JCSA would begin independently administering its own purchasing program effective July 1, 2026, a dedicated purchasing policy must be formally adopted. Mr. Powell confirmed that the County's current policies were used as the basis for both the JCSA Purchasing Policy and the Public-Private Education Facilities and Infrastructure Act (PPEA) Policy. He addressed raised concerns in an email regarding transparency and the PPEA. Mr. Powell assured the Board that JCSA's new policies aligned with the Code of Virginia and the County's current policies. He highlighted the following key points regarding the Purchasing Policy: 1) Administrative Limits: Mr. Powell's administrative approval limit would increase from $100,000 to $250,000, which was consistent with the Code of Virginia; 2) PPEA Transparency: He noted that current PPEA policies mandate Board involvement at specific intervals, including mandatory public notices and public hearings; and 3) Capital Improvement Program (CIP) Bids: For CIP projects, bids coming in at or under the approved CIP budget could proceed without Board approval. However, bids exceeding the approved CIP amount must return to the Board for approval. Mr. Powell emphasized that the Board retained control over budget approvals, adding that required dual sign-offs from himself and the Purchasing Director provided an extra layer of financial checks and balances.

3. Minutes Adoption

A motion to Approve was made by James Icenhour, Jr., 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:

- May 12, 2026, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

Ms. Larson expressed to Mr. Powell her request to initiate broader conversations with the Hampton Roads Sanitation District (HRSD) about the local wastewater system and capacity constraints.

Mr. Powell acknowledged her request.

I. GENERAL MANAGER'S UPDATE

1. June 2026 Dashboard Report

Mr. Powell noted that he had no update.

J. ADJOURNMENT

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

A motion to Adjourn was made by Tracy Wainwright, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Icenhour Jr., Larson, McGlennon, Null, Wainwright

At approximately 5:06 p.m., Ms. Null adjourned the Board of Directors.