

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 9, 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

JUN 13 2023

Board of Directors
James City County, VA

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

I. 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 minutes:

-April 11, 2023, Regular Meeting

-April 25, 2023, Special Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2024 Budget

A motion to Approve the Resolution of Appropriation for Fiscal Year 2024 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

A motion to Approve Changes to the Regulations Governing Utility Service 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

Mr. Powell addressed the Board noting the Proposed Fiscal Year (FY) 2024 Budget was approximately \$24 million, which was a 2.1% increase from the current year's budget. He noted the Proposed FY 2024 Budget included a 3.5% increase in water rates and no changes to sewer rates. Mr. Powell further noted the other proposed fee increase in the Proposed FY 2024 Budget was regarding the Grinder Pump Maintenance Pump fee from \$400 to \$425 annually. He mentioned staff recommended approval of the two resolutions included in the Board's Agenda Packet.

Ms. Sadler asked if any Board member had questions.

2. Contract Award - \$551,308 - Variable Frequency Drives Replacement - Systems East Inc.

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 gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Sadler asked if any Board member had questions.

3. Contract Award - \$158,000 - Water Main Replacement Along Jack L. Massie Bridge at College Creek and Authorization for General Manager to Execute Final Contract

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 gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Sadler asked if any Board member had questions.

4. Contract Award - Fire Hydrant Inspections and Maintenance

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet.

Ms. Sadler asked if any Board member had questions.

Mr. McGlennon asked about the wide range in costs regarding this contract award.

Mr. Powell replied the current contractor the County utilized for this service had dramatically increased its costs for renewal which resulted in the Invitation for Bids process to allow for alternative vendor opportunities. He expressed his belief that there were some economies of scale factors regarding that point.

H. BOARD REQUESTS AND DIRECTIVES

Ms. Larson mentioned a discussion between the Board and James City Service Authority (JCSA) on various issues. She commended Mr. Powell's leadership and all JCSA staff for their efforts.

Ms. Sadler agreed, adding it was very informative. She expressed her appreciation to Mr. Powell and JCSA staff for the time taken to discuss a wide range of topics with the Board. Ms. Sadler thanked Mr. Powell.

Mr. Powell expressed his appreciation for the Board's feedback.

I. GENERAL MANAGER'S UPDATE

1. May 2023 Dashboard Report

Mr. Powell noted he had no additional updates.

J. ADJOURNMENT

1. Adjourn until 5 pm on June 13, 2023 for the Regular Meeting

A motion to Adjourn 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

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


Deputy Secretary