

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
September 22, 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

ADOPTED

OCT 27 2020

Board of Directors
James City County, VA

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

2. Appropriation for Road Maintenance - \$8,720

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)

None.

G. BOARD CONSIDERATION(S)

1. Regulations Governing Utility Service Update and Setting a Public Hearing

A motion to Authorize 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 addressed the Board noting revision of the James City Service Authority's (JCSA's) regulations was part of the Strategic Plan. He noted the regulations had not been comprehensively revised in about 30 years, but added an interdepartmental team comprised of JCSA staff and the County Attorney's Office periodically reviewed the regulations. Mr. Powell further noted the proposed revised regulations were included in the Agenda Packet. He noted the goals were to simplify the regulations and to ensure consistency with current law and current practices. Mr. Powell noted there were three primary changes to the proposed regulations: 1) requirement change for a residence connect from 300 feet to 55 feet; 2) elimination of programs previously part of the regulations that no longer needed to be part of the regulations (such as the Cross Connection Control and FOG programs); and 3) modest fee changes for plan review. He further noted the next step was to hold a public hearing. Mr. Powell noted the resolution in the Agenda Packet, if adopted, would authorize that hearing to take place at the Board's next meeting on October 27, 2020. Mr. Powell added if the Board had any questions to contact him.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon noted Newport News Waterworks had some recent billing issues. He further noted all the Newport News Waterworks customers were residents of the Roberts District. Mr. McGlennon asked if there were issues regarding credits for the submeters and if so, could Mr. Powell explain it for the public's benefit.

Mr. Powell confirmed yes. Mr. Powell noted Newport News Waterworks had experienced problems with the contractor who read the meters, which caused a delay in the meter reading. He further noted as a result, some meters would be estimated for the month. Mr. Powell noted this would impact James City County residents who were Newport News Waterworks customers. He stated a notation on the bill indicating it was an estimate would be visible. Mr. Powell noted this created an issue for James City County with credits for submeters, which were based on actual use not estimates. He further noted this impacted approximately 600-700 JCSA submeter customers who used Newport News Waterworks. Mr. Powell noted a system to identify these customers was in place and for accounts with an email on record, notification would be sent via email to those customers. He further noted a postcard was also going out to the targeted Newport News Waterworks customers, who were also JCSA submeter customers, to notify them of the situation. Mr. Powell noted the use of a targeted communication source was helpful in dealing with this situation. He further noted he felt reconciliation of the credits would be possible at a later time.

Mr. McGlennon asked if Newport News Waterworks had notified all of its customers regarding the billing issues.

Mr. Powell confirmed yes, adding several venues had been used.

Ms. Larson thanked Mr. Powell for the recent presentation and discussion on various JCSA projects.

I. GENERAL MANAGER'S UPDATE

1. BOD Dashboard

Mr. Powell noted the Dashboard reflected the year-end results for Fiscal Year 2020. He further noted the results coincided with his expectations, which was an increase in revenue collection on the operating side, but less revenue on the capital side. Mr. Powell noted a reduction in demand due to the wet weather that month. He further noted commercial

delinquencies were lower in part to resolution of a large delinquency as shown on the report.

J. ADJOURNMENT


1. Adjourn until 4 p.m. on October 27, 2020 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 4:07 p.m., Ms. Sadler adjourned the Board of Directors.


Deputy Secretary