

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 8, 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

ADOPTED

JUL 13 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 Sue Sadler, 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:

-April 27, 2021, Budget Work Session
-May 11, 2021, Regular Meeting

2. Contract Award - Sewer Lift Station Wet Well Cleaning - \$75,513

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

3. Resolution of Appreciation - Danny Poe

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

Ms. Larson asked Mr. Poe to come forward.

Mr. Powell noted Mr. Poe, who retired on June 1, 2021, was being recognized for 23 years of service to the James City Service Authority (JCSA). He further noted a baseball coaching connection with Mr. Poe and his subsequent employment with JCSA as the Chief Wastewater Engineer. Mr. Powell noted his pleasure of working with Mr. Poe over the past six and a half years, adding he was highly respected for his skill, work ethic, and demeanor. He further noted Mr. Poe's problem-solving skills over those 23 years. Mr. Powell noted his appreciation of Mr. Poe in his service to the JCSA and its customers, adding he personally had learned much from Mr. Poe. Mr. Powell noted Mr. Poe's family was in attendance and that Mrs. Poe, a school teacher, would also be retiring soon. He further noted the reading of a resolution which the Board formally adopted into record in honor of Mr. Poe's service.

Mr. Poe noted it had been a privilege and honor to serve the customers of James City County and JCSA. He further noted the challenges and rewards of the job.

Ms. Larson thanked the Poes for their public service to the County.

F. PUBLIC HEARING(S)

1. Public Hearing on Exemption to Disconnection Moratorium

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 noted in March 2020, the Board adopted a resolution which suspended disconnections for nonpayment in response to the coronavirus. He further noted the state subsequently, as part of its adopted budget, placed a moratorium on residential disconnections unless utility arrearages exceeded 1% of annual operating revenues. Mr. Powell noted at the May 11, 2021 meeting, the Board authorized the public hearing to exempt JCSA from the state moratorium. He further noted JCSA's arrearages were currently 2.8%, which made it eligible for this exemption. Mr. Powell noted the balance needed between customer needs of those impacted by the pandemic and resuming disconnections on delinquent balances before they are unmanageable. He further noted no customer disconnections until relief grants and extended payment options have been explored. Mr. Powell noted staff recommended approval of the resolution on the moratorium. He further noted an amended Coronavirus response resolution which verified the exemption was on the Board's Agenda for consideration.

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers.

Mr. McGlennon asked if federal funding was still available for customers who were in arrearages.

Mr. Powell noted yes, adding approximately half of the allocation had been spent. He further noted November was the deadline for spending the balance, adding that served as impetus to encourage customers to apply for the funding.

G. BOARD CONSIDERATION(S)

1. Updated Coronavirus Response Resolution

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 noted the resolution addressed the exemption from the state moratorium on disconnections. He further noted the resolution also removed a previous suspension and change to the personnel policy concerning the claims and grievances timeline and the JCSA order of succession update. Mr. Powell noted this updated resolution would automatically terminate with the Board of Supervisors' action to terminate the local Declaration of Emergency. He further noted staff's recommendation for approval of the resolution. Mr. Powell asked Ms. Larson if the Closed Session would be done concurrently with the Board of Supervisors Closed Session.

Ms. Larson asked Mr. Hipple about the Closed Session.

Mr. Hipple noted the three performance evaluations could be done at the same time.

Ms. Larson noted the Board would move forward with the Agenda and address the Closed Session later in the meeting.

2. CLOSED SESSION: Consideration of a personnel matter, the performance evaluation discussion of the General Manager of the JCSA, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. June Dashboard Report

Mr. Powell noted an update on the Route 5 water main break. He further noted earlier discussion with the Virginia Department of Transportation (VDOT), adding VDOT felt a permit could be issued by week's end. Mr. Powell noted that was good news. He further noted Virginia Marine Resources Commission had also contacted JCSA with project approval. Mr. Powell noted one remaining question involved the need for a permit from the Corps of Engineers, adding he did not believe JCSA needed it and had submitted a joint permit application. He further noted JCSA was awaiting verification from the Corps of Engineers that a permit was not required, adding JCSA was in communication to resolve the issue promptly.

Ms. Larson asked about the usage and if a drop in demand was seen.

Mr. Powell noted it was stable, possibly slightly lower since the request for voluntary restrictions. He further noted the wet weather may have been a factor, adding the current trends were good.

Mr. McGlennon noted website updates to keep people apprised on the water main project's status. He further noted community interest and concern regarding the work.

Mr. Powell confirmed yes to the website updates. He noted the potential use of social media

to relay information.

At approximately 5:13 p.m., Ms. Larson recessed the Board of Directors meeting.

At approximately 5:45 p.m., Ms. Larson reconvened the Board of Directors meeting.

CLOSED SESSION

A motion to Enter a Closed Session 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 5:45 p.m., the Board entered Closed Session.

At approximately 6:57 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 James Icenhour, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

1. Consideration of a personnel matter, the performance evaluation discussion of the General Manager of the JCSEA, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

J. ADJOURNMENT

1. Adjourn until 5 p.m. on July 13, 2021 for the Regular Meeting

A motion to Adjourn 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

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


Deputy Secretary