

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 13, 2021
5:00 PM

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

Ms. Larson asked Mr. Powell about two additional Agenda items.

Mr. Powell recommended the addition of two items to the Agenda. He noted one was for the Emergency Contract Award for the Route 5 water main replacement. He further noted the second item was for a Closed Session. Mr. Powell noted per Board policy, a vote was needed for the Agenda change.

A motion to Amend the Agenda 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

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption

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

The minutes Approved for Adoption included the following minutes:

-March 9, 2021, Regular Meeting

F. PUBLIC HEARING(S)

ADOPTED

MAY 11 2021

Board of Directors
James City County, VA

1. Public Hearing on Fiscal Year 2022 James City Service Authority Budget

Mr. Powell presented the Fiscal Year (FY) 2022 Proposed Budget and Capital Improvement Program (CIP) for the James City Service Authority (JCSA). He noted this was the first year JCSA had presented its budget as a separate entity from the County's budget. He further noted JCSA's budget relied solely on user fees and received no funding from the County. Mr. Powell noted JCSA's budget consisted of two funds: Water Fund and Sewer Fund. He further noted the four main issues of the budget's focus were: 1) sustainable long-term water supply, 2) modernizing aging infrastructure facilities and technologies, 3) succession management and the recruitment of employees, and 4) regulatory compliance. Mr. Powell noted the FY21 Adopted Budget and FY22 Planned and Proposed Budget breakdowns in a PowerPoint presentation. He further noted the major changes from FY21 to the proposed FY22 budget included the bond funding for the two neighborhood improvement projects was a major part of the increase FY21 budget. Mr. Powell continued the PowerPoint addressing the other major changes which included rate changes and a recruitment and retention study. He noted the study recommended four new positions which included a Water Quality Specialist and Water Production Maintenance Mechanic to address regulatory requirements on public water providers. Mr. Powell further noted the other positions included a Building Technician for the 108 JCSA-owned facilities and a Human Resources (HR) Analyst to assist in HR activities. He noted an expected decrease in some revenue areas, adding JCSA had received Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to assist delinquent customers experiencing COVID-19 hardships. Mr. Powell further noted those funds would not be available this year. He continued the PowerPoint presentation highlighting JCSA's revenue and expenses with personnel as the highest expense followed by debt service and Capital Projects. Mr. Powell noted the decrease in water use over time and JCSA's support of water conservation showed the decline as a positive trend.

Mr. McGlennon asked if the data represented a monthly household.

Mr. Powell noted it was a total amount with annual fees for system production. He further noted the decline and the timeline on the trend. Mr. Powell noted the use of smart appliances was a factor in the decline in combination with other factors such as rate structuring.

Discussion ensued on the decline and the County's growth.

Mr. Powell continued the PowerPoint presentation addressing the proposed budget increase of a 3.5% water rate in each of the four tiers. He noted there was no recommended change to the sewer rates for FY22. He further noted the tier breakdown in the presentation. Mr. Powell noted if the charges were adopted, JCSA would still have the lowest water bill and the third lowest combined sewer and water bill in the Hampton Roads region for the typical 5,000 gallon a month user. He further noted budget actions to address the four areas in the presentation. Mr. Powell noted JCSA's budget calendar was the same as the County's calendar.

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers. She thanked Mr. Powell for the presentation, adding no action was required at this time.

G. BOARD CONSIDERATION(S)

1. Contract Award - Lift Station 3-3 Pipe Bridge Upgrade - \$386,317

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 addressed the Board regarding the specifics of the sewer pipe and pipe bridge upgrade. He noted the contract was awarded to Henry S. Branscome, LLC, adding the company had successfully completed work for JCSA previously. He further noted staff's recommendation of the Board's approval.

Mr. McGlennon asked if the award amount was within the expected budget amount.

Mr. Powell confirmed yes.

2. Contract Award - Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work

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 addressed the Board regarding the memorandum and resolution in the Agenda Packet. He noted the contract was awarded to A.C. Schultes, adding the company had successfully completed work for JCSA previously. He further noted staff's recommendation of the Board's approval.

Mr. Icenhour noted this was a contract award. He asked if a well replacement exceeded a certain monetary amount, this item would come before the Board.

Mr. Powell confirmed yes.

3. Contract Award - Custodial Services

A motion to Approve 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

Mr. Powell addressed the Board regarding the memorandum and resolution in the Agenda Packet. He noted the contract was awarded to Rock Solid Janitorial, LLC, adding the company had successfully completed work for JCSA previously. He further noted staff's recommendation of the Board's approval.

4. Emergency Purchase Contract Award - Route 5 Water Main Replacement- \$582,500

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 addressed the Board regarding the 18-inch broken water main along Route 5 which broke in March 2021. He noted the details and the affected areas in the County with an estimated three-month completion timeline. Mr. Powell noted Mr. McGlennon had asked about redundancy, adding the use of a pipe bridge would make future repairs easier and remove the redundancy concerns. The contract was awarded to Henry S. Branscome, LLC, adding the company had successfully completed work for JCSA previously. He further noted

staff's recommendation of the Board's approval.

5. CLOSED SESSION: Discussion or consideration of the investment of public funds related to a water supply agreement with the City of Newport News where competition or bargaining is involved, where, if made public initially, the financial interest of the JCSA would be adversely affected, pursuant to Section 2.2-3711(A)(6) of the Code of Virginia.

A motion to Enter a Closed Session 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 7:32 p.m., the Board entered Closed Session.

At approximately 7:55 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke 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

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon asked for an update on the CARES Act relief funding. He noted Mr. Powell could provide that information later.

Mr. Powell noted he would send that information. He further noted approximately 40% of the allocation had been used. Mr. Powell noted additional work was needed to get information out to citizens. He further noted a later discussion with the Board on regional level utility companies and the possibility of water cut off for non-payment.

Mr. McGlennon asked about the funding deadline.

Mr. Powell noted December 31, 2021.

I. GENERAL MANAGER'S UPDATE

1. April Dashboard Report

Mr. Powell noted he had no additional comments to add to the dashboard.

J. ADJOURNMENT

1. Adjourn until 1 pm on April 27, 2021 for the Budget Work Session

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 7:57 p.m., Ms. Larson adjourned the Board of Directors.


Deputy Secretary