

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 12, 2022**  
**5:00 PM**

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**A. CALL TO ORDER**

Mr. Hipple called the meeting to order at approximately 6:44 p.m. following the James City County Board of Supervisors Regular Meeting.

**B. ROLL CALL**

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

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

Mr. Hipple asked Mr. Powell if Ms. Larson would be in attendance.

Mr. Powell stated no.

**ADOPTED**

**MAY 10 2022**

**Board of Directors  
James City County, VA**

**C. PRESENTATIONS**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

1. Minutes Adoption

A motion to Approve was made by John McGlennon, the motion result was Passed.  
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1  
Ayes: Hipple, Icenhour Jr, McGlennon, Sadler  
Absent: Larson

The minutes Approved for Adoption included the following minutes:

-March 8, 2022, Regular Meeting

2. Resolution to Increase Employee Salaries

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

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

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

**F. PUBLIC HEARING(S)**

1. Public Hearing on Fiscal Year 2023 James City Service Authority Budget

Mr. Powell addressed the Board to discuss the Proposed Fiscal Year (FY) 2023 James City Service Authority (JCSA) Budget. Mr. Powell stated FY23 was the first year of a biennial budget. Mr. Powell noted the FY23 budget was proposed for adoption; however, the FY24 budget was presented for planning purposes. Mr. Powell displayed an overview of the six major concerns in the PowerPoint presentation. Mr. Powell spoke about the first concern, sustainable long-term water supply which was also a part of the County's Strategic Plan. Mr. Powell noted collaborative efforts with the Department of Environmental Quality (DEQ) on this matter as it relates to the County's Groundwater Withdrawal Permit and continued monitoring of the progress of the Sustainable Water Initiative for Tomorrow (SWIFT) initiative. Mr. Powell indicated the proposed budget increases the contribution to the Alternative Water Supply Fund from \$500,000 to \$1 million annually for both FY23 and FY24. Mr. Powell touched on the second concern which was resource conservation and protection, adding initiatives include the following: the continuation of the increasing block structure to promote conservation, development of a communication plan, continuation of a rebate program, and an increase in the Capital Improvements Program (CIP) for rehabilitating sewer infrastructure to prevent overflows. Mr. Powell noted the primary focus of JCSA's CIP was for the third major concern of modernizing aging infrastructure, facilities, and technology. Mr. Powell listed the following projects: 1) engineering design for the replacement of the water mains in Toano Estates; 2) replacement of a 12-inch waterline near the James City County Recreation Center; and 3) rehabilitation of three 1970s era lift stations. Mr. Powell stated the CIP included funding for a 16-inch steel water main across College Creek bridge, Supervisory Control and Data Acquisition (SCADA) system upgrades at the Five Forks Groundwater Treatment Facility, and replacement of Variable Frequency Drives (VFDs) at seven sewer lift stations. Mr. Powell advised the FY23-24 budgets contribute \$1 million toward the approximate \$8 million target in the Repair and Replacement Reserve Fund which will be utilized to replace VFDs at well facilities. Mr. Powell mentioned two new positions in the FY23 budget and three new positions in the FY24 budget were focused on maintaining the County's infrastructure. Mr. Powell noted one new Support Section Maintenance Specialist position is included in both FY23 and FY24. These Maintenance Specialists will be paired with existing Industrial Electrician positions to promote efficient teamwork and safety and maintenance of facilities. The FY23 budget added a Wastewater Maintenance Mechanic who will form a similar work pair with an existing Wastewater Maintenance Specialist position. A Wastewater Collection Crew Leader and Wastewater Collection Specialist in the FY24 budget will join with existing staff to form an additional crew to maintain underground water infrastructure. Mr. Powell moved on to discuss the fourth major concern which was succession management: recruitment and retention. Mr. Powell mentioned a significant number of JCSA

employees with many years of service who were nearing retirement age, in addition to the technical skills required for many JCSA positions were in high demand. Mr. Powell commented finding and keeping these skilled employees was a challenge. Mr. Powell stated to address these concerns FY23 and FY24 budgets included a 5% salary increase and an additional \$1,500 salary supplement which was included in the FY23 budget. Mr. Powell discussed the fifth major concern which was regulatory compliance. Mr. Powell stated JCSA's regular compliance responsibilities was a major driver of budget expenses. Mr. Powell advised JCSA completed a corrosion control study for the anticipation of future requirements contained in the Lead and Copper Rule. Mr. Powell stated JCSA would pursue the recommended improvements to optimize treatment processes by adding corrosion inhibitor at seven well facilities. Mr. Powell added the operating budget in both FY23 and FY24 supports increased sampling and water quality analysis activities as required as the water system grows. Mr. Powell spoke about the sixth major concern which was affordability and financial resilience, adding maintaining reasonable rates while saving for future investments was an ongoing challenge. Mr. Powell mentioned JCSA's multi-year rate plan includes gradual increases over time to avoid sudden large rate shocks. Mr. Powell stated the FY24 budget included a Finance Specialist position to assist in managing the financial functions of JCSA. Mr. Powell displayed the overview of the totals in revenue and expenses broken down by the Water and Sewer Funds on the PowerPoint presentation. Mr. Powell reported the Proposed FY23 budget reflected an increase of 1.9% over the current year's budget. Mr. Powell anticipated additional interest income and additional revenue from the fixed charge and the Water Fund. Mr. Powell displayed a graph to indicate daily residential water consumption per person on the PowerPoint presentation. Mr. Powell added there was a downward trend of water usage, which was good in terms of delaying any capital expenditures that would be needed to develop a new water source; however, it would impact short-term budgets as it could potentially create reductions in operating revenue. Mr. Powell displayed the FY23 Proposed Rates for water services on the PowerPoint presentation. Mr. Powell reported there would be a 3.5% increase on water service charges and fixed charges. Mr. Powell indicated there was no rate increase proposed for sewer service charge or fixed charge. Mr. Powell explained that even with the 3.5% increase in water rates, JCSA's rates would remain the lowest in the region, in addition to the third lowest combined bill in the Hampton Roads region. Mr. Powell concluded the PowerPoint presentation; however, he wanted to touch on a few items briefly. Mr. Powell mentioned the budget is the public debut of the slightly modified JCSA logo and tagline. Mr. Powell recognized Ms. Tina Colonna, Web and Publications Supervisor, for her efforts to improve the appearance of the document, in addition Mr. Powell expressed his gratitude to Ms. Stephanie Luton, Assistant General Manager of JCSA, for her efforts in putting the document together. Mr. Powell concluded the presentation and welcomed any questions the Board might have.

Mr. McGlennon stated while he did not have a question, he wanted to mention how remarkable it was to see the downward trend in water usage and the benefit of the way homes were being equipped. Mr. McGlennon expressed it was a significant accomplishment.

Mr. Powell replied he felt there was room for that number to decrease even more.

Mr. McGlennon stated that would be good news.

Mr. Powell agreed, adding if irrigation costs decreased the numbers could lower even more, adding notification to the public could assist with that.

Mr. Hipple agreed.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no speakers.

**G. BOARD CONSIDERATION(S)**

1. Contract Award - \$102,607 - Grounds Maintenance Service for Lift Stations and Wells

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

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

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. Mr. Powell welcomed any questions the Board might have.

Mr. McGlennon asked where the business was located.

Mr. Powell replied he believed the business was located outside of the Richmond area.

2. Contract Award - Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes

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, McGlennon, Sadler

Absent: Larson

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. Mr. Powell welcomed any questions the Board might have.

3. Contract Award - \$270,267 - Lift Station 2-4 Pump and Motor Package Replacement - Commonwealth Engineering & Sales, Inc.

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

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

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. Mr. Powell welcomed any questions the Board might have.

Mr. McGlennon inquired as to why this particular area had the third highest wastewater flows.

Mr. Powell mentioned the Virginia Peninsula Regional Jail was a significant factor in addition to multiple mobile home parks.

Mr. McGlennon asked if there was more than one mobile home park in the area.

Mr. Powell apologized for not clarifying that it was more than just three entities; however, the three recognized in the memorandum and resolution were the three largest in that collective area.

Mr. McGlennon replied ok. Mr. McGlennon asked once the package arrived would there be a contract for the installation.

Mr. Powell stated that was part of this agreement.

Mr. McGlennon replied ok.

## **H. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon explained his neighbor had experienced a water leak and JCSA responded very quickly with professionalism. Mr. McGlennon recognized Mr. Steven Burcham, JCSA Operations, who serviced the situation and provided good advice to the homeowner. Mr. McGlennon expressed his gratitude.

Mr. Powell appreciated the positive feedback and would ensure Mr. Burcham received the recognition.

Ms. Sadler thanked Mr. Powell for his prompt assistance in helping some County residents who had bill discrepancies.

## **I. GENERAL MANAGER'S UPDATE**

### **1. April Dashboard Report**

Mr. Powell noted an update on the current waterline break near the intersection of Monticello Avenue and John Tyler Highway resulting in all of Governor's Land without service. Mr. Powell explained it was a 12-inch line and currently JCSA was waiting for all utilities to be marked in order to proceed with repairs. Mr. Powell stated the road was currently closed, adding with coordination of the Police Department and the Virginia Department of Transportation a detour has been put in place via Brick Bat Road for both directions of traffic. Mr. Powell stated there was a report stating the road had collapsed; however, he intended on visiting the site after this meeting to verify the extent of the damage. Mr. Powell received feedback from personnel on the scene claiming it was more so broken up asphalt, but not fully collapsed. Mr. Powell indicated once the waterline was fixed the road would then need to be repaired, adding it was a rather difficult and potentially lengthy repair.

Mr. Hipple stated for public notice when an individual calls to request utilities marked there was a two-day waiting period; however, during emergencies it is four hours.

Mr. Powell stated correct.

Mr. Hipple mentioned residents may see County personnel in the area of service; however, there was protocol to ensure all utilities had been marked prior to repairs to ensure safety precautions and no further damage was done in the process of repairs.

Mr. Powell agreed, adding JCSA was ready to begin repairs as soon as all utilities had been marked.

Mr. Hipple wanted to ensure the public was aware of the process.

**J. ADJOURNMENT**

1. Adjourn until 1 pm on April 26, 2022 for the Budget Business Meeting

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

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

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

At approximately 7:01 p.m., Mr. Hipple adjourned the Board of Directors.

  
Deputy Secretary