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
August 14, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT CALENDAR

1. Minutes Adoption - July 10, 2018 Regular Meeting and July 24, 2018 Joint Work Session
2. Formal Acceptance of Water and Sewer Systems - Fiscal Year 18

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

1. August Update

I. ADJOURNMENT

1. Adjourn until 5 p.m. on September 11, 2018 for the Regular Meeting

AGENDA ITEM NO. D.1.

ITEM SUMMARY

DATE:	8/9/2018
TO:	The Board of Directors
FROM:	Teresa J. Fellows, Deputy Secretary
SUBJECT:	Minutes Adoption - July 10, 2018 Regular Meeting and July 24, 2018 Joint Work Session

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ATTACHMENTS:

	Description	Type
🗋	071018 BOD Minutes	Minutes
🗋	072418 Work Session	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/7/2018 - 5:10 PM

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
July 10, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

William C. Porter, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager, James City Service Authority (JCSA)

C. PUBLIC COMMENT

None.

D. CONSENT CALENDAR

1. Minutes Adoption - June 12, 2018 Meeting

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

E. PUBLIC HEARING(S)

None.

F. BOARD CONSIDERATION(S)

1. Contract Award-Water Meter Register Replacement Services

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 addressed the Board regarding its approval at last month's meeting for the contract award for the water meter replacement. He noted at that same time he would present the Board with a Resolution for the water meter installation. He further noted that Resolution was before the Board tonight as Professional Meters, Inc. was awarded the contract at a cost of

$20 per meter. Mr. Powell cited staff's recommendation for approval.

2. Contract Award-Air Ejector Lift Station Replacement

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

Mr. Powell addressed the Board noting the Capital Improvements Project included funding for replacement of the last four air ejector lift stations. He cited the bidding information and noted the contract had been awarded to Waco, Inc. Mr. Powell noted a revision to both the memorandum and Resolution that were not in the Agenda Packet and which reflected a recent contract negotiation change resulting in a cost reduction. He further noted the new contract price was $1,442,258 as noted in the revised memorandum and Resolution. Mr. Powell cited staff's recommendation for approval.

G. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon extended his congratulations to Mr. Powell for his recognition of service to Williamsburg Area Transit Authority (WATA). Mr. McGlennon noted the Board of Supervisors had also congratulated Mr. Powell on his WATA service recognition at its meeting.

H. GENERAL MANAGER'S UPDATE

Mr. Powell requested at the conclusion of the meeting that the Board note a continuation until the July 24, 2018, joint work session with the Board of Supervisors.

Ms. Sadler asked Mr. Powell to reiterate the alternating water schedule based on odd/even address.

Mr. Powell noted Monday was the off day, no watering on that day. He specified Wednesdays, Fridays and Sundays are water days for house numbers ending in odd number; Tuesdays, Thursdays and Saturdays are water days for those addresses ending in even number.

Ms. Sadler reminded everyone of the on/off watering schedule and adherence to it.

I. ADJOURNMENT

1. Continue until 4 p.m., on July 24, 2018, for a Work Session with the Board of Supervisors

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

At approximately 6:15 p.m., Ms. Sadler recessed the Board of Directors until its continuation as noted above.

M I N U T E S
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 24, 2018
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

William C. Porter, Interim County Administrator
Adam R. Kinsman, County Attorney

Board of Directors
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, James City Service Authority (JCSA)

At approximately 4 p.m., Ms. Larson called the Board of Supervisors meeting to Order.

At approximately 4:01 p.m., Ms. Sadler called the Board of Directors meeting to Order.

C. BOARD DISCUSSIONS

1. James City Service Authority Work Session with the Board of Supervisors

Mr. Powell addressed the Board by introducing Mr. Michael Vergakis, Chief Water Engineer, Ms. Stephanie Luton, Assistant General Manager of JCSA and Mr. Danny Poe, Chief Wastewater Engineer, to the meeting. He noted these individuals, in addition to himself, comprised the senior leadership team at JCSA and had approximately 20 years each of either County or JCSA service.

Ms. Larson thanked Mr. Powell for the introductions for both the benefit of the Board and the viewers.

Mr. Powell cited the recently adopted Strategic Plan's inclusion of an initiative to develop a water conservation plan. He noted the JCSA currently had a water conservation plan and highlighted the permit and the Department of Environmental Quality (DEQ), citing the requirements regarding that plan. Mr. Powell addressed the Board with a review of the current water system, which was regulated by two state agencies: DEQ (withdrawal) and the Health Department (distribution). He presented a PowerPoint overview of the water system with usage and other statistics. Mr. Powell highlighted water supply requirements for the next few decades. He noted the demand management options that JCSA was reviewing for future water use in the presentation. He further noted irrigation created peak demands in the water system. Mr. Powell stated the consultant had evaluated several options regarding system demand and revenue. He noted one option placed a moratorium on the submeter program to allow existing customers to use them, but no new customers. He further noted the moratorium analysis had some concerns and he did not recommend any changes to the submeter program. Mr. Powell also stated a second option from the consultant addressed the current even/odd irrigation schedule. He noted the consultant proposed a schedule change with a reduction in water usage. He further noted a billing cycle modification from quarterly to monthly would prove beneficial and encourage conservation based on the consultant's evaluation. Mr. Powell highlighted the options of transitioning to two days per week for irrigation and monthly billing and noted staff's approval on these actions. Mr. Powell updated the Board on the status of the Joint Permit Application for the raw water intake at the Chickahominy River, status of Sustainable Water Initiative for Tomorrow (SWIFT), Newport News and Cranston's Mill Pond. He noted the permit allowed a nine-year window to address the issues.

Mr. Icenhour asked about SWIFT and the aquifer process involved with that program. He also addressed the recycling of the water back into the ground, but not the pipes.

Mr. Powell noted that current state law prohibited direct reuse of the water. He further noted some states did allow direct reuse and the procedure was gaining more national attention.

Mr. McGlennon questioned the funding of the SWIFT project.

Mr. Powell explained the cost of injecting purifiers into the water would be a regional cost. He noted that if James City County chose to build a filtration facility, then the County would bear that financial cost.

General discussion ensued.

Mr. Hipple noted concerns about the County's water supply. He further noted the financial impact of watering property and the use of wells versus public water. Mr. Hipple thanked Mr. Powell for presenting the water usage statistics and educating citizens with energy-efficient water options.

Ms. Larson asked about the water feasibility study and the timeline on the options. She noted increased feedback on SWIFT from concerned citizens.

Mr. Powell noted that in nine years, DEQ would expect a decision on the water plan. He cautioned a premature decision, but stressed more information was needed on the options. Mr. Powell noted the cost difference in groundwater use versus construction of a filtration facility.

Ms. Sadler asked if the feasibility study could begin without the Cranston's Mill Pond permit or SWIFT information to start the information gathering for the options.

Mr. Powell noted yes. He also noted he would supply the Board with the PowerPoint presentation.

Ms. Larson asked if irrigation pushback had been an issue with citizens. She noted she liked the monthly billing cycle.

Mr. Powell noted some pushback would be likely, but further noted the consultant said the County had "responsible irrigators".

Ms. Larson asked what measures were in place to monitor the usage.

Mr. Powell noted JCSA did not monitor individuals, but would address misuse of the even/odd usage if observed.

Ms. Larson asked about the additional administrative expense of converting to the monthly billing.

Mr. Powell confirmed some additional expense would occur with the conversion. He added some savings would be available in reading the meters.

Mr. Hipple noted issues with Cranston's Mill Pond. He expressed concerns about safety, volume of water, road maintenance and the dam.

Mr. McGlennon endorsed the monthly billing, but expressed concerns on the changes to three groups for the watering schedule. He asked if Hampton Roads Utility Billing Service (HRUBS) had the ability to bill electronically. Mr. McGlennon cited HRUBS as an encouragement to use a similar process in the County. He also noted use of a budget payment plan. He questioned about other viable watering options like drip irrigation.

Mr. Powell noted those were options JCSA would explore.

Ms. Sadler questioned educating groups like Homeowners Associations (HOAs) with irrigation.

Mr. Powell noted HOAs would be beneficial and stressed comprehensive public education program using social media. He further noted it would be a multi-faceted approach.

Mr. Icenhour asked about the timeline regarding the switch with the meters.

Mr. Powell noted a two-year window for the meter replacement completion was likely.

Mr. Icenhour questioned the water agreement with Newport News.

Mr. Powell noted additional information would be forthcoming to assist in decision-making. He further noted the existing agreement, the timeline and long-term water solutions. Mr. Powell expressed reservations on the construction of the current Newport News agreement.

Mr. Hipple noted Busch Gardens efficient water conservation policies in place. He questioned if that information could be shared with other industries.

Ms. Larson noted Hampton Roads Sanitation Department and HRUBS both offer paperless billing options.

Mr. Powell stated the irrigation schedule would require Board action if changes were made as it was established in the Regulations. He noted no action was needed at this time, but in the future he could make a presentation to the Board on its decision.

Ms. Sadler and the Board thanked Mr. Powell and staff for the presentation and information.

A Motion to Adjourn was made by John McGlennon, the motion passed unanimously.

At approximately 4:51 p.m., Ms. Sadler adjourned the Board of Directors until 5 p.m. on August 14, 2018, for the Regular Meeting.

D. CLOSED SESSION

A motion to Enter a Closed Session 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 4:52 p.m., the Board entered into Closed Session.

At approximately 5:18 p.m., the Board re-entered Open Session.

1. Certification of Closed Session

   A motion to Certify the Closed Session 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. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

   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. McGlennon noted the Board approved the Resolution authorizing the purchase of 21 acres from Green Mount Properties.

3. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Economic Development Authority

   A motion to Appoint Individuals to Boards and Commissions was made by Sue Sadler, the motion result was Passed.
   AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
   Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

   The Board recommended the EDA appointments of Mr. Mike Maddox to fill the unexpired term vacated by Mr. Paul Gerhart that expires in 2020 and Mr. William Turner and Mr. Carlton Stockton for vacant terms that will expire June 2022.

E. ADJOURNMENT

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

1. Recess until 11 a.m. on July 31, 2018, at the Law Enforcement Center, 4600 Opportunity Way, Williamsburg, VA

At approximately 5:21 p.m., Ms. Larson recessed the Work Session until the July 31, 2018 meeting.

AGENDA ITEM NO. D.2.

ITEM SUMMARY

DATE: 8/14/2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 18

ATTACHMENTS:

	Description	Type
	Memo	Cover Memo
	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	7/24/2018 - 2:42 PM
Publication Management	Daniel, Martha	Approved	7/24/2018 - 3:00 PM
Legal Review	Kinsman, Adam	Approved	7/24/2018 - 4:16 PM
Board Secretary	Fellows, Teresa	Approved	8/3/2018 - 4:54 PM
Board Secretary	Purse, Jason	Approved	8/7/2018 - 12:02 PM
Board Secretary	Fellows, Teresa	Approved	8/7/2018 - 12:35 PM

M E M O R A N D U M

DATE: August 14, 2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 18

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during FY 18. The resolution lists the value of the infrastructure at the time of completion. The total value of $796,235 will be included in the net capital asset calculations for JCSA's FY 18 Comprehensive Annual Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling $158,226,696 in the FY 17 Annual Report.

Staff recommends adoption of the attached resolution accepting the dedication of the infrastructure.

MDP/md
FAWaterSewerSys-mem

Attachment

R E S O L U T I O N

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 18

WHEREAS, certain water and sewer infrastructure has been constructed by developers and dedicated to the James City Service Authority (JCSA); and

WHEREAS, this water and sewer infrastructure has been constructed in accordance with technical requirements of JCSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby formally accepts the dedication of the water and sewer systems listed below, as of June 30, 2018:

Water Dedications

Development	Value
Jacob's Industrial Park - 8A & B	$ 19,150
Marywood - Phase 4	141,250
White Hall - Section 5	127,100
Total:	$287,500

Sewer Dedications

Development	Value
Chestnut Grove	$146,840
Jacob's Industrial Park - 8A & B	5,180
Marywood - Phase 4	177,730
White Hall - Section 5	178,985
Total:	$508,735
Water and Sewer Total:	$796,235

_____
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 14th day of August, 2018.

FAWaterSewerSys-res

AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 8/9/2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: August Update

ATTACHMENTS:

	Description	Type
🗋	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/7/2018 - 4:59 PM

M E M O R A N D U M

DATE: August 14, 2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority (JCSA)

SUBJECT: Director's Report - August 2018

- I have been asked to participate on a Department of Environmental Quality stakeholder group evaluating the feasibility of prioritizing human consumption of groundwater. I attended the first meeting in July.

- I attended a joint meeting of the Chief Administrative Officers/Director of Utilities to discuss affordability of services.

- I took a tour and received an update on the SWIFT Research Center. They have been injecting a million gallons per day since mid-May.

- JCSA received Harassment Training from County staff.

- The annual JCSA Safety and Award Luncheon was held. Steven Price was named Employee of the Year. Thank you to the Board for attending.

- JCSA is working on an alternative to simplify the process for customers to report their submeter usage.

- A contractor recently made a repair to one of the couplings on the main under the College Creek bridge on Route 199 that had corroded and was leaking. After completion of the repair, the contractor inspected the remaining couplings and found the remaining nine couplings also needed attention. As a result of this finding, we have purchased additional repair clamps and will schedule the repair of the remaining couplings when the repair clamps arrive.

- The replacement well project at the Five Forks Water Treatment Facility is winding down with only a couple of minor items left on the punch list. We have pumped about 112 million gallons from the well since it went into service mid-May.

MDP/md
GMRpt-Aug-mem

AGENDA ITEM NO. I.1.

ITEM SUMMARY

DATE: 8/9/2018

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on September 11, 2018 for the Regular Meeting

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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/7/2018 - 5:25 PM