

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 10, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT CALENDAR

1. Minutes Adoption - March 13, 2018 Regular Meeting

E. PUBLIC HEARING(S)

1. Public Hearing on Fy 2019-2020 James City Service Authority Budget

F. BOARD CONSIDERATION(S)

1. Contract Award - Manhole and Wet Well Rehabilitation Services

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

I. ADJOURNMENT

1. Adjourn until 5 p.m. on May 8, 2018 for the Regular Meeting

ITEM SUMMARY

DATE: 4/10/2018
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption - March 13, 2018 Regular Meeting

ATTACHMENTS:

	Description	Type
📎	031318bod-mins	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 4:28 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 13, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Vice Chairman, Powhatan District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Berkeley District
P. Sue Sadler, Chairman, Stonehouse District

William C. Porter, Interim County Administrator
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

1. Minutes Adoption - February 13, 2018 Regular Meeting

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

E. PUBLIC HEARING(S)

None

F. BOARD CONSIDERATION(S)

1. Closed Session - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding the position of General Manager and pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia

A motion to Enter a Closed Session was made by James Icenhour Jr, the motion result was

Passed.

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

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

At approximately 7:20 p.m., the Board entered into Closed Session.

At approximately 7:34 p.m., the Board reconvened from Closed Session.

2. Closed Session Certification

A motion to Certify the 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

G. BOARD REQUESTS AND DIRECTIVES

None

H. GENERAL MANAGER'S UPDATE

Mr. Powell addressed the Board and noted the James City Service Authority (JCSA) Customer Service counter will stop collecting counter payments at 4 p.m., effective April 2, 2018. Previously, payments had been collected until 4:30 p.m.

He noted that online, mail and dropbox options were still available. He stated this change would improve employee security. He also recognized a JCSA employee, George Adams, Operations Administrator, who will be retiring after almost 26 years of service on April 1. He noted Mr. Adams' involvement in the areas of safety and maintenance in the JCSA. Mr. Powell addressed concerns Mr. Hipple expressed from the last meeting regarding setting funds aside for future repair and replacement of infrastructure. Two slides were shown, as a result of Asset Management Planning, for water and waste water infrastructure. A 60-year study focused on the trends of needs and cost for each decade. He commented that the current infrastructure was relatively new, but with age, certain costs would need to be addressed. He noted similar trends with the water waste needs. He introduced Danny Poe, Chief Waste Water Engineer, who spoke to the Board about Asset Management Planning and how it related to the charts on the slides.

Mr. Poe noted that the planning and management must be done at the Asset level, project by project. He listed the requirements of identifying the assets and their locations. He noted the Geographic Information System (GIS) aides with determination of the assets within the system, such as pipes, valves and other equipment. He noted that equipment data was embedded in the GIS. He cited this program allowed for the assets' expendability.

Mr. Powell noted that Mr. Poe and Mr. Adams each had two decades of service to JCSA and credited the work done by both men in their respective areas.

Ms. Larson and Ms. Sadler acknowledged Mr. Poe's invitation to visit the Waste Water Department for a more detailed review.

Mr. Hipple noted 12% was designated to be set aside for budget concerns that arise. He asked if JCSA had a set 12% designation.

Mr. Poe replied that he would check on the percentage and give an update at the next meeting. Mr. Poe noted there is a line item in the budget to address expenditures so a breakdown was available for future projects.

I. ADJOURNMENT

1. Adjourn until 5 p.m., on April 10, 2018, 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 7:47 p.m., Ms. Sadler adjourned the meeting.

ITEM SUMMARY

DATE: 4/10/2018
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Public Hearing on FY 2019-2020 James City Service Authority Budget

Opened in conjunction with the County's FY 2019-2020 Budget Public Hearing.

ATTACHMENTS:

	Description	Type
☐	Budget Presentation	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	3/13/2018 - 2:29 PM
Publication Management	Daniel, Martha	Approved	3/13/2018 - 2:37 PM
Legal Review	Kinsman, Adam	Approved	3/23/2018 - 11:50 AM
Board Secretary	Fellows, Teresa	Approved	3/23/2018 - 2:39 PM
Board Secretary	Purse, Jason	Approved	4/3/2018 - 2:26 PM
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 2:49 PM

Proposed FY 2019-20 Budget



- Sustainable Long Term Water Supply
- Modern Infrastructure, Facilities and Technology Systems



Highlights



- Continue to Seek and Evaluate Water Supply Options
- Continue to Dedicate Funds for an Alternative Water Source and Repair and Replacement
- Accelerate Meter Replacement
- CIP Includes Two Betterment Projects in Coordination with VDOT
- Asset Management
- Four New Positions

Overview



Proposed Rate increases

(typical customer will pay an additional \$2.74/month)

Fixed Quarterly Charge	Old Rate	New Rate
Water	\$9.30	\$10.56
Sewer	\$5.89	\$5.95

Water Services	Old Rate	New Rate
Tier One	\$3.18	\$3.61
Tier Two	\$6.36	\$7.22
Tier Three	\$14.93	\$16.95

Sewer Services	Old Rate*	New Rate*
Sewer Fees	\$3.05	\$3.08

*per thousand gallons

ITEM SUMMARY

DATE: 4/10/2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Contract Award - Manhole and Wet Well Rehabilitation Services

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	3/13/2018 - 3:17 PM
Publication Management	Daniel, Martha	Approved	3/13/2018 - 3:34 PM
Legal Review	Kinsman, Adam	Approved	3/21/2018 - 8:32 AM
Board Secretary	Fellows, Teresa	Approved	3/21/2018 - 9:03 AM
Board Secretary	Purse, Jason	Approved	4/3/2018 - 2:26 PM
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 2:37 PM

MEMORANDUM

DATE: April 10, 2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Contract Award - Manhole and Wet Well Rehabilitation Services

A Request for Proposal (RFP) was solicited from qualified firms to provide manhole and wet well rehabilitation and related services, as determined necessary by the James City Service Authority (JCSA) to fulfill certain requirements of JCSA's Consent Order with the Virginia Department of Environmental Quality to address sewer system overflows. JCSA has approximately 10,000 manholes that must be inspected once every 10 years. JCSA has 70 lift stations with a wet well that holds wastewater to be pumped further along the collection system. Defects discovered during regular inspections must be repaired promptly.

Three firms responded to the RFP by describing their experience, qualifications, project approach, proposed epoxy coating system and fees. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposals and selected two firms for contract award, Lyttle Utilities, Incorporated and Progressive Environmental Services, LLC. The contracts have an initial term of two years with four possible one-year renewals. Individual task orders of 10-20 manholes or 1-3 wet wells will be issued under the contract.

Staff recommends approval of the attached resolution awarding a contract to the firms listed above.

MDP/nb
CA-MHRehab-mem

Attachment

RESOLUTION

CONTRACT AWARD - MANHOLE AND WET WELL REHABILITATION SERVICES

WHEREAS, a Request for Proposals (RFP) was advertised and evaluated for manhole and wet well rehabilitation and related services; and

WHEREAS, three firms submitted proposals and Lyttle Utilities, Incorporated and Progressive Environmental Services, LLC were determined to be the most fully qualified firms that best met the James City Service Authority's needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contracts for manhole and wet well rehabilitation services to Lyttle Utilities, Incorporated and Progressive Environmental Services, LLC.

P. Sue Sadler
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of April, 2018.

CA-MHRehab-res

ITEM SUMMARY

DATE: 4/10/2018
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 5 p.m. on May 8, 2018 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/3/2018 - 4:30 PM