

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 12, 2021**  
**5:00 PM**

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**A. CALL TO ORDER**

**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

**ADOPTED**

**FEB 09 2021**

**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

The minutes Approved for Adoption included the following minutes:

- November 24, 2020 Regular Meeting
- December 8, 2020 Regular Meeting

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

1. Contract Award - White Oaks Area Water Main Replacement - \$5,204,819

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 gave an overview of the memorandum and resolution included in the Agenda Packet. He noted the size of the neighborhood replacement project has an 18-month construction schedule. He stressed that any disturbance impact to the neighborhood would be minimized; however, there would be some disruption.

## **H. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon expressed his delight that this project is currently underway and noted there were an exceptionally large amount of service calls during the week of January 4, 2021.

Mr. Powell replied that was due to the bills going out late; customers received their bills after the due date so there was a lot of confusion.

Mr. McGlennon referenced the bills and asked about the number of people trying to take advantage of the Coronavirus Aid, Relief, and Economic Security Act funding.

Mr. Powell addressed the concern regarding the number of individuals who have applied; however, that information is currently not available on a locality basis. He noted the program has been extended and will give additional opportunity to assist more customers. He referenced the billing issue and stated December 2020 bills were mailed January 4, 2021, noting some customers had received their bills and some had not. He emphasized late fees would not be charged for the November or December 2020 bills.

Ms. Larson inquired about the plan of communication with certain neighborhoods going forward.

Mr. Powell stated James City Service Authority (JCSA) has been communicating in writing due to COVID-19. He noted once the bid award was approved, the plan was to meet with the contractor and determine a construction schedule, send documentation out in writing to the neighborhood property owners outlining the construction schedule, and that impacts could be expected.

Mr. Icenhour referenced electronic bills and past due dates.

Mr. Powell stated approximately half of the JCSA customers receive their bills electronically.

## **I. GENERAL MANAGER'S UPDATE**

### **I. January Dashboard**

Mr. Powell discussed the dashboard in relation to the timeframe of when the JCSA Agenda Packet goes out since the meetings have been pushed up and noted it should be available by the actual meeting. He noted the College Creek Waterline has been installed, but is not yet in service.

## **J. ADJOURNMENT**

### **I. Adjourn until 5 p.m. on February 9, 2021 for the Regular Meeting**

A motion to Adjourn 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 5:08 p.m., Ms. Larson adjourned the Board of Directors.

  
Deputy Secretary