

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
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

D. CONSENT CALENDAR

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

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

G. BOARD REQUESTS AND DIRECTIVES

H. ADJOURNMENT

1. Adjourn until 1 p.m. on January 26, 2021 for the Regular Meeting

ITEM SUMMARY

DATE: 1/4/2021

TO: The Board of Directors

FROM: Adam R. Kinsman, JCSA Attorney

SUBJECT: Organizational Meeting

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	12/4/2020 - 1:44 PM
Publication Management	Daniel, Martha	Approved	12/4/2020 - 2:01 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

MEMORANDUM

DATE: January 4, 2021
TO: The Board of Directors
FROM: Adam R. Kinsman, James City Service Authority Attorney
SUBJECT: Organizational Meeting for the Board of Directors

The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2021 as established in the attached resolution, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

ARK/md
2021JCSAOrgMtg-mem

Attachments

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, desire to establish rules for conducting its business during the year of 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, 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. The meetings 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 of Directors may determine.
2. The General Manager 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 Directors 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 leaving the chair; and can make motions and votes on all questions.

Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

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

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

2021JCSAOrgMtg-res



2021 Board of Directors' Calendar of Important Dates

Regular Meeting at 1:00 p.m. unless otherwise noted

January 2021

County Holiday – Jan. 1
Organizational Meeting – **Jan. 4 @ 4 p.m.**
County Holiday – Jan. 18
BOD Regular Meeting – **Jan. 26**

February 2021

County Holiday – Feb. 15
BOD Regular Meeting – **Feb. 23**

March 2021

BOD Regular Meeting – **March 23**

April 2021

Budget Work Session – **April 27**
BOD Regular Meeting – **April 27**

May 2021

BOD Regular Meeting – **May 25**
County Holiday – May 31

June 2021

County Holiday – June 18
BOD Regular Meeting – **June 22**

July 2021

County Holiday – July 5
BOD Regular Meeting – **July 27**

August 2021

No Meeting Scheduled

September 2021

County Holiday – Sept. 6
BOD Regular Meeting – **Sept. 28**

October 2021

BOD Regular Meeting – **Oct. 26**

November 2021

County Holiday – Nov. 11
BOD Regular Meeting – **Nov. 23**
County Holiday – Nov. 25-26

December 2021

BOD Regular Meeting – **Dec. 14 @ 5 p.m.**
County Holiday – Dec. 24-27
County Holiday – Dec. 31

January 2021

BOD Organizational Meeting – **Jan. 3 @ 4 p.m.**

Location:

Regular Meetings and Work Sessions:

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

BOD Contact Information:

Mailing Address:

P.O. Box 8784, Williamsburg, VA 23187

Phone: (757) 253-6609

Email: jccboard@jamescitycountyva.gov

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, desire to establish rules for conducting its business during the year of 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, 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. The meetings 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 of Directors may determine.
2. The General Manager 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 Directors 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 leaving the chair; and can make motions and votes on all questions.

Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

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

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

2021JCSAOrgMtg-res



2021 Board of Directors' Calendar of Important Dates

Regular Meeting at 5:00 p.m. unless otherwise noted

January 2021

County Holiday – Jan. 1
Organizational Meeting – **Jan. 4 @ 4 p.m.**
BOD Regular Meeting – **Jan. 12**
County Holiday – Jan. 18

February 2021

BOD Regular Meeting – **Feb. 9**
County Holiday – Feb. 15

March 2021

BOD Regular Meeting – **March 9**

April 2021

BOD Regular Meeting – **April 13**
Budget Work Session – **April 27**

May 2021

BOD Regular Meeting – **May 11**
County Holiday – May 31

June 2021

BOD Regular Meeting – **June 8**
County Holiday – June 18

July 2021

County Holiday – July 5
BOD Regular Meeting – **July 13**

August 2021

No Meeting Scheduled

September 2021

County Holiday – Sept. 6
BOD Regular Meeting – **Sept. 14**

October 2021

BOD Regular Meeting – **Oct. 12**

November 2021

BOD Regular Meeting – **Nov. 9**
County Holiday – Nov. 11
County Holiday – Nov. 25-26

December 2021

BOD Regular Meeting – **Dec. 14**
County Holiday – Dec. 24-27
County Holiday – Dec. 31

January 2021

BOD Organizational Meeting – **Jan. 3 @ 1 p.m.**

Location:

Regular Meetings and Work Sessions:

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

BOD Contact Information:

Mailing Address:

P.O. Box 8784, Williamsburg, VA 23187

Phone: (757) 253-6609

Email: jccboard@jamescitycountyva.gov

ITEM SUMMARY

DATE: 1/4/2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

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

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	12/22/2020 - 5:13 PM
Publication Management	Burcham, Nan	Approved	12/23/2020 - 7:13 AM
Legal Review	Kinsman, Adam	Approved	12/28/2020 - 8:06 AM
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 9:38 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 Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

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

Eligible customers of the Authority 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 James City County's allocation of these funds. The Authority 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 James City County no later than January 29, 2021. The 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 Authority's Water and Sewer Funds.

MDP/md
GA-COVIDMunUtil-mem

Attachment

RESOLUTION

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

WHEREAS, James City Service Authority (the “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; and

WHEREAS, the Authority has entered into an agreement with James City County to act as its fiscal agent, receive the relief funds from the Department of Accounts, and then forward the funds to the Authority to implement the program; and

WHEREAS, the Authority 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 Directors of the James City Service Authority, hereby authorizes acceptance of this relief funding and the following appropriation to the Water and Sewer Funds:

Revenue:

Federal Pass-through - COVID-19 Municipal Utility Relief \$315,872

Expenditure:

COVID-19 Municipal Utility Relief Assistance \$315,872

Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

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

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

ITEM SUMMARY

DATE: 1/4/2021
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 1 p.m. on January 26, 2021 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/28/2020 - 2:46 PM