

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 4, 2021
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. Organizational Meeting
2. Supervisor Seats for Regional Boards and Commissions
3. Seating Assignments

D. BOARD CONSIDERATION(S)

1. Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

E. CLOSED SESSION

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 5 p.m. on January 12, 2021 for the Regular Meeting

ITEM SUMMARY

DATE: 1/4/2021
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Organizational Meeting

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Calendar of Meeting Dates	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/4/2020 - 1:44 PM
Publication Management	Daniel, Martha	Approved	12/4/2020 - 1:58 PM
Legal Review	Kinsman, Adam	Approved	12/10/2020 - 10:38 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 9:42 AM
Board Secretary	Purse, Jason	Approved	12/28/2020 - 10:13 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 2:43 PM

M E M O R A N D U M

DATE: January 4, 2021
TO: The Board of Supervisors
FROM: Adam R. Kinsman, County Attorney
SUBJECT: Organizational Meeting for the Board of Supervisors

The Code of Virginia, Section 15.2-1416, requires the Board of Supervisors to organize at its first meeting in January.

The meeting should proceed generally as follows:

1. Seek nominations for Chairman and Vice Chairman and then hold elections for such offices.
2. Establishment of meeting dates, place, and times (this is accomplished by adopting the attached resolution).
3. Commission/Committee appointments, usually handled in Closed Session.
4. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 11th Edition, 2011, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 487 et seq., in particular, the "Procedure in Small Boards" as follows:
 - Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - Motions need not be seconded.
 - There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - Informal discussion of a subject is permitted while no motion is pending.
 - The Chairman can speak in discussion without rising or leaving the chair; and can make motions and votes on all questions.

In addition, the Board for the last several years has chosen to follow the following:

- Motions to rescind shall not be in order after the Board has made a decision on land use matters involving rezonings or special use permits. A motion to reconsider such matters must be made at the same meeting the original decision is made by the Board.
- Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued 48 hours to the same time and place.

Organizational Meeting for the Board of Supervisors

January 4, 2021

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I believe these rules have worked effectively for these Boards and recommend its continuation.

I have attached the appropriate resolution for your consideration.

ARK/md

2021BOSOrgMtg-mem

Attachments

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by the Code of Virginia to organize at its first meeting in January.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the following rules shall apply for the year 2021:

1. Meetings of the Board shall be held on those dates shown on the attached 2021 calendar. Meetings occurring on the second Tuesday of the month shall be held in the Board Room of the James City County Government Center at 5:00 p.m. or as soon thereafter as the Board may determine. Meetings occurring on the fourth Tuesday of the month shall be held in the Board Room of the James City County Government Center at 1:00 p.m. or as soon thereafter as the Board may determine.
2. The County Administrator shall prepare and share the Board's draft agenda no later than 11 days (generally a Friday) prior to the meeting of the Board with the Chair of the Board. The Chair of the Board shall approve, deny, or modify the draft agenda as he or she determines to be appropriate and shall cause the final agenda to be publicized at least seven days prior to the meeting of the Board, or as soon thereafter as reasonably possible. Following publication, the agenda may only be modified at the meeting of the Board upon a majority vote. Any member of the Board may have an item included on a future agenda by making such request during a meeting of the Board, such request being approved by general assent or upon a majority vote.
3. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 11th Edition, 2011, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 487 et seq., in particular, the "Procedure in Small Boards" as follows:
 - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - b. Motions need not be seconded.
 - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - d. Informal discussion of a subject is permitted while no motion is pending.
 - e. The Chairman can speak in discussion without rising or leaving the chair; and can make motions and votes on all questions.

4. In addition, the Board agrees to the following:
 - a. A motion to rescind shall not be in order in a land use decision involving a rezoning or a special use permit. A motion to reconsider such a decision must be made at the same meeting the original decision is made by the Board.
 - b. Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued 48 hours to the same time and place.

 Chairman, Board of Supervisors

ATTEST:

VOTES

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
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SADLER	_____	_____	_____
MCLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____

Teresa J. Fellows
 Deputy Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 4th day of January, 2021.

2021BOSOrgMtg-res



2021 Board of Supervisors' Calendar of Important Dates

Regular Meeting at 5:00 p.m. & Work Session at 1 p.m. unless otherwise noted

January 2021

- County Holiday – Jan. 1
- Organizational Meeting – **Jan. 4 @ 4 p.m.**
- BOS Regular Meeting – **Jan. 12**
- County Holiday – Jan. 18
- BOS Retreat – TBD
- BOS Work Session – **Jan. 26**
- VACo Government Day (Virtual) – Jan. 28

February 2021

- BOS Regular Meeting – **Feb. 9**
- County Holiday – Feb. 15
- BOS Work Session – **Feb. 23**

March 2021

- BOS Regular Meeting – **March 9**
- Joint Meeting (hosted by County) @ 9 a.m. – **March 12**
- BOS Work Session – **March 23**

April 2021

- BOS Regular Meeting – **April 13**
- BOS Budget Work Session – **April 27**

May 2021

- BOS Regular Meeting – **May 11**
- BOS Work Session – **May 25**
- County Holiday – May 31

June 2021

- BOS Regular Meeting – **June 8**
- County Holiday – June 18
- BOS Work Session – **June 22**

July 2021

- County Holiday – July 5
- BOS Regular Meeting – **July 13**
- BOS Work Session – **July 27**

August 2021

No meeting scheduled

September 2021

- County Holiday – Sept. 6
- BOS Regular Meeting – **Sept. 14**
- BOS Work Session – **Sept. 28**

October 2021

- BOS Regular Meeting – **Oct. 12**
- BOS Work Session – **Oct. 26**

November 2021

- BOS Regular Meeting – **Nov. 9**
- County Holiday – Nov. 11
- VACo Annual Conference – Nov. 13-16
- BOS Work Session – **Nov. 23**
- County Holiday – Nov. 25-26

December 2021

- Joint Meeting @ 9 a.m. – **Dec. 3**
- BOS Regular Meeting – **Dec. 14**
- County Holiday – Dec. 24-27
- County Holiday – Dec. 31

January 2022

- Organizational Meeting – **Jan. 3 @ 4 pm**

Location:

Regular Meetings and Work Sessions:

Government Center Board Room/Work Session Room, 101 F Mounts Bay Road, James City County, VA

BOS Contact Information:

Mailing Address:

P.O. Box 8784,
 Williamsburg, VA 23187
 Phone: (757) 253-6609
 Email: jccboard@jamescitycountyva.gov

Webpage: <https://jamescitycountyva.gov/212/Board-of-Supervisors>

ITEM SUMMARY

DATE: 1/4/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Supervisor Seats for Regional Boards and Commissions

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Information Sheet	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 11:52 AM

MEMORANDUM

DATE: January 4, 2021
 TO: The Board of Supervisors
 FROM: Teresa J. Fellows, Deputy Clerk
 SUBJECT: List of Supervisor Seats for Boards and Commissions for 2021

Below is a listing of Board/Commission/Committee appointments for the Board of Supervisors (BOS) for the 2020 calendar year.

Staff recommends that new appointments be made for the 2021 calendar year.

Board/Commission Committee	Board Member 2019	Board Member 2020
<i>Community Action Agency Board of Directors</i>	Charvalla West appointed to serve in lieu of BOS Member - expires 9/25/2022	Charvalla West appointed to serve in lieu of BOS Member - expires 9/25/2022
<i>Hampton Roads Military and Federal Facilities Alliance (HRMFFA)</i>	Michael Hipple	Jim Icenhour
<i>Hampton Roads Planning District Commission (HRPDC)</i>	Michael Hipple	Jim Icenhour
<i>Hampton Roads Transportation Planning Organization (HRTPO)</i>	Michael Hipple	Michael Hipple
<i>Hampton Roads Transportation Accountability Commission (HRTAC)</i>	Michael Hipple	Michael Hipple
<i>School Liaison</i>	Ruth Larson and Jim Icenhour	Ruth Larson and Jim Icenhour
<i>Historic Triangle Collaborative</i>	Jim Icenhour	No longer active as of June 30, 2020
<i>Agricultural and Forestal District (AFD) Advisory Committee</i>	Sue Sadler	Sue Sadler
<i>Economic Development Authority</i>	Sue Sadler	Sue Sadler

List of Supervisor Seats for Boards and Commissions for 2020

January 2, 2020

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Board/Commission Committee	Board Member 2019	Board Member 2020
<i>Williamsburg Tourism Council</i>	Ruth Larson	Ruth Larson
<i>Community Services Coalition Board of Directors</i>	Barbara Watson as BOS Representative until 01/01/2020	Barbara Watson as BOS Representative until 01/01/2023
<i>Greater Peninsula Workforce Board</i>	John McGlennon	John McGlennon
<i>Virginia Peninsula Regional Jail Authority</i>	Ruth Larson	Ruth Larson
<i>Historic Virginia Land Conservancy</i>	John McGlennon	John McGlennon
<i>Greater Williamsburg Business Council</i>	Ruth Larson	Jim Icenhour
<i>High Growth Coalition</i>	John McGlennon	John McGlennon
<i>Williamsburg Area Medical Assistance Corp (WAMAC)</i>	John McGlennon	Sue Sadler

TJF/md

BCC-BOS2021-mem

Attachment:

1. Supervisor Seats for Regional Boards and Commissions - Information Document

Supervisor Seats for Regional Boards and Commissions

2021 Calendar Year

- **Community Action Agency Board of Directors** – Five members are appointed by the BOS, to represent the BOS, for five-year terms. There are two staff members, two community members, and typically one BOS member (currently Charvella West is representing the BOS).
The Agency responds to continually changing community needs, while retaining a fundamental commitment to individual empowerment and social justice; and serves individuals, families, neighborhoods, and the larger community in seeking to relieve the causes and to diminish the effects of poverty.

Executive Director - caa@wjccactionagency.org; 757-229-9332

Website: www.wjcc-caa.org

Meetings: Historically, the meetings have been held at 5 p.m. on the 3rd Thursday of Feb, April, June, August, October and December...the next scheduled meeting is **February 18th**.

- **Hampton Roads Military and Federal Facilities Alliance (HRMFFA)** - The Hampton Roads Military and Federal Facilities Alliance (HRMFFA) is an initiative of the Hampton Roads Mayors and Chairs Caucus. The Alliance was established to collectively focus area efforts on preserving and growing Federal capabilities within the Hampton Roads region. HRMFFA was incorporated within the Commonwealth of Virginia in March 2006 under the provisions of the Internal Revenue Code of 1986 as a tax exempt, not-for-profit Corporation. The mission of HRMFFA is to attract, retain and grow military and federal facilities across the region for the common good and welfare of the residents of Hampton Roads. Through regional advocacy and influence, the Alliance acts to attract, retain and grow organizations, capabilities and investments owned, operated or funded by the Federal government.

Craig Quigley, Executive Director – cquigley@hrmffa.org Website: www.hrmffa.org

Meetings: Meets **quarterly** at the regional building in Chesapeake at 10:30 am. The next meeting will be **March 18, 2021**. The annual meeting is in June, and typically the meetings are the 3rd Thursday of the month in March, June, September, and December.

- **Hampton Roads Planning District Commission (HRPDC)** - The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. Planning District Commissions are voluntary associations and were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed Charter Agreement. The HRPDC was formed in 1990 by the merger of the Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission.

Robert Crum, Executive Director - rcrum@hrpdcva.gov Website: www.hrpdcva.gov

Meetings: 12:30 pm on the 3rd Thursday of the month at the regional building in Chesapeake.

- **Hampton Roads Transportation Planning Organization (HRTPO)** - The Hampton Roads Transportation Planning Organization (HRTPO) is the body created by the Hampton Roads localities and appropriate state and federal agencies to perform the duties of an MPO under the federal regulations. Voting representation on the HRTPO Board includes elected officials from the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, and York; plus representatives from the Transportation District Commission of Hampton Roads (TDCHR), Williamsburg Area Transit Authority (WATA), and the Virginia Department of Transportation (VDOT). Non-voting board members include representatives from the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the

Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA).

Robert Crum, Executive Director – rcrum@hrtpo.org Website: www.hrtpo.org

Meetings: 10:30 am on the 3rd Thursday of the month at the regional building in Chesapeake.

- **Hampton Roads Transportation Accountability Commission (HRTAC)** - On March 8, 2014, the General Assembly adopted **HB1253/SB513**, which provides for the creation of the Hampton Roads Transportation Accountability Commission (HRTAC) in order to manage the Hampton Roads Transportation Fund (HRTF) revenues for the Hampton Roads region. Signed into law on April 3, 2014 by Governor Terry McAuliffe, the HRTAC became effective on July 1, 2014. Comprised of locally elected officials, the commission has the organizational structure and leadership in place to determine how new regional money, approximately \$200 million annually, will be invested in transportation projects. The new funding is part of the **transportation funding package** passed by the General Assembly in 2013. The 23-member commission consists of mayors from local governments, state legislators from the region and area Commonwealth Transportation Board members. Decisions are based on a two-thirds majority vote of elected officials on the commission, representing at least two-thirds of the region's population. **(Mr. Hipple is the current appointed member)**

Kevin Page, Executive Director - kpage@hrtac.org Website: www.hrtac.org

Meetings: Quarterly; 12:30 pm on the 3rd Thursday of the month at the regional building in Chesapeake

- **School Liaison** – Liaison committee between James City County, the City of Williamsburg, and WJCC School Board... typically meets four times a year in February, May, September, and November. The day and time have been fluid to accommodate the members' calendars. The location rotates among the three entities. The next meeting will be scheduled for the **beginning of February 2021**. **(typically 2 BOS Members are assigned as the Liaisons)**

Olwen Herron, Superintendent – Olwen.Herron@wjccschools.org

- **Historic Triangle Collaborative** – No longer active as of June 30, 2020
- **Agricultural and Forestal District (AFD) Advisory Committee** - Members are appointed by the BOS to serve an indefinite term. The Committee will review applications for the creation, modification, and renewal of agricultural and forestal districts. **The Committee meets on an as needed basis.**

Paul Holt, Staff Support – paul.holt@jamescitycountyva.gov; 253-6674

- **Economic Development Authority** - The Authority's function is to pursue and comply with the goals and objectives set forth in the Comprehensive Plan; to advise the BOS through the County Administrator of any application made by an agent or representative of a prospective facility requesting the Authority to issue bonds; and to advise the governing body of James City County of the potential location of the facility.

Christopher Johnson, Staff Support – christopher.johnson@jamescitycountyva.gov; 253-6658

Meetings: 4 pm, 3rd Tuesday of each month, County Complex, Building D Conference Room

- **The Williamsburg Tourism Council** - formed by the Virginia General Assembly legislation in 2018 (SB942). The Council oversees the marketing program and administrative services that promote the Greater Williamsburg area as an overnight destination. The Council is made up of representatives from James City and York Counties, the City of Williamsburg and other tourism partner organizations.

Victoria Cimino, Chief Executive Officer – victoria.cimino@visitwilliamsburg.com

Website: <https://www.visitwilliamsburg.com/williamsburg-tourism-council>

Meetings: The Council meets every other month on the 3rd Tuesday, at 1 p.m., at the City's Stryker Building, 412 N. Boundary St, Williamsburg, VA. Next meeting is [January 19th](#).

- **Community Services Coalition** – With generous financial help from the City of Williamsburg, the Counties of James City and York, Colonial Williamsburg and Anheuser-Busch Companies, and more than 500 businesses, churches, service clubs, organizations and individuals, the Community Services Coalition purchased, renovated and opened the new Historic Triangle Community Services Center in November, 1994. Today, the Center is home to about a dozen agencies which serve individuals, families and groups in all three local communities. They seek to improve the lives of thousands of clients from toddlers to seniors, from stressed families to the handicapped; activities from United Way's fundraising and Head Start training to checkups, mentoring, physical activity, wellness programs, and family counseling.

Since 2014, Ms. Barbara Watson (Assistant Director of Social Services) has served as the BOS Representative to the Coalition. Ms. Watson's term expires on January 1, 2023.

- **Greater Peninsula Workforce Board** - The Greater Peninsula Workforce Board is a group of community leaders appointed by local elected officials and tasked with planning and oversight responsibilities for workforce development programs and services within the seven localities that comprise the Virginia Career Works – Greater Peninsula Region. We are one of the fifteen Boards established within the Commonwealth by the Governor's Office.

Cassie Ellis – cellis@vcwpeninsula.com – 757-826-3327

Website: www.vcwpeninsula.com

Meetings: 8 am on the 4th Thursday of each month, Peninsula Council for Workforce Development, 11820 Fountain Way, #301, Newport News, VA. Next meeting scheduled for [January 28th](#).

- **Virginia Peninsula Regional Jail Authority** - The Virginia Peninsula Regional Jail (VPRJ) is a facility with a rated housing capacity of 290 and an expanded housing capacity of 612 male and female inmates. Located on a 35-acre site on Rte. 143 in James City County, the jail opened in June of 1997 and serves the counties of York and James City and the cities of Williamsburg and Poquoson. The primary mission of the facility is to provide a safe and secure environment for the detention of persons lawfully admitted to the facility by the four participating jurisdictions. The operational philosophy of the Virginia Peninsula Regional Jail is to perform all duties mandated by the Constitutions of the United States, the Commonwealth of Virginia, all applicable federal and state laws, and the facility policies as set forth by the Regional Jail Authority Board of Directors.

Superintendent - 757-820-3934 Website: www.vprj.net

Meetings: 8:30 am, 3rd Wednesday of every month at the Regional Jail, next meeting is [January 20th](#).

- **Historic Virginia Land Conservancy** - Founded in 1990 as the Historic Rivers Land Conservancy, the Historic Virginia Land Conservancy was the first private non-profit land trust in Virginia incorporated specifically to use the provisions of the Virginia Conservation Easement Act. In 1996 the organization's name was changed to the Williamsburg Land Conservancy and, in 2015, was renamed the Historic Virginia Land Conservancy to reflect its growing regional presence. Today, the Conservancy operates as a 501 (c) (3) charitable organization, supported by annual membership dues, donations and grants. A Board of Directors, comprised of community leaders from throughout the Historic Triangle and beyond, governs the organization. Working committees, volunteers, and paid staff help to carry out the programs and projects of the Conservancy. **BOS member acts as a liaison between the organization and the Board on an as needed basis.**

Patrice Sadler, Executive Director – patrice@historicvirginalandconservancy.org

- **Greater Williamsburg Business Council** - Representing nearly 800 small, medium and large businesses, non-profit organizations, and educational institutions, the Greater Williamsburg Chamber and Tourism

Alliance aims to advance the best interests of the business community. The Alliance advocates on behalf of the business community, provides educational seminars and creates business networking opportunities so new businesses can emerge and existing businesses can grow. As the destination marketing organization (DMO) we promote the region as a premier year-round travel destination.

Terry Banez, Chief Executive Officer – terrybanez@businesswilliamsburg.com; 253-2217

Website: <https://www.businesswilliamsburg.com/>

Meetings: Full Board meetings are held every other month on the 3rd Thursday at 12 p.m. at the Chamber Building, 421 N. Boundary Street, Williamsburg. Next meeting is scheduled for **January 14th** (at request of Business Council Chair).

- ***High Growth Coalition*** - Elected officials of 25 Virginia high growth communities discuss and identify local issues that arise from rapid growth and to advocate the development and adoption of legislative tools to assist local government in dealing with rapid growth.

John McGlennon, Chair of Coalition: john.mcglennon@jamescitycountyva.gov

Meetings: Meets periodically at locations to be determined

- ***Williamsburg Area Medical Assistance Corp (WAMAC)*** – Board of Directors that oversees Olde Towne Medical and Dental Center. Olde Towne Medical & Dental Center (OTMDC) is classified as a rural safety net clinic servicing the tri-county regions of The City of Williamsburg, James City County and York County with a total population of 135,000. At the heart of the Center's mission is the provision of preventative care and early intervention services to a vulnerable and disadvantaged population with services to children and their families a priority. This public-private non-profit 501(c)3 agency has provided cost effective, comprehensive health care (including obstetrical) to the uninsured, Medicaid, and Medicare population since 1993. OTMDC offers a full range of medical and dental services for all ages. Services are provided by OTMDC staff with the invaluable assistance of over 30 volunteer medical and dental specialist volunteers. Additionally, a community network of health care professionals provide their services free or at a discount.

Aaron Thompson, Executive Director - Aaron.Thompson@jamescitycountyva.gov; 259-3275

Lindsay Bowles, Administrative Secretary - Lindsay.Bowles@jamescitycountyva.gov; 259-3263

Meetings: 4th Monday of the month from 5:00 pm to 6:30 pm at the Olde Towne Medical Building (fiscal year ends in June, new calendar will be adopted for upcoming fiscal year). Next meeting is **January 25th**.

ITEM SUMMARY

DATE: 1/4/2021
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Deputy Clerk
SUBJECT: Seating Assignments

The Board shall draw numbers to determine seating assignments on the dais. The Chairman, historically, sits to the right of the County Administrator.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 11:49 AM

ITEM SUMMARY

DATE: 1/4/2021

TO: The Board of Supervisors

FROM: Sharon B. Day, Director of Financial and Management Services

SUBJECT: Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	12/23/2020 - 2:30 PM
Publication Management	Daniel, Martha	Approved	12/23/2020 - 2:37 PM
Legal Review	Kinsman, Adam	Approved	12/28/2020 - 8:06 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 9:37 AM
Board Secretary	Purse, Jason	Approved	12/28/2020 - 10:11 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 10:12 AM

MEMORANDUM

DATE: January 4, 2021
TO: The Board of Supervisors
FROM: Sharon B. Day, Director of Financial and Management Services
SUBJECT: Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

James City Service Authority has been awarded \$315,872 of federal Coronavirus Aid, Relief, and Economic Security Act funds through the State Corporation Commission and the Virginia Department of Housing and Community Development as part of the COVID-19 Municipal Utility Relief Program approved in the State Appropriation Act.

The funds will be used to provide economic relief to eligible utility customers experiencing financial hardship due to the COVID-19 Pandemic. The program requires the municipal utility to partner with a county or city to act as the fiscal agent to receive the funds.

On December 8, 2020, the Board of Supervisors authorized the County to participate in the relief program and execute an agreement with the JCSA. Based on the agreement, James City County will serve as JCSA's fiscal agent for this program. The County will receive the funds from the Department of Accounts (DOA) and pass-through the allocation directly to the James City Service Authority to implement the program.

Eligible customers of the JCSA that apply for relief under this program must provide an attestation of the COVID-19 economic hardship. In addition, each eligible customer may only receive one direct assistance payment from the County's allocation of these funds. JCSA will administer the payment, and the funds will be applied to water service arrearages, wastewater arrearages, or a combination thereof.

No funds from this program will be used for revenue replacement.

Any unused portion of the funds will be remitted back to the DOA by the County no later than January 29, 2021. James City Service Authority will return unspent funds to James City County with sufficient time to comply with this requirement.

Staff recommends adoption of the attached resolution to appropriate funds to the County's Special Projects/Grants Fund.

SBD/nb
GA-COVID19MunRelf-mem

Attachment

RESOLUTION

GRANT AWARD - COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM - \$315,872

WHEREAS, James City Service Authority (JCSA) has been awarded \$315,872 of federal Coronavirus Aid, Relief, and Economic Security Act funds through the State Corporation Commission and the Virginia Department of Housing and Community Development as part of the COVID-19 Municipal Utility Relief Program; and

WHEREAS, James City County will act as the fiscal agent for the JCSA to receive the funds from the Department of Accounts and will then forward the funds to JCSA to implement the program; and

WHEREAS, JCSA will use these relief funds to provide assistance to eligible utility customers experiencing financial hardship due to the COVID-19 Pandemic.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes acceptance of this relief funding and the following appropriation to the Special Projects/Grants Fund:

Revenue:

Federal - COVID-19 Municipal Utility Relief Grant	<u>\$315,872</u>
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Expenditure:

Transfer to JCSA	<u>\$315,872</u>
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Chairman, Board of Supervisors

ATTEST:

Teresa J. Fellows
Deputy Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
SADLER	_____	_____	_____
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 4th day of January, 2021.

ITEM SUMMARY

DATE: 1/4/2021

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 p.m. on January 12, 2021 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 1:05 PM