

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 4, 2021
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

FEB 09 2021

**Board of Directors
James City County, VA**

C. ORGANIZATIONAL MEETING

I. Organizational Meeting

A motion to Appoint Ruth Larson as Chair of the Board of Directors 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

Ms. Larson expressed her appreciation to Ms. Sadler for serving as the Chair of the James City Service Authority (JCSA) Board of Directors over the past two years.

Ms. Sadler expressed her thanks to Ms. Larson for previously filling in as Chair when necessary.

Mr. Hipple nominated Mr. McGlennon as Vice Chair for the Board of Directors.

Ms. Larson inquired if there were any other nominations.

There were no other nominations for Vice Chair of the Board of Directors.

A motion to Appoint John McGlennon as Vice Chair of the Board of Directors 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

Ms. Larson explained that a motion was needed to adopt one of two meeting resolutions included in the Agenda Packet. She noted Option No. 1 was for Board members to meet during the Business Meeting and Option No. 2 was to meet during the Work Session.

Mr. Hipple chose Option No. 2 with the 5 p.m. timeframe, noting it is more accommodating for the public should anyone wish to attend the Public Comments portion of a meeting.

Mr. Icenhour clarified this would be simultaneous with the regular Board of Supervisors meetings.

Mr. Powell confirmed the meetings would be held the second Tuesday of the month.

Ms. Sadler asked Mr. Powell if that would work well for him.

Mr. Powell responded yes.

A motion to Adopt Option No. 2 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

D. CONSENT CALENDAR

None.

E. PUBLIC HEARING(S)

None.

F. BOARD CONSIDERATION(S)

1. Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. He noted the joint billing with Hampton Roads Sanitation District (HRSD) which provides an opportunity to create a process where the customer has to fill out one application, or make one phone call, to be able to receive credit for both the JCSA water and sewer as well as their HRSD credit. He briefly discussed the process whereby JCSA would be transferring money to HRSD in order for HRSD to administer the program and noted it would be easier for the customer. He further noted that since the last discussion on this matter, Coronavirus Aid, Relief, and Economic Security Act funding has received an extension specific to this program whereby the extension will last until February 19, 2021, and perhaps longer. Mr. Powell stated any customer 60 days or more in arrears has received a door tag with a bar code on it that they can scan with their phone as well as the number to call or website to go to for information. He mentioned an email was sent to customers whose email addresses were on file, making them aware of the program.

G. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon referenced the COVID-19 funding provided to the JCSA and HRSD, noting the City of Newport News Waterworks also received funding and

since a significant number of Roberts District residents are customers of JCSA, he wanted to direct them to the Newport News Waterworks website where information on how to apply is posted. He stated he was not certain how to apply to both HRSD and Newport News Waterworks, but felt certain individuals served by Newport News Waterworks should be eligible for the HRSD funding.

Mr. Powell replied correct and commented Newport News Waterworks asked JCSA to include in its customer communication who individuals could contact if they were a Newport News Waterworks customer. He noted such information has been posted on the JCSA website.

Mr. McGlennon inquired about the issue with the billing.

Mr. Powell replied the November 2020 bills are starting to be received by customers and unfortunately state they are due by December 30, 2020. He explained late fees for November or December 2020 will not be charged and acknowledged, apologized, and briefly discussed confusion this created for JCSA customers.

H. ADJOURNMENT

1. Adjourn until 1 p.m. on January 26, 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 4:08 p.m., Ms. Larson adjourned the Board of Directors.


Deputy Secretary