

**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 9, 2021**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATIONS**

**D. PUBLIC COMMENT**

**E. CONSENT CALENDAR**

1. Minutes Adoption
2. Authorization of One-Time Employee Pay Adjustment

**F. PUBLIC HEARING(S)**

1. Authorization to Convey Property Located at 141 Point O' Woods Road to the County of James City, Virginia and to Partner with the County on a Certificate Application for Mirror Lake Dam

**G. BOARD CONSIDERATION(S)**

1. CLOSED SESSION: Consultation with legal counsel and briefings by staff members pertaining to probable litigation relating to a grinder pump service agreement, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Virginia Code § 2.2-3711(A)(7).

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

1. November Dashboard Report

**J. ADJOURNMENT**

1. Adjourn until 5 p.m. on December 14, 2021 for the Regular Meeting

**ITEM SUMMARY**

DATE: 11/9/2021


TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
	October 12, 2021 Regular Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/2/2021 - 3:39 PM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 12, 2021**  
**5:00 PM**

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**A. CALL TO ORDER**

Ms. Larson called the meeting to order at approximately 5:25 p.m. following the James City County Board of Supervisors Regular Meeting.

**B. ROLL CALL**

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

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

Ms. Larson sought a motion to amend the agenda to add a Closed Session under Board Considerations.

A motion to Amend the Agenda 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

**C. PRESENTATIONS**

None.

**D. PUBLIC COMMENT**

None.

**E. CONSENT CALENDAR**

1. Minutes Adoption

A motion to Approve 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 minutes Approved for Adoption included the following minutes:

-September 14, 2021, Regular Meeting

**F. PUBLIC HEARING(S)**

None.

## **G. BOARD CONSIDERATION(S)**

### **1. Contract Award - Grinder Pump Maintenance Services - \$203,798**

A motion to Approve 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

Mr. Powell addressed the Board noting a Request for Proposal (RFP) for grinder pump maintenance services had been advertised. He noted one response had been received from Final Phase Installations, Inc. Mr. Powell further noted Final Phase Installations, Inc. had successfully provided these services to the James City Service Authority (JCSA) in the past. He stated the terms of the contract with renewal options. Mr. Powell noted staff recommended approval of the resolution to award the contract to Final Phase Installations, Inc.

### **2. Contract Award - Fire Hydrant Inspections and Maintenance Services - \$119,340**

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 JCSA's increased emphasis on maintenance and inspections of approximately 2,820 fire hydrants. He noted the project's funds were available in the Adopted 2022 budget Mr. Powell further noted an Invitation for Bid was advertised with JCSA receiving two bids. He stated Hydromax USA LLC was the lowest responsive and responsible bidder. Mr. Powell noted the company had successfully performed these services for other public utilities. He further noted the terms of the contract with renewal options. Mr. Powell noted staff recommended approval of the resolution to award the contract to Hydromax USA LLC.

Mr. Hipple asked if the hydrants were painted when maintenance was done.

Mr. Powell noted yes, adding if necessary then painting could be included as part of the service. He further noted receipt of some complaints about the lack of paint on the hydrants, adding JCSA had been working on addressing that issue.

Mr. Hipple noted the Fire Department had done the painting in the past, but due to training and other issues, he questioned who was doing the painting.

Mr. Powell stated a former program was in the works to be reinstated which allowed groups to volunteer for the hydrant painting.

Ms. Larson questioned the specifics on volunteer groups painting the hydrants. She noted the painting in relation to possible damage to equipment firefighters might need.

Mr. Powell noted JCSA provided the paint and some training prior to the actual painting.

Ms. Larson asked how many fire hydrants were inspected annually. She asked if all 2,000 plus hydrants could be inspected.

Mr. Powell responded no. He noted this was still a partnership with the JCSA staff. Mr. Powell further noted Hydromax USA LLC would not be doing all of the hydrants, but working with JCSA staff. Mr. Powell stated the goal was for JCSA to “touch” a hydrant every two years.

Ms. Larson noted that schedule had been a difficult goal to meet for safety purposes.

Mr. Powell confirmed yes.

3. CLOSED SESSION ITEM - Discussion and consideration of the disposition of publicly held real property located at 141 Point O’ Woods, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the JCSA pursuant to Virginia Code § 2.2-3711(A)(3); and consultation with legal counsel retained by the JCSA regarding specific legal matters requiring the provision of legal advice by such counsel, including the spillway for Mirror Lake Dam, pursuant to Virginia Code § 2.2-3711(A)(8)

A motion to Enter a Closed Session 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

At approximately 5:30 p.m., the Board entered Closed Session.

At approximately 5:56 p.m., the Board re-entered Open Session.

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

## **H. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon expressed his appreciation to JCSA for its quick response to an issue in his neighborhood of Rolling Woods.

Mr. Powell thanked Mr. McGlennon and noted he would share the comments with staff.

## **I. GENERAL MANAGER'S UPDATE**

1. October 2021 Dashboard Report

Mr. Powell noted an update on the Coronavirus Aid, Relief, and Economic Security (CARES) Act utilization since the September 14, 2021 meeting. He further noted distribution of approximately \$40,000 in CARES funding, adding approximately \$90,000 remained for use with 10 days left for funding distribution. Mr. Powell noted his surprise at the underutilization over the past six to eight weeks and commented that every eligible customer has received a letter, follow-up text message (if a telephone number was on file in JCSA’s database), and a door tag. He further noted the use of press releases and social media. Mr. Powell added the response to this round of funding was significantly less than the previous round in the winter. He noted an additional round of funding for utility assistance will be coming from the American Rescue Plan Act (ARPA). Mr. Powell further noted if funding was received, it would only be available for residential customers, but would require no attestation. He added this point seemed to have been an obstacle with the earlier use of the CARES Act funding. Mr. Powell

noted he would apprise the Board of the ultimate use of the CARES Act funding and the potential use of the ARPA funding.

Mr. Hipple asked if there was a way to apply the funding to the accounts for which no response had been received. He asked if the customers had to apply on their own behalf.

Mr. Powell confirmed yes that the customer had to apply per the CARES Act criteria. He added that if the ARPA funding was received, that would not be the case with no attestation required. Mr. Powell noted JCSA was still awaiting administrative guidance on ARPA funding.

Mr. Hipple asked about someone calling those customers.

Mr. Powell noted that had been a point of discussion. He further noted the possibility of making those calls within the next 10 days. Mr. Powell noted he did not think all the customers could be contacted or that the remaining funds could be utilized, but it would help. He added reviewing customers who met certain criteria under those circumstances.

Mr. Hipple noted some citizens may not feel like they would qualify. He further noted the time involved, but wanted to let citizens know of the fund availability.

Ms. Larson also noted it was revenue the County needed. She stated if people applied, then JCSA could be paid.

Mr. Powell concurred. He noted it was a win-win for the customer and the organization.

Ms. Larson noted the decision on cutting some water. She further noted that was a very serious step.

Mr. Powell concurred.

Mr. McGlennon asked how the number of accounts in arrears compared to a normal year.

Mr. Powell noted it was higher. He referenced the Dashboard, noting delinquent residential accounts over 300 days and over 90 days. He noted several years ago, the delinquency range was \$150,000-\$160,000, with the current range approximately double. Mr. Powell noted a reduction after the first round of funding, but the range had since increased from \$270,000 to \$350,000.

Mr. Hipple noted the funding as Ms. Larson had indicated.

Mr. Icenhour stated the pitch should indicate this was helpful to both the citizens and the County.

Ms. Larson noted staff had done a good job letting people know of the funding.

Mr. Powell also noted the usage of film message. He further noted every form of communication had been used.

Ms. Larson thanked Mr. Powell.

## **J. ADJOURNMENT**

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

A motion to Adjourn 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

At approximately 6:03 p.m., Ms. Larson adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 11/9/2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Authorization of One-Time Employee Pay Adjustment

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/25/2021 - 4:16 PM
Publication Management	Pobiak, Amanda	Approved	10/25/2021 - 4:29 PM
Legal Review	Kinsman, Adam	Approved	10/26/2021 - 9:03 AM
Board Secretary	Fellows, Teresa	Approved	10/26/2021 - 2:53 PM
Board Secretary	Rinehimer, Bradley	Approved	10/27/2021 - 9:59 AM
Board Secretary	Fellows, Teresa	Approved	10/28/2021 - 10:33 AM



## MEMORANDUM

DATE: November 9, 2021

TO: The Board of Directors

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

SUBJECT: Authorization of One-Time Employee Pay Adjustment

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Over the past 18 months, James City Service Authority (JCSA) staff have overcome various challenges in providing exceptional services to customers despite the COVID-19 pandemic. Workloads have increased and the need for social distancing has made our work more difficult.

To recognize the hard work and dedication of JCSA staff, I recommend a one-time pay adjustment for employees in the amount of \$1,500 for full-time employees and \$750 for part-time employees. To be eligible for this payment, employees must be actively employed by the County/JCSA at the time of payment and have been hired by June 1, 2021. The effective date of this payment would be November 24, 2021. The estimated cost of this one-time payment is \$132,552. Funds are available from savings in the Operating Budget.

Staff recommends approval of the attached resolution.

MDP/ap  
EmpPayAdjJCSA-mem

Attachment

## RESOLUTION

### AUTHORIZATION OF ONE-TIME EMPLOYEE PAY ADJUSTMENT

WHEREAS, the James City Service Authority (JCSA) desires to recognize staff for their efforts during the COVID-19 pandemic; and

WHEREAS, the General Manager recommends a one-time pay adjustment for all JCSA employees in the amount of \$1,500 for full-time employees and \$750 for part-time employees; and

WHEREAS, to be eligible, employees must be actively employed with the JCSA at the time of payment and have been hired by June 1, 2021; and

WHEREAS, the estimated cost for this one-time pay adjustment is \$132,552, and funds are available from savings in the Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves a one-time pay adjustment to eligible regular and limited term positions as recommended by the General Manager effective November 24, 2021, and authorizes the use of Operating Fund savings for this purpose in the amount of \$132,552.

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Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

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Teresa J. Fellows  
Deputy Secretary to the Board

SADLER  
ICENHOUR  
HIPPLE  
MCGLENNON  
LARSON

VOTES

AYE    NAY    ABSTAIN    ABSENT

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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of November, 2021.

EmpPayAdjJCSA-res

**ITEM SUMMARY**

DATE: 11/9/2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Authorization to Convey Property Located at 141 Point O' Woods Road to the County of James City, Virginia, and to Partner with the County on a Certificate Application for Mirror Lake Dam

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Map	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/22/2021 - 2:16 PM
Publication Management	Pobiak, Amanda	Approved	10/22/2021 - 3:07 PM
Legal Review	Kinsman, Adam	Approved	10/25/2021 - 1:08 PM
Board Secretary	Fellows, Teresa	Approved	10/26/2021 - 2:53 PM
Board Secretary	Purse, Jason	Approved	11/2/2021 - 3:49 PM
Board Secretary	Fellows, Teresa	Approved	11/2/2021 - 3:53 PM

## MEMORANDUM

DATE: November 9, 2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Authorization to Convey Property Located at 141 Point O'Woods Road to the County of James City, Virginia, and to Partner with the County on a Certificate Application for Mirror Lake Dam

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James City County owns property located at 140 Point O'Woods Road, which contains the Mirror Lake Dam. The James City Service Authority (JCSA) owns property located at 141 Point O'Woods Road, which serves as the spillway for the Dam.

It is necessary for the County to obtain an Operation and Maintenance Certificate (O&M Certificate) for the Dam from the Virginia Department of Conservation and Recreation. Since owning properties containing both the Dam and the spillway will allow the County to more efficiently obtain the O&M Certificate, staff recommends that the JCSA Board of Directors convey the JCSA owned property at 141 Point O'Woods Road to the County, subject to an easement for the utilities located therein. The resolution further authorizes JCSA to assist the County with obtaining the O&M Certificate and to lend expertise and the protection of the utilities.

Staff recommends approval of the resolution.

MDP/md  
AuthMirrorLkDm-mem

Attachment

## **RESOLUTION**

**AUTHORIZATIONS TO CONVEY PROPERTY LOCATED AT 141 POINT O'WOODS ROAD**

**TO THE COUNTY OF JAMES CITY, VIRGINIA AND TO PARTNER WITH THE COUNTY ON**

**A CERTIFICATE APPLICATION FOR MIRROR LAKE DAM**

WHEREAS, the County of James City, Virginia (the "County") owns property located at 140-A Point O'Woods Road, further identified as Tax Map Parcel No. 1340100017A, which property contains a dam for Mirror Lake (the "Dam"); and

WHEREAS, the James City Service Authority (JCSA) owns property located at 141 Point O'Woods Road, further identified as Tax Map Parcel No. 1340900001B (the "Property"), which property contains certain utilities and serves as the spillway for the Dam; and

WHEREAS, it is necessary for the County to obtain an Operation and Maintenance Certificate for the Dam from the Virginia Department of Conservation and Recreation (the "O&M Certificate"); and

WHEREAS, owning properties containing both the Dam and the spillway will allow the County to more efficiently obtain the O&M Certificate and comply with the requirements thereof for the safe operation of the Dam; and

WHEREAS, the Board of Directors finds it is in the best interests of the ratepayers and the citizens of the County for JCSA to convey the Property to the County, subject to an easement for the utilities located therein; and

WHEREAS the Board of Directors finds it appropriate for JCSA to assist the County with obtaining the O&M Certificate in order to lend expertise and protect the utilities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority that the General Manager is authorized and directed to execute those documents necessary to convey property located at 141 Point O'Woods Road, further identified as Tax Map Parcel No. 1340900001B to the County of James City, Virginia, subject to an easement for utilities located or expected to be located in such property.

BE IT FURTHER RESOLVED that the General Manager is authorized and directed to use reasonable resources to assist the County of James City, Virginia in obtaining an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation.

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Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

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Teresa J. Fellows  
Deputy Secretary to the Board

SADLER  
ICENHOUR  
HIPPLE  
MCGLENNON  
LARSON

VOTES			
<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of November, 2021.

AuthMirrorLkDm-res





## Legend

-  James City County Property
-  JCSA Property
-  Parcels

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

Mirror Lakes Dam

0 50 100 200 Feet



**JCSA**  
JAMES CITY SERVICE AUTHORITY



**ITEM SUMMARY**

DATE: 11/9/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: CLOSED SESSION: Consultation with legal counsel and briefings by staff members pertaining to probable litigation relating to a grinder pump service agreement, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, pursuant to Virginia Code § 2.2-3711(A)(7).

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/2/2021 - 3:00 PM



**ITEM SUMMARY**

DATE: 11/9/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: November Dashboard Report

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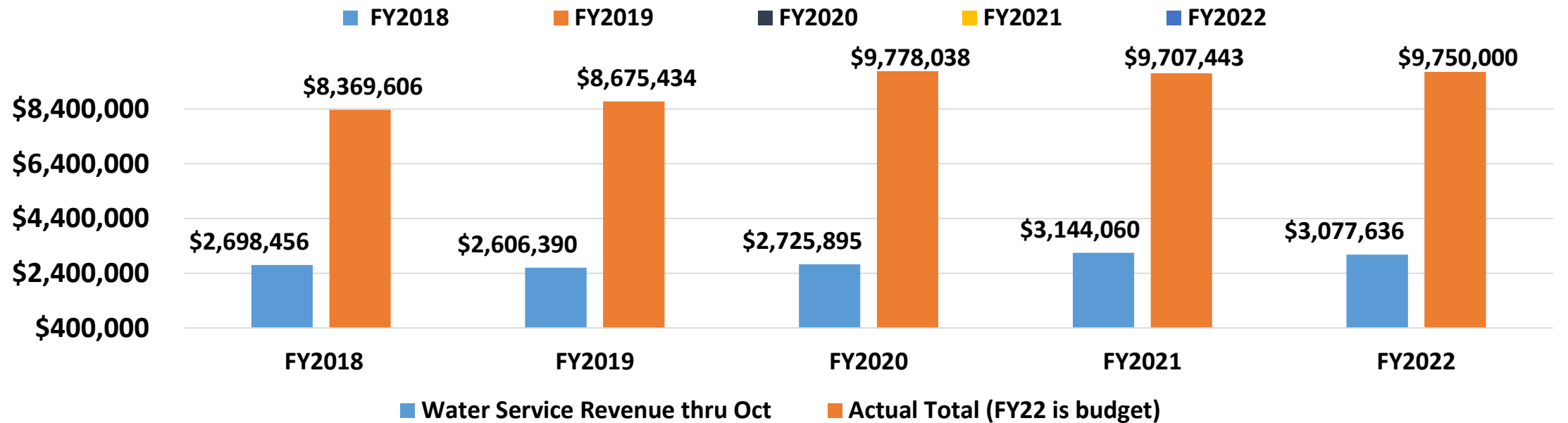
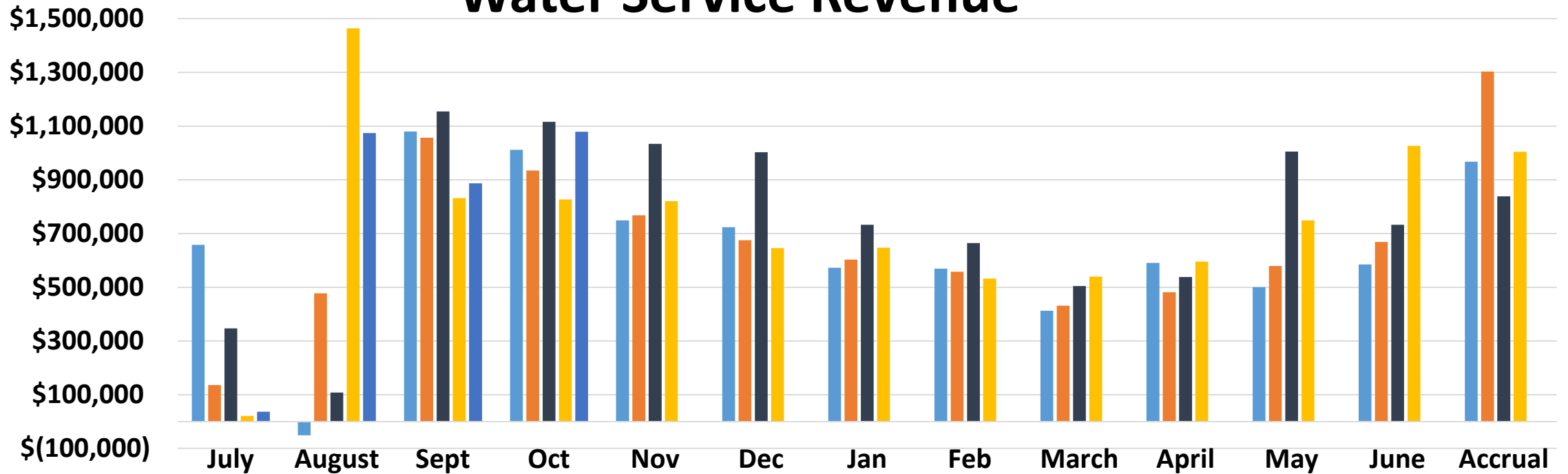
**ATTACHMENTS:**

	Description	Type
	Nov. Dashboard Report	Exhibit

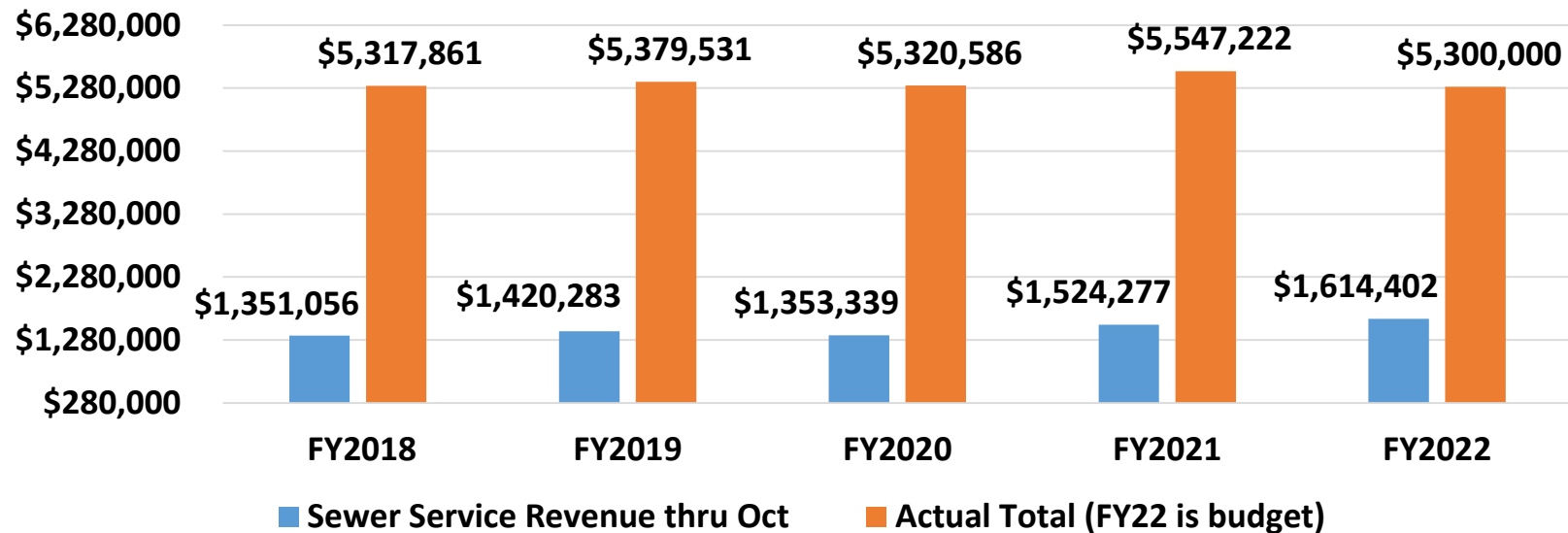
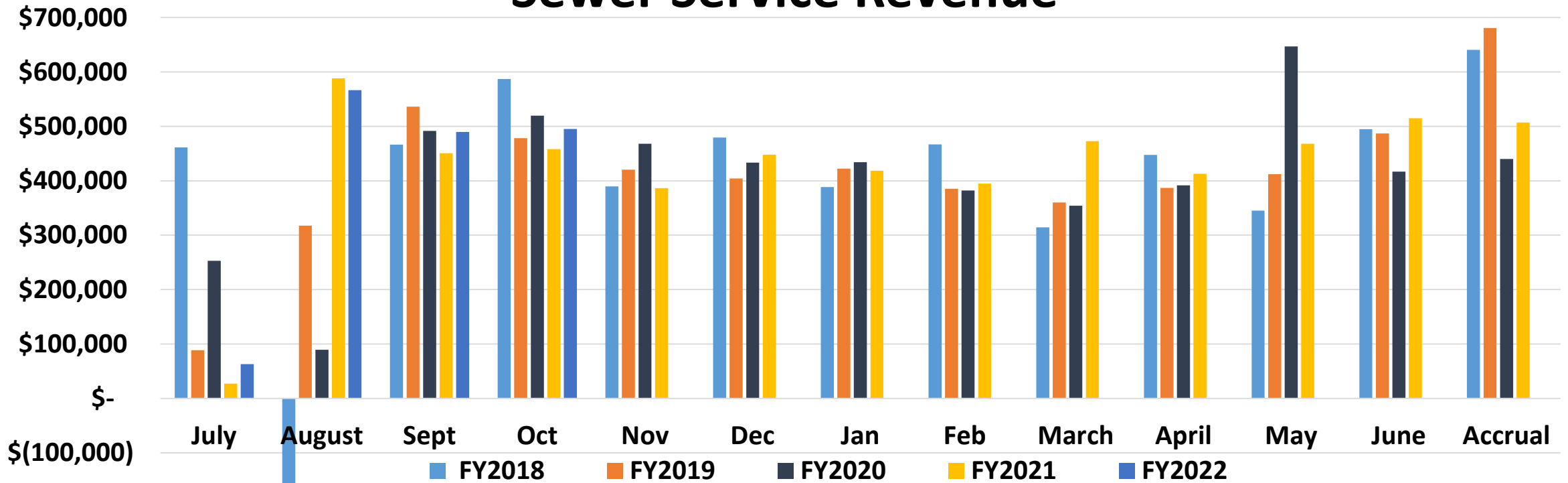
**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/8/2021 - 3:17 PM

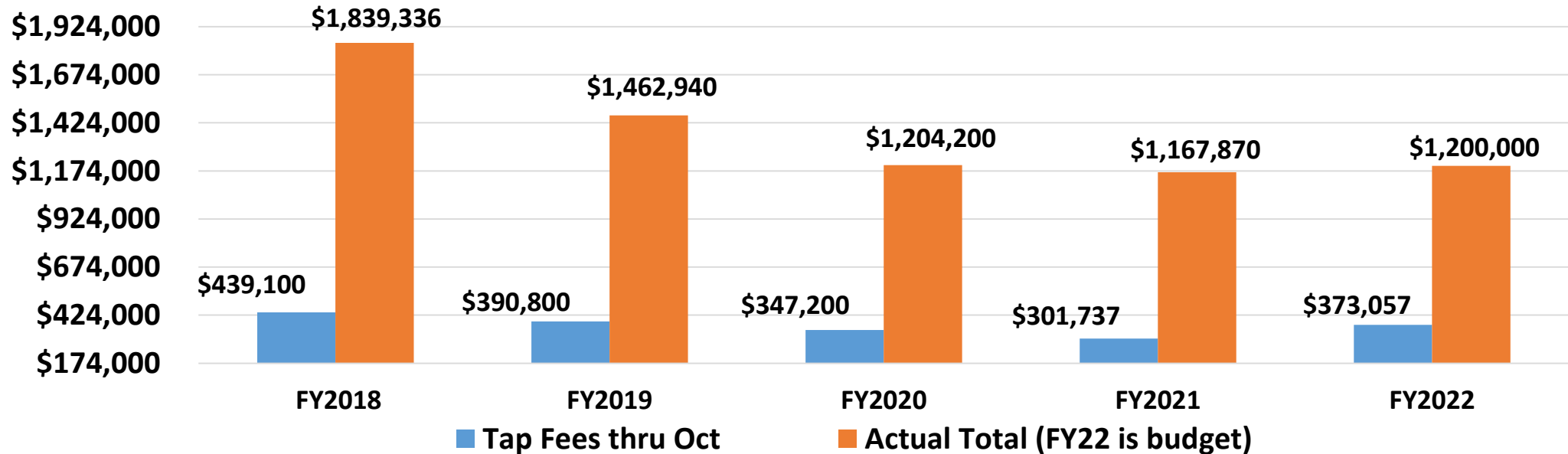
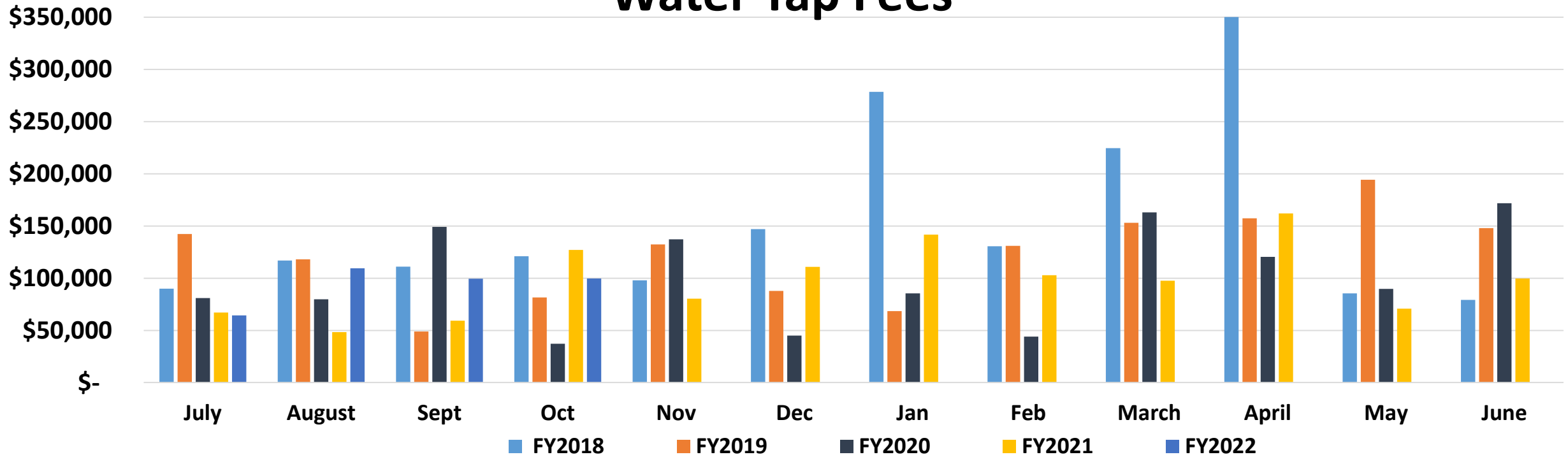
# Water Service Revenue



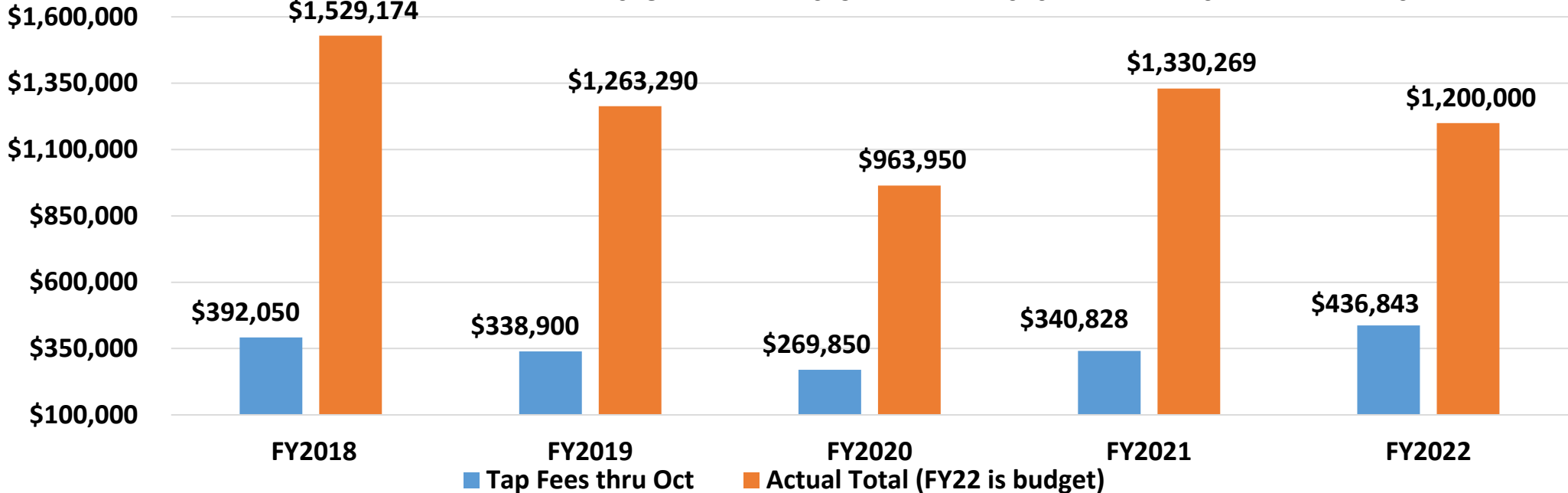
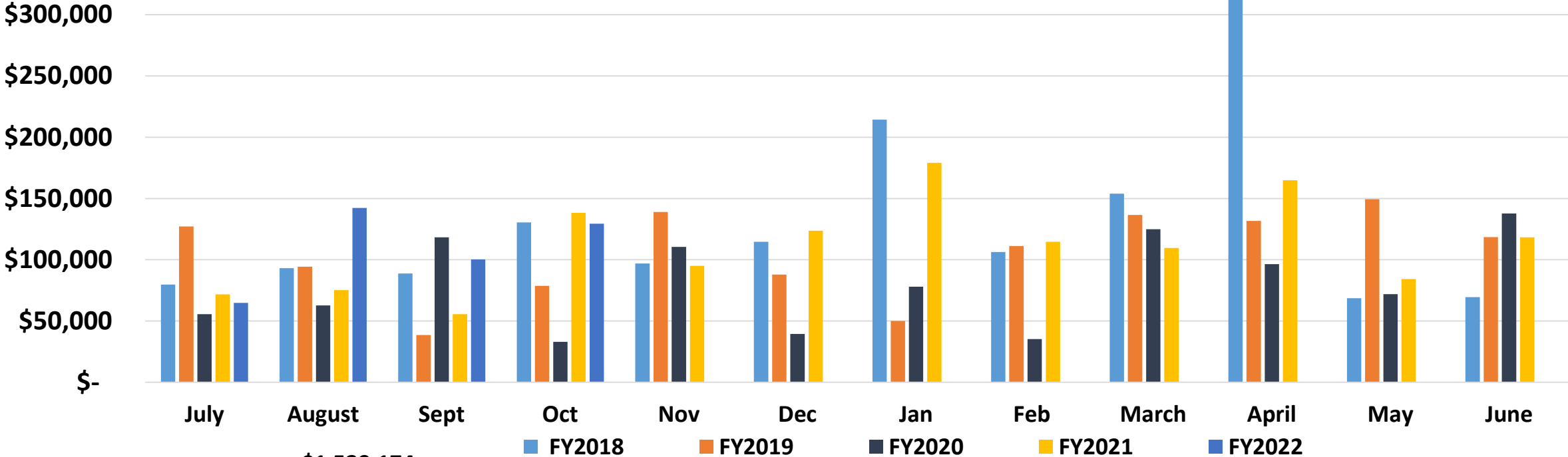
# Sewer Service Revenue



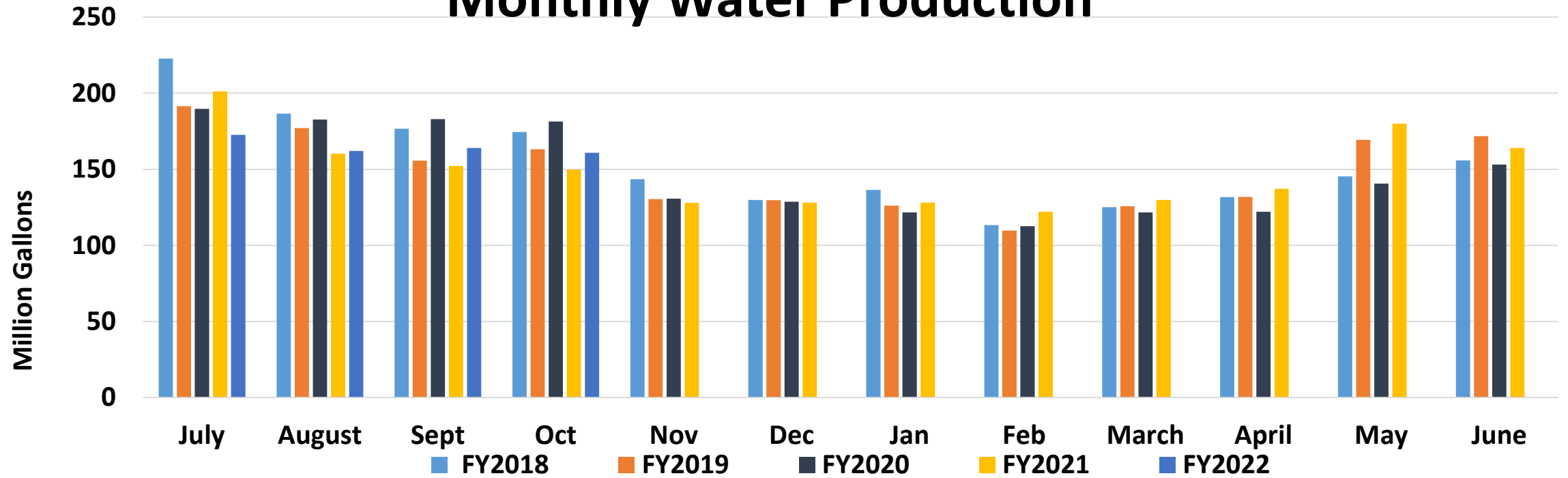
# Water Tap Fees



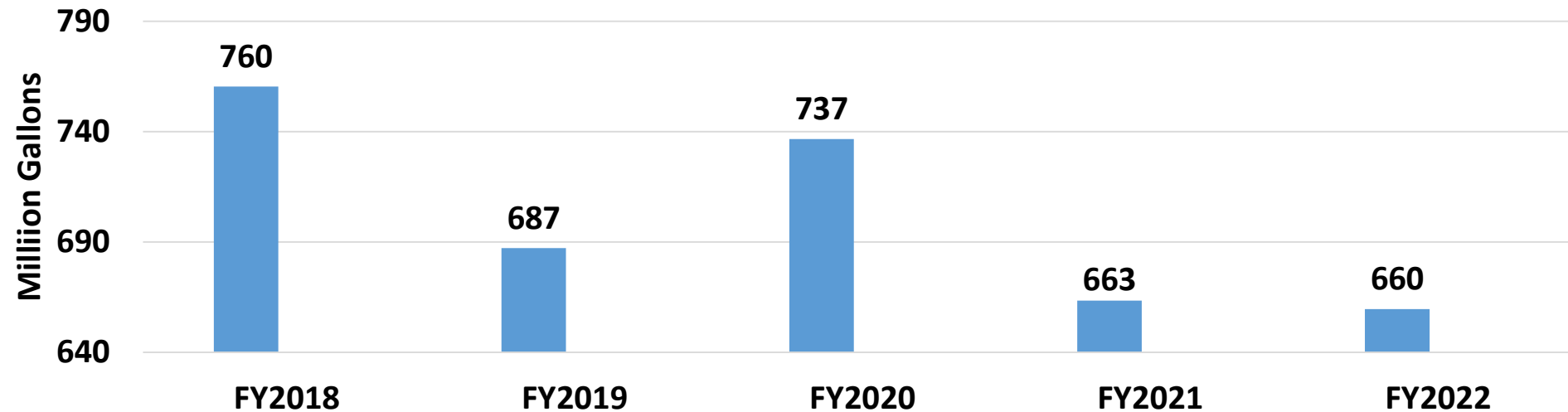
# Sewer Tap Fees



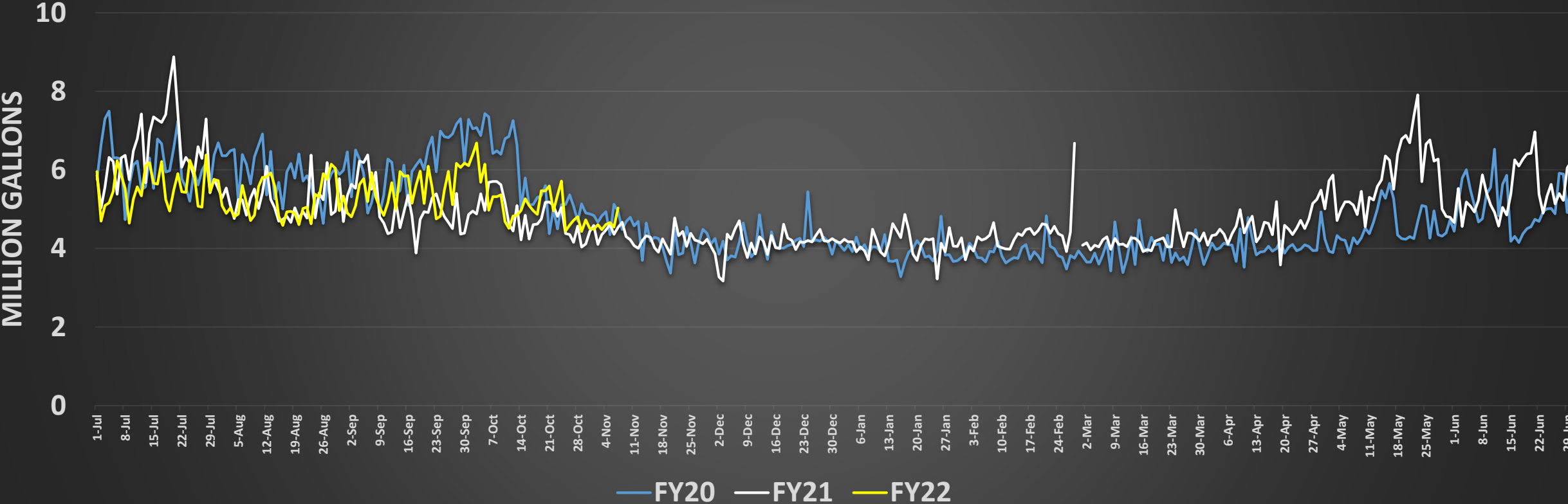
# Monthly Water Production

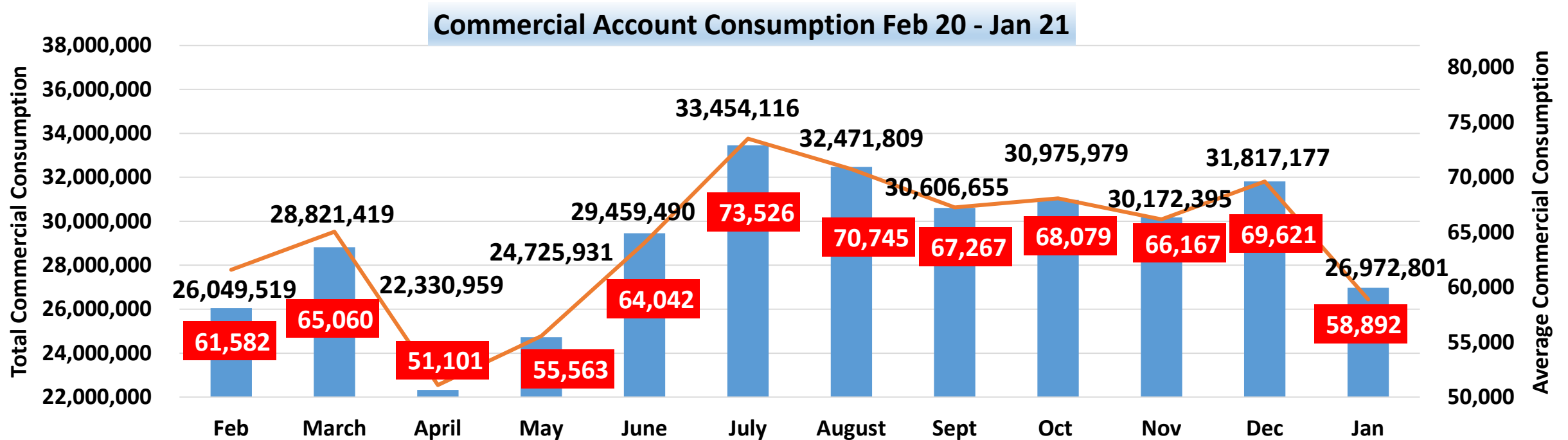
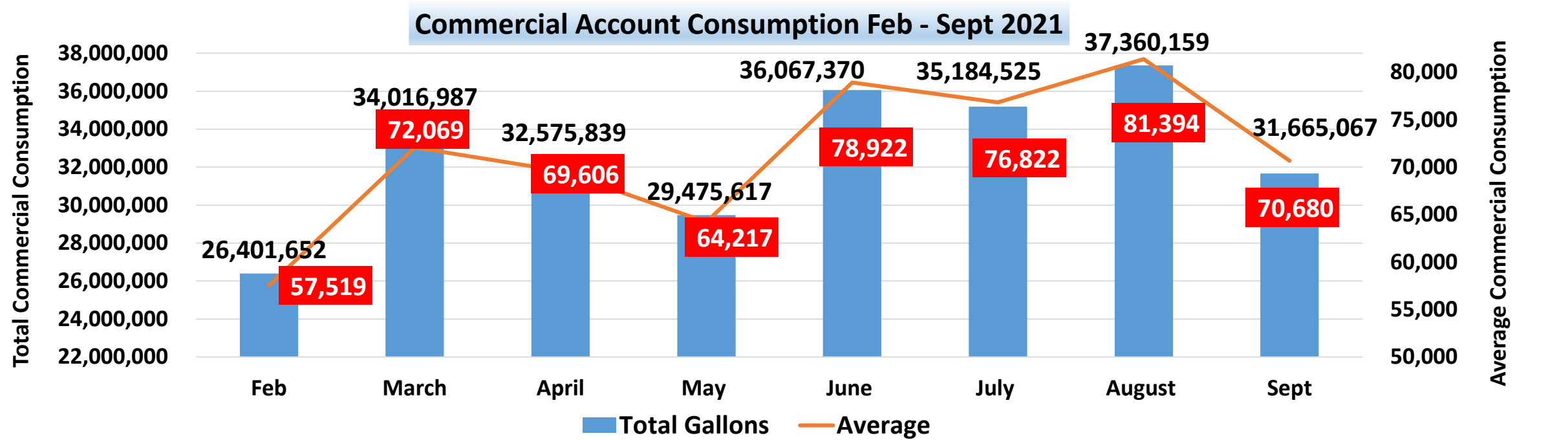


## Annual Production thru October



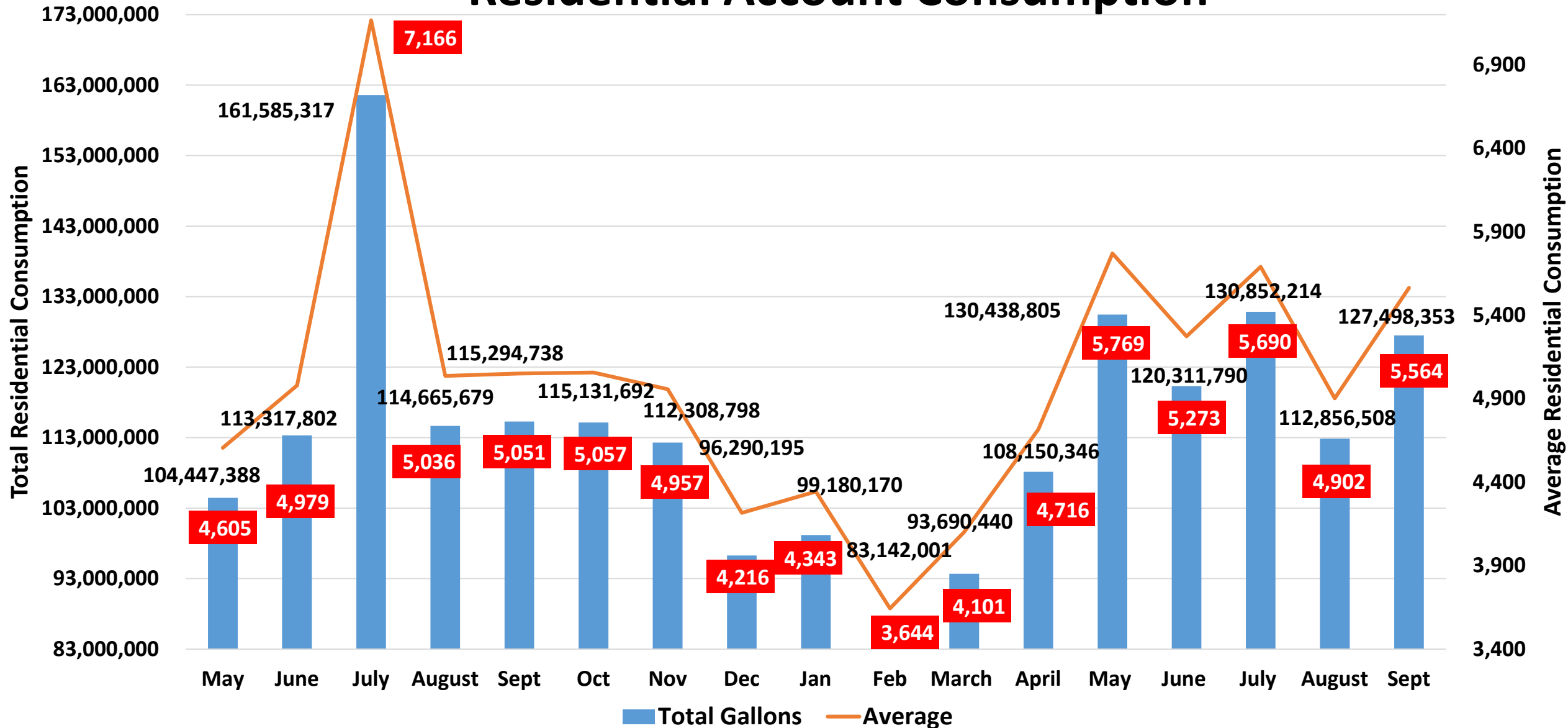
# Daily Water Production



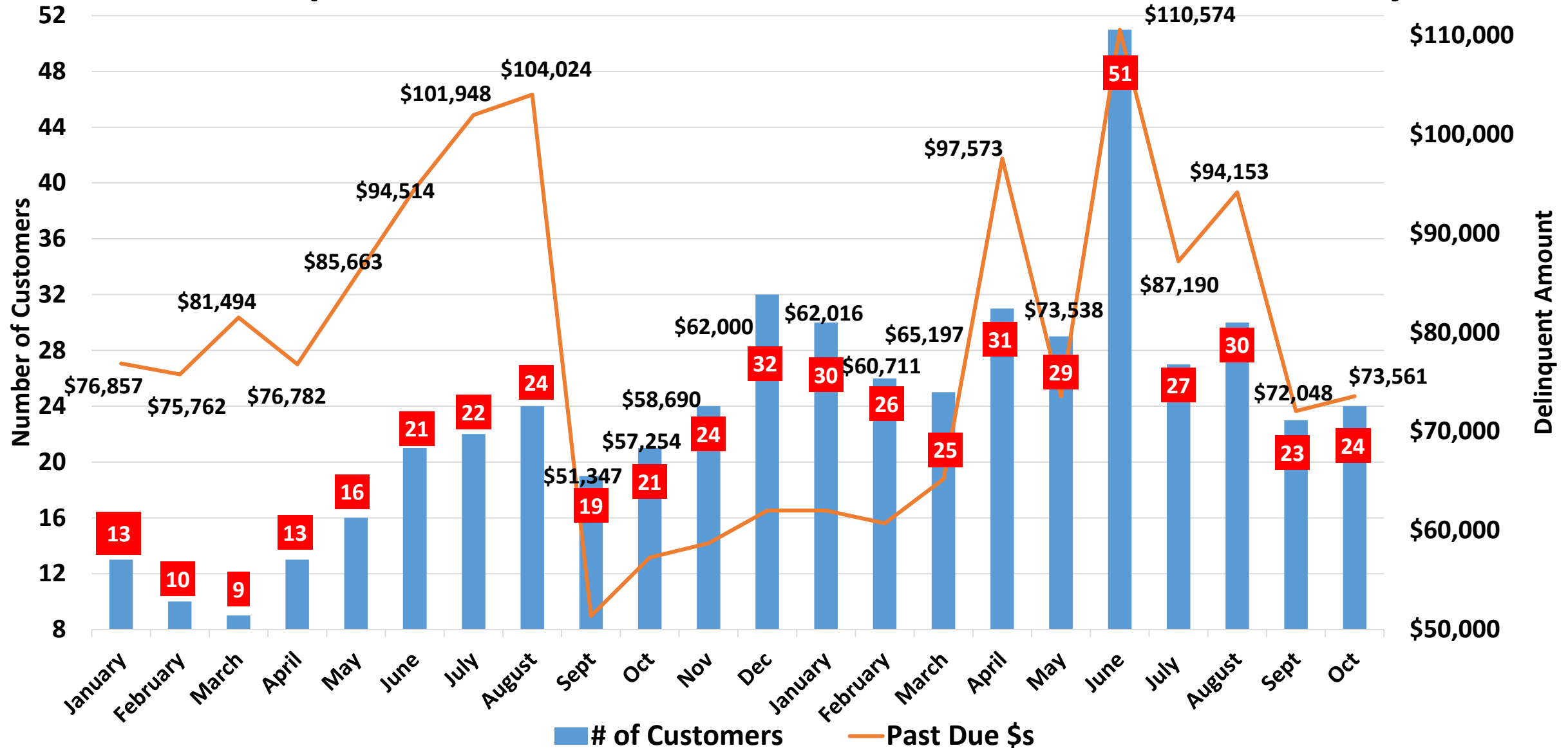




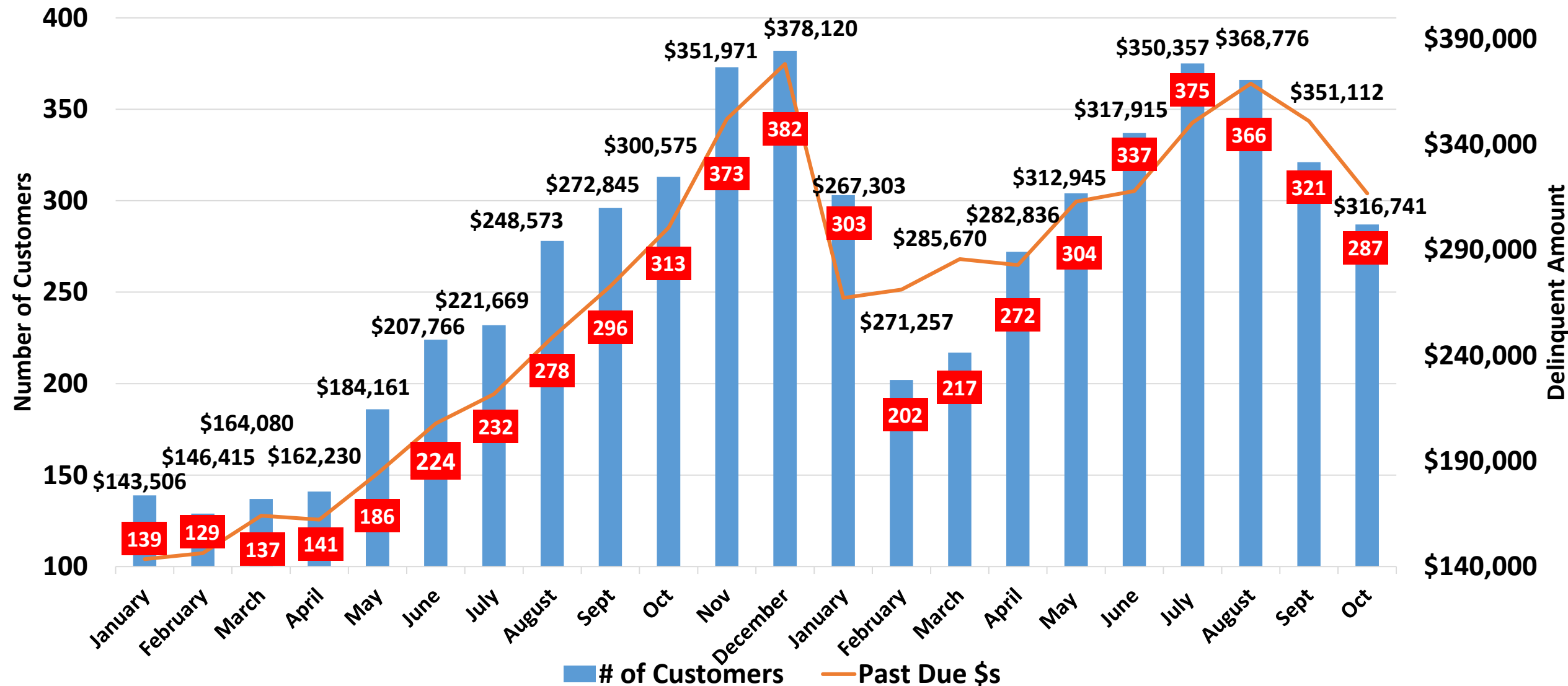
# Residential Account Consumption



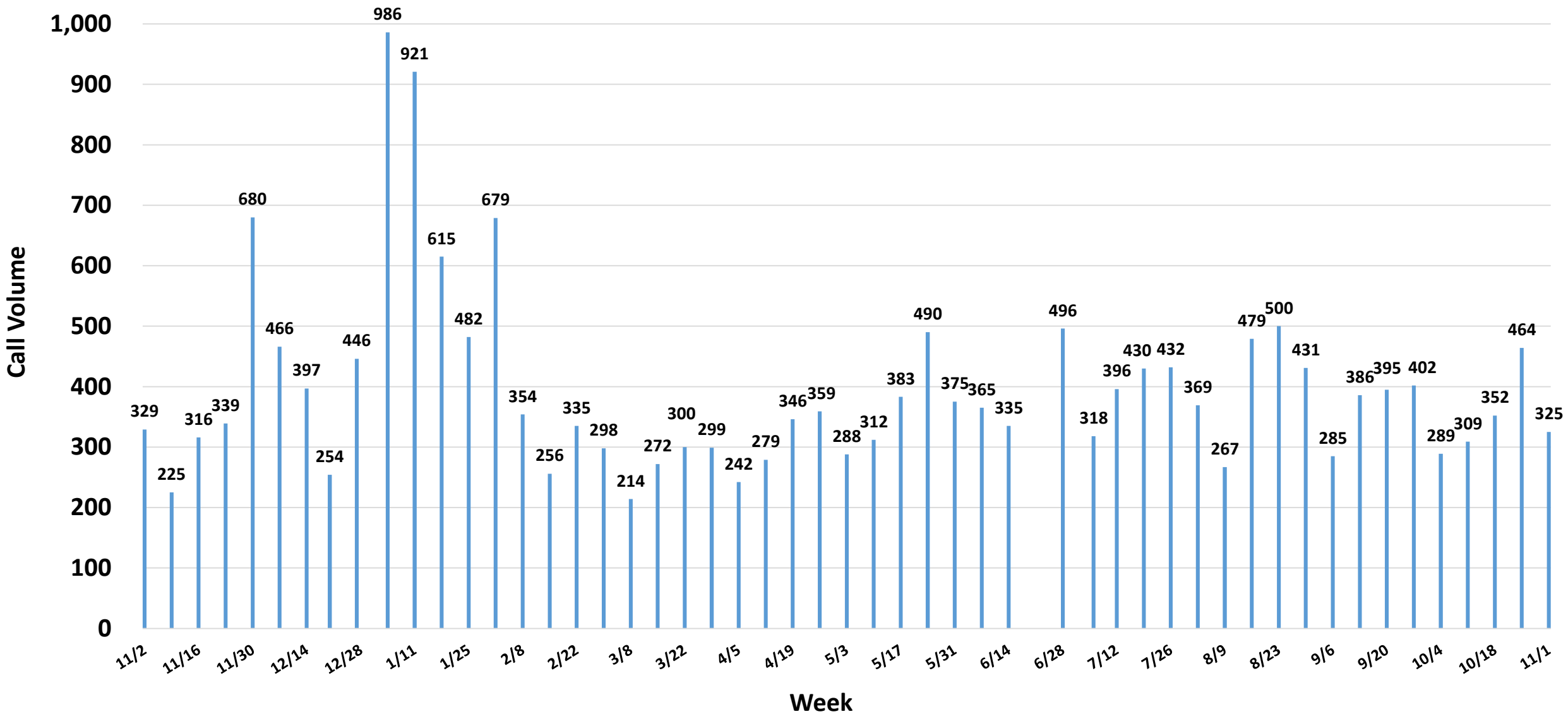
# Delinquent Commercial Accounts Over \$500 and Over 90 Days



# Delinquent Residential Accounts Over \$300 and Over 90 Days



# Customer Service Call Volume



**ITEM SUMMARY**

DATE: 11/9/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on December 14, 2021 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/2/2021 - 3:41 PM