

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 23, 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 - via phone

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

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

I. Minutes Adoption

The Minutes Approved for Adoption included the following meetings:

- April 14, 2020 Regular Meeting

ADOPTED

JUL 28 2020

Board of Directors
James City County, VA

- May 26, 2020 Regular Meeting
- June 9, 2020 Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

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 5:55 p.m., the Board entered Closed Session.

At approximately 6:48 p.m., the Board re-entered Open Session.

A motion to Certify the Board spoke only 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

A motion for a resolution Authorizing acceptance of a conditional settlement agreement contract award with Colonial Heritage for main relocation of \$274,100 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

1. Closed Session: Discussion or consideration of the investment of public funds regarding a conditional settlement agreement related to an easement dispute where competition or bargaining is involved, where, if made public initially, the financial interest of the James City Service Authority would be adversely affected pursuant to Section 2.2-3711(A)(6) of the Code of Virginia; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pertaining to the contract with Newport News, and a conditional settlement agreement, related to an easement dispute, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia; and discussion of the award of a public contract involving the expenditure of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body regarding an easement and infrastructure relocation project related to a conditional settlement agreement pursuant to Section 2.2-3711(A)(29) of the Code of Virginia

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell addressed the Board noting in the current uncertain times, he would provide the Board with updates on certain monthly indicators and include as part of the Board's monthly packet. Mr. Powell further noted that these indicators would serve as comfort points or early warnings for JCSA moving forward. Mr. Powell noted the PowerPoint presentation highlighted the past three years of water service revenue and sewer service revenue. He further noted

both sources of revenue were pretty much on target. Mr. Powell continued the presentation highlighting water tap fees and wastewater fees, which he noted JCSA was not on target for these two indicators which had been discussed previously with the Board. Mr. Powell noted the three-year data on monthly water production. He further noted he felt the Coronavirus to this point had made a slight, but not a significant impact on water production. Mr. Powell added the tap fee issue had existed prior to the Coronavirus. He continued the presentation noting the commercial account consumption, some delinquency in residential and commercial accounts. Mr. Powell noted those were areas to monitor. He further noted the new phone system which allowed JCSA to track the volume of customer service calls on a weekly basis. Mr. Powell added if the Board wanted additional information included in the monthly indicators to let him know.

J. ADJOURNMENT

1. Continue until 5 p.m. on July 14, 2020, for the Regular Meeting

A motion to Continue 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


Deputy Secretary