

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 11, 2023
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

ADOPTED

MAY 09 2023

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

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Contract Award - Audit Services

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

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: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The Minutes Approved for Adoption included the following meeting:

-March 14, 2023, Regular Meeting
-March 28, 2023, Continuation of Regular Meeting

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2024 James City Service Authority Budget

Mr. Powell noted he was pleased to present the James City Service Authority's (JCSA)

proposed budget for Fiscal Year (FY) 2024. He added FY24 was the second year of a two-year budget which continued to address the six key areas established in the current year's budget. Mr. Powell noted the six areas were sustainable long-term water supply, resource conservation and protection, modernizing infrastructure, facilities, and technology, succession management, regulatory compliance, and affordability and financial resilience. He continued the PowerPoint presentation with an overview of the adopted FY23 budget, the FY24 plan budget, and the FY24 proposed budget. Mr. Powell highlighted the 2.1% increase in the FY24 proposed budget as compared to the adopted FY23 budget. He noted the consistency of the budget's bottom line in relation to the plan budget from the previous year. Mr. Powell continued the PowerPoint highlighting major differences from FY23. He stated the two major areas were facility fee revenue and interest income. Mr. Powell noted the reduction in facility fee revenue and the adjustments made for FY24 based on that point while the increased interest income projection could offset the revenue reduction. He further noted additional differences included additional Water Fund Service Charge increases, salary and benefit increases, software implementation costs, and other points. Mr. Powell compared revenue and expenses in the presentation. He highlighted the decreased daily residential water consumption trend over the past 10 years. Mr. Powell addressed the proposed overall 3.5% increase in water charges with no proposed increase for sewer charges. He cited the rate increase based on usage in the PowerPoint presentation. Mr. Powell added if the proposed rates were approved, JCSA would continue to have the lowest water rate in the region for a 5,000-gallon per month residential customer and the third lowest rate for a combined water and sewer bill among the 18 Hampton Roads localities. Mr. Powell emphasized the budget demonstrated JCSA's motto of "Working today to protect tomorrow." He added the Board would have a Budget Work Session in two weeks with the budget adoption slated for the May 9, 2023, Regular Meeting. Mr. Powell asked if any Board member had questions.

Mr. McGlennon noted the decrease in residential development and its impact on fees. He further noted the decrease was due to the current economic situation and the adoption of recent Board policies which he added were positive ones. Mr. McGlennon commented on the reduction in household water usage with water-efficient appliances and other items. He encouraged incentives for people to use those efficient products.

Mr. Powell added the grinder pump maintenance fee was proposed to increase from \$400 to \$425 this year. He noted the fee had been gradually increasing over the past few years.

Ms. Sadler asked if there were any speakers for the Public Hearing.

Mr. Powell responded no.

Ms. Sadler closed the Public Hearing as there were no speakers. She noted no Board action was required at this time and the budget was slated for adoption at the Board's May 9, 2023, Regular Meeting.

G. BOARD CONSIDERATION(S)

1. Contract Award - Water Tank 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: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Powell stated the specifics of the contract award and the Request for Proposal (RFP) regarding the water tank engineering services. He noted JCSA had 39 tanks of varying sizes adding the scope of work involved with the project. Mr. Powell further noted six firms

responded to the RFP with Tank Industry Consultants receiving the contract award. He stated staff recommended approval of the contract award resolution.

2. Amend BOD Meeting Calendar

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

Ms. Sadler noted an amendment to the Board's meeting calendar was in order.

Mr. Powell replied yes adding the Board had decided a Retreat would be held on April 28 at 9 a.m. at the JCSA Operations Building. He recommended the Board amend its calendar accordingly.

H. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour referenced a contractor complaint about a connection for firefighting. He asked the status on that point with the rate study consultant regarding the timeframe.

Mr. Powell noted he had spoken with the rate study consultant and was hopeful the material would be ready for the Board to review at its upcoming Retreat. Mr. Powell added he was hopeful for that date, but had no definitive promise.

Mr. Icenhour thanked Mr. Powell.

I. GENERAL MANAGER'S UPDATE

1. April 2023 Dashboard Report

Mr. Powell noted he had no additional updates.

J. ADJOURNMENT

1. Adjourn until 1 pm on April 25, 2023 for the Budget Business Meeting

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

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

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

At approximately 5:08 p.m., Ms. Sadler adjourned the Board of Directors.


Deputy Secretary