

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
January 12, 2021
5:00 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. Contract Award - White Oaks Area Water Main Replacement - \$5,204,819

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. January Dashboard

J. ADJOURNMENT

1. Adjourn until 5 p.m. on February 9, 2021 for the Regular Meeting

ITEM SUMMARY

DATE: 1/12/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	Nov. 24, 2020 Regular Meeting	Minutes
☐	Dec. 8, 2020 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/5/2021 - 3:31 PM

MINUTES
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

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

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

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption - October 27, 2020, Regular Meeting

A motion to Approve 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

F. PUBLIC HEARING(S)

None.

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).

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

A motion to Certify the Board only spoke 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

At approximately 5:05 p.m., the Board entered Closed Session.

At approximately 5:11 p.m., the Board re-entered Open Session.

H. BOARD REQUESTS AND DIRECTIVES

Mr. Powell stated that the previous week he notified the Board about some technological issues with Hampton Roads Sanitation District (HRSD), who handles billing for the James City Service Authority (JCSA). He explained that JCSA had sent HRSD the information it required for the upcoming JCSA billing process right before the HRSD systems went down. He further explained that due to the HRSD systems being down, JCSA has been unable to send out its billing through this vendor and has no foreseeable date of when the bills will go out. He discussed his waiting to communicate any public outreach efforts, in order to obtain information on when the bills would be distributed, noting that information is still not available. He stated efforts to communicate with JCSA customers that their bills will be late had been made through the use of social media/email and emphasized that no date has yet been determined. He noted keeping the Board as well as JCSA customers informed as information becomes available.

Ms. Larson inquired about a scenario if the issues were not cleared up by February 2021.

Mr. Powell responded if that were to happen, JCSA would probably explore options of doing its own billing.

Ms. Sadler referenced communication through social media/email, and inquired what percent of the customer base participated in email.

Mr. Powell replied he could obtain that information as his computer has the email list.

Ms. Sadler delighted in the ability to get information out to customers quickly.

Ms. Larson mentioned current communication efforts funneled via Zoom, social media, and email.

Mr. McGlennon inquired what HRSD had communicated.

Mr. Powell replied HRSD released a press release stating it had been the victim of a ransomware attack. He explained HRSD reassured its customers that the wastewater treatment had not been impacted, it was simply unable to perform customer service functions and asked for customers' patience as well as apologized for any inconvenience.

Mr. Hipple inquired if there were any effects on the Sustainable Water Initiative for Tomorrow Program.

Mr. Powell replied he was not aware of any effects and wished he had more information to offer; however, that was the nature of such an event.

I. GENERAL MANAGER'S UPDATE

1. November Dashboard

Mr. Powell stated that he planned to bring forward a memorandum and resolution to the next meeting asking for approval of a two percent general wage increase for JCSA employees. He referenced a recently sent memorandum updating the Board on a program that was approved by the state known as the COVID-19 Municipal Utility Relief Program. He explained that under this program \$100 million is available to municipal public utilities to assist delinquent customers. He referenced plans of submitting an application to the State Corporation Commission on behalf of JCSA, due on Monday, November 30, 2020, and noted Board approval was not required for submitting an application. He explained that action from the Board of Directors would be necessary for accepting the funds and he intended to put something on the December 8, 2020, agenda. He further explained that the action will also require the Board of Directors to ask James City County to act as a fiscal agent for JCSA, as the JCSA cannot receive the money directly, but instead the money has to go to a county or a city. He stated it was unclear to him what amount of money JCSA would be eligible for; however, an application would be submitted. He further stated the program approved by the state prohibits disconnections and the Board of Directors approved a moratorium on disconnections in March 2020 as part of the Declaration of Emergency. Mr. Powell explained the program approved by the state allows utilities to exempt themselves from the moratorium on disconnections if the delinquency is one percent or greater than operating revenues. He commented that every utility he was aware of meets that criteria. He explained that HRSD was holding its Board meeting today and would be recommending to its Board that it remove the moratorium on disconnections in order to provide motivation for customers to apply for the COVID-relief funds available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. He further explained as part of the process for a customer to be assisted by these funds, the customer has to self-certify that they have been affected by COVID-19. He emphasized the JCSA can receive the funds, but to be able to credit the customer's account requires affirmative action on the part of the customer. He surmised HRSD logic as threatening to cut-off will motivate more customers to seek assistance. He noted HRSD has offered to door tag customers for the utilities it bills and therefore is an option for JCSA. He asked for feedback from the Board regarding that service. He discussed his reluctance noting: 1) JCSA's delinquencies are lower than most other utilities; 2) he is not sure of the amount of money received from this and is not sure the effort is worth the benefit; 3) the reason the Board put the moratorium in place was because of the public health situation; and 4) under the current circumstances, individuals getting a disconnect notice between Thanksgiving and Christmas is not a great public relations move. He concluded that for these reasons he recommended not doing it, but would like feedback from the Board.

Mr. McGlennon inquired about the normal arrearage.

Mr. Powell referenced the Dashboard, noting it is on a 90-day basis; however, on the Dashboard the arrearage has basically doubled. He commented those numbers are relatively low compared to other utilities.

Mr. McGlennon agreed with Mr. Powell regarding not revoking the suspension to disconnect and noted there is an advantage to a homeowner of not getting disconnected but still having the bill going forward.

General discussion ensued regarding the funding representing assistance to the customer as well as revenue for the business.

Mr. Powell stated the relief program requires that utilities allow repayment programs for delinquent customers for at least six months, and up to 24 months, due to COVID-19.

Mr. Hipple inquired about getting the benefit of COVID-19 funding and keeping the

moratorium in place at the same time.

Mr. Powell replied yes. He noted the same amount of CARES Act money will be given regardless of whether we go forward with keeping the moratorium or lifting it, and questioned if more could be spent if the moratorium were to be lifted.

Mr. Hipple discussed two different scenarios whereby one was receiving funds to pay the current utility bill but be cut off in two months or perhaps having an avenue to pay off the debt and not get the utilities cut off.

Mr. McGlennon stated he would accept Mr. Powell's recommendation to apply for the funding but not revoke our suspension of disconnect and hope to convince people this is to their benefit.

Mr. Powell thanked the Board for its helpful feedback.

Ms. Larson inquired about a scenario where an account was in arrears prior to COVID-19 and remained delinquent.

Mr. Powell replied that if the delinquency was before March 2020, it was a different situation and emphasized this only applies to residential.

J. ADJOURNMENT

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

A motion to Adjourn was made by Ruth Larson, the motion result was Passed.

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

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

At approximately 5:29 p.m., Ms. Sadler adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 8, 2020
5:00 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

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

C. PRESENTATIONS

1. James City Service Authority Audit Report

Ms. Leslie Roberts, Partner with Brown Edwards and Company, LLP, joined the meeting remotely and stated due to various government changes made at the James City Service Authority (JCSA), the numbers are not blended in with the County's numbers, but rather as a separate column on the James City County Comprehensive Annual Financial Report. She commented both audits were able to be completed on time and referenced the Auditor's Financials, which is the independent auditor's report, pages 1-3 and explained the content. She stated the audits fairly present the operations and balances of both entities, which is the highest level of assurance given. She pointed out Management Discussion and Analysis, located on pages 4-9 of both financial statements, as being the best read of the entire document due to its comparative analysis, fluctuation explanations, and insight. She referenced the County and JCSA financial statements noting there was a Letter of Transmittal, included in the Agenda Packet, which gives a high overview on the entity. She referenced the Statement of Financial Position, also included in the Agenda Packet, located on page 10, and discussed the financial position of the JCSA. She explained the JCSA had a positive change in net assets of approximately \$1.3 million with operating revenues up approximately \$1.4 million related to the water and sewer rate increases. She discussed the notes to the financial statements which follow the basic financials and give the reader more information about the entity and how it operates. She noted this information appears on pages 14-60 of the Statement of Financial Position. She briefly discussed the Independent Auditors Report included in the Agenda Packet and stated that it does not show any significant deficiencies, material weaknesses, or instances of noncompliance making it a clean report. She briefly discussed various procedures required to be done by the Auditor of Public Accounts as the external auditor and did not find any exceptions with those procedures.

She asked if there were any questions thus far and there were none.

She proceeded to move on and explained the components of the Management Letter in regard

to the JCSA. She commented there were no new Governmental Accounting Standards implemented this year due to the COVID-19 Pandemic, and noted webinar staff training provided free of charge.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Authorization of a 2% General Wage Increase

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

F. PUBLIC HEARING(S)

1. Acceptance of Responsibility for a Memorandum of Agreement for Grease Control Devices; Public Hearing on Endorsement of the Fats, Oils, and Grease Program, Enforcement Response Plan; and Adoption of Civil Penalties

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

Mr. Powell discussed three purposes for the resolution this evening. He noted that at the October 13, 2020, James City County Board of Supervisors (BOS) meeting, the BOS entered into a Memorandum of Agreement (MOA) with the Hampton Roads Sanitation District and the Hampton Roads localities in support of regional standards on grease control devices as part of the Fats, Oils, and Grease Program. He explained the BOS delegated the responsibility for administration and enforcement of the MOA to the JCSA Board of Directors (BOD). He referenced the October 27, 2020, BOD meeting and stated the BOS approved a revised version of the JCSA Regulations which delegated the responsibility for certain policies to the General Manager, noting one of those policies was the Fats, Oils, and Grease (FOG) Program. He explained the purpose of tonight's resolution: 1) for the BOD to accept responsibility for the MOA adopted by the BOS on October 13, 2020, regarding the regional standards for grease control devices; 2) to endorse the JCSA FOG regulations and the associated enforcement response plan; and 3) to adopt civil penalties for violations of the FOG regulation in the amount of \$100 for the initial summons and \$150 for any additional summons, but not more than \$3,000, for a series of violations for the same situation. Mr. Powell noted the purpose for the Public Hearing was administratively staff cannot establish the civil penalties and recommended approval of the resolution.

Ms. Sadler opened the Public Hearing.

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

G. BOARD CONSIDERATION(S)

1. Participation in the Coronavirus Aid, Relief, and Economic Security Act Delinquent Utility Bill Grant Program

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 referenced the last BOD meeting and noted at that meeting discussion regarding a program which provides Coronavirus Aid, Relief, and Economic Security (CARES) Act funds to municipal utilities to assist customers impacted by COVID-19 with delinquent utility bills. He stated that recently the JCSA was notified its share of these CARES Act Funds is \$315,872. He commented as of October 31, 2020, the JCSA 60-day delinquency was a little over \$364,000 and the 31-60-day delinquency was \$121,000; therefore, the amount of CARES Act funds received is a good percentage of current overall outstanding delinquencies. He briefly discussed the details of the resolution.

Ms. Larson inquired whose responsibility it was to make certain the delinquency was related to the COVID-19 Pandemic.

Mr. Powell responded there are a lot of intricacies in the administration of the program; however, it is the customer's responsibility to certify their delinquency is related to a COVID-19 hardship. He noted the state has provided the JCSA with a form the customer will have to sign certifying the customer's eligibility for these funds due to hardship related to COVID-19.

Mr. McGlennon inquired about a robust public information campaign notifying individuals regarding the advantages of this program.

Mr. Powell responded plans were in the making regarding this topic.

Mr. McGlennon clarified if someone had difficulty paying their utility bill due to COVID-related circumstances, they could possibly have funding applied to their bill and not have to repay the money.

Mr. Powell responded correct; the funds would be credited to the individual's account and do not require being repaid by the customer.

H. BOARD REQUESTS AND DIRECTIVES

Ms. Larson stated she would miss the JCSA holiday gathering this year and extended her thanks to staff for its hard work. She referenced a plan Mr. Powell sent to the Board earlier regarding split shifts and stated it was an excellent idea.

Mr. Powell expressed his thanks and commented he would pass that information along to staff. He noted staff's disappointment of not holding the annual holiday luncheon this year, due to the COVID-19 Pandemic.

The Board echoed those sentiments.

Ms. Sadler expressed appreciation for all that had been done in an effort for things to run smoothly this past year.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted the absence of the Dashboard in this month's package due to the short

period of time between the two meetings. He stated the JCSA obtained the bid for the White Oaks project, noting the low bid was under budget and a Bid Award for that project would be forthcoming to the January 2021 BOD meeting. He referenced the Hampton Roads Sanitation District ransomware attack and the effect it had on JCSA billing. He anticipated the November 2020 bills would go out on December 10, 2020 and discussed billing options moving forward. He expressed appreciation for the BOD's continued support and felt the organization made progress this past year in spite of difficult circumstances.

J. ADJOURNMENT

1. Adjourn until 4 p.m. on January 4, 2021 for the Organizational 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 6:15 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 1/12/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: Contract Award - White Oaks Area Water Main Replacement - \$5,204,819

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/5/2021 - 3:32 PM

MEMORANDUM

DATE: January 12, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - White Oaks Area Water Main Replacement - \$5,204,819

The water system serving the White Oaks, Indigo Park, Jamestown Farm, and Canterbury Hills subdivisions consists predominantly of 2-, 4-, and 6-inch cast iron, galvanized steel, and asbestos cement water mains installed in the early 1970s. In addition to the water mains being undersized by current standards, limiting available fire flow, the area has also exhibited an increased number of main breaks within the past several years. The James City Service Authority (JCSA) will be installing approximately 21,000 linear feet of 4-, 8-, and 12-inch new water main to replace the aging infrastructure in these areas. In addition to replacing the water mains, new valves, fire hydrants, and service connections will be installed. All impacted roadways will be repaved (mill and overlay) and all other disturbed areas will be restored to original condition.

The project was bid using PVC pipe in the base bid and using all ductile iron pipe as an alternate bid. Both PVC and ductile iron are acceptable per JCSA design standards; however, ductile iron pipe is required in certain circumstances, such as main sizes over 12-inch, installations in fill areas, and when crossing other pipes. Due to the work being completed in previously developed areas and the need to work around existing utilities, staff recommends awarding the alternate bid, using all ductile iron pipe. Based on the low bidder, the alternate bid added approximately 10% to the total bid cost; however, it is still under the allocated construction budget of \$5,896,768 for the project.

An Invitation for Bids was publicly advertised and seven bids were received as listed below.

<u>Firm</u>	<u>Base Bid</u>	<u>Total with Alternate Bid</u>
Henry S. Branscome	\$4,746,798.30	\$5,204,819.30
Tidewater Utility	\$5,227,926.00	\$5,852,352.86
JSG	\$5,747,956.53	\$6,028,558.19
Henderson	\$6,056,872.90	\$6,630,236.90
Garney Construction	\$6,230,213.10	\$6,686,912.10
Basic Construction	\$7,011,432.70	\$7,284,455.46
Bridgeman	\$7,163,491.00	\$7,712,621.00

Henry S. Branscome was determined to be the lowest responsive and responsible bidder and has successfully completed work for JCSA in the past.

Staff recommends approval of the attached resolution awarding the \$5,204,819.30 (Total with Alternate Bid) contract for the White Oaks Area Water Main Replacement to Henry S. Branscome.

MDP/md
CA-WOakWtrMnRpl-mem

Attachment

RESOLUTION

CONTRACT AWARD - WHITE OAKS AREA WATER MAIN REPLACEMENT - \$5,204,819

WHEREAS, the Invitation for Bids for the White Oaks Area Water Main Replacement was publicly advertised and seven bids were received and considered for award; and

WHEREAS, Henry S. Branscome was determined to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for the White Oaks Area Water Main Replacement to Henry S. Branscome in the amount of \$5,204,819.30.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 12th day of January, 2021.

CA-WOakWtrMnRpl-res

ITEM SUMMARY

DATE: 1/12/2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: January Dashboard

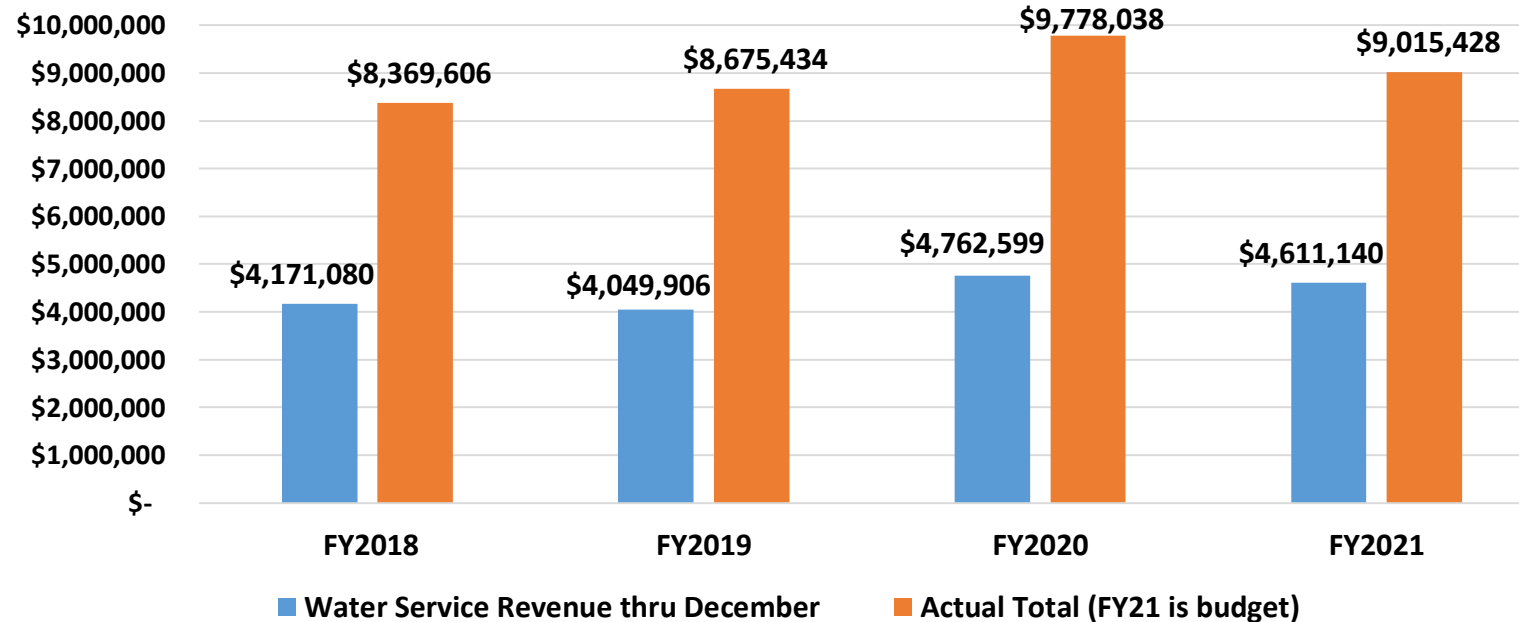
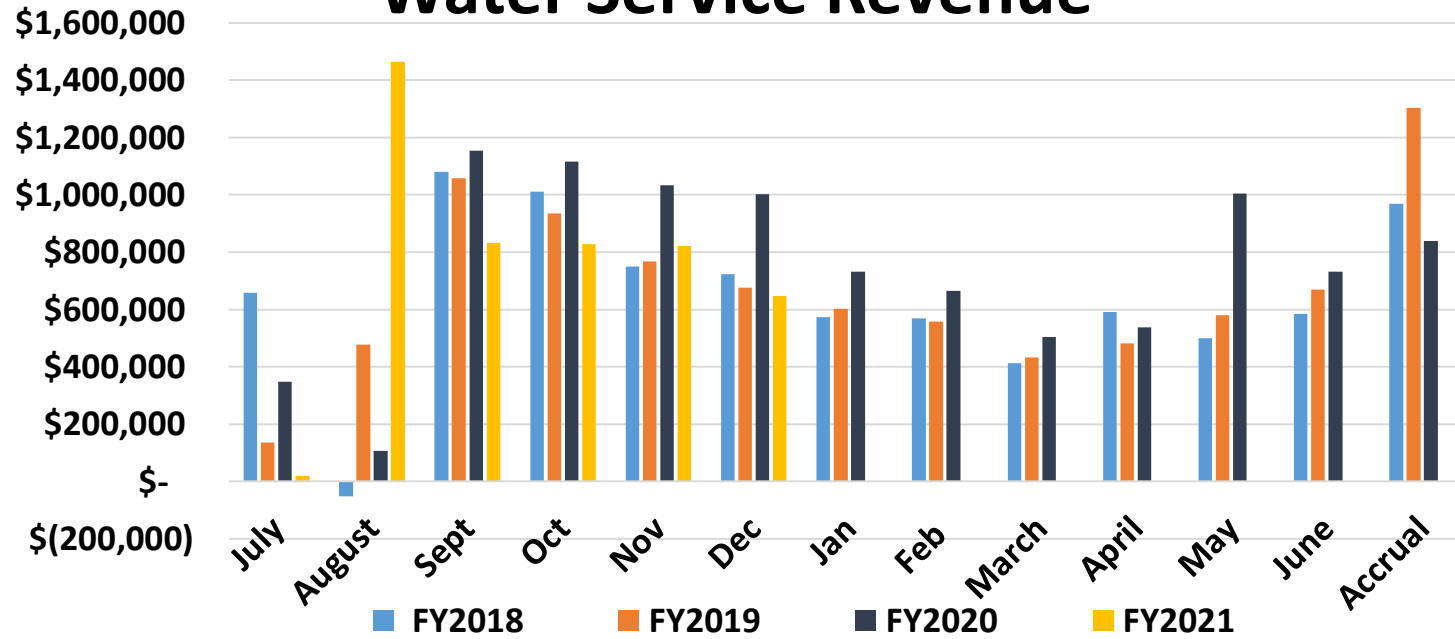
ATTACHMENTS:

	Description	Type
	Dashboard Report	Cover Memo

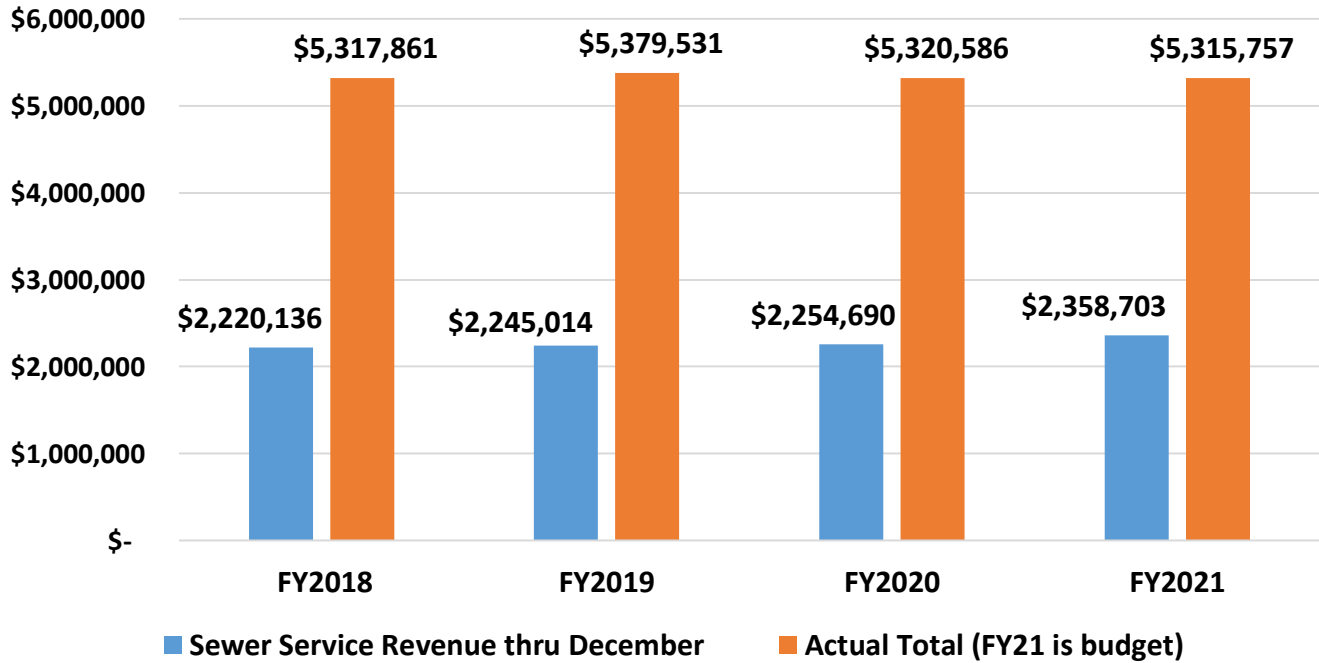
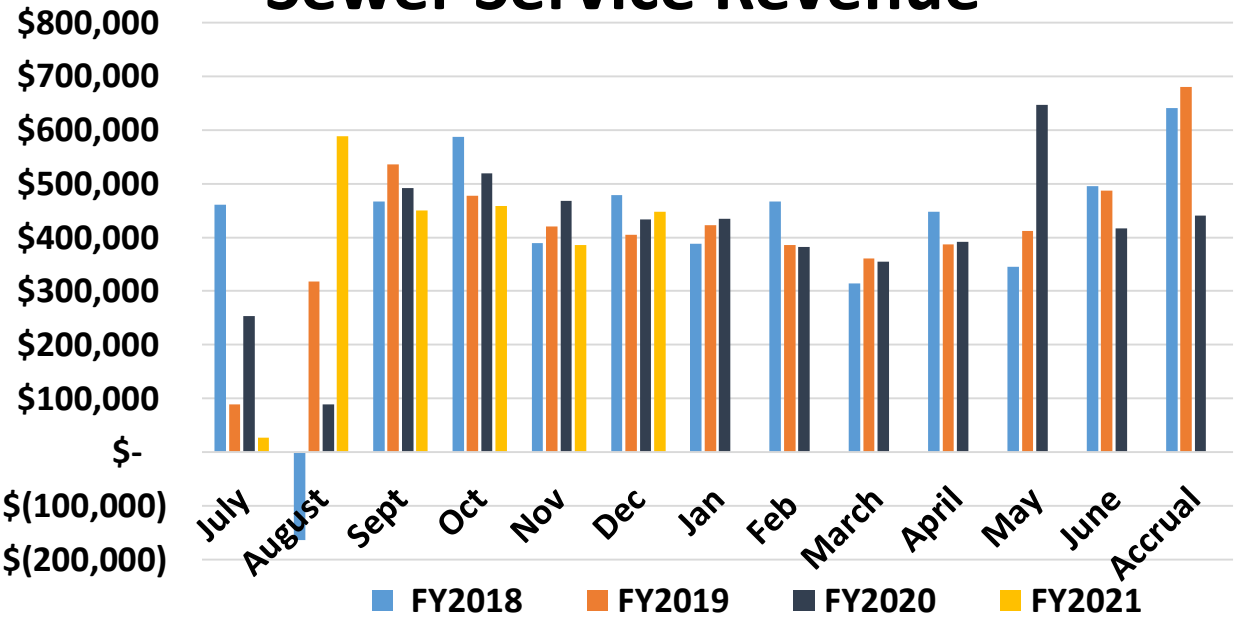
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/11/2021 - 4:10 PM

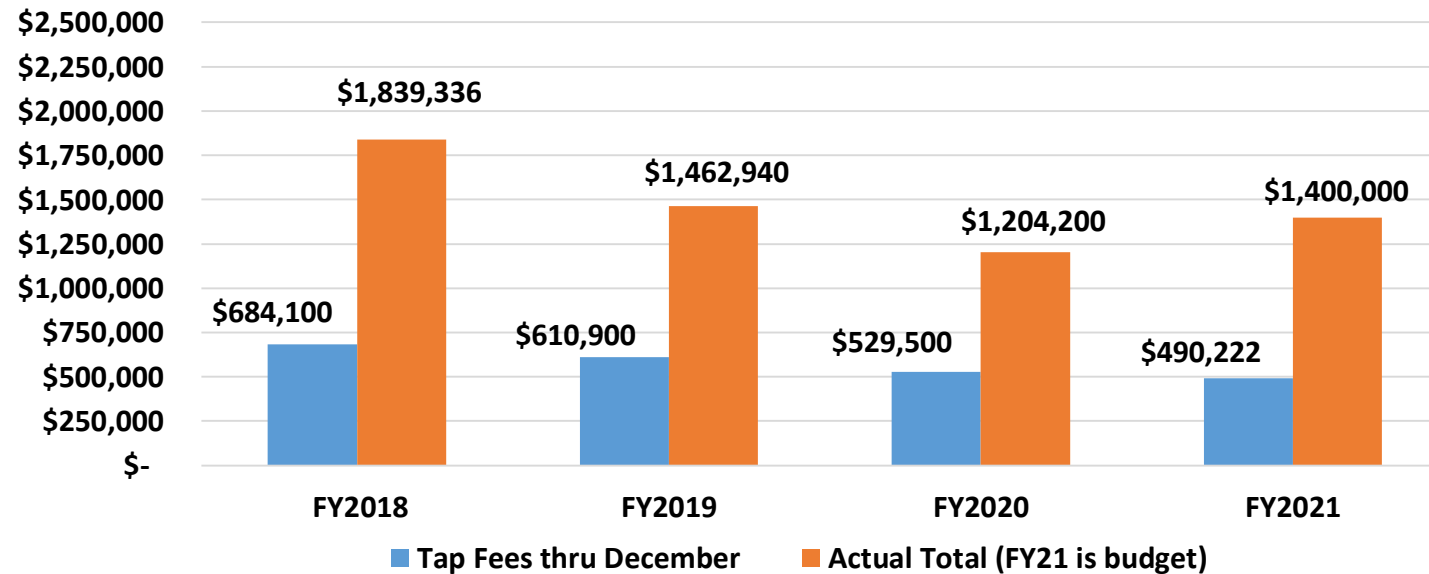
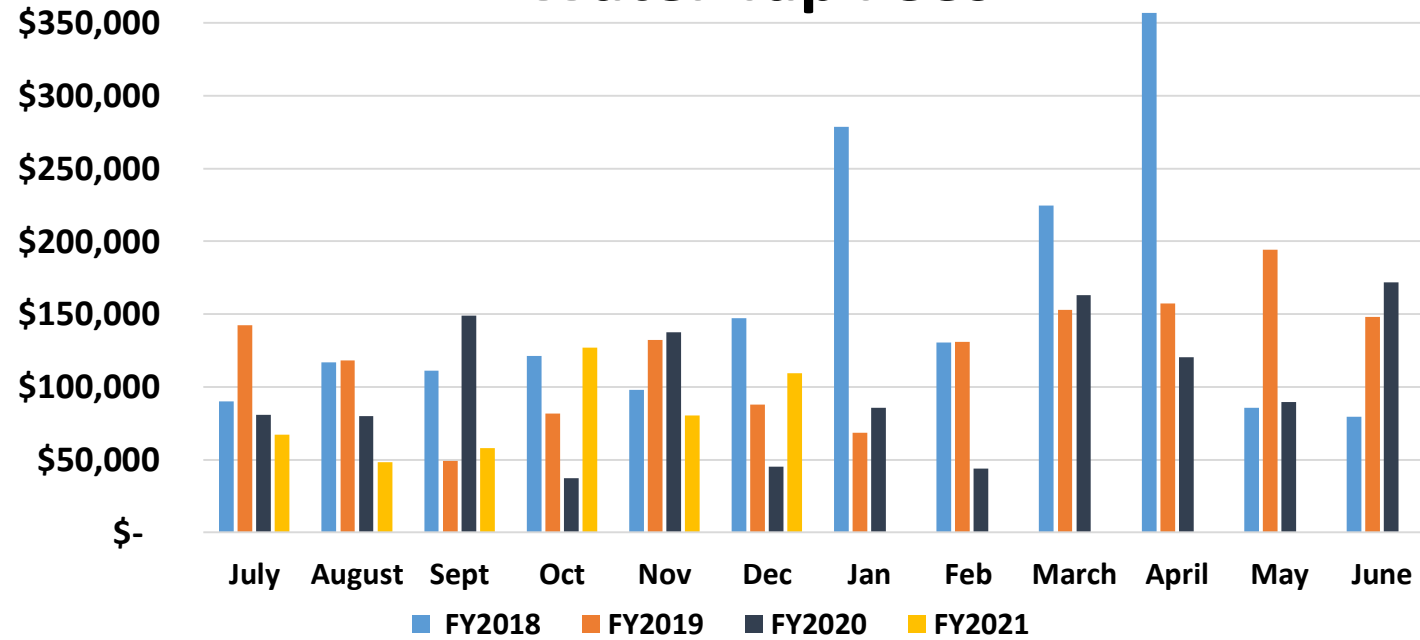
Water Service Revenue



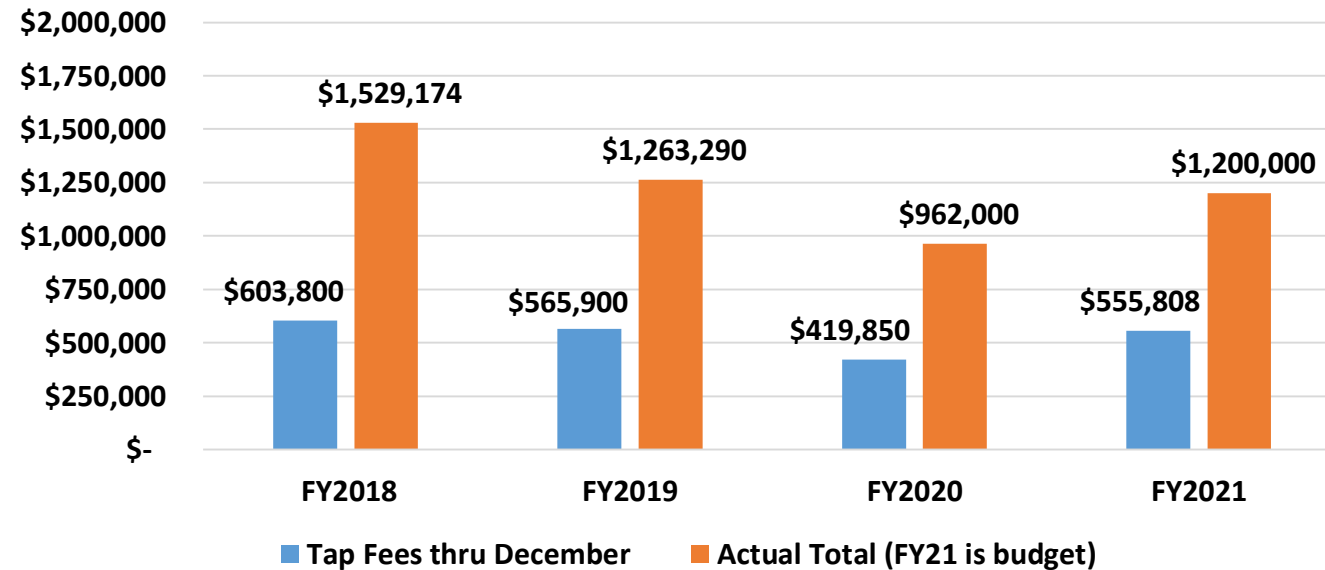
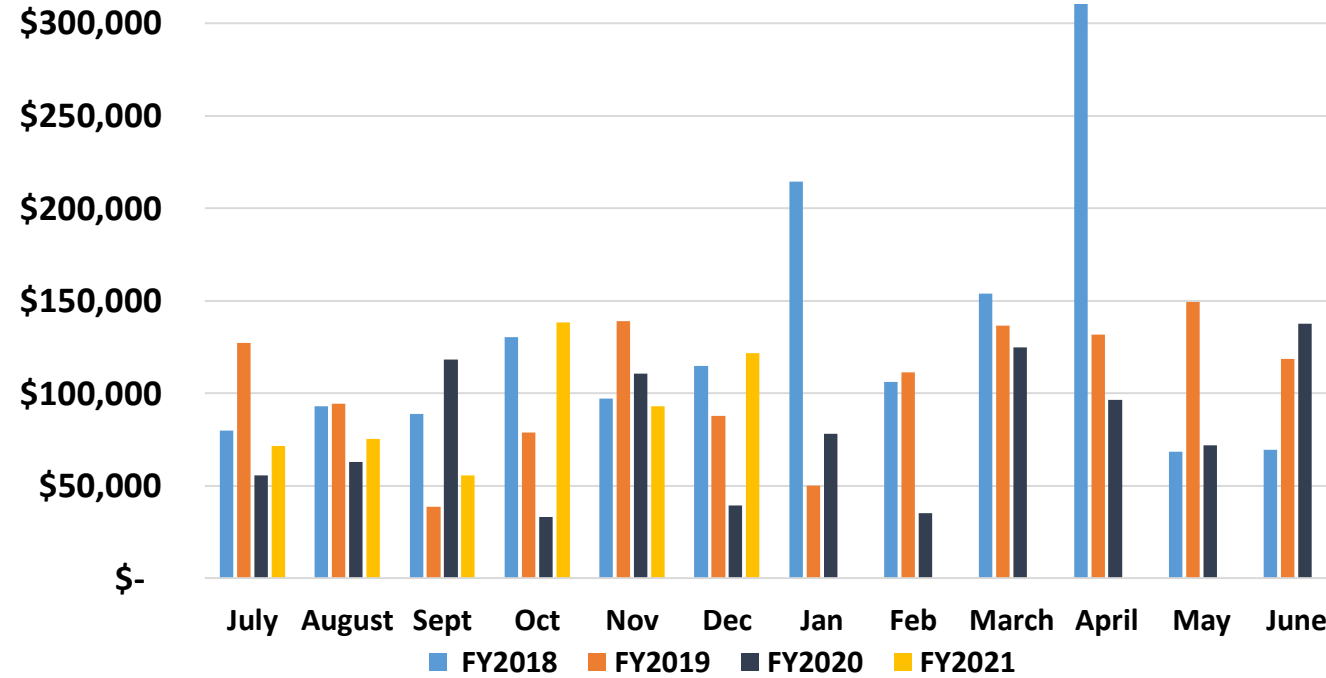
Sewer Service Revenue

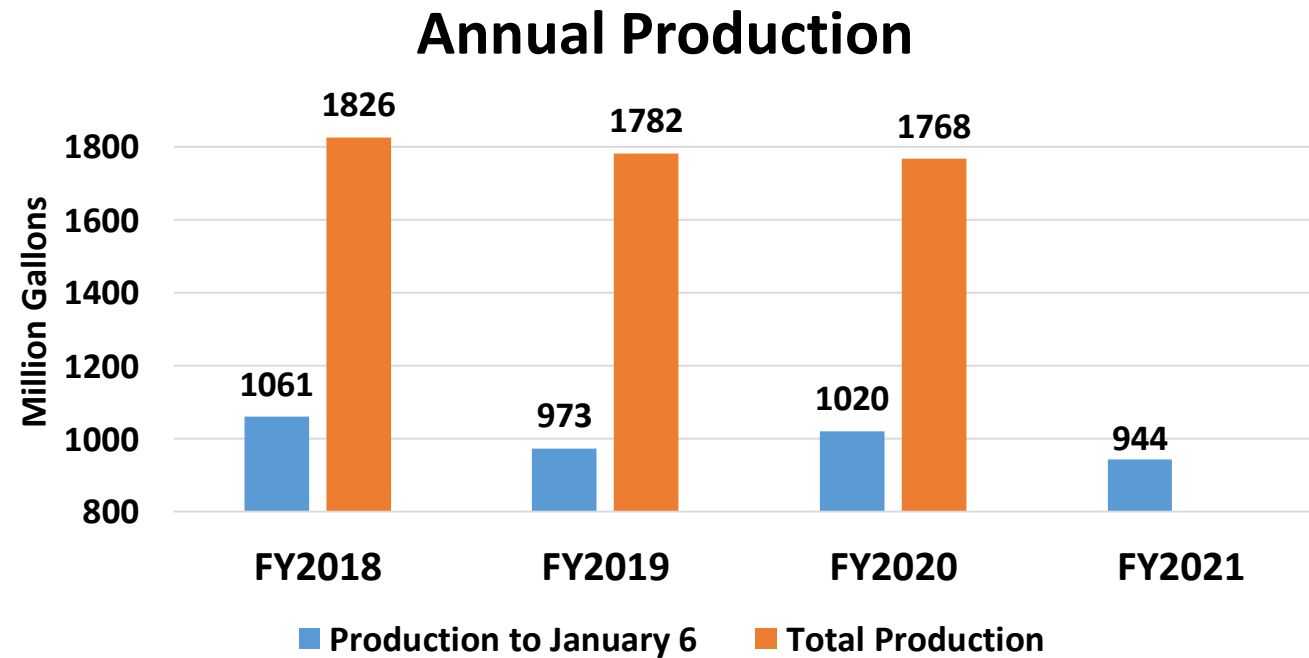
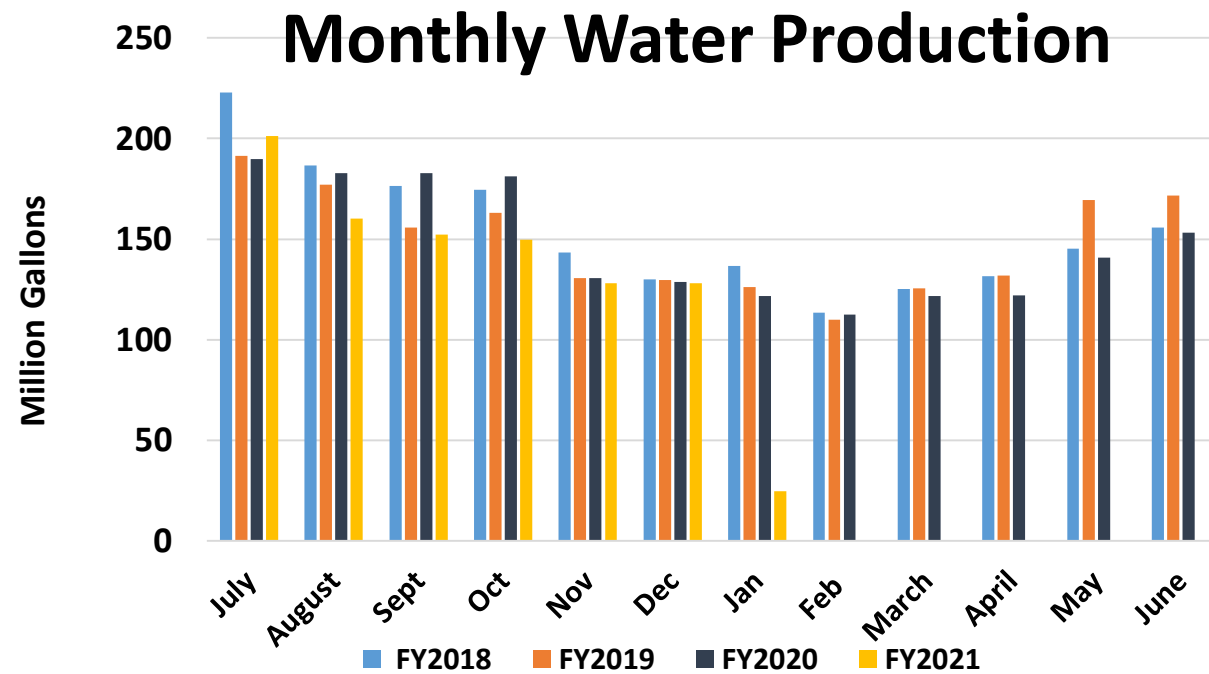


Water Tap Fees

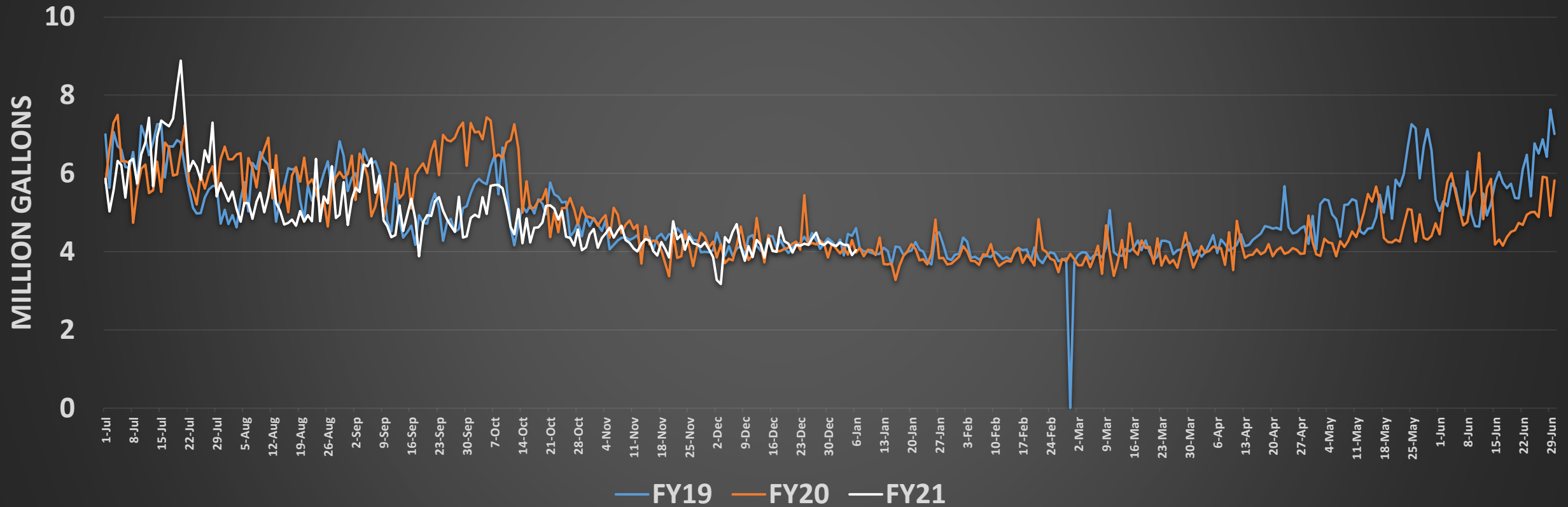


Sewer Tap Fees

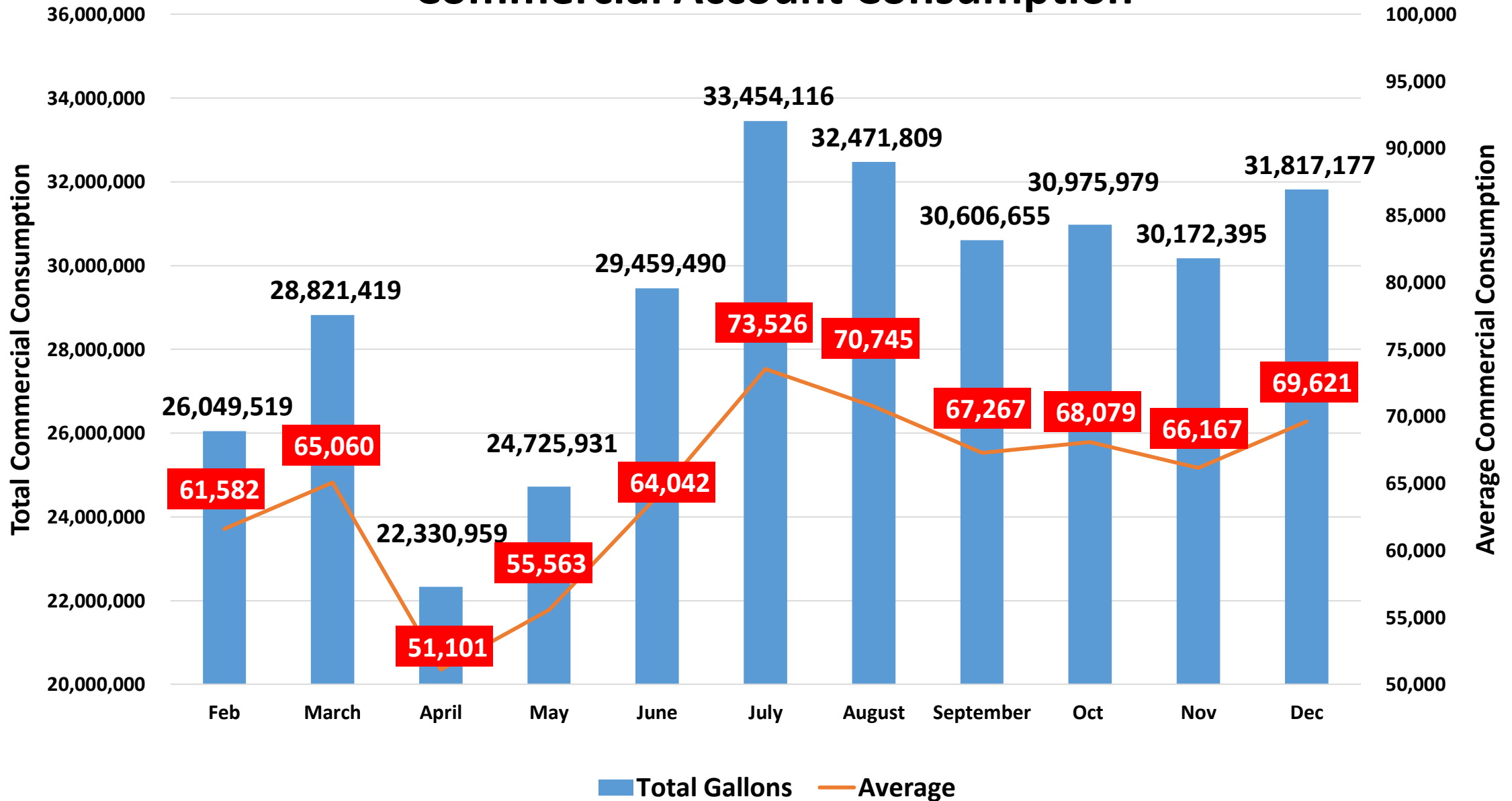




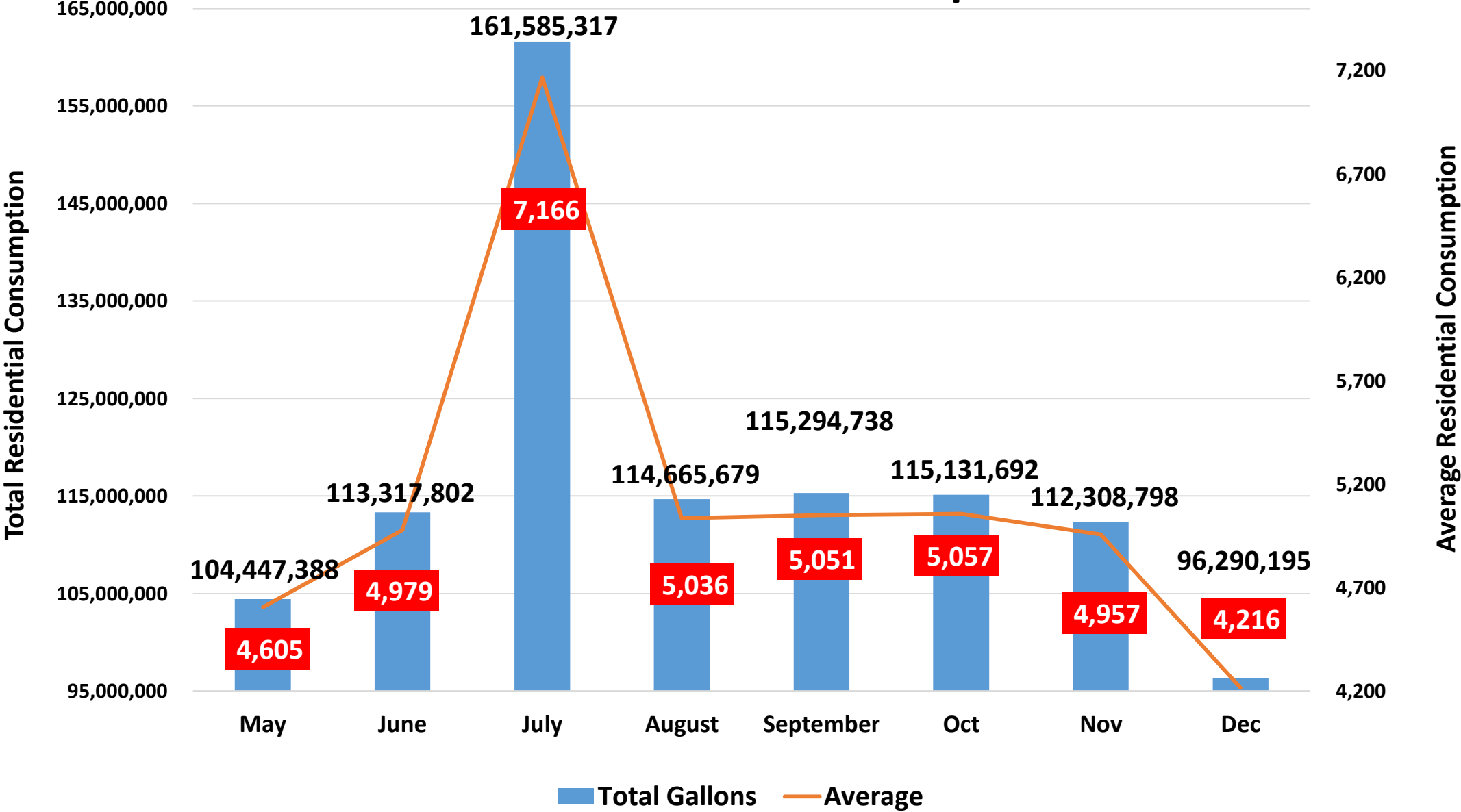
Daily Water Production



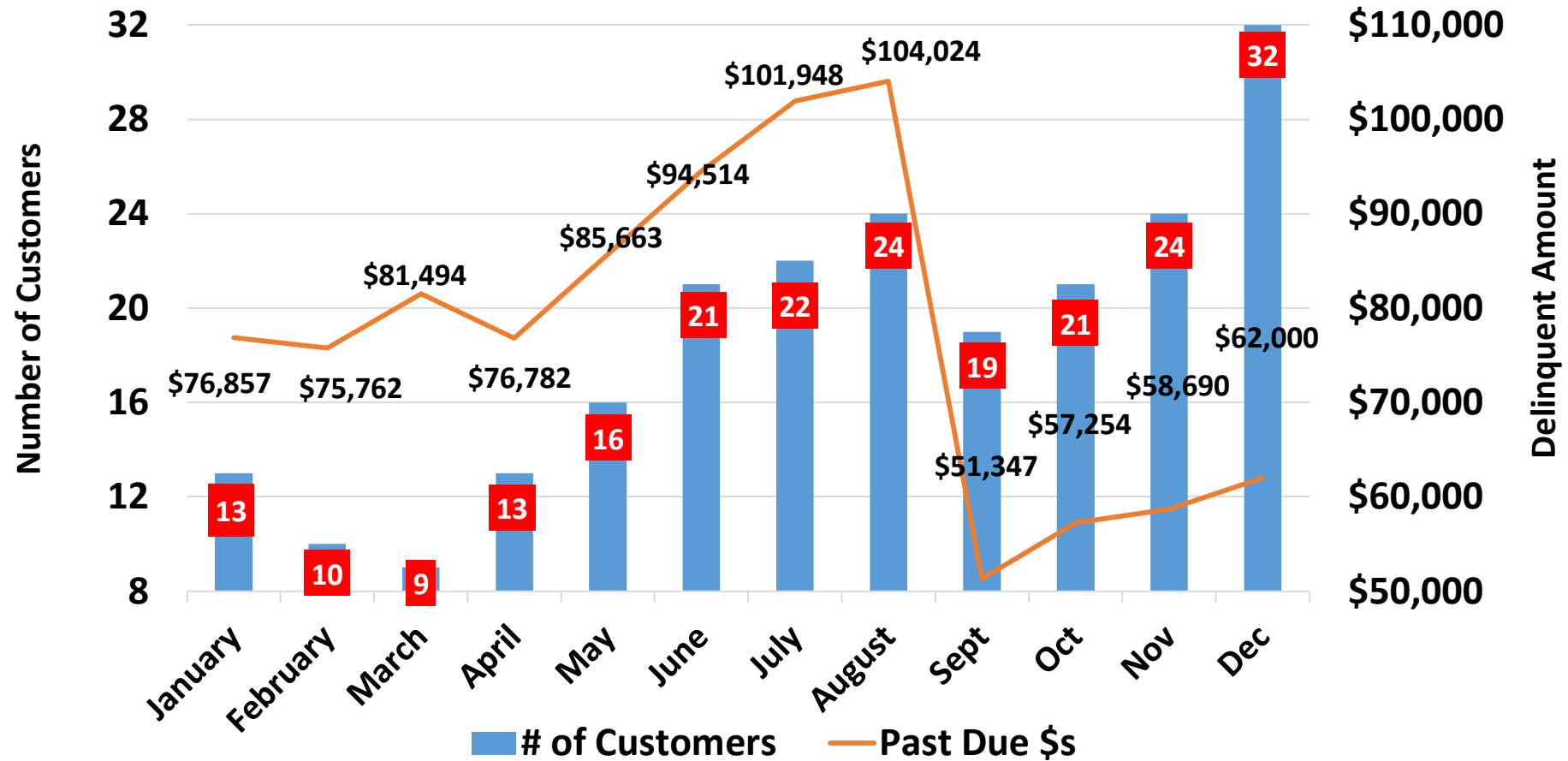
Commercial Account Consumption



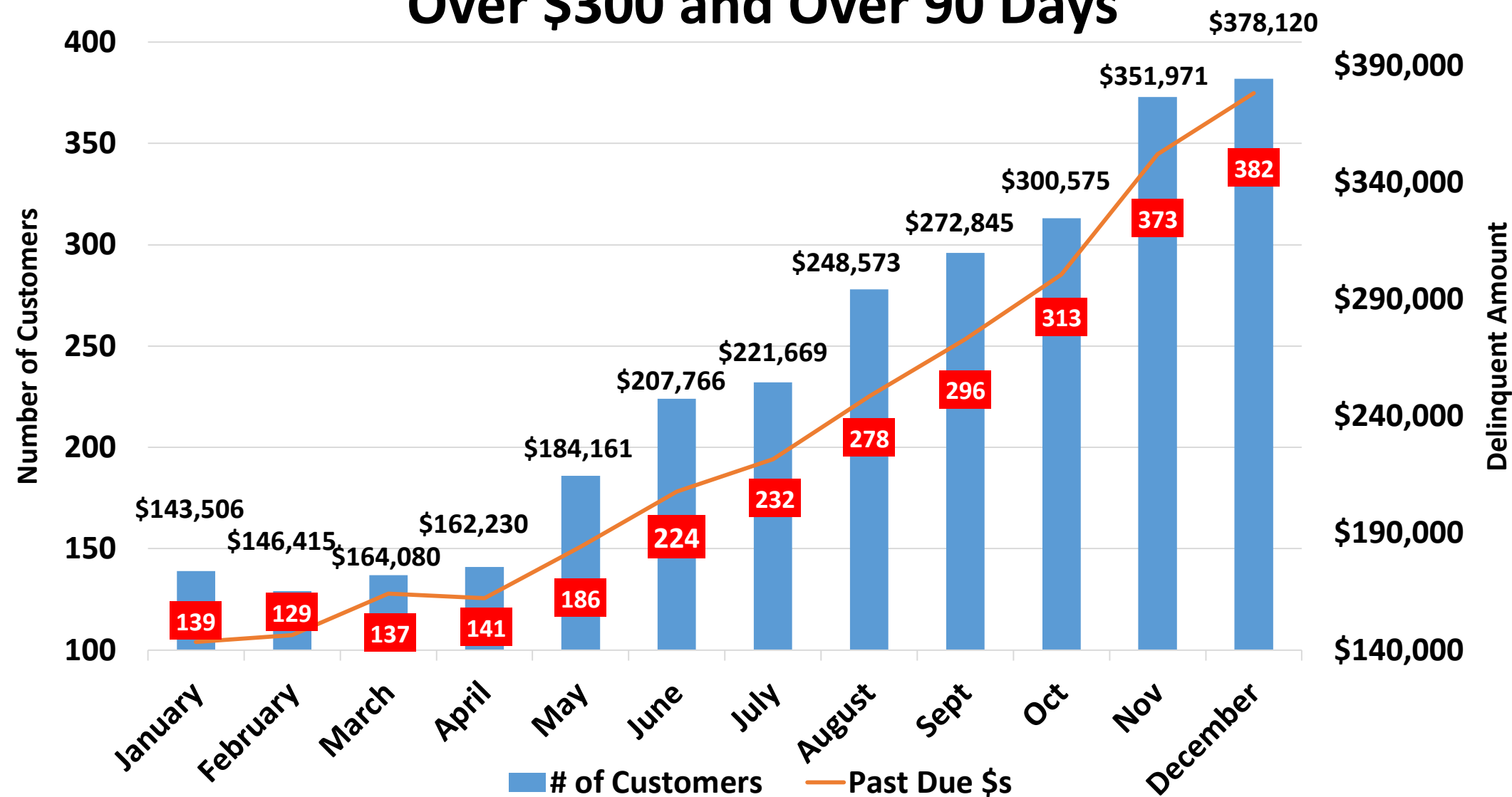
Residential Account Consumption



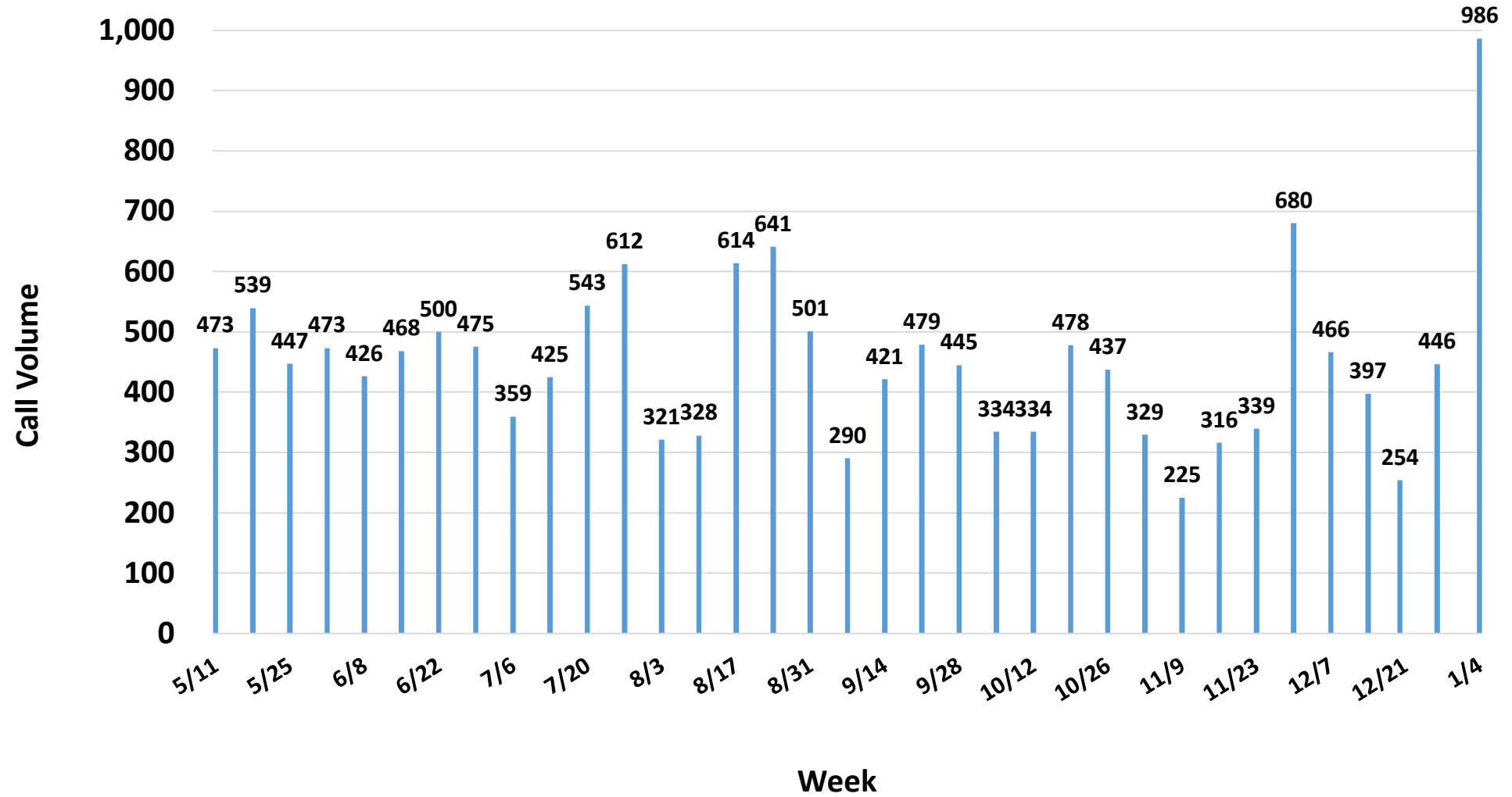
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 1/12/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on February 9, 2021 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/5/2021 - 3:33 PM