

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

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**A. CALL TO ORDER**

Ms. Larson called the meeting to order at approximately 5:25 p.m. following the James City County Board of Supervisors Regular Meeting.

**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**

**NOV 09 2021**

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

Ms. Larson sought a motion to amend the agenda to add a Closed Session under Board Considerations.

A motion to Amend the Agenda 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

**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:

-September 14, 2021, Regular Meeting

**F. PUBLIC HEARING(S)**

None.

## **G. BOARD CONSIDERATION(S)**

### **1. Contract Award - Grinder Pump Maintenance Services - \$203,798**

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 noting a Request for Proposal (RFP) for grinder pump maintenance services had been advertised. He noted one response had been received from Final Phase Installations, Inc. Mr. Powell further noted Final Phase Installations, Inc. had successfully provided these services to the James City Service Authority (JCSA) in the past. He stated the terms of the contract with renewal options. Mr. Powell noted staff recommended approval of the resolution to award the contract to Final Phase Installations, Inc.

### **2. Contract Award - Fire Hydrant Inspections and Maintenance Services - \$119,340**

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 addressed the Board noting JCSA's increased emphasis on maintenance and inspections of approximately 2,820 fire hydrants. He noted the project's funds were available in the Adopted 2022 budget Mr. Powell further noted an Invitation for Bid was advertised with JCSA receiving two bids. He stated Hydromax USA LLC was the lowest responsive and responsible bidder. Mr. Powell noted the company had successfully performed these services for other public utilities. He further noted the terms of the contract with renewal options. Mr. Powell noted staff recommended approval of the resolution to award the contract to Hydromax USA LLC.

Mr. Hipple asked if the hydrants were painted when maintenance was done.

Mr. Powell noted yes, adding if necessary then painting could be included as part of the service. He further noted receipt of some complaints about the lack of paint on the hydrants, adding JCSA had been working on addressing that issue.

Mr. Hipple noted the Fire Department had done the painting in the past, but due to training and other issues, he questioned who was doing the painting.

Mr. Powell stated a former program was in the works to be reinstated which allowed groups to volunteer for the hydrant painting.

Ms. Larson questioned the specifics on volunteer groups painting the hydrants. She noted the painting in relation to possible damage to equipment firefighters might need.

Mr. Powell noted JCSA provided the paint and some training prior to the actual painting.

Ms. Larson asked how many fire hydrants were inspected annually. She asked if all 2,000 plus hydrants could be inspected.

Mr. Powell responded no. He noted this was still a partnership with the JCSA staff. Mr. Powell further noted Hydromax USA LLC would not be doing all of the hydrants, but working with JCSA staff. Mr. Powell stated the goal was for JCSA to “touch” a hydrant every two years.

Ms. Larson noted that schedule had been a difficult goal to meet for safety purposes.

Mr. Powell confirmed yes.

3. CLOSED SESSION ITEM - Discussion and consideration of the disposition of publicly held real property located at 141 Point O’ Woods, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the JCSA pursuant to Virginia Code § 2.2-3711(A)(3); and consultation with legal counsel retained by the JCSA regarding specific legal matters requiring the provision of legal advice by such counsel, including the spillway for Mirror Lake Dam, pursuant to Virginia Code § 2.2-3711(A)(8)

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 5:30 p.m., the Board entered Closed Session.

At approximately 5:56 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 expressed his appreciation to JCSA for its quick response to an issue in his neighborhood of Rolling Woods.

Mr. Powell thanked Mr. McGlennon and noted he would share the comments with staff.

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

1. October 2021 Dashboard Report

Mr. Powell noted an update on the Coronavirus Aid, Relief, and Economic Security (CARES) Act utilization since the September 14, 2021 meeting. He further noted distribution of approximately \$40,000 in CARES funding, adding approximately \$90,000 remained for use with 10 days left for funding distribution. Mr. Powell noted his surprise at the underutilization over the past six to eight weeks and commented that every eligible customer has received a letter, follow-up text message (if a telephone number was on file in JCSA’s database), and a door tag. He further noted the use of press releases and social media. Mr. Powell added the response to this round of funding was significantly less than the previous round in the winter. He noted an additional round of funding for utility assistance will be coming from the American Rescue Plan Act (ARPA). Mr. Powell further noted if funding was received, it would only be available for residential customers, but would require no attestation. He added this point seemed to have been an obstacle with the earlier use of the CARES Act funding. Mr. Powell

noted he would apprise the Board of the ultimate use of the CARES Act funding and the potential use of the ARPA funding.

Mr. Hipple asked if there was a way to apply the funding to the accounts for which no response had been received. He asked if the customers had to apply on their own behalf.

Mr. Powell confirmed yes that the customer had to apply per the CARES Act criteria. He added that if the ARPA funding was received, that would not be the case with no attestation required. Mr. Powell noted JCSA was still awaiting administrative guidance on ARPA funding.

Mr. Hipple asked about someone calling those customers.

Mr. Powell noted that had been a point of discussion. He further noted the possibility of making those calls within the next 10 days. Mr. Powell noted he did not think all the customers could be contacted or that the remaining funds could be utilized, but it would help. He added reviewing customers who met certain criteria under those circumstances.

Mr. Hipple noted some citizens may not feel like they would qualify. He further noted the time involved, but wanted to let citizens know of the fund availability.

Ms. Larson also noted it was revenue the County needed. She stated if people applied, then JCSA could be paid.

Mr. Powell concurred. He noted it was a win-win for the customer and the organization.

Ms. Larson noted the decision on cutting some water. She further noted that was a very serious step.

Mr. Powell concurred.

Mr. McGlennon asked how the number of accounts in arrears compared to a normal year.

Mr. Powell noted it was higher. He referenced the Dashboard, noting delinquent residential accounts over 300 days and over 90 days. He noted several years ago, the delinquency range was \$150,000-\$160,000, with the current range approximately double. Mr. Powell noted a reduction after the first round of funding, but the range had since increased from \$270,000 to \$350,000.

Mr. Hipple noted the funding as Ms. Larson had indicated.

Mr. Icenhour stated the pitch should indicate this was helpful to both the citizens and the County.

Ms. Larson noted staff had done a good job letting people know of the funding.

Mr. Powell also noted the usage of film message. He further noted every form of communication had been used.

Ms. Larson thanked Mr. Powell.

## **J. ADJOURNMENT**

1. Adjourn until 5 p.m. on November 9, 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 6:03 p.m., Ms. Larson adjourned the Board of Directors.

  
Deputy Secretary