

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
November 24, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. Closed Session: Discussion or consideration of the acquisition of a sewer easement near North Lake Loring where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Va. Code § 2.2-3711(A)(3); and consultation with legal counsel employed or retained by the JCSA regarding options for the acquisition of a sewer easement near North Lake Loring requiring the provision of legal advice by such counsel pursuant to Va. Code § 2.2-3711(A)(8).

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. November Dashboard

J. ADJOURNMENT

1. Adjourn until 5 p.m. on December 8, 2020 for the Regular Meeting

ITEM SUMMARY

DATE: 11/24/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	102720 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/16/2020 - 3:48 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 27, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

Ms. Larson requested a motion to allow Ms. Sadler to participate in the meeting remotely, due to an illness that prevented her attendance.

A motion to allow Ms. Sadler to participate by phone was made by Michael Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Ms. Larson asked Ms. Sadler if she designated the Vice Chair as the presiding officer for today's meeting.

Ms. Sadler replied yes.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

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

1. Minutes Adoption

The motion for approval was for the September 22, 2020, Regular Meeting.

F. PUBLIC HEARING(S)

1. Regulations Governing Utility Service Update - Public Hearing and 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

Mr. Powell addressed the Board noting this topic had been introduced at the September 22, 2020 meeting. He noted the public hearing was part of the current meeting agenda. Mr. Powell further noted the regulations had not been comprehensively revised in approximately 30 years and the proposed regulations in the Agenda Packet reflected a multi-year effort by the James City Service Authority (JCSA) staff and the County Attorney's Office. Mr. Powell noted the goals of the update addressed simplification for better understanding, reflection of current laws, and best practices. He highlighted the material in the Agenda Packet which included a summary of the proposed regulations. Mr. Powell noted several key items included: 1) the requirement to connect with specific criteria of parcel size and distance in relation to JCSA infrastructure; 2) the disallowance of master meters in multi-family developments that had individually-owned units; 3) removal of particular programs such as fats, oil, and grease; cross-connection; backflow control; and grinder pump; and 4) modest fee changes in the areas of plan review and tampering. Mr. Powell noted if the Board approved the resolution for the regulations, the changes would be effective October 28, 2020, and staff was prepared for the immediate implementation. He further noted the Board had the options to choose a different date or further review the regulations. Mr. Powell noted staff recommended adoption of the resolution.

Mr. McGlennon thanked Mr. Powell and JCSA staff for the herculean effort in addressing the regulation changes.

Mr. Powell thanked Mr. McGlennon, adding his appreciation to JCSA staff for all its time and efforts. He also thanked the County Attorney's Office for its work.

Mr. Hipple asked about flag lots and connections, particularly in the rural areas of the County and how this would be addressed.

Mr. Powell noted previous incidences where homes were so far back from the infrastructure that JCSA had difficulty providing the necessary pressure and service. He further noted the updated regulations allowed for a waiver application to the General Manager regarding the 600-foot distance from the infrastructure.

Ms. Sadler expressed her thanks to Mr. Powell and staff.

Ms. Larson opened the Public Hearing.

As there were no speakers, Ms. Larson closed the Public Hearing.

G. BOARD CONSIDERATION(S)

1. Contract Award - Annual Easement Clearing Services

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 noted JCSA was responsible for maintaining an 80-mile section of pipeline in

easements that are not in the Virginia Department of Transportation right-of-way. He further noted the clearing was necessary for JCSA to maintain access to its infrastructure. Mr. Powell noted it was also mandated under existing policy that wastewater easements be cleared every five years. He referenced the resolution in the Agenda Packet and the companies which were awarded the contract, adding Board approval was required as this contract was over \$100,000.

Mr. Icenhour asked if there was a plan regarding specific neighborhoods or developments where these easements would be cleared. He noted the importance of keeping citizens apprised of times and locations.

Mr. Powell confirmed that property owners were notified in advance of the work in their respective areas.

2. Closed Session: Discussion or consideration of the investment of public funds related to a water supply agreement with Newport News where competition or bargaining is involved, where, if made public initially, the financial interest of the JCSA would be adversely affected, pursuant to Section 2.2-3711(A)(6) of the Code of Virginia; and Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pertaining to a water supply agreement with Newport News, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia.

A motion to Enter Closed Session was made by James Icenhour, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 4:09 p.m., the Board of Directors entered Closed Session.

At approximately 4:43 p.m., the Board of Directors re-entered Open Session.

A motion to Certify the Board spoke only about those items indicated that it would speak about in 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

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. October 2020 Dashboard

Mr. Powell noted the dashboard showed less water had been sold the past month as it had been a wet month. He further noted an upward trend in delinquencies and monitoring that trend.

Mr. McGlennon noted the dashboard and all its information were very helpful.

J. ADJOURNMENT

1. Adjourn until 4 p.m. on November 24, 2020 for the Regular Meeting

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

At approximately 4:44 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 11/24/2020

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Discussion or consideration of the acquisition of a sewer easement near North Lake Loring where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Va. Code § 2.2-3711(A)(3); and consultation with legal counsel employed or retained by the JCSA regarding options for the acquisition of a sewer easement near North Lake Loring requiring the provision of legal advice by such counsel pursuant to Va. Code § 2.2-3711(A)(8).

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/16/2020 - 3:46 PM

ITEM SUMMARY

DATE: 11/24/2020
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: November Dashboard

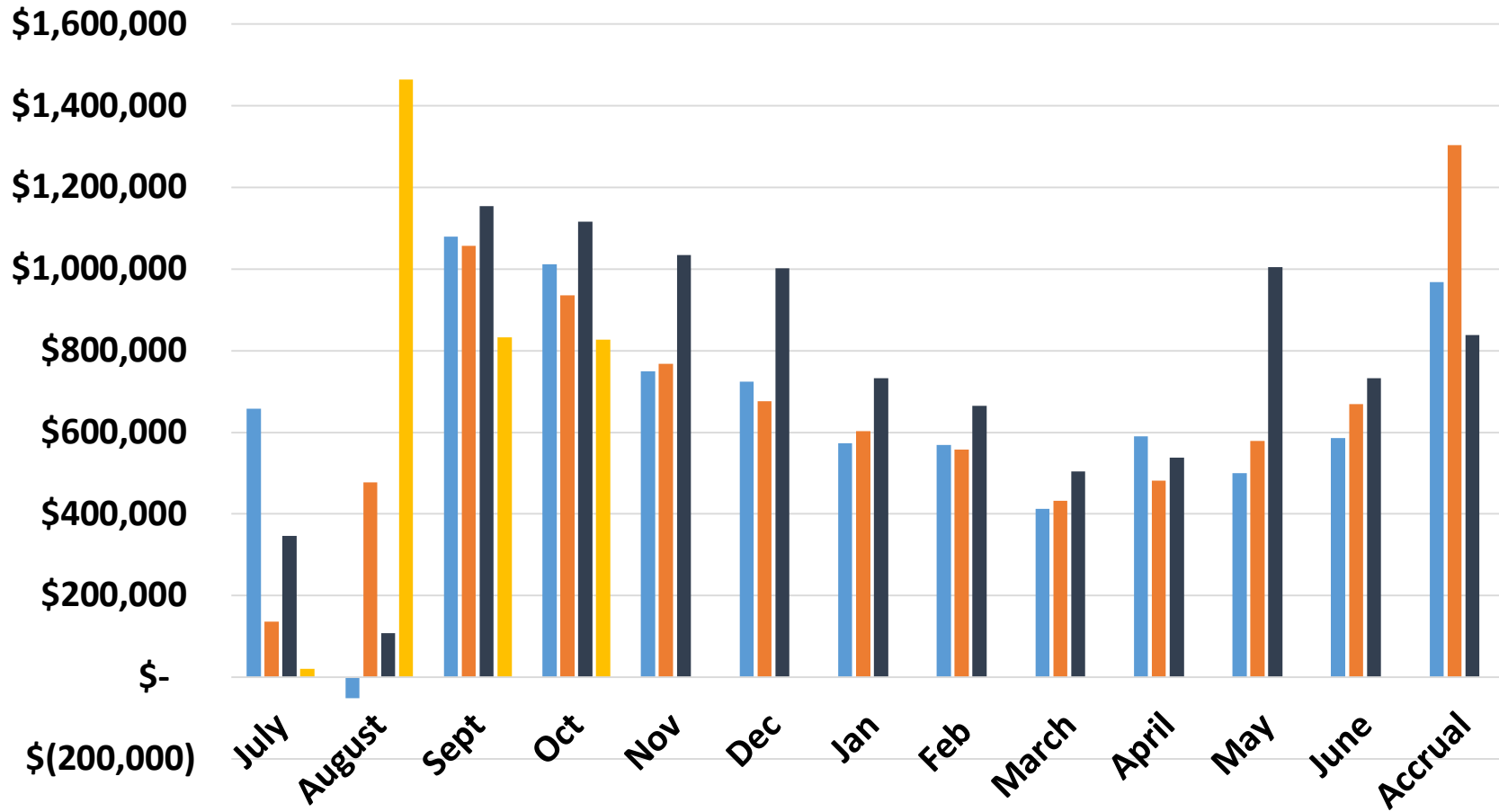
ATTACHMENTS:

	Description	Type
📎	Dashboard Report	Exhibit

REVIEWERS:

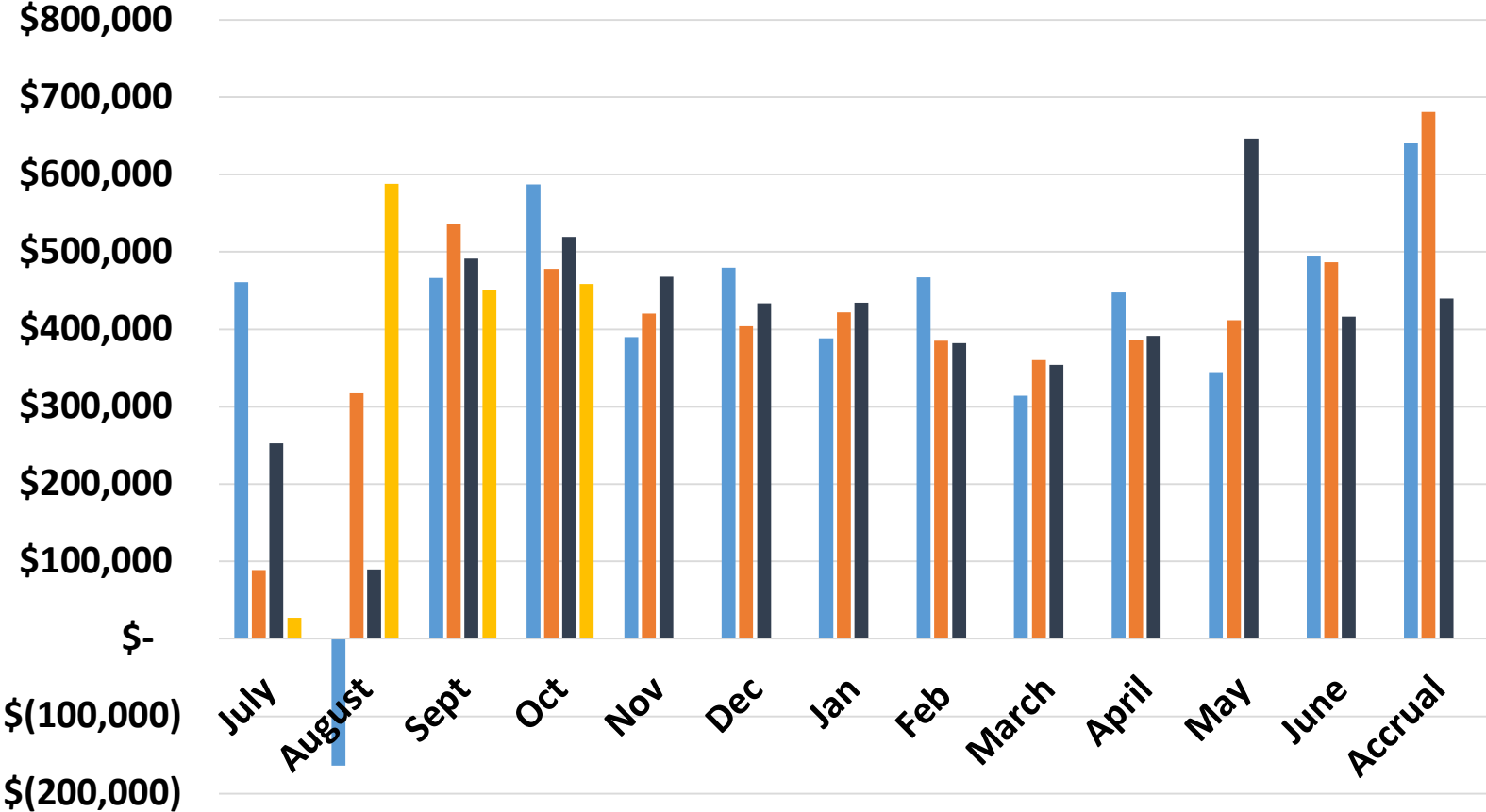
Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/23/2020 - 3:18 PM

Water Service Revenue



	■ FY2018	■ FY2019	■ FY2020	■ FY2021
Total	\$8.37M	\$8.67M	\$9.8M	\$9M budget

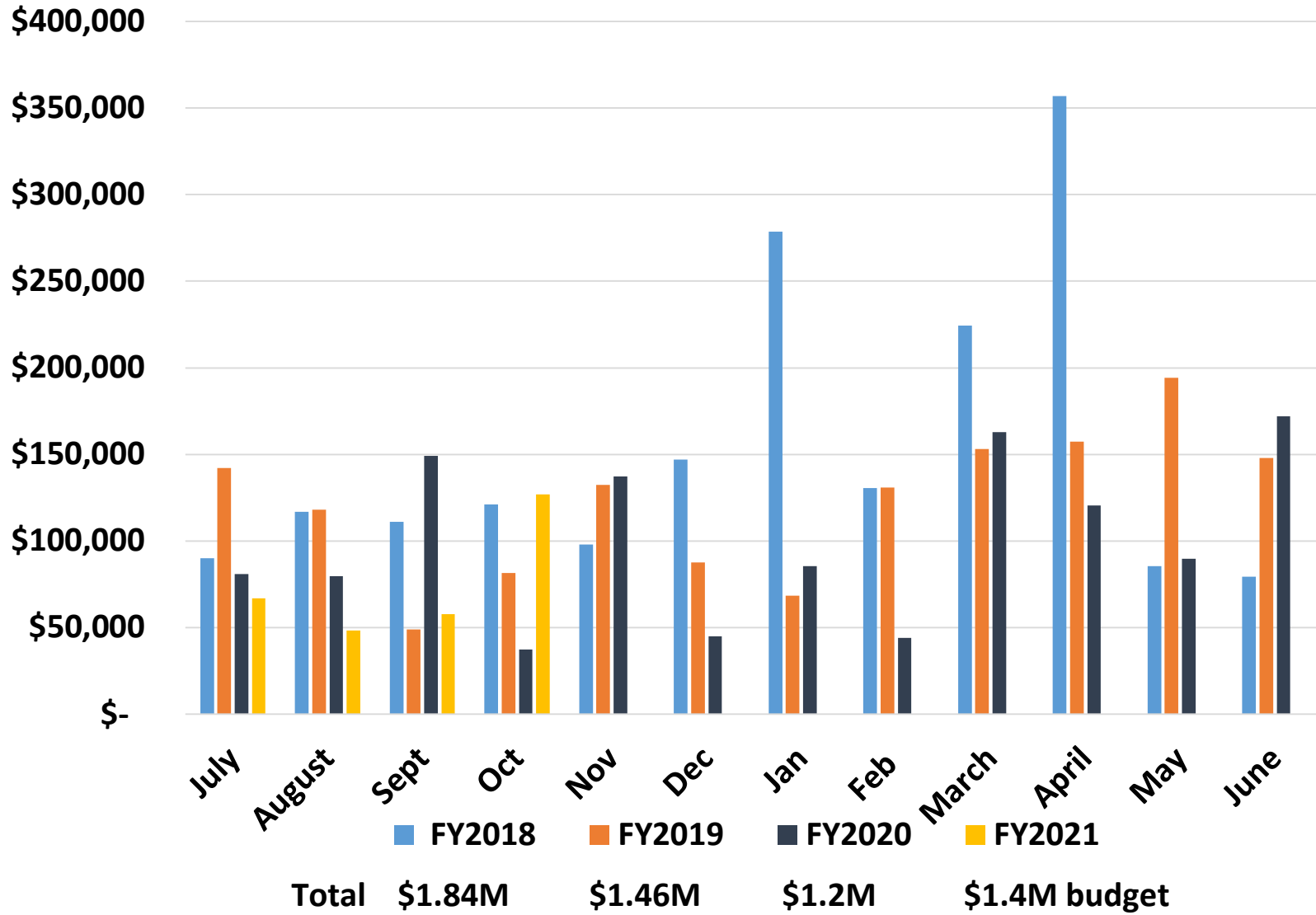
Sewer Service Revenue



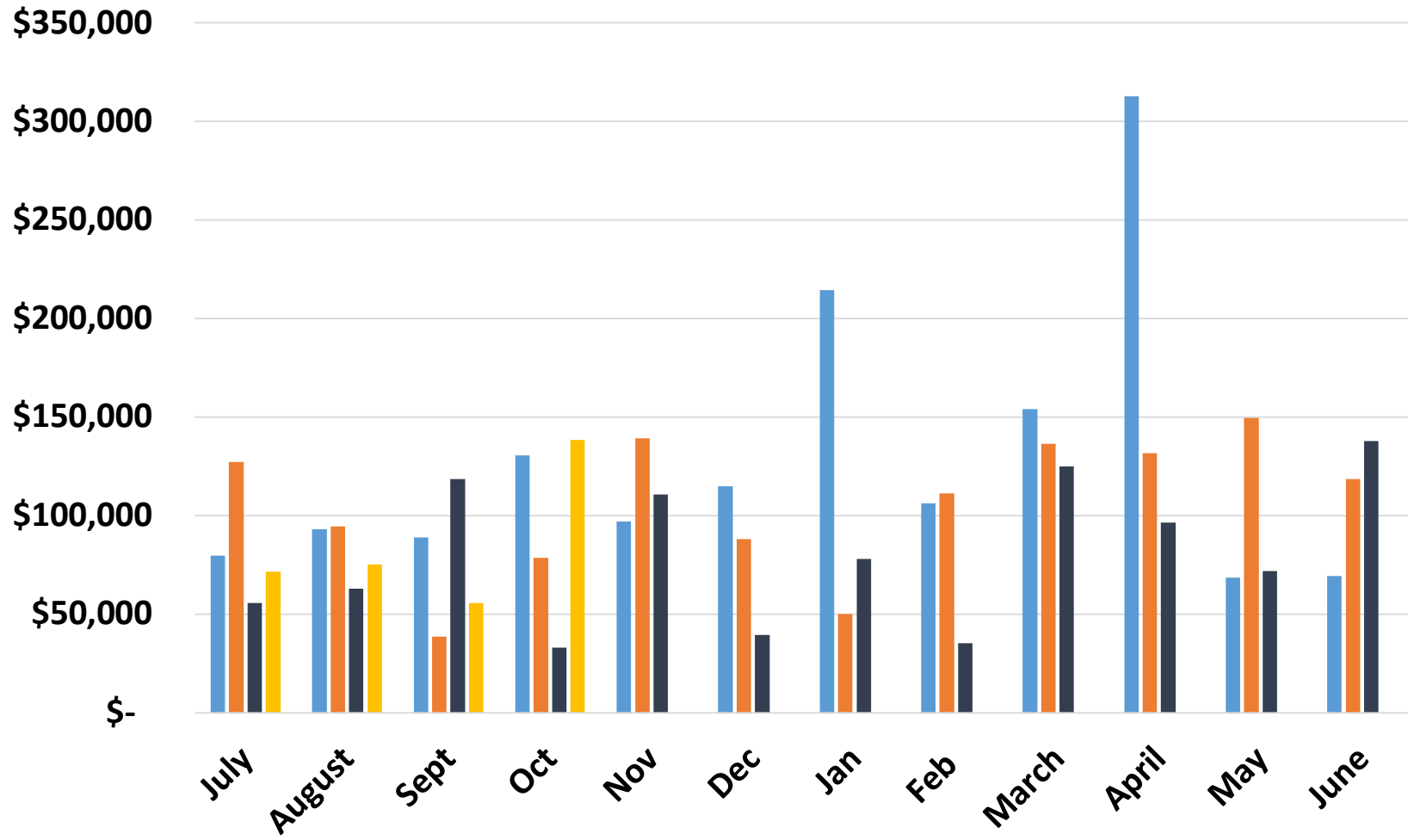
■ FY2018
 ■ FY2019
 ■ FY2020
 ■ FY2021

Total
 \$5.32M
 \$5.38M
 \$5.3M
 \$5.3M budget

Water Tap Fees

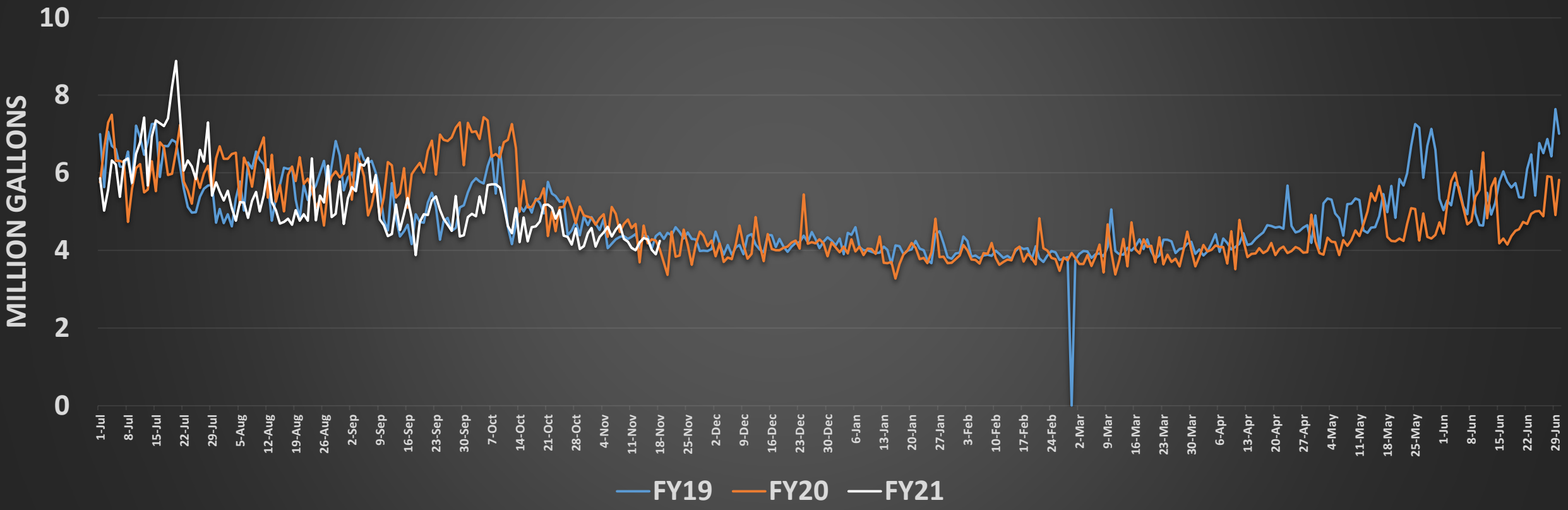


Sewer Tap Fees

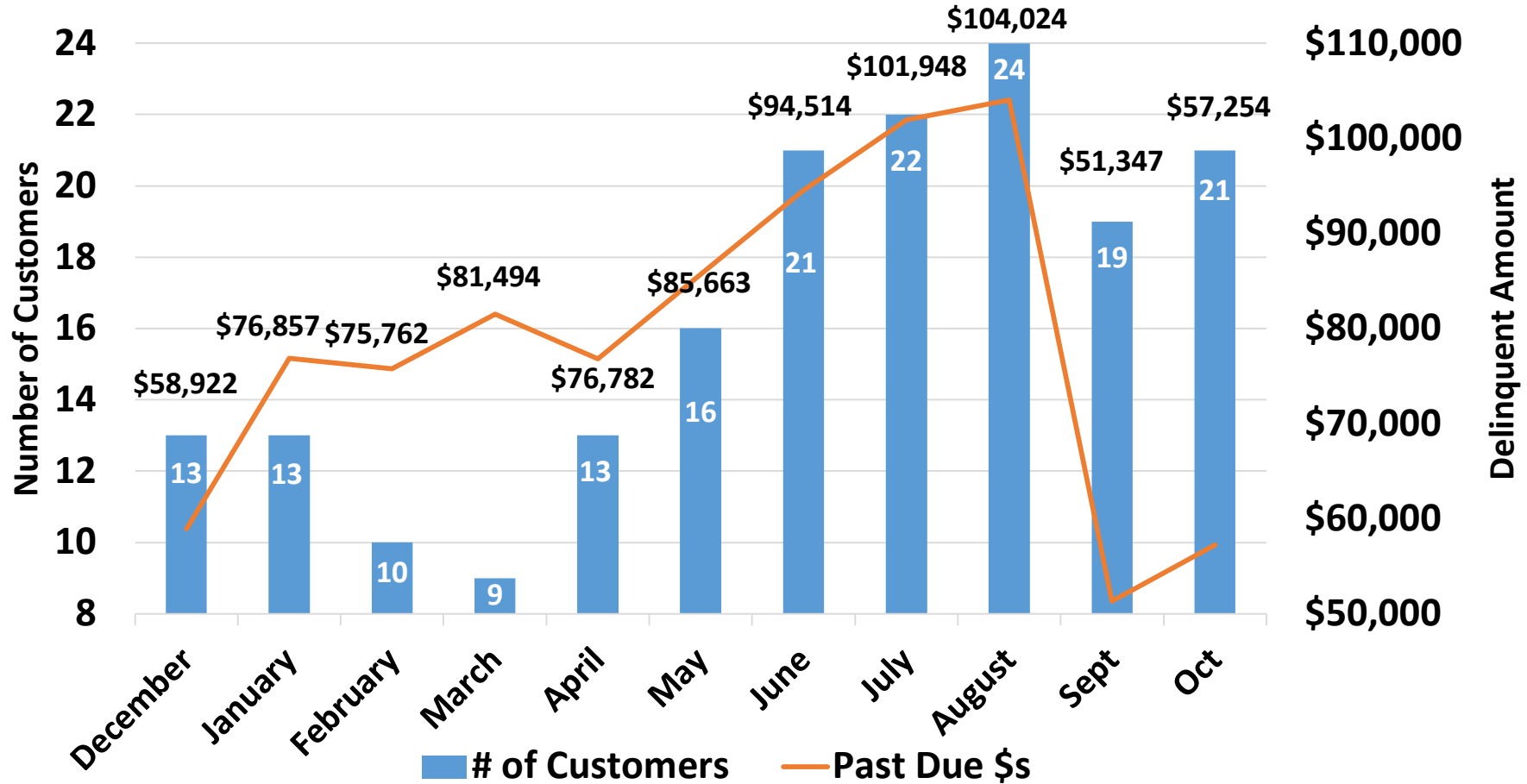


■ FY2018
 ■ FY2019
 ■ FY2020
 ■ FY2021
Total
 \$1.53M
 \$1.26M
 \$962K
 \$1.2M budget

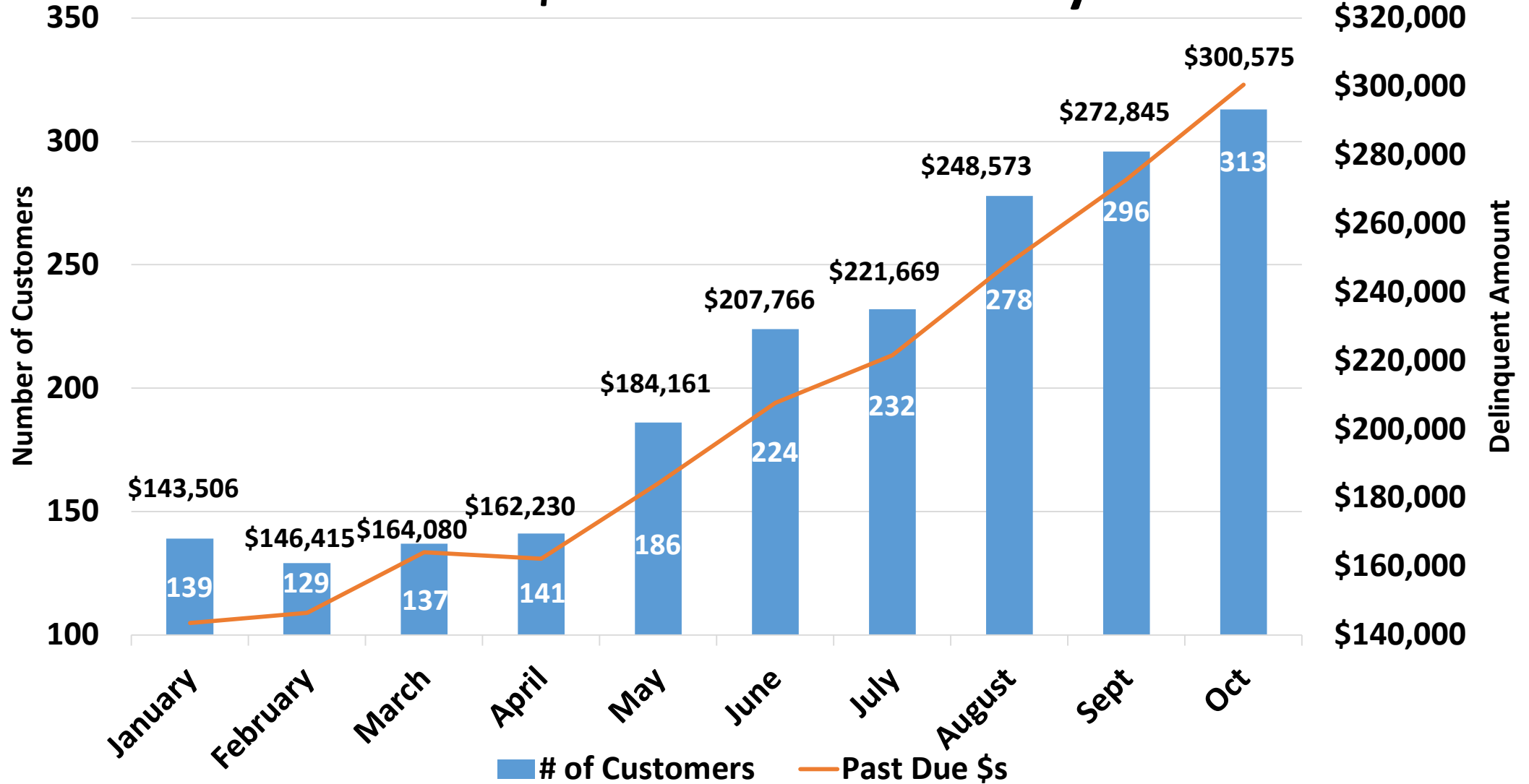
Daily Water Production



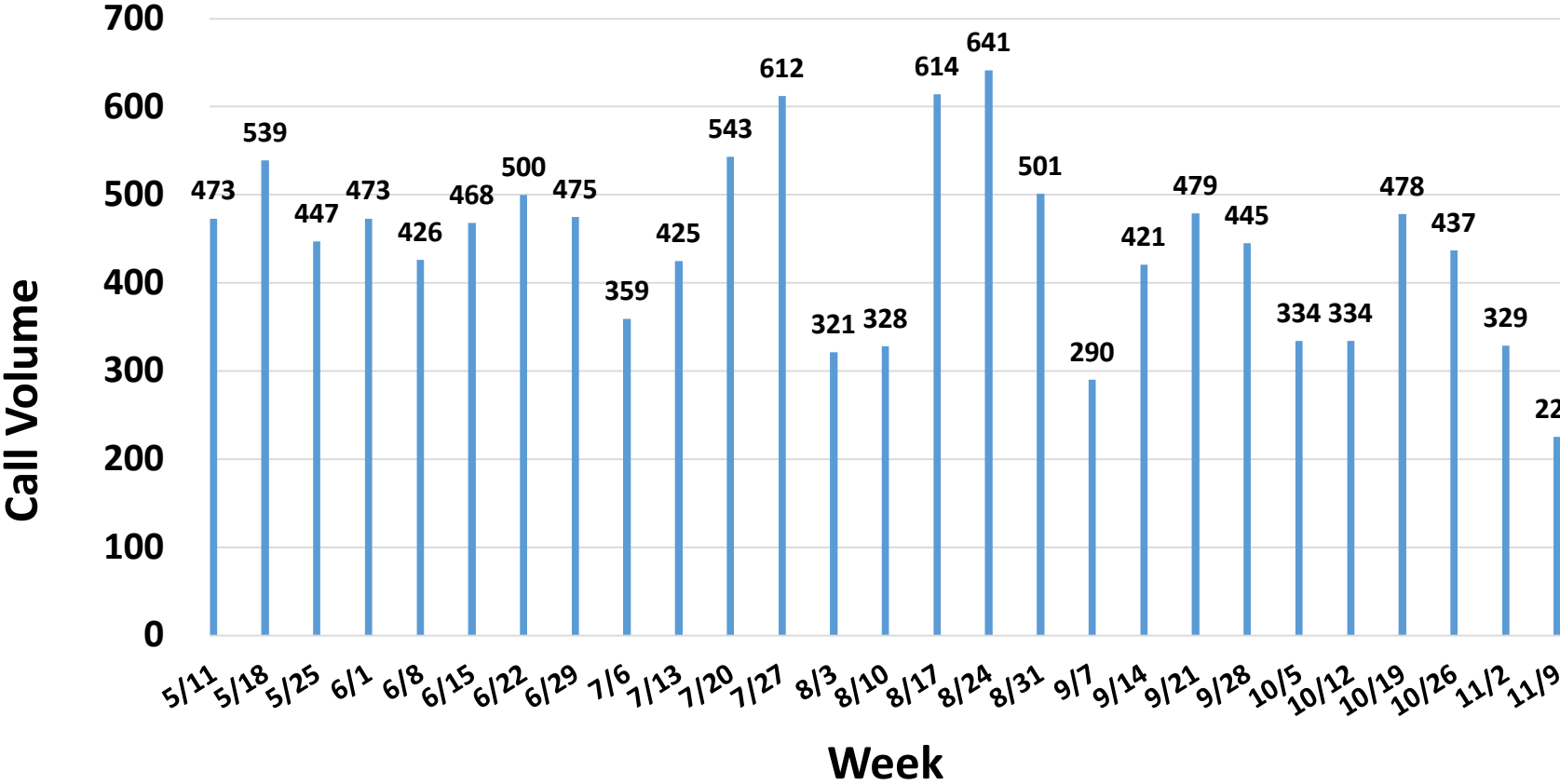
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 11/24/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 5 p.m. on December 8, 2020 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/16/2020 - 3:49 PM