

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 13, 2023**  
**5:00 PM**

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**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

Ms. Sadler sought a motion to Amend the Agenda to add an Item under Board Considerations for a request to establish a permanent Full-Time Utility Locator position. A motion to Amend the Agenda 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

**ADOPTED**

**JUL 11 2023**

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

**C. PRESENTATIONS**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

Ms. Sadler mentioned Mr. Powell had a correction to address regarding the minutes.

Mr. Powell noted the original set of minutes for the April 28, 2023, Board Retreat, had the wrong location; however, the error had been corrected.

**1. Minutes Adoption**

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

The minutes Approved for Adoption included the following minutes:

-April 28, 2023, Board Retreat

-May 9, 2023, Regular Meeting

2. Resolution to Allow the General Manager to Settle Certain Claims

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

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

1. Contract Award - \$171,870 - Sewer Lift Station Wet Well Cleaning

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 addressed the Board noting 75 of James City Service Authority's (JCSA) sewer lift stations had wet wells that required annual cleaning. He stated an Invitation for Bids was publicly advertised and three bids were submitted. Mr. Powell advised East Coast Infrastructure, Inc. was determined to be the lowest responsive and responsible bidder and had successfully completed work for JCSA in the past. He noted staff recommended approval of the resolution included in the Board's Agenda Packet.

2. Setting a Public Hearing - Regulations Governing Utility Service Updates

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 addressed the Board noting the purpose of the resolution before the Board was to authorize the advertisement of a public hearing at the Board's July 11, 2023, Regular Meeting, regarding four changes to the regulations. He mentioned two of the proposed changes were discussed at the Board's April 28, 2023, Retreat. Mr. Powell spoke about the establishment of a sewer cap for single-family residential wastewater collection customers. He noted the sewer cap would eliminate the need for an irrigation submeter, adding customers would no longer need to read their submeter and submit their data. Mr. Powell further noted that if approved the effective date would be February 1, 2024, to coincide with the implementation of the SpryPoint Enterprise Software system. He discussed the proposed change regarding the fire protection line fee which would better align with JCSA's charges with neighboring jurisdictions and accounted for the system capacity investment required to provide water on demand to meet the fire protection needs of customers with designated fire protection connections. Mr. Powell elaborated further on that point and explained the calculations associated with the fire protection line fees. He spoke about disconnections and the implementation of the new billing system. Mr. Powell advised JCSA customers would receive their water and sewer collection bill directly from JCSA, replacing the current joint bill issued

by Hampton Road Utility Billing Services. Mr. Powell stated at that time JCSA would resume in-house delinquency notifications, service disconnections, and service restorations currently performed by Hampton Roads Sanitation District. He mentioned the proposed changes to the service restoration charge and addition of the delinquency notification and meter damage/accessibility related charges would cover the operational costs associated with this process change and would become effective February 1, 2024. Mr. Powell noted the remaining proposed change was to increase the hydrant meter rental deposit fees to better match the program's current equipment, labor, and administrative costs which would become effective July 12, 2023, if approved. He further noted staff recommended approval of the resolution.

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

None.

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

1. June 2023 Dashboard Report

Mr. Powell had no update.

#### **J. ADJOURNMENT**

1. Continuation of the meeting until 1 pm on June 27, 2023 for the General Manager's Evaluation

A motion to Adjourn 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

At approximately 5:09 p.m., Ms. Sadler adjourned the Board of Directors.

*Teresa J. Saeed*  
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Deputy Secretary