A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 13, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT CALENDAR

1. Minutes Adoption - February 13, 2018 Regular Meeting

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

1. Closed Session - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding the position of General Manager and pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

I. ADJOURNMENT

1. Adjourn until 5 p.m. on April 10, 2018 for the Regular Meeting

AGENDA ITEM NO. D.1.

ITEM SUMMARY

DATE: 3/13/2018

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Minutes Adoption - February 13, 2018 Regular Meeting

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ATTACHMENTS:

	Description	Type
🗋	021318 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/26/2018 - 9:56 AM

M I N U T E S
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 13, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

William C. Porter, Interim County Administrator
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PUBLIC COMMENT

D. CONSENT CALENDAR

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

1. Minutes Adoption - January 2, 2018, Organizational Meeting and January 9, 2018, Regular Meeting

2. Update to Withdrawal Impact Mitigation Plan

E. PUBLIC HEARING(S)

1. Property Exchange - Lift Station 1-7

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

   Mr. Powell gave a brief overview of a PowerPoint presentation regarding this item as included in the Agenda Packet.

   Ms. Sadler opened the Public Hearing.

As no one was registered to speak, Ms. Sadler closed the Public Hearing.

F. BOARD CONSIDERATION(S)

1. Pre-Budget Presentation

Mr. Powell stated that the format for this presentation was for the departments to highlight the Strategic Plan initiatives and specifically focus on the ones that had budgetary implications. He stated that most of the James City Service Authority (JCSA) Strategic Plan initiatives fall into:

Goal 1: Sustainable Long-Term Water Supply
Goal 2: Modern Infrastructure, Facilities & Technology Systems

Mr. Powell referenced both of these initiatives and discussed PowerPoint slides detailing:

1. Goal 1 - Operational Initiative - Evaluate alternatives for long-term water supply: Joint Permit Application for raw water intake on the Chickahominy River, SWIFT and Newport News.

2. Update JCSA Asset Management Plan - Table of water and sewer pipe ages ranging from 0 - +50 years.

3. Goal 2 - Operational Initiative - Accelerating replacement of JCSA meters at residences and transition to bi-monthly billing.

4. Betterment Projects in CIP - To include: Increase water line sizes, road improvements for Longhill Road and Centerville/News Road.

5. Other FY 19-20 Issues - Grinder pumps and recommendations from rate study.

6. Hampton Roads Rate Comparison - Detailing water and sewer residential monthly bill.

Ms. Larson inquired about the cost.

Mr. Powell replied that typically the JCSA was losing approximately $100,000 a year in the Grinder Pump Program and explained in detail the program, dynamics, maintenance and associated costs.

General discussion ensued regarding details of the Grinder Pump Program.

Mr. McGlennon stated he strongly advocated for the restoration of this program, due to a neighborhood he previously represented, that had experienced an exceptionally high rate of failure due to poor insulation and inspection. He further stated the cost for replacement of the grinder pump at that time was approximately $6,000. He commented that his expectation was that once a grinder pump had been replaced and properly installed it should have a life span of 20+ years; however, he felt that they were being replaced in a decade of time.

Discussion ensued regarding this issue.

Ms. Larson inquired about the infrastructure.

Mr. Powell stated that several breaks were triggered by recent cold weather and then thawing that occurred afterward and noted the material of the infrastructure was the underlying issue for most breaks.

Mr. McGlennon stated that in regards to the current structure in place, he felt it was sensible to adjust the policies in place so that the infrastructure was not being dependent on high rates of growth in the County. He commented that a very low rate still exists and we are being proactive in trying to address future water needs.

Mr. Hipple inquired about costs relating to aged infrastructure and asked Mr. Powell to put together figures relating to costs associated with antiquated pipes being 20-50 years old, in an effort to make a clearer understanding for the Board and citizens. He inquired about waterline projects and what needed to be done to get ahead of future issues.

Ms. Sadler inquired about JCSA replacement schedules for timeworn pipes.

Mr. Powell briefly discussed the Asset Management Plan.

General discussion ensued regarding pipe repair vs replacement.

Mr. Icenhour reflected back that years ago infrastructure was paid for with new connection fees and noted that in the long-run it was not a sustainable model. He expressed kudos to the Asset Management Plan and felt that it was a more rational approach to future issues.

Mr. Powell commented that Asset Management Plans require continued updating in an effort to always try and make them better.

2. Setting a Public Hearing - Fiscal Year 2019 Utility Rates

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

Mr. Powell noted that this is basically a follow up to the Item 1 conversation and referenced the resolution that is included in the Agenda Packet.

Ms. Sadler inquired about the benefit of implementing water rate structures now in terms of long-term water goals.

Mr. Powell replied that the idea behind the 2015 Comprehensive Rate Study was that there will be significant future expenses and noted funds that can presently be set aside will help mitigate future increases. He referenced the philosophy that it is better for the utility and customer to experience gradual incremental increases, as opposed to having a dramatic increase at one time.

Mr. Icenhour inquired about the timeframe of the 2015 Comprehensive Rate Study and the gradual increases.

Mr. Powell replied it is a 10 year recommended plan and noted that this 2-year budget would bring us to the half way point.

G. BOARD REQUESTS AND DIRECTIVES

None

H. GENERAL MANAGER'S UPDATE

Mr. Powell stated that he had no further comments.

I. ADJOURNMENT

1. Adjourn until 5 p.m., on March 13, 2018, for the Regular Meeting

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

At approximately 5:41 p.m., Ms. Sadler adjourned the meeting.

AGENDA ITEM NO. F.1.

ITEM SUMMARY

DATE:	3/13/2018
TO:	The Board of Directors
FROM:	Adam R. Kinsman, County Attorney
SUBJECT:	Closed Session - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding the position of General Manager and pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia

ATTACHMENTS:

	Description	Type
🗋	Certification of Closed Meeting	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/26/2018 - 9:54 AM

R E S O L U T I O N

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-371l(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

_____
P. Sue Sadler
Chairman, Board of Directors

ATTEST:

_____
Teresa J. Fellows
Deputy Secretary to the Board

	VOTES		
	AYE	NAY	ABSTAIN
MCGLENNON	____	____	____
ICENHOUR	____	____	____
HIPPLE	____	____	____
LARSON	____	____	____
SADLER	____	____	____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 13th day of March, 2018.

031318bod-ex-res

AGENDA ITEM NO. I.1.

ITEM SUMMARY

DATE: 3/13/2018

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on April 10, 2018 for the Regular Meeting

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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/1/2018 - 8:23 AM