

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 11, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

P. Sue Sadler, Stonehouse District - Absent
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 noted the General Manager had requested a Closed Session for a property discussion be added to the Agenda.

A motion to Amend the Agenda was made by Michael Hipple, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, Larson, McGlennon
Absent: Sadler

ADOPTED

JUN 08 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: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, Larson, McGlennon
Absent: Sadler

The minutes Approved for Adoption included the following minutes:

-April 13, 2021, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Initial Contract Award - Kingswood Water Main Replacement - \$280,555 and Authorization for General Manager to Execute Final Project Contract

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell addressed the Board noting the resolution in the Agenda Packet detailed the water main replacement project. He noted the procurement details of the contract. Mr. Powell recommended approval of the resolution.

Mr. McGlennon asked for clarification regarding the two different pipes.

Mr. Powell noted the pipe types were PVC and ductile iron. He further noted James City Service Authority's (JCSA) standards required larger pipes and sometimes the pipes that went deeper in the ground to be ductile iron. Mr. Powell noted the ductile iron pipes were more durable, but more difficult to install due to lack of flexibility.

Mr. McGlennon asked if ductile iron pipes were harder to maintain.

Mr. Powell noted ultimately the pipes were easier to maintain, adding that point was debatable. He further noted the ductile iron pipes were harder to break in his opinion.

2. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2022 Budget

A motion to Approve 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

A motion to Approve the budget 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

Mr. Powell noted two resolutions were before the Board, which traditionally were presented in this format. He further noted one resolution addressed changes to regulations regarding proposed fee changes, which included grinder pumps. Mr. Powell noted the second resolution was the appropriation of the budget. He further noted no changes had been made to the budget since the Board's Work Session and recommended approval of both resolutions.

Mr. McGlennon asked if the motions were separate or together.

Mr. Powell noted separate motions.

CLOSED SESSION

A motion to Enter a Closed Session 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

At approximately 6:48 p.m., the Board entered Closed Session.

At approximately 7:10 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: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, Larson, McGlennon
Absent: Sadler

1. Discussion or consideration of the acquisition of real property in James City County as a public water source, including an unsolicited confidential proposal, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711(A)(3) of the Code of Virginia; and the discussion or consideration of the investment of public funds to provide adequate public water supply, including an unsolicited confidential proposal and a water supply agreement with Newport News, where competition and bargaining are 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

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. May 2021 Dashboard

Mr. Powell noted with the Board's concurrence, he planned to initiate a public information campaign requesting JCSA water customers voluntarily refrain from irrigation until the water main on Route 5 was repaired. He further noted summer demands could increase and lower water pressure could result in the western part of JCSA's service area. Mr. Powell noted concern about adequate pressure and flow for fire protection during peak irrigation season. He further noted overall system-wide burden due to the Route 5 water main situation and the refrainment would help decrease the overall distribution stress. Mr. Powell noted if the voluntary restriction was implemented, the submeter fee on the monthly bill would be waived for all submeter customers during the time of the restrictions.

Mr. Icenhour asked about the restrictions and clarification.

Mr. Powell noted JCSA's message was to not irrigate at all. He further noted this was not a decision made lightly, but public safety was a concern.

Mr. McGlennon asked about the water main project timeline.

Mr. Powell noted June 30, 2021 as the projected completion date in the best case scenario. He further noted the project required local, state, and federal permits due to wetlands disturbance, and the time factor involved in the process. Mr. Powell noted June 30 was probably optimistic at this point.

Mr. Hipple asked about the fee being waived.

Mr. Powell noted the fee would be waived for customers who have a submeter. He further noted the fee was \$1.50 per month and was not cost-effective to address on an individual basis. Ms. Larson asked if the Board needed to take formal action. Mr. Powell noted no, adding he wanted a sense from the Board before proceeding with the campaign.

Ms. Larson noted it was a matter of safety.

Mr. Powell noted his second item focused on disconnections. He further noted JCSA's need to balance assisting customers financially impacted by the pandemic and resuming disconnections prior to balances reaching unmanageable levels. Mr. Powell noted an increase was shown in the Dashboard, adding just under 47% of the Coronavirus Aid, Relief, and Economic Security (CARES) Act money had been used. He further noted if disconnections were reinitiated, he was hopeful people would complete the necessary paperwork for the financial assistance. Mr. Powell noted JCSA's strong commitment to customers and payment options. He further noted if the Board was in agreement, a public hearing would need to be scheduled to reinitiate disconnections. Mr. Powell asked the public hearing be scheduled for the June 8, 2021 meeting.

Mr. Hipple asked if a flyer or door hanger had been used to notify customers of possible disconnection while also notifying them of the opportunity for funding through the CARES Act money.

Mr. Powell noted JCSA had done that once previously. He further noted that option would be done again for delinquencies before disconnection occurred.

Mr. Hipple asked about the response from the first round.

Mr. Powell noted the response was not what he had expected. He further noted it was in JCSA's interest, but more importantly in the customer's best interest that the funds be utilized.

Mr. Hipple asked if other County divisions could assist in notifying customers.

Mr. Powell noted that was a good idea to explore as an option. He further noted JCSA had notified all the customers affected, but added that was an additional step.

Mr. Icenhour noted the disconnection as an option could emphasize to people the need to apply for the funding. He further noted his surprise at the low percentage of funding use after round one.

Mr. McGlennon asked about the relationship between the amount of CARES Act funding and the number of delinquent accounts.

Mr. Powell noted the current arrears totaled \$509,000. He further noted the remaining CARES Act funding was \$168,000.

Mr. Icenhour noted after the CARES Act funding was exhausted, some customers would still need arrangements to be made.

Mr. Powell confirmed yes.

Mr. McGlennon asked if this number was higher than normal arrearage.

Mr. Powell noted this number was high compared to JCSA's normal arrearage. He further noted this number was not high compared to other jurisdictions, even factoring in the County's

size.

Mr. Hipple asked about the jurisdictions with higher delinquencies and what factors contributed to that point.

Mr. Powell noted demographics played a large part. He further noted a metric that was in the budget packet which illustrated the burden. Mr. Powell noted a formula was used based on a community's average income compared to its rates. He further noted JCSA was approximately 3.9% with the next closest locality at 9%. Mr. Powell noted the fees were low which placed less burden on the customer in comparison to other localities. He further noted that was a contributing factor in the lower delinquencies.

Mr. Hipple noted it would be interesting to see how the information broke down. He further noted the analysis could show a pattern.

Mr. Icenhour noted the Dashboard showed a spike in delinquencies in individual and corporate accounts.

Mr. Powell confirmed yes.

Mr. Icenhour noted possible small businesses as a factor.

Mr. Hipple noted the available funding for small businesses and some funding was still left.

Mr. Powell noted the businesses constituted fewer in number, but a higher amount owed. He further noted residential was more spread out. Mr. Powell noted the Dashboard numbers for total arrearage were slightly less than the total \$509,000 based on the timeframe of 90 days.

Mr. McGlennon noted \$509,000 reflected customers who had not paid the last bill.

Mr. Powell noted the \$509,000 did not include customers who had not paid in the last 0-30 days. He further noted customers needed to be more than 30 days in arrears.

J. ADJOURNMENT

1. Adjourn until 5 pm on June 8, 2021 for the Regular Meeting

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

At approximately 7:21 p.m., Ms. Larson adjourned the Board of Directors.


Deputy Secretary