

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

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 John McGlennon, 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

1. Minutes Adoption - March 24, 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

ADOPTED

MAY 26 2020

Board of Directors
James City County, VA

G. BOARD CONSIDERATION(S)

1. Proposed Fiscal Year 2021-2022 Budget

Mr. Powell gave an overview of the memorandum and James City Service Authority (JCSA) proposed budget included in the Agenda Packet. He stated the budget included in the Packet was the same budget presented at the public hearing in March 2020 and noted there had not been any changes. He discussed the current Fiscal Year (FY) 2020 Operating Expenses and Revenues and compared them to the FY 2019 Operating Expenses and Revenues displayed on a PowerPoint slide included in the Agenda Packet. He commented this slide portrayed the operating expenses and revenues as of March 2020 as well as the preliminary numbers for April 2020 on the Operating side, as all being in fairly good shape. He mentioned the JCSA had not experienced quite the anticipated decline in tap fee revenue, which was approximately a \$1.3 million deficit on the tap fees, noting the current estimate is \$1.1-1.2 million. He welcomed any comments, questions, or guidance from the Board.

H. BOARD REQUESTS AND DIRECTIVES

A motion to amend the Board's adopted calendar to reschedule the May 12, 2020, budget adoption hearing until June 9, 2020, at 5 p.m. 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

The Board had no requests or directives.

I. GENERAL MANAGER'S UPDATE

1. Series 2020 Water and Sewer System Revenue Bond Request for Proposals Results Presentation

Mr. Powell referenced the April 21, 2020 budget work session, where the possibility of a bank loan Request for Proposal (RFP) was discussed and noted no formal action from the Board of Directors was required. He recommended moving forward on the bank loan RFP with the low bid of 2.264% over 15 years from key and introduced Mr. Courtney Rogers, Investment Advisor, Davenport & Company LLC on the phone.

Mr. Rogers gave an overview of a PowerPoint presentation regarding the results of the bank loan RFP included in the Agenda Packet. He explained fluctuating tax exempt-interest rate trends. He discussed obtaining various bank proposals including 20-year options as well as 15-year options. He noted a 15-year option was chosen and discussed its details.

The Board agreed with the 15-year option that had been chosen.

Mr. Rogers pointed out that when comparing the 20-year option to the 15-year option, the shorter time period of 15 years would save approximately \$1 million over the long term.

The Board and Mr. Powell extended their thanks to Mr. Rogers for his presentation.

Mr. Powell stated May 1, 2020, was the effective date of the Outdoor Watering Ordinance. He further stated Wednesday, Friday, and Sunday were watering days for odd number addresses and even number address days were Tuesday, Thursday, and Saturday. He noted all irrigation should be done before or after the hours of 9 a.m. and 5 p.m. He remarked May

is the transition month for monthly billing. He reminded businesses that have been closed for an extended period of time, before reopening to flush their plumbing systems and commented that schools had been reminded as well. He reminded the Board and citizens the Hampton Roads Sanitation District had chosen not to change its rates for this year. He recognized long-time employee, Mr. Riley Hazelwood, who retired May 1, 2020, after 32 years. He noted Mr. Hazelwood had been a significant leader and mentor in the Wastewater Division. He regretted being unable to provide a retirement party, due to the current COVID-19 situation, but expressed his appreciation for Mr. Hazelwood's dedicated years of service.

Ms. Larson noted 32 years of service was quite an accomplishment.

J. ADJOURNMENT


1. Adjourn until 5 p.m. on May 26, 2020, for the Regular Meeting

A motion to Adjourn 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 4:12 p.m., Ms. Larson adjourned the Board of Directors.


Deputy Secretary