

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
December 14, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

1. James City Service Authority Audit Report

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. Dec. 2021 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 1 p.m. on January 3, 2022 for the Organizational Meeting

ITEM SUMMARY

DATE: 12/14/2021

TO: The Board of Directors

FROM: Leslie Roberts, Partner at Brown Edwards & Company, LLP

SUBJECT: James City Service Authority Audit Report

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	12/3/2021 - 1:34 PM
Publication Management	Pobiak, Amanda	Approved	12/3/2021 - 1:51 PM
Legal Review	Kinsman, Adam	Approved	12/6/2021 - 9:22 AM
Board Secretary	Saeed, Teresa	Approved	12/7/2021 - 2:13 PM
Board Secretary	Rinehimer, Bradley	Approved	12/7/2021 - 2:20 PM
Board Secretary	Saeed, Teresa	Approved	12/7/2021 - 2:21 PM

ITEM SUMMARY

DATE: 12/14/2021
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	November 9, 2021 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/7/2021 - 2:16 PM

MINUTES
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

A. CALL TO ORDER

Ms. Larson called the meeting to order at approximately 6:03 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 an item under Board Considerations entitled Participation in the American Rescue Plan Act Municipality Utility Assistance Program and Grant Award.

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 John McGlennon, 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:

-October 12, 2021, Regular Meeting

2. Authorization of One-Time Employee Pay Adjustment

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

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

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 the James City Service Authority (JCSA) owned property at 141 Point O' Woods Road. He noted JCSA had no purpose for the land. Mr. Powell stated the resolution would transfer the property to James City County as it served as the spillway for Mirror Lake Dam. He noted staff recommended approval of the resolution.

Ms. Larson opened the Public Hearing.

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

G. BOARD CONSIDERATION(S)

1. Participation in the American Rescue Plan Act Municipality Utility Assistance Program and Grant Award - \$240,808

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 stated JCSA had been notified it was eligible for a grant of \$240,808 in American Rescue Plan Act (ARPA) funds to assist customers with delinquent accounts. He noted the resolutions before the Board authorized participation in the program and authorized a Memorandum of Understanding with the County for fund appropriation. Mr. Powell further noted he had spoken with the County Administrator who planned to put a companion resolution on the Board of Supervisors' November 23 meeting Agenda for approval to move forward. He noted staff recommended approval of the resolutions.

Mr. Icenhour noted funding for utility assistance had been available from a previous round but much of the funding had been unused and returned. He asked about the criteria for this funding and if there was greater flexibility in helping citizens than the previous round.

Mr. Powell noted this program was more flexible. He further noted with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, customers were required to sign an attestation for assistance. Mr. Powell noted these funds would be distributed by formula without a customer attestation. He further noted approximately 1,200 JCSA customers would receive some assistance from this funding source. Mr. Powell added the customers did not have to do anything and that the assistance would be applied as a credit to customer accounts.

Mr. McGlennon noted this program assisted JCSA customers, but it also assisted JCSA with revenue.

Mr. Powell confirmed yes.

2. 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).

A motion to Enter a Closed Session 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 6:07 p.m., the Board entered Closed Session.

At approximately 6:29 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

None.

I. GENERAL MANAGER'S UPDATE

1. November Dashboard Report

Mr. Powell noted he had no additional updates.

J. ADJOURNMENT

1. Adjourn until 5 p.m. on December 14, 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 6:30 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 12/14/2021
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Dec. 2021 Dashboard Report

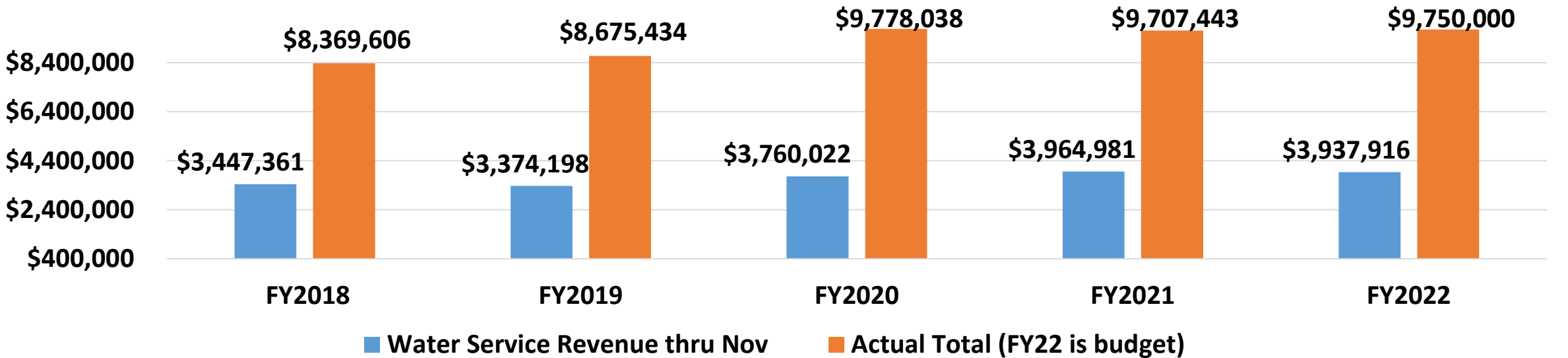
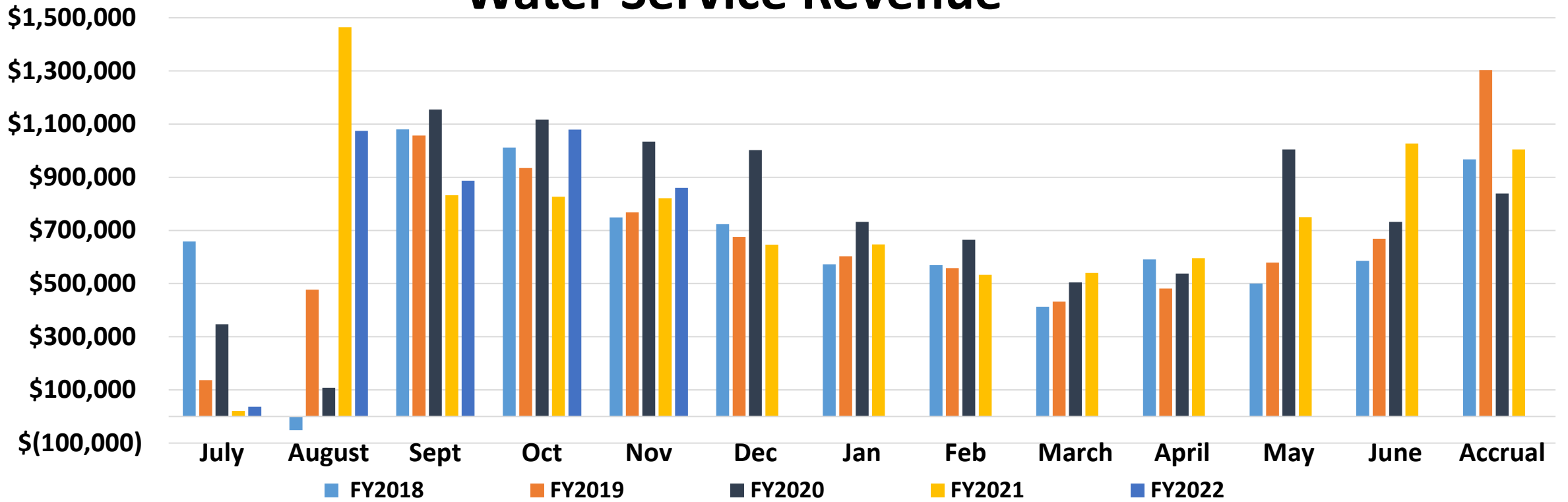
ATTACHMENTS:

	Description	Type
📎	Report	Exhibit

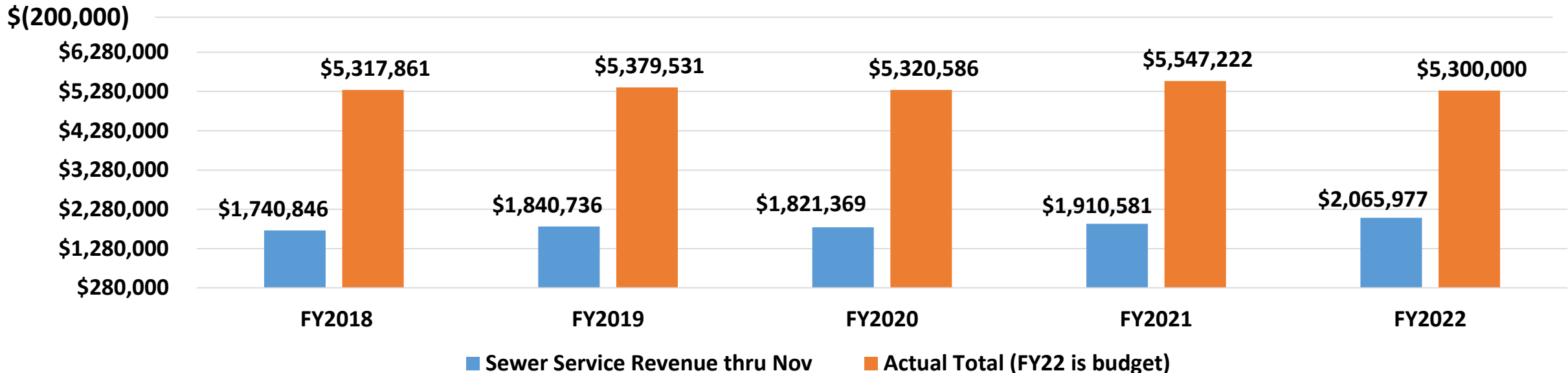
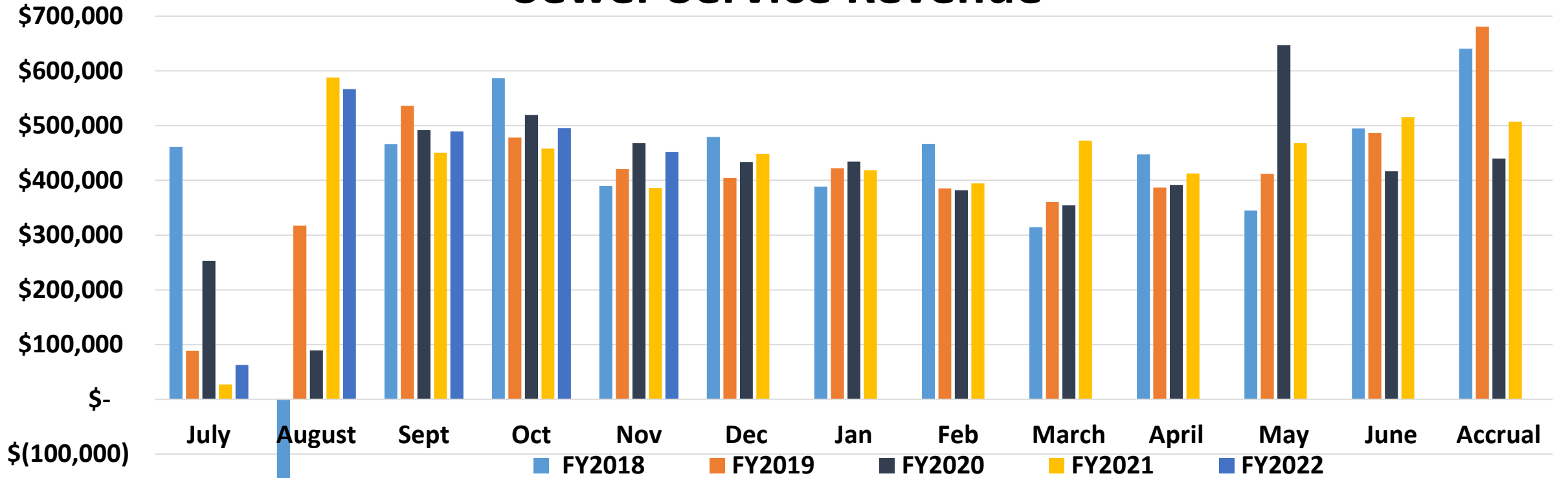
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/14/2021 - 9:20 AM

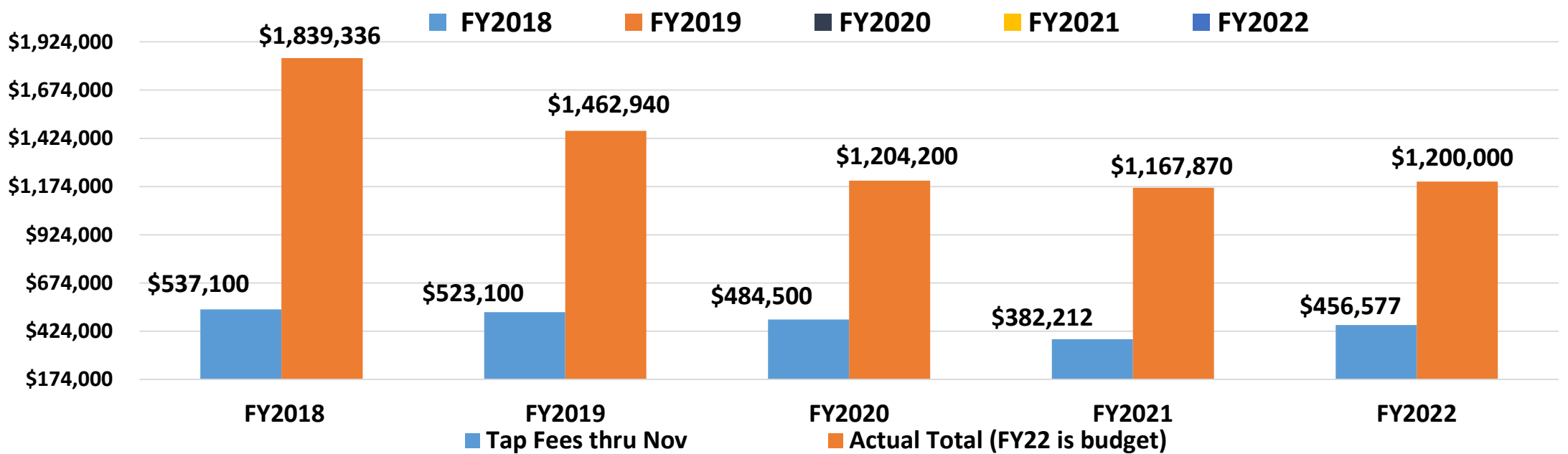
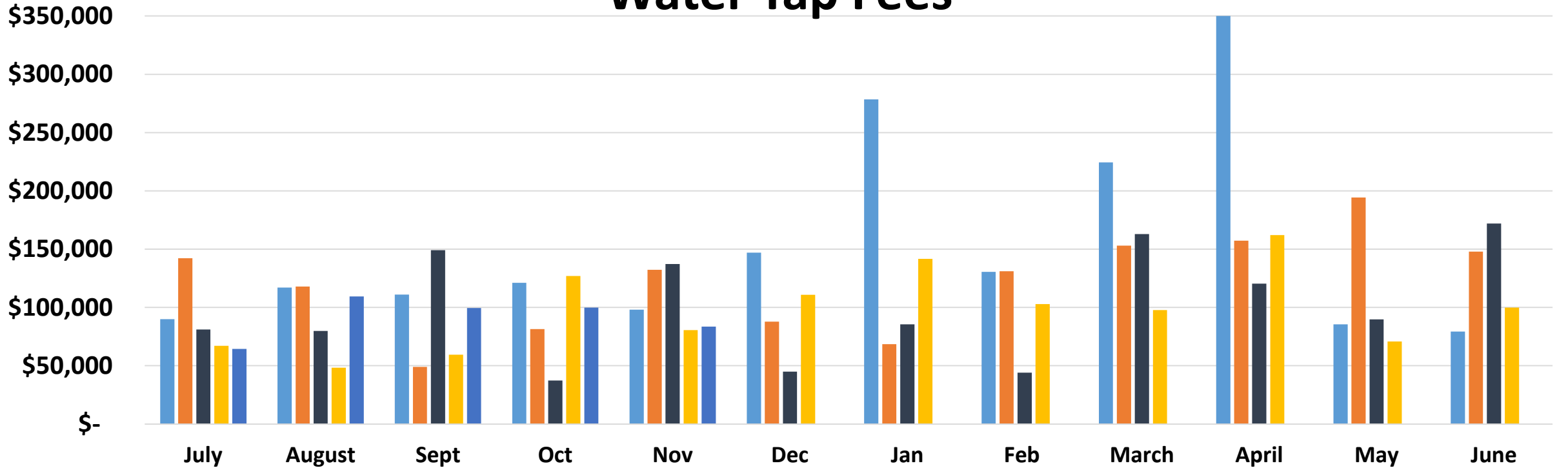
Water Service Revenue



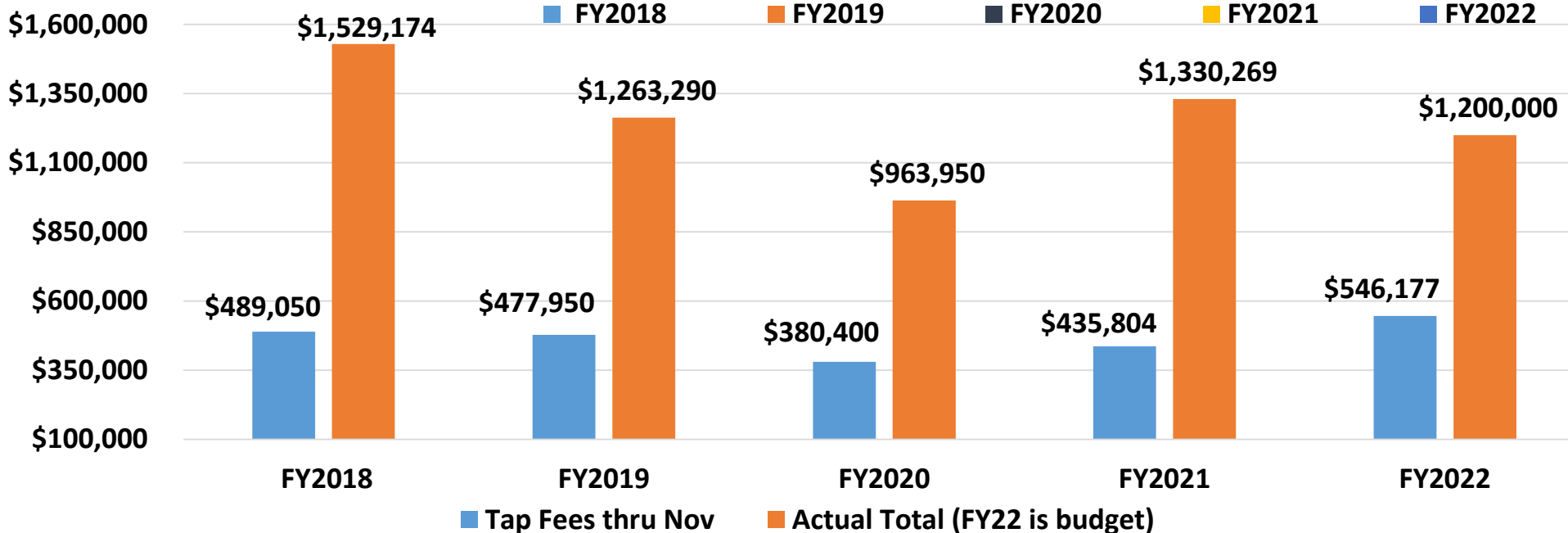
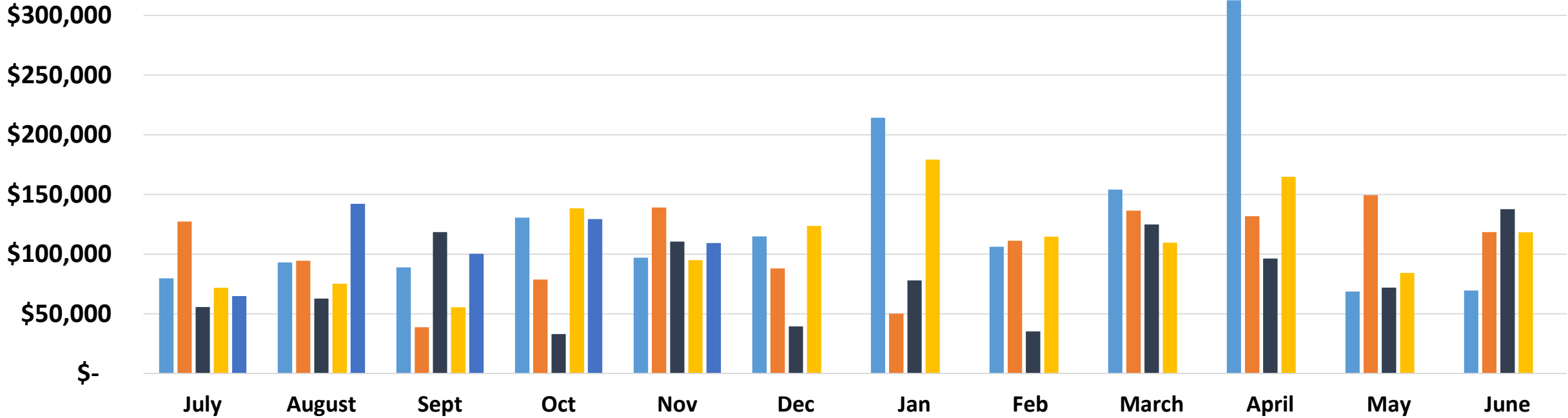
Sewer Service Revenue



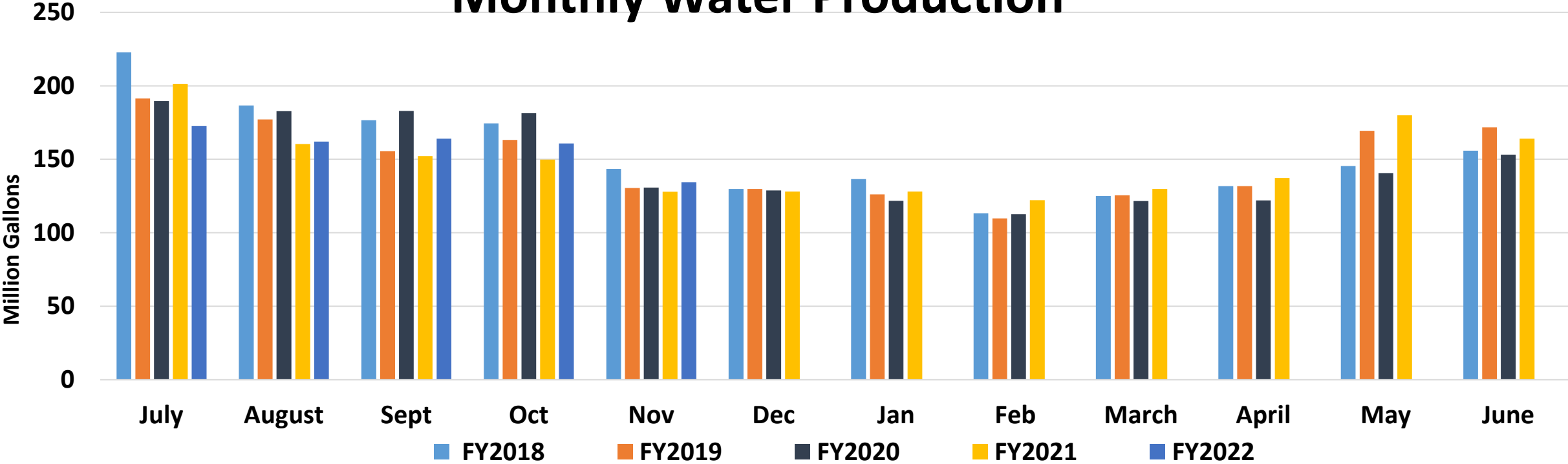
Water Tap Fees



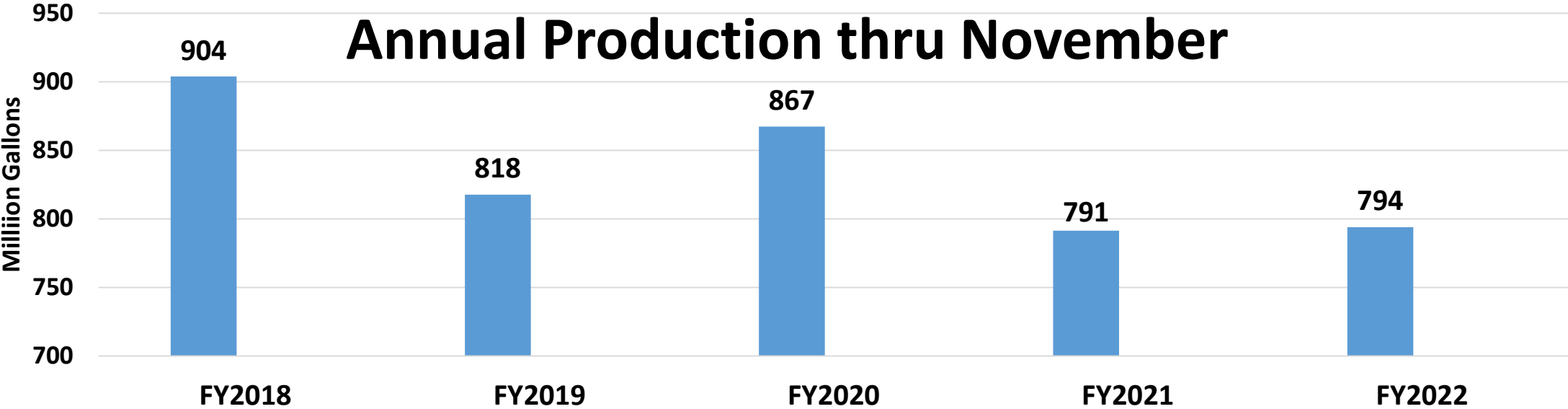
Sewer Tap Fees



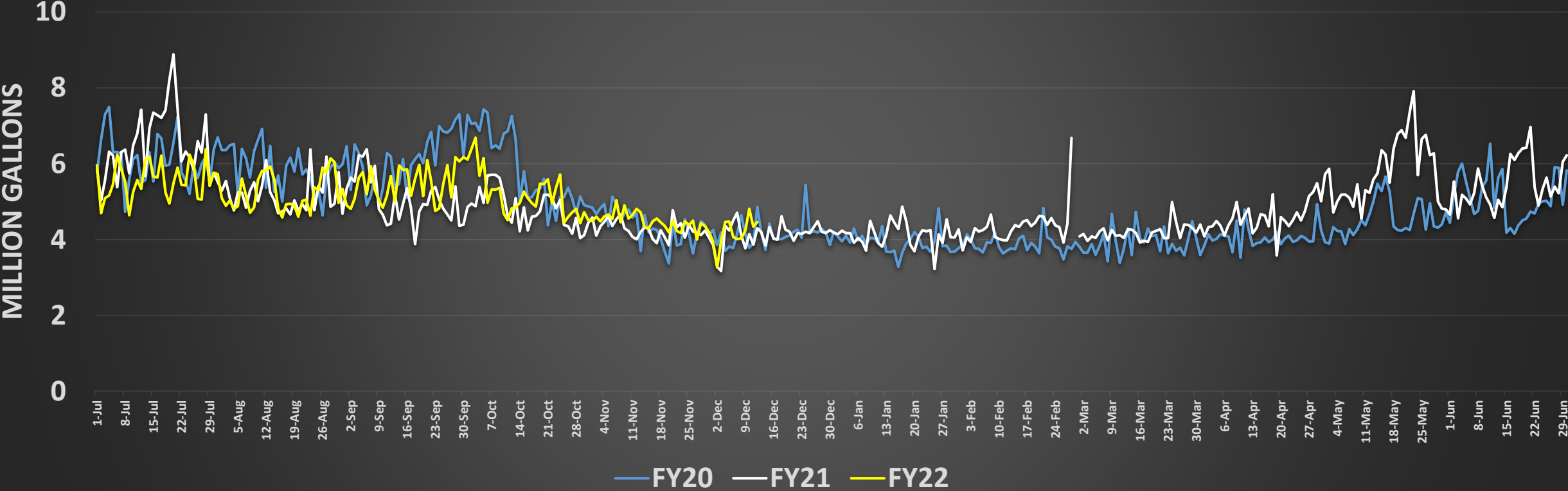
Monthly Water Production



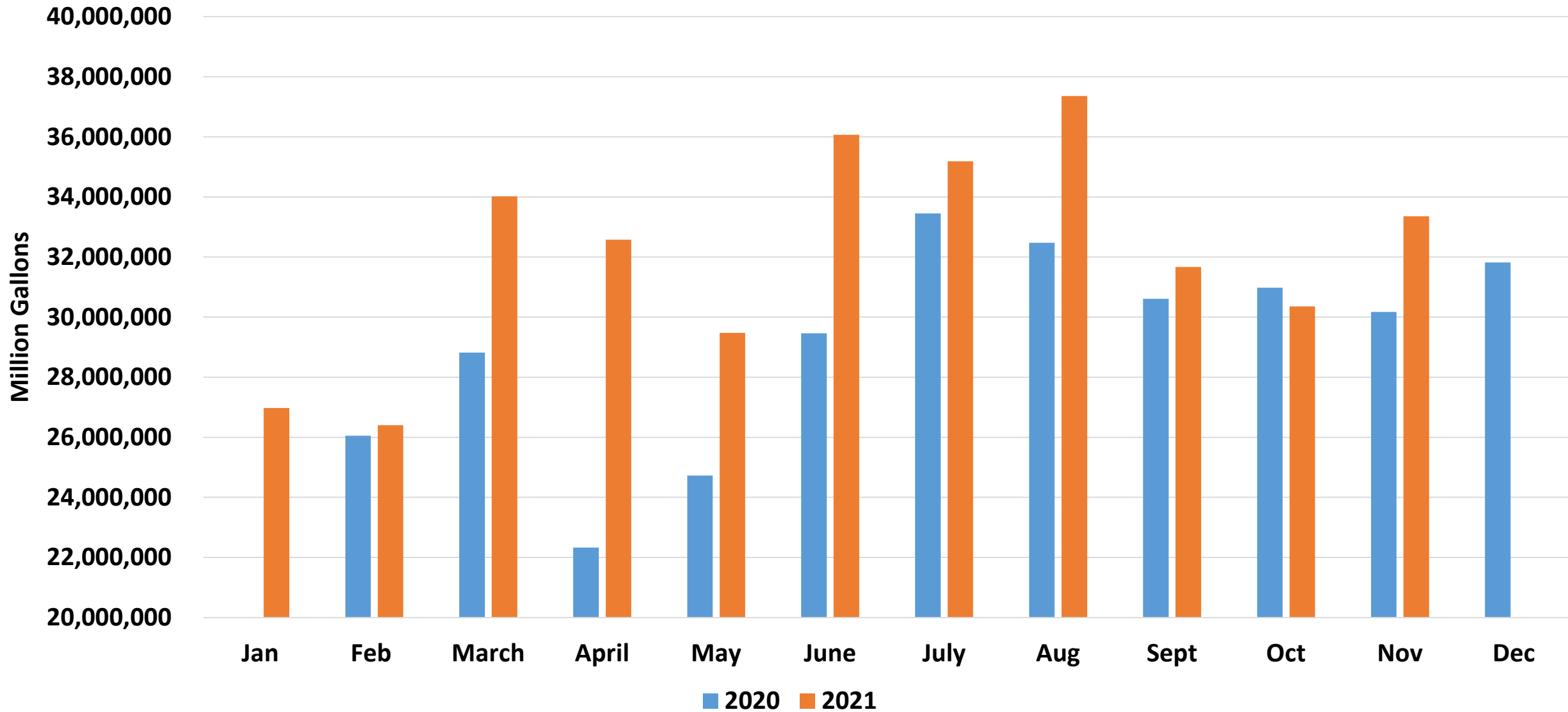
Annual Production thru November



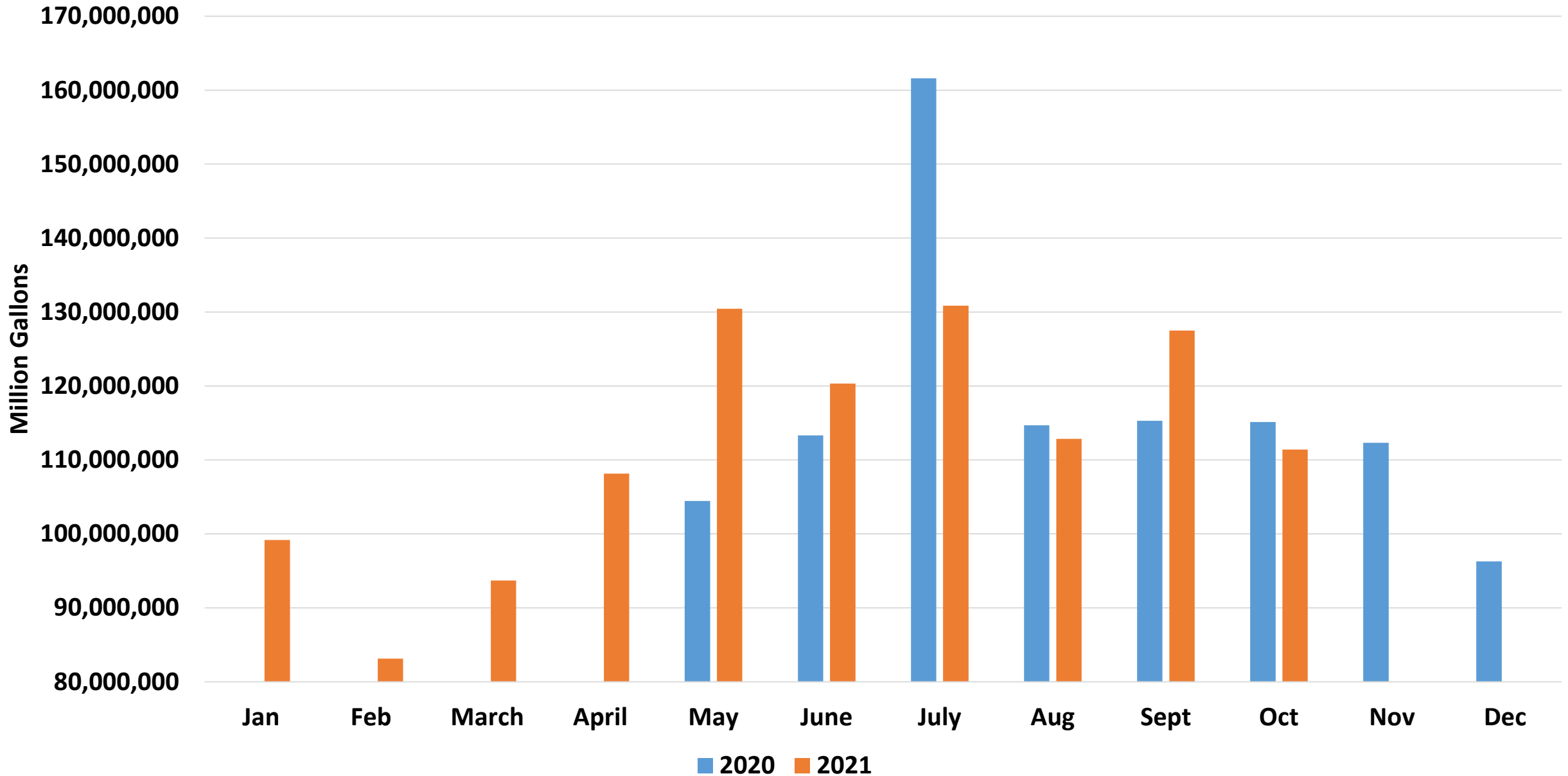
Daily Water Production



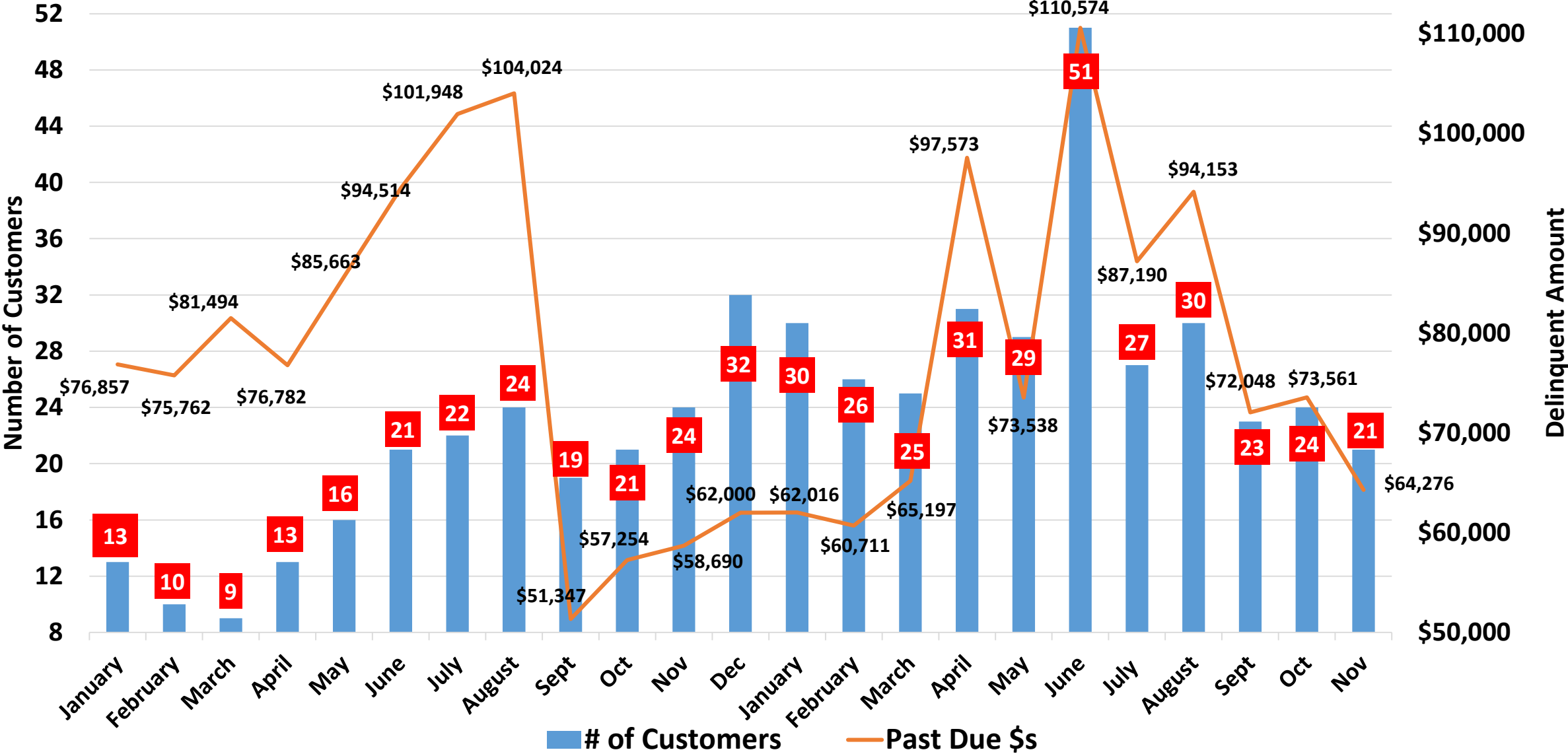
Commercial Consumption



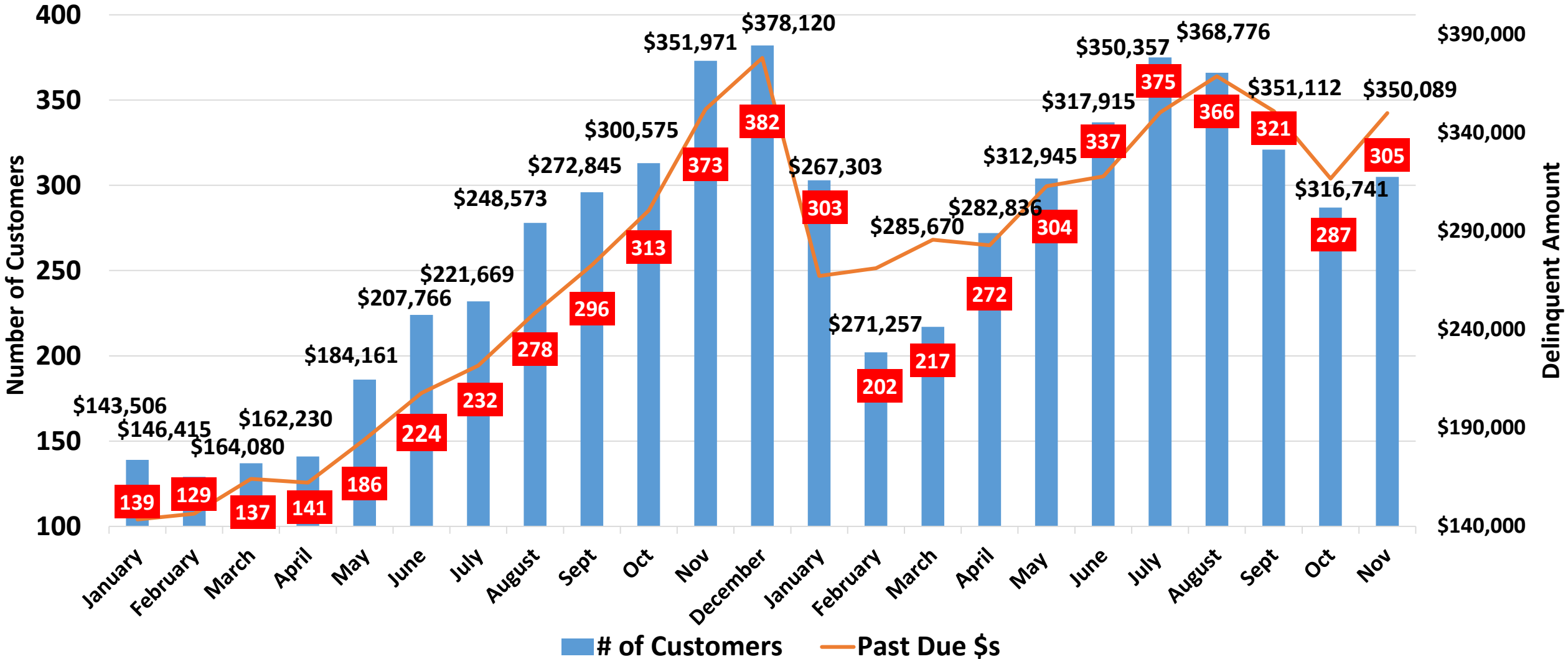
Residential Consumption



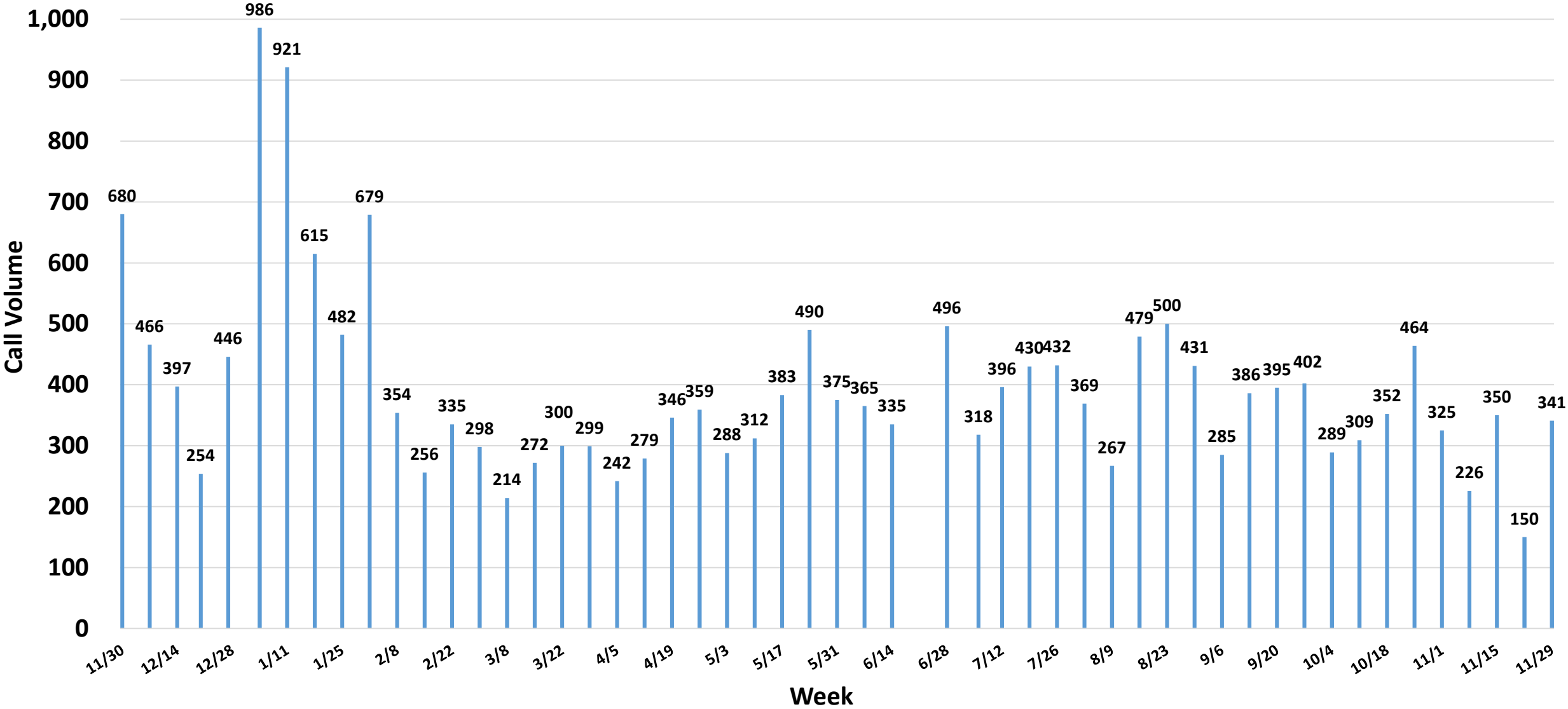
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 12/14/2021
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until 1 p.m. on January 3, 2022 for the Organizational Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	12/7/2021 - 2:17 PM