

**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**  
**July 10, 2018**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

**D. CONSENT CALENDAR**

1. Minutes Adoption - June 12, 2018 Meeting

**E. PUBLIC HEARING(S)**

**F. BOARD CONSIDERATION(S)**

1. Contract Award-Water Meter Register Replacement Services
2. Contract Award-Air Ejector Lift Station Replacement

**G. BOARD REQUESTS AND DIRECTIVES**

**H. GENERAL MANAGER'S UPDATE**

**I. ADJOURNMENT**

1. Adjourn until 5 p.m. on August 14, 2018 for the Regular Meeting

**ITEM SUMMARY**

DATE: 7/10/2018  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Minutes Adoption - June 12, 2018 Meeting

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**ATTACHMENTS:**

	Description	Type
📎	061218 BOD Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 10:23 AM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**June 12, 2018**  
**5:00 PM**

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**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, Secretary to the Board  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager, James City County Service Authority (JCSA)

**C. PUBLIC COMMENT**

None.

**D. CONSENT CALENDAR**

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

1. Minutes Adoption - May 8, 2018 Regular Meeting

**E. PUBLIC HEARING(S)**

1. Resolution for Amendment/Termination of Lease Between James City County and the James City Service Authority for Building E

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

Mr. Powell noted that earlier in the evening the Board of Supervisors voted on termination of the lease agreement between James City County and JCSA. He further noted the same action was needed by the JCSA Board of Directors to finalize the termination transaction as noted with a Resolution in the Agenda Packet.

Ms. Sadler opened the Public Hearing.

As there were no speakers, Ms. Sadler closed the Public Hearing.

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

### 1. Property Acquisition - Ironbound Water Storage Facility Fencing

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

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

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

Mr. Powell addressed the Board noting a small land acquisition from the Virginia Department of Transportation for \$2,500 was required to complete the fencing project. Staff deemed this was a fair market value for the property. He noted the Resolution for said amount was included in the Board's Agenda Packet along with the fencing boundary specifics highlighted.

### 2. Contract Award - Water Meter Replacement

A motion to Approve was made by John McGlennon, the motion result was Passed.

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

Ayes: McGlennon, Icenhour Jr, Hipple, Sadler

Abstain: Larson

Mr. Powell noted the contract award had gone to Core & Main for the radio read meters. He highlighted the advantages of the radio read units and noted the budgetary factors involved in the process and installation.

Ms. Larson noted that she would be abstaining from voting as her son works for Core & Main, the company being awarded the contract. She noted there had been no discussion between them regarding the contract.

### 3. Appointment of JCSA Chief Executive Officer

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

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

Mr. Kinsman addressed the Board referencing a previous request for a Resolution and employment agreement to appoint Mr. Powell the Chief Executive Officer (CEO) and General Manager of the JCSA. He noted that with this change Mr. Powell effectively would be an employee of the Board of Directors and not an employee of the County Administrator. He also noted the CEO and General Manager terms would be used synonymously and that Mr. Powell would serve as the final arbiter on any employment issues.

## **G. BOARD REQUESTS AND DIRECTIVES**

None.

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

Mr. Powell noted the long-awaited replacement well at the Five Forks Water Treatment Facility was online and had been for several weeks. He thanked the Board for its support in that project.

Board members congratulated Mr. Powell and thanked him for his work.

**I. ADJOURNMENT**

1. Adjourn until 5 p.m. on July 10, 2018 for the Regular Meeting

A motion to Adjourn was made by James Icenhour Jr, the motion result was Passed.

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

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

At approximately 6:01 p.m., Ms. Sadler adjourned the Board.

**ITEM SUMMARY**

DATE: 7/10/2018

TO: The Board of Directors

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

SUBJECT: Contract Award - Water Meter Register Replacement Services

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A Request for Proposal (RFP) was solicited from qualified firms to provide water meter register replacement services.

**ATTACHMENTS:**

	Description	Type
<input type="checkbox"/>	Memo	Cover Memo
<input type="checkbox"/>	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/21/2018 - 2:06 PM
Publication Management	Burcham, Nan	Approved	6/21/2018 - 2:51 PM
Legal Review	Kinsman, Adam	Approved	6/21/2018 - 2:52 PM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:19 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:39 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:38 AM

## MEMORANDUM

DATE: July 10, 2018  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Water Meter Register Replacement Services

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The current Capital Improvements Program budget contains \$3.05 million to accelerate the Water Meter Replacement project timeline with completion scheduled for Fiscal Year 2020. Registers for approximately 15,000 old style touch read meters will be replaced with radio read registers. The new style radio read meters can be read faster and more accurately than touch read meters which will allow for shorter billing cycles in the future. The radio read registers store three months of consumption data that allow staff to diagnose and troubleshoot leaks and show customers their pattern of individual water usage. The Board approved the contract award for the Neptune register purchase to Core & Main on June 12, 2018.

A Request for Proposal (RFP) was solicited from qualified firms to provide water meter register replacement services to install the Neptune registers. Eight firms responded to the RFP by describing their experience, qualifications, project approach and fees. A team of staff members representing the James City Service Authority (JCSA) and the James City County Purchasing Division evaluated the proposals and selected Professional Meters, Inc. as the most fully qualified firm that best met JCSA's needs as defined in the RFP. A price of \$20 per register replacement was negotiated. Professional Meters, Inc. received satisfactory reference checks.

Staff recommends approval of the attached resolution awarding the contract for water meter register replacement services to Professional Meters, Inc.

MDP/nb  
CA-WMtrRegRep-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - WATER METER REGISTER REPLACEMENT SERVICES**

WHEREAS, a Request for Proposals (RFP) was advertised and evaluated for water meter register replacement services; and

WHEREAS, eight firms submitted proposals and Professional Meters, Inc. was determined to be the most fully qualified firm 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 contract for water meter register replacement services to Professional Meters, Inc.

\_\_\_\_\_  
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 July, 2018.

CA-WMtrRegRep-res



**ITEM SUMMARY**

DATE: 7/10/2018

TO: The Board of Directors

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

SUBJECT: Contract Award - Air Ejector Lift Station Replacement

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Four air ejector wastewater lift stations along the Jamestown Road corridor are approaching the end of their useful lives and require replacement to continue providing reliable service. Three pre-qualified firms submitted bids in response to the Invitation for Bids.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/21/2018 - 2:07 PM
Publication Management	Burcham, Nan	Approved	6/21/2018 - 2:50 PM
Legal Review	Kinsman, Adam	Approved	6/21/2018 - 2:51 PM
Board Secretary	Fellows, Teresa	Approved	6/26/2018 - 10:19 AM
Board Secretary	Purse, Jason	Approved	6/28/2018 - 1:39 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 8:38 AM

**MEMORANDUM**

DATE: July 10, 2018  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Air Ejector Lift Station Replacement

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Four air ejector wastewater lift stations along the Jamestown Road corridor are approaching the end of their useful lives and require replacement to continue providing reliable service. This project consists of replacing piping and related air compressor equipment at Lift Station (LS) 3-2, LS 4-5, LS 5-1 and LS 5-2, with package vacuum-prime pump systems. The work also includes the installation of a carbon canister-type odor control facility at LS 3-2 and LS 4-5, odor control piping at LS 5-1 and LS 5-2, site force main pipe work, electrical work and site restoration work.

Potential bidders were pre-qualified to ensure the successful contractor had adequate experience with projects of similar scope and size. A Request for Qualifications was publicly advertised and four firms submitted their qualifications. All four firms were determined to be qualified. Three pre-qualified firms submitted bids in response to the Invitation for Bids as listed below.

<u>Firm</u>	<u>Amount</u>
Waco, Inc.	\$1,568,200
Shaw Construction	\$1,677,960
R.E.W. Corporation	\$2,664,024

Waco, Inc. was determined to be the lowest responsive and responsible bidder. Since the bid price exceeded the project budget, negotiations were conducted with Waco, Inc. as permitted by the Virginia Public Procurement Act. Existing control panel enclosures and fuel tanks will be re-used and a price reduction in the pump package was negotiated resulting in a final bid price of \$1,503,988.

Staff recommends approval of the attached resolution awarding the contract for the Air Ejector Lift Station Replacement to Waco, Inc.

MDP/nb  
CA-AirEjectLSRplmt-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - AIR EJECTOR LIFT STATION REPLACEMENT**

WHEREAS, an Invitation for Bids for the replacement of four air ejector wastewater lift stations that have reached the end of their useful lives was publicly advertised and three bids were received and considered for award; and

WHEREAS, Waco, Inc. was determined to be the lowest responsive and responsible bidder and a final bid price of \$1,503,988 was negotiated with Waco, Inc. since the original bid price exceeded the project budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for the replacement of four air ejector wastewater lift stations to Waco, Inc.

\_\_\_\_\_  
P. Sue Sadler  
Chairman, Board of Directors

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

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Secretary to the Board

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

CA-AirEjectLSRplmt-res

**ITEM SUMMARY**

DATE: 7/10/2018  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Adjourn until 5 p.m. on August 14, 2018 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/29/2018 - 10:24 AM