

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 8, 2022
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

P. Sue Sadler, Stonehouse District - via phone
James O. Icenhour, Jr., Jamestown District
Michael J. Hipple, Powhatan District
John J. McGlennon, Vice Chairman, Roberts District
Ruth M. Larson, Chairman, Berkeley District

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

Ms. Larson requested a motion to allow Ms. Sadler to participate in the meeting remotely. A motion to Approve was made by James Icenhour, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Ms. Larson acknowledged Ms. Sadler's presence.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. 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, Sadler

The minutes Approved for Adoption included the following:

-January 3, 2022, Organizational Meeting

ADOPTED

MAR 08 2022

Board of Directors
James City County, VA

-January 11, 2022, Regular Meeting

2. Memorandum of Agreement - Regional Groundwater Mitigation Program Administration

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, Sadler

3. Resolutions of Appreciation - Stuart Burcham and Dion Walsh

Mr. Powell addressed the Board to recognize two long-term James City Service Authority (JCSA) employees. Mr. Powell mentioned Mr. Stuart Burcham was not in attendance; however, Ms. Dion Walsh was. Mr. Powell read the Resolution of Appreciation for Ms. Walsh included in the Agenda Packet. Mr. Powell presented the Resolution of Appreciation to Ms. Walsh.

The Board and audience members applauded.

Mr. Powell stated legend was, Ms. Walsh in her several years of plan review never missed a deadline, adding he felt that reflected her commitment to her career and to JCSA. Mr. Powell mentioned she was a great colleague and her institutional knowledge would be missed. Mr. Powell remarked the work Ms. Walsh did in building the Geographic Information System (GIS) significantly benefited the operation of JCSA. Mr. Powell thanked Ms. Walsh for all her efforts throughout the years. Mr. Powell provided best wishes for her retirement.

Ms. Walsh mentioned in the beginning of her career with JCSA the field workers would come into the office viewing plans to pinpoint pertinent information needed, attempted to xerox the document(s), and then go to the site to fix the water line or sewer main. Ms. Walsh stated there was not a JCSA GIS at the time, adding it was her responsibility to come up with a solution for the program. Ms. Walsh explained by the time she received the JCSA Employee of the Year Award in 2004, she had linked approximately 4,000 plans, so the field workers could access all information on a laptop. Ms. Walsh expressed her enjoyment working for JCSA.

Ms. Larson thanked Ms. Walsh for her service.

Mr. Powell read the Resolution of Appreciation for Mr. Burcham included in the Agenda Packet, adding he would ensure Mr. Burcham received his Resolution of Appreciation. Mr. Powell noted 42 years of service with one organization was rare and commendable. He stated Mr. Burcham's teamwork was his hallmark, adding his institutional knowledge was significant. Mr. Powell added Mr. Burcham's younger brother was hired to fill his position, so he hoped the transition would go smoothly. Mr. Powell thanked the Board for allowing recognition of these long-term employees.

Ms. Larson replied absolutely.

The Board and audience members applauded.

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Setting a Public Hearing - Fiscal Year 2023 Utility Rates

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

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

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

Mr. Powell stated the resolution presented before the Board established a date for the Public Hearing for the budget of the Fiscal Year (FY) 2023 utility rates for April 12, 2022. Mr. Powell noted Staff's recommended budget would follow the plan established by the 2020 rate study to increase water service rate and water fixed charge by 3.5%. He further noted no changes were proposed to the current sewer service rate or sewer fixed charge. Mr. Powell stated if the rates were approved the total monthly water and sewer bill for a typical 5,000 gallons per month residential user would increase by \$0.94 per month from \$44.77 to \$45.71. Mr. Powell indicated the combined bill would be the third lowest among the 18 Hampton Roads localities. Mr. Powell added the remaining proposed change was an increase to the grinder pump maintenance fee from \$375 to \$400 annually to better align with the expenses for the program.

2. Contract Award and Budget Amendment - Vac-Con Combination Jet Vacuum Rodding Machine Replacement - \$434,776

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, Sadler

Mr. Powell stated the JCSA's existing 2009 Vac-Con vacuum truck, which was utilized for cleaning sewer mains and removing blockages, was nearing the end of its service life. Mr. Powell mentioned it was scheduled for replacement in the FY 2023 budget; however, staff recommended purchase now, adding immediate purchase would result in a cost savings of \$23,159. Mr. Powell added this would avoid material cost increases in addition to minimized lead time for delivery.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. February 2022 Dashboard Report

Mr. Powell noted he had no additional comments to add to the dashboard.

J. ADJOURNMENT

1. Adjourn until 5 pm on March 8, 2022 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, Sadler

At approximately 5:10 p.m., Ms. Larson adjourned the Board of Directors.


Deputy Secretary