

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
November 13, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT CALENDAR

1. Minutes Adoption

E. PUBLIC HEARING(S)

1. Easement Abandonment - 7345 Richmond Road - Walnut Farms

F. BOARD CONSIDERATION(S)

1. Proposed Transfer of Facilities to HRSD
2. Contract Award - Engineering Services for College Creek Water Main Crossing - \$97,465
3. Closed Session - Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected regarding a project development agreement with the City of Newport News pursuant to Section 2.2-3711(A)(6) of the Code of Virginia

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

I. ADJOURNMENT

1. Adjourn until 5 p.m. on December 11, 2018 for the Regular Meeting

ITEM SUMMARY

DATE: 11/13/2018
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

Includes the following sets of minutes:

- October 9, 2018 Regular Meeting
- October 23, 2018 Joint Work Session

ATTACHMENTS:

	Description	Type
☐	100918 Minutes	Minutes
☐	102318 Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/6/2018 - 1:26 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 9, 2018
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

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

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

1. Minutes Adoption - September 2018 Meeting

A motion to Approve 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

E. PUBLIC HEARING(S)

None

F. BOARD CONSIDERATION(S)

1. Contract Award - Lift Station 1-7 Replacement - \$920,000

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 referenced that in February 2018, the Board approved a property exchange with Quarterpath Williamsburg, LLC, to facilitate this project. The project entailed the demolition of an existing lift station on Pocahontas Trail that was at the end of its useful life and the construction of a new lift station on Battery Boulevard. He gave an overview of the memorandum and resolution included in the Agenda Packet.

G. BOARD REQUESTS AND DIRECTIVES

None

H. GENERAL MANAGER'S UPDATE

1. Report from General Manager

Mr. Powell recommended the Board amend its meeting schedule to add a Joint Work Session with the Board of Supervisors on October 23, 2018, at 4 p.m., which would also include his annual performance evaluation.

A motion to Amend the Calendar per the suggestion of the General Manager 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

I. ADJOURNMENT

1. Adjourn until 4 p.m., on October 23, 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: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:15 p.m., Ms. Sadler adjourned the Board of Directors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
WORK SESSION
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 23, 2018
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

Board of Supervisors

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

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

Board of Directors

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

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager, James City Service Authority (JCSA)

Ms. Larson requested a motion to amend the Agenda to include an item for the Chamber of Commerce Alliance.

A motion to Amend the Agenda was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Sadler, Icenhour, McGlennon, Larson

At approximately 4 p.m., Ms. Sadler called the James City Service Authority Board of Directors meeting to order, noting it was a continuation from the October 9, 2018 meeting.

Mr. Powell called Roll to which all Board members confirmed their presence.

C. BOARD DISCUSSIONS

1. Strategic Plan Update - Fiscal Year 2020

Ms. Larson welcomed Mr. Jason Purse, Assistant County Administrator, to the meeting.

Mr. Purse addressed the Board noting a change to the Fiscal Year 2020 budget season kick-

off with earlier presentation and discussion of potential upcoming projects in the budget as they related to the Strategic Plan. He noted the long-range plans as well as departmental plans and their respective yearly terms allowed the Board to see priorities and projects as presented by the department directors. Mr. Purse stated this was a preliminary view and discussion with more definitive numbers would be coming later in the budget process.

Mr. Doug Powell, JCSA General Manager, addressed the Board noting that JCSA was not anticipating any major changes to its FY 2020 budget. He further noted the initiatives were highlighted in the first two goal areas of the Strategic Plan: sustainable long-term water supply and modern infrastructure, facilities and technology systems. Mr. Powell's PowerPoint presentation detailed options under each category indicating a continual dedication of funds to the Alternative Water Supply Fund and the Repair and Replacement Fund. He also noted that Mr. Stevens had contacted the Newport News City Manager and scheduled a meeting for both Mr. Powell and himself to meet with their respective counterparts to discuss water issues.

Ms. Larson asked about the meter replacement project and appropriations.

Mr. Powell clarified there was appropriated funds in the FY 2020 Budget and that the project would be fully funded with that allocation.

Mr. McGlennon asked about the Supervisory Control and Data Acquisition (SCADA) as an upgrade or replacement.

Mr. Powell noted he referred to SCADA as an upgrade, but clarified that the system's ISDN lines would be replaced with newer technology. He further noted other options were being reviewed for that change, referencing replacement of the lines as the "backbone of that system."

Mr. McGlennon asked about the Army Corps of Engineers' permit and the timeframe on that work.

Mr. Powell noted the primary issue at the time was the sturgeon and the coordination among several federal agencies on that issue. He further noted he had no set timeline as yet.

Mr. Purse noted that Ms. Sue Mellen, Director of Financial and Management Services, was in attendance if questions arose. He further noted the departmental directors were available as well should specific questions arise during the meeting. Mr. Purse noted that within the Information Resources Management budget presentation was a continuation of elements from previous budget cycles like the online Tyler software and the County permit link for Planning and other divisions. He highlighted Human Resources and a payroll system upgrade as well as asset management through General Services as he continued the PowerPoint presentation. Mr. Purse noted these projects linked the County-owned properties and enhanced efficiency in monitoring and tracking these items throughout the County.

Mr. McGlennon asked when the software would be upgraded across the board for the County's services.

Mr. Patrick Page, Director of Information Resources Management, addressed the Board. He noted that when all the systems were in place then it would be time to review and reevaluate those systems. Mr. Page noted a 10-year timeline was in place on the payroll system, which was already several years in effect. He further noted a review of the system as well as the County's needs determined what, if any, changes to the system would be necessary.

Mr. Icenhour asked about different software within different departments and the communication issues.

Mr. Page noted the various software packages from different vendors for departments created a need for separate interfaces. He further noted the past few packages for Tyler and Community Development as well as asset management had originated from the same vendor which helped with the interface issues but there were still other issues. Mr. Page explained that contact with the vendors for a interface solution, at a cost, was an option and if not, then County programmer analysts created the interfaces.

Mr. Purse noted acquisition of business analytics software assisted with interdepartmental communication and needs and linking resources.

Mr. Page noted the link to the Fire and Police Departments' data and the ties to the business analytics system. He further noted that departmental directors and staff, familiar with their data, worked with programmer analysts. Mr. Page cited Fire Station 6 and its use in that capacity.

Mr. Purse stated this information would be on the website with updates for citizens to view in relation to Capital Projects.

Mr. Hipple stressed the staff work on code and compliance as programs were implemented. He thanked everyone involved.

Mr. Page noted the fiber optic cable expansion project in the PowerPoint presentation. He highlighted the installation of underground fiber optic cable for the County in three loops for communication, public safety and schools. Mr. Page noted the Williamsburg-James City County School system had a separate cable system from the County cable system, but further noted some shared capabilities and enhancement.

Mr. Purse noted Economic Development was the next area for discussion. He further noted a connection to the first point in relations to work being done by Parks and Recreation. Mr. Purse highlighted additional bullet points in the PowerPoint presentation with market studies and a technology zone.

Ms. Mellen noted the first bulleted project was already in the two-year budget plan, previously presented to the Board.

Mr. Purse reiterated that a majority of the projects highlighted were already in the two-year budget plan. He further noted that he would highlight additional projects not already allocated in the two-year plan.

Ms. Larson asked Ms. Amy Jordan, Director of Economic Development, about the timeline on the economic market study.

Ms. Jordan responded with regards to funding that several months of development would be likely. She noted that the Jamestown absorption would be done in conjunction with the Shaping Our Shores discussion and cited several projects in the Grove area and utility capacity.

Mr. Purse noted the Police Department's goals and operational initiatives had been highlighted in FY 2019 with the addition of three officers followed by three more for FY 2020.

Mr. Purse continued the presentation highlighting Parks and Recreation and noted some new projects were listed for the department. He further noted the first point, based on community surveys, focused on funding in a 5-year Capital Improvements Plan (CIP) to acquire property and to construct a park in the Grove area.

Mr. McGlennon noted the Grove area had expressed interest in a pool. He highlighted pool facilities in the County and noted the southern area of the County's needs and facilities.

Mr. Purse stated options were available and would be reviewed for presentation to the Board at a later date. Mr. Purse also addressed the next point which focused on the James City County Marina and funding to complete Phase I with Phase II funding to come in three years.

Mr. McGlennon addressed generating interest within the Peninsula regarding a regional dredging project. He noted this would be in conjunction with the Army Corps of Engineers. Mr. McGlennon further noted the areas of Fort Eustis, Hampton and Newport News, as well as other areas, might have possible interest in the dredging. He further noted dredging at the marina, but emphasized more comprehensive dredging also and contacting regional groups.

Mr. Hipple noted he would look into transportation committees.

Mr. Purse continued the presentation highlighting additional staffing times at the Abram Frink Jr. Community Center, possible conversion of existing tennis courts to pickleball courts and possible fee increases for some programs and facilities based on market analysis.

Discussion ensued.

Mr. Purse next addressed Human Resources in the presentation. He highlighted the second and final year of the Compensation Study salary adjustments as part of the Evergreen Study for FY 2020. Mr. Purse noted employee engagement areas and training opportunities that spanned orientation to retirement.

Ms. Larson inquired if yearly training or online modules addressing topics such as Sexual Harassment were required.

Mr. Purse replied yes, noting the recent Harassment training for County employees. He noted a more standardized schedule would be upcoming.

Mr. Stevens noted that specific groups like Fire, Police and the JCSA had more scheduled training due to regular certification requirements. He further noted that general County employees usually needed more refresher training. Mr. Stevens added that those types of preventive training would be reviewed prior to presentation to the Board.

Mr. Purse followed up noting the increase in staff training and the positive responses to that training.

Mr. McGlennon asked about certification programs. He noted Mr. Powell had previously mentioned difficulty in attracting potential employees with specialized skills. Mr. McGlennon questioned ways to identify those skills and needs and working with Thomas Nelson Community College (TNCC) for program development, as well as addressing these needs with other localities.

Ms. Larson reiterated working with the Williamsburg-James City County schools and TNCC for program development to fill JCSA's positions.

Mr. Purse noted that Economic Development had contacted TNCC regarding workforce development.

Mr. Icenhour noted he spoke with Ms. Jordan prior to the meeting about the V3 program (Virginia Values Veterans) and area businesses' participation in the program. He also noted that state level contacts could serve as resources and further the development of this

program's opportunities in the County.

Mr. Hipple echoed Ms. Larson's comments on utilization of the schools and potential work development programs. He cited "growing our own right here at home" to meet local needs.

Mr. McGlennon also noted that staff could be a viable option for training as well.

Mr. Purse moved to the Social Services section of the PowerPoint presentation. He cited the Community, Outreach, Network, Educate, Care, Thrive (CONNECT) Program, in conjunction with Fire/EMS and Police, had been introduced last month. He noted the Workforce Housing Taskforce and its anticipated recommendations for future budgets.

Ms. Larson noted her recent attendance at the Colonial Services Board legislative breakfast and further noted the outlook was not good. She cited Medicare expansion and its impact on residents.

Ms. Rebecca Vinroot, Director of Social Services, addressed the Board about the Medicare expansion and the calculations for costs for County residents. She detailed the billing and recouping of expenses.

Ms. Larson noted a significant number of County residents use the Colonial Services Board. She further noted the impact to the County and its budget, in addition to legislative action.

Mr. Icenhour asked if this should be added to the legislative agenda.

Mr. Kinsman noted it was in place already.

Ms. Vinroot noted the County's Social Services department was working with the Williamsburg Health Foundation to train people to become application assisters. She cited County statistics on recipients using the service, Ms. Vinroot further noted two sessions, slated for November and December, would be available for the application assister training.

Ms. Sadler asked about the use of volunteers for this service.

Ms. Vinroot noted approximately 50 people per training session was the goal to assist as many citizens with applications as necessary. She further noted contacting local organizations and services about the workshops.

Discussion ensued.

Ms. Mellen added that the County's funding impact had increased for the Colonial Behavioral Health program as a result of diminished state funding. She addressed the budget allotments and past yearly trends.

Discussion ensued.

Mr. Purse introduced the Fire Department as the next part of the presentation. He highlighted construction of the 6th fire station and public safety training facility with TNCC.

Ms. Larson asked if initiatives about pay in relation to the departure of Fire Department employees had helped.

Chief Ryan Ashe, Fire Department, noted the incentive pay program had helped a lot. He further noted the addition of the incentive pay had strengthened both the retention and recruitment levels. Chief Ashe stated the department was in the midst of a qualified hiring

process with 11 potential candidates. He cited departmental statistics for staffing and overtime hours.

Mr. Hipple asked about the next big retirement wave in about eight years.

Chief Ashe noted there have been some retirements, but large hire periods traditionally generated more retirements. He further noted approximately 28 retirements would take place from 2021-2030. Chief Ashe stated it was a challenge to keep up with retirements, grow the department and add a fire station.

Mr. McGlennon noted it was an attribute to the department how many people stayed until their retirements.

The Board members echoed that sentiment.

Mr. Purse addressed Community Development as the next department in the presentation. He noted the Comprehensive Plan was updated every five years and that cycle was upcoming. He further noted the areas for review and implementation in the PowerPoint presentation.

Mr. McGlennon asked if these implementations would fall under comprehensive or tune-up.

Mr. Purse responded this would be an update to ensure everything was as needed.

Mr. Paul Holt, Director of Community Development, addressed the Board noting an early work session with staff to present a substantive update.

Mr. Purse noted under General Services that the goals had previously been presented to the Board. He highlighted an update on the study of County office space needs, plans for asphalt repair/preplacement and curbside recycling programs.

Mr. Hipple addressed County space needs and discussed one centralized facility to house County departments. He cited the savings of maintenance at one facility.

Ms. Larson asked about the General Services facility and capacity on Tewing Road.

Ms. Grace Boone, Director of General Services, addressed the Board stating the space limitations at that location were due to more equipment and employees.

Mr. Hipple noted the Jolly Pond site offered possibilities for housing equipment.

Ms. Larson stated that while studying the County's office space needs, the school division should be considered with the addition to James Blair Middle School. She noted past conversations about incorporating the two groups.

Ms. Boone noted the schools had provided numbers that would be incorporated into the study for review. She further noted that when the Request for Proposal (RFP) goes out, she will follow up to ensure that data was incorporated. Ms. Boone also stated that projects would be evaluated based on the comprehensive plan and the yearly plans.

Mr. Hipple reiterated the need to look at one central multi-use County facility and its benefits. He cited the savings of traveling for multiple meetings across numerous County locations.

Ms. Boone highlighted the department's goals and costs regarding the recycling program. She noted the RFPs were currently out for bid, but that an increase was expected for the service as recycling breakout had changed.

Discussion ensued.

Ms. Larson noted she had asked Mr. Stevens about garbage pickup in the County.

Mr. McGlennon noted there was a report on solid waste collection, though outdated, that could provide information as an option.

Discussion ensued regarding options and small business costs at the transfer station.

Mr. Purse highlighted the Stormwater CIP Projects in the presentation.

Mr. Hipple stressed the importance of informing citizens on how the County protected its streams and waterways. He noted the visual impact of various projects and maximizing video presentation.

Discussion ensued.

Ms. Larson thanked Ms. Boone and staff for their hard work after the storm damage.

Mr. Purse addressed the final issue of the presentation with administration. He noted development of a citizen satisfaction survey and other initiatives. He further noted the Freedom of Information Act (FOIA) software, which was the last piece of software for this year. Mr. Purse added the FOIA software linked the various departments for information and public requests. He followed up with the operational initiative for open space preservation and other alternatives in that area. He detailed required criteria for different programs such as Purchase of Development Rights (PDR).

Mr. McGlennon asked about an earlier discussion on PDR and alternatives, especially regarding the impact of borrowing in terms of bonds.

Mr. Purse said the focus had been on the grant funding, not the bond issue.

Ms. Mellen said the alternative programs would be identified, then followed by the different funding options.

Discussion ensued.

At approximately 5:27 p.m., Ms. Larson recessed the Board for a short break.

At approximately 5:33 p.m., Ms. Larson reconvened the Board meeting.

2. Legislative Update Discussion

Mr. Kinsman addressed the Board noting his compilation of its list from previous meetings. He noted the list represented a draft of items the Board could amend, remove and so forth. Mr. Kinsman further noted that a formalized copy would be presented to the Board at its first November meeting for approval and resolution adoption. At the second November meeting, Mr. Kinsman said legislators would be present to see if anyone was interested in carrying any items the Board passed.

In the PowerPoint presentation, Mr. Kinsman identified the two parts of legislation to be introduced: Legislation to be Introduced on behalf of the County and Legislation Supported by the County. Mr. Kinsman shared the items listed under Introduction. The first item was the

“Junk Car Bill” that had been before the Board several times previously, citing the inoperative motor vehicle regulations. Mr. Kinsman noted the difficulty of older non-homeowner associations in relation to the criteria for this section of the Virginia Code. He further noted the use of a charter amendment as it applied to James City County. Mr. Kinsman stated the “either/or” criteria would be addressed based on an amendment to lots equal to or less than two acres.

Ms. Larson encouraged citizen input to local legislators.

Discussion ensued.

Mr. Kinsman noted the next three requests, from Mr. Icenhour, addressed increased protection for localities against developers who had not met all previous land development obligations as well as prohibition of the recording of remaining subdivision sections in conjunction with unmet obligations. He noted these amendments addressed stopping further development and reevaluation of surety based on prior misdeed.

Mr. McGlennon asked about the definition of a developer. Mr. Kinsman stated a very detailed definition was in the Code.

Mr. Icenhour inquired about adjusting bonds for inflation using the Marshall and Swift Building Index. He noted some bonds had extended over several years and expressed concern if the bond was called, would sufficient funds exist to cover the expense of the project.

Mr. Kinsman noted auto-renewal on the majority of the County’s bonds for developers. He further noted that the County addressed the bond renewal date if the developer was not performing the stated project work. Mr. Kinsman stated that if bonds were not taken on the auto-renewal system, they could be taken on a two- or three-year basis. He further noted this impact would need to be determined on a staff level.

Discussion ensued.

Mr. Kinsman addressed the next group of amendments pertaining to dogs as requested by Mr. McGlennon and Ms. Sadler. He highlighted the amendments, which covered restitution for emotion distress and damage, appropriate outside enclosure per dog size and strength and fines for owners whose non-hunting dogs were pack roaming off-property.

Mr. McGlennon asked about invisible fencing in regards to the appropriate enclosure.

Mr. Kinsman noted the fencing would have to be appropriate to the dog’s size and strength.

Mr. McGlennon asked if the developer amendments would apply to all localities and if so, while this list of legislative amendments originated with James City County, that this list be shared with those neighboring localities.

Mr. Kinsman confirmed he would share this list. He then noted the next section of the PowerPoint presentation addressed Legislation Supported by the County. He highlighted six new items with the remainders carry-over items. Mr. Kinsman noted impact fees, proffers, underground utilities, House Bill 1615 (which impacts schools as polling areas) and increased funding for Virginia Department of Emergency Management. He further noted the carry-over items included state funding for tourism, support widening of I-64 to 295, maintenance of new and existing secondary roads, application of transient occupancy tax to travel companies and internet sales and enhance rail service on the Peninsula and to Richmond.

Mr. McGlennon inquired about funding on the rail service.

Discussion ensued.

Mr. Kinsman continued the presentation with additional carry-over items: support TNCC in its efforts to build the Advanced Integrated Manufacturing Center in the County, substance abuse and mental health treatment and tax equity between cities and counties.

Ms. Sadler stated she did not support the tax equity between cities and counties. She noted the task of maintaining the County roads.

Discussion ensued.

Mr. Kinsman continued the carry-over items: allow advertisement of required public notices on a locality's website and through other means instead of publication in a newspaper having general circulation (a cost saver for the County), state funding for public education (Pre-K, K-12 and higher education), adequate funding for public libraries, no new state mandates and eliminate or adequately fund existing state mandates, legislative programs of the Virginia Municipal League, the Virginia Association of Counties and the Virginia Coalition of High Growth Communities, continued funding of the Stormwater Local Assistance Funds and state funding for mandated services provided by Community Services Boards with a revision that Medicaid expansion adjustments would not disproportionately impact the Colonial Behavioral Health.

Mr. McGlennon addressed an item not on the list - redistricting. He noted the need for Board discussion on the matter. He proposed to bring forward a resolution addressing non-partisan redistricting at both the state and local level. Mr. McGlennon referenced the federal court and the redrawing of districts and asked the Board to consider ways to have a less disruptive process. He suggested a citizens committee that would develop a set of principles for use by staff in developing proposed lines which would be presented to the Board.

Discussion ensued.

Mr. Hipple referenced 2.3 Underground Electric Utilities and the aesthetics of the work done in the community. He stressed the various vendors in the area and the need for standardized guidelines across the County for conformity.

3. Request for Funds for the Williamsburg Chamber and Tourism Alliance

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

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

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

Ms. Larson requested an amended budget item for \$400,000 for the Williamsburg Chamber and Tourism Alliance. She cited further discussion on this request would be required for the next year with the Board as well as between the Chamber and the localities. Ms. Larson noted the County's Tourism Contingency would support this request.

Ms. Mellen confirmed the source and explained the continued changes with Senate Bill 942 and monetary allocations.

Discussion ensued.

The Board thanked Ms. Larson, Mr. Kinsman and Ms. Mellen for their hard work.

Ms. Larson asked for a motion on the amended budget item for the Williamsburg Chamber and Tourism Alliance.

Mr. Icenhour asked if Board Requests and Directives could be added as the last item under Board Discussions at work sessions. He noted it allowed for open discussion and easier communication with Board members. He further noted it made the discussion open on the record and if the procedural change could be effective at the next work session.

The Board unanimously agreed to that change.

D. CLOSED SESSION

A motion to Enter a Closed Session for the Board of Supervisors was made by Michael Hipple, the motion result was Passed.

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

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

A motion to Enter a Closed Session for the Board of Directors was made by James Icenhour Jr, the motion result was Passed.

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

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

At approximately 6:35 p.m., the Board of Supervisors entered into Closed Session.

At approximately 6:35 p.m., the Board of Directors entered into Closed Session.

At 7:15 p.m., the Board of Directors and the Board of Supervisors re-entered Open Session.

1. Certification

A motion to Certify the Closed Session of the Board of Supervisors was made by John McGlennon, the motion result was Passed.

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

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

A motion to Certify the Closed Session of the Board of Directors was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Icenhour, Sadler

2. Consideration of a personnel matter, the performance evaluation of the County Attorney pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

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

E. ADJOURNMENT

1. Adjourn until 5 p.m. on November 13, 2018, for the Regular Meeting

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

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

Ayes: Hipple, Larson, McGlennon, Icenhour, Sadler

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

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

Ayes: Hipple, Larson, McGlennon, Icenhour, Sadler

At approximately 7:16 p.m., Ms. Sadler adjourned the Board of Directors.

At approximately 7:16 p.m., Ms. Larson adjourned the Board of Supervisors Work Session.

ITEM SUMMARY

DATE: 11/13/2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Easement Abandonment - 7345 Richmond Road - Walnut Farms

ATTACHMENTS:

	Description	Type
☐	memorandum	Cover Memo
☐	resolution	Resolution
☐	Map	Backup Material
☐	Map	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/29/2018 - 8:30 AM
Publication Management	Burcham, Nan	Approved	10/29/2018 - 10:02 AM
Legal Review	Kinsman, Adam	Approved	10/29/2018 - 10:31 AM
Board Secretary	Fellows, Teresa	Approved	10/29/2018 - 10:56 AM
Board Secretary	Purse, Jason	Approved	11/6/2018 - 8:45 AM
Board Secretary	Fellows, Teresa	Approved	11/6/2018 - 9:14 AM

MEMORANDUM

DATE: November 13, 2018

TO: The Board of Directors

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

SUBJECT: Easement Abandonment - 7345 Richmond Road - Walnut Farms

Mr. Jay Epstein, owner and developer of Walnut Farms, has requested on behalf of Richmond Norge LLC that the James City Service Authority (JCSA) abandon 7,780 square feet or 0.1786 acres of an existing 10-foot-wide JCSA easement running north to south in the middle of the property. The portion of the easement being requested for abandonment is no longer required for sanitary sewer force main. Walnut Farms has installed a gravity sewer system. The force main has been relocated to enter the new gravity sewer system and a new easement will be provided with the Walnut Farms plat.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached plat prepared by Landtech Resources, Inc. entitled "Exhibit Showing Existing 10' JCSA Easement To Be Vacated" and dated September 13, 2018.

MDP/nb
EA-7345RmdRd-WnutFrm-mem

Attachment

RESOLUTION

EASEMENT ABANDONMENT -

7345 RICHMOND ROAD - WALNUT FARMS

WHEREAS, Mr. Jay Epstein has requested on behalf of Richmond Norge LLC, owner of 7345 Richmond Road in Walnut Farms, that the James City Service Authority (JCSA) abandon 7,780 square feet or 0.1786 acre of an existing 10-foot-wide JCSA sewer easement running north to south in the middle of the property as depicted on the plat prepared by LandTech Resources, Inc. entitled "Exhibit Showing Existing 10' JCSA Easement To Be Vacated" and dated September 13, 2018; and

WHEREAS, staff is comfortable with the abandonment of the easement because an easement will be provided with the relocated force main.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign the necessary documents to abandon the easement as described.

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 13th day of November, 2018.

RECORD MERIDIAN
VA STATE PLANE
COUTH ZONE
(NAD 83)

N/F
WHISPER RIDGE, LLC

PROPERTY OF
RICHMOND NORGE, LLC
PIN: 2320100030A

PROPOSED WALNUT FARM
SUBDIVISION

10' JCSA EASEMENT
(D.B. 186, PG. 541)
HEREBY VACATED

7,780 S.F.
0.1786 AC.

KRISTIANDSAND
SUBDIVISION

10' JCSA EASEMENT
D.B. 186, PG. 734
D.B. 186, PG. 742

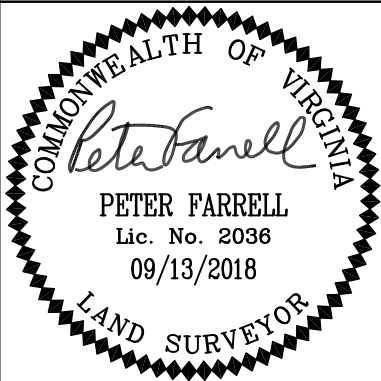
PORTION OF 10'
JCSA EASEMENT
(D.B. 186, PG. 541)
TO REMAIN

FARMVILLE ESTATES
SUBDIVISION

NORGE
ELEMENTARY
SCHOOL

NORGE COURT
SUBDIVISION

RICHMOND ROAD



**EXHIBIT SHOWING
EXISTING 10' JCSA EASEMENT
TO BE VACATED**

JAMES CITY COUNTY

VIRGINIA

DATE: 09/13/18
SCALE: 1"=300'
JOB# 13-354
CAD File
13-354 JCSA EXHIBIT.dwg

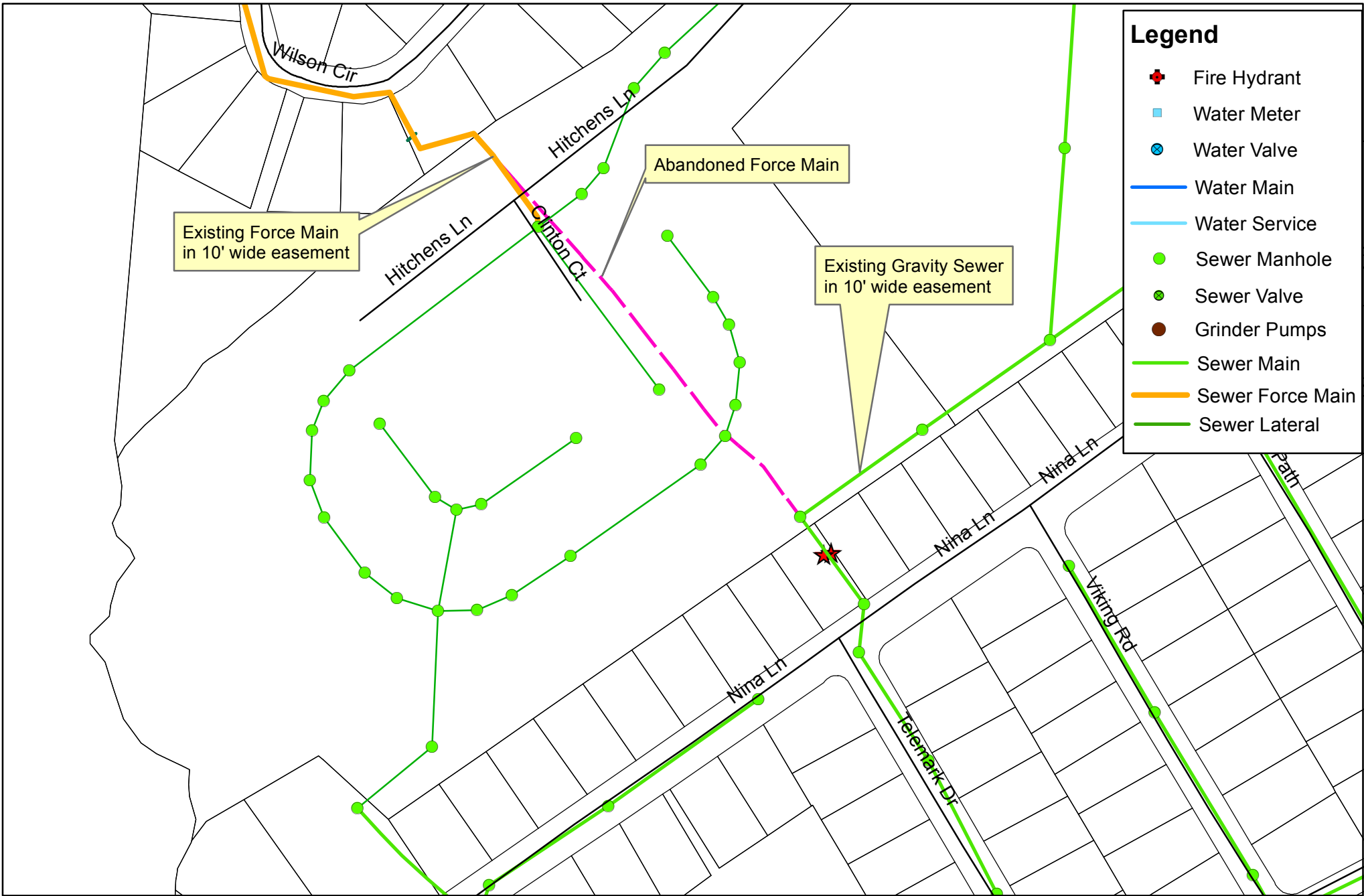
LandTech Resources, Inc.

Engineering & Surveying Consultants

3925 Midlands Road, Williamsburg, Virginia 23188

Telephone: 757-565-1677 Fax: 757-565-0782

Web: landtechresources.com



Legend

- Fire Hydrant
- Water Meter
- Water Valve
- Water Main
- Water Service
- Sewer Manhole
- Sewer Valve
- Grinder Pumps
- Sewer Main
- Sewer Force Main
- Sewer Lateral

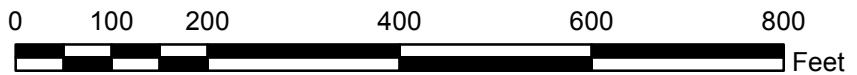
Existing Force Main
in 10' wide easement

Abandoned Force Main

Existing Gravity Sewer
in 10' wide easement



Walnut Farms



This drawing is neither a legally recorded map nor a survey and is not intended to be such. JCSA is not responsible for its accuracy or how current it may be.

ITEM SUMMARY

DATE: 11/13/2018

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Proposed Transfer of Facilities to HRSD

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Map	Backup Material
☐	Chart	Backup Material
☐	Agreement	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	9/21/2018 - 11:08 AM
Publication Management	Burcham, Nan	Approved	9/21/2018 - 11:15 AM
Legal Review	Kinsman, Adam	Approved	9/24/2018 - 8:28 AM
Board Secretary	Fellows, Teresa	Approved	9/24/2018 - 11:11 AM
Board Secretary	Purse, Jason	Approved	10/2/2018 - 2:00 PM
Board Secretary	Fellows, Teresa	Approved	10/2/2018 - 2:21 PM

MEMORANDUM

DATE: November 13, 2018

TO: The Board of Directors

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

SUBJECT: Proposed Transfer of Facilities to Hampton Roads Sanitation District

The Hampton Road Sanitation District (HRSD) has recently assumed responsibility for wastewater treatment services in Surry County. In lieu of replacing existing deficient wastewater treatment facilities in Surry, HRSD would like to pump the wastewater from Surry County to its Williamsburg Treatment Plant. In order to pump the wastewater to its Williamsburg Treatment Plant, they will need to convey the wastewater across the James River via new force main piping. HRSD desires to then pump the flow through an existing James City Service Authority (JCSA) force main along Jamestown Road using one of JCSA's pump stations, known as LS 1-1, to its interceptor force main at the intersection of Jamestown Road and Route 199.

HRSD proposes to assume ownership of JCSA's force main and LS 1-1, and be responsible for future maintenance and capacity-related improvements to accommodate development in James City County within the service area. Attached is a breakdown that shows the annual operation, maintenance and life cycle replacement costs for the JCSA force main and pump station, which would become the responsibility of HRSD under this proposed agreement.

Staff believes this proposal is in the best interest of JCSA as it relieves JCSA from a liability while also ensuring capacity needs will be met. Staff recommends approval of the resolution that authorizes the General Manager to execute the attached agreement.

MDP/md
TransferFacHRSD-mem

Attachment

RESOLUTION

PROPOSED TRANSFER OF FACILITIES TO

HAMPTON ROADS SANITATION DISTRICT

- WHEREAS, the Hampton Roads Sanitation District (HRSD) has recently assumed responsibility for wastewater treatment services in Surry County and wishes to pump the wastewater to its Williamsburg Treatment Plant; and
- WHEREAS, in order to pump the wastewater to its Williamsburg Treatment Plant, HRSD will need to convey the wastewater through a James City Service Authority (JCSA) force main and pump station, known as LS 1-1; and
- WHEREAS, HRSD proposes to assume ownership of JCSA's force main and LS 1-1, and be responsible for future maintenance and capacity-related improvements to accommodate development in James City County within the service area.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to execute the attached Agreement for Conveyance of Pumping Station LS 1-1 and the Associated Force Main along Jamestown Road in James City County, Virginia.

P. Sue Sadler
Chairman, Board of Directors

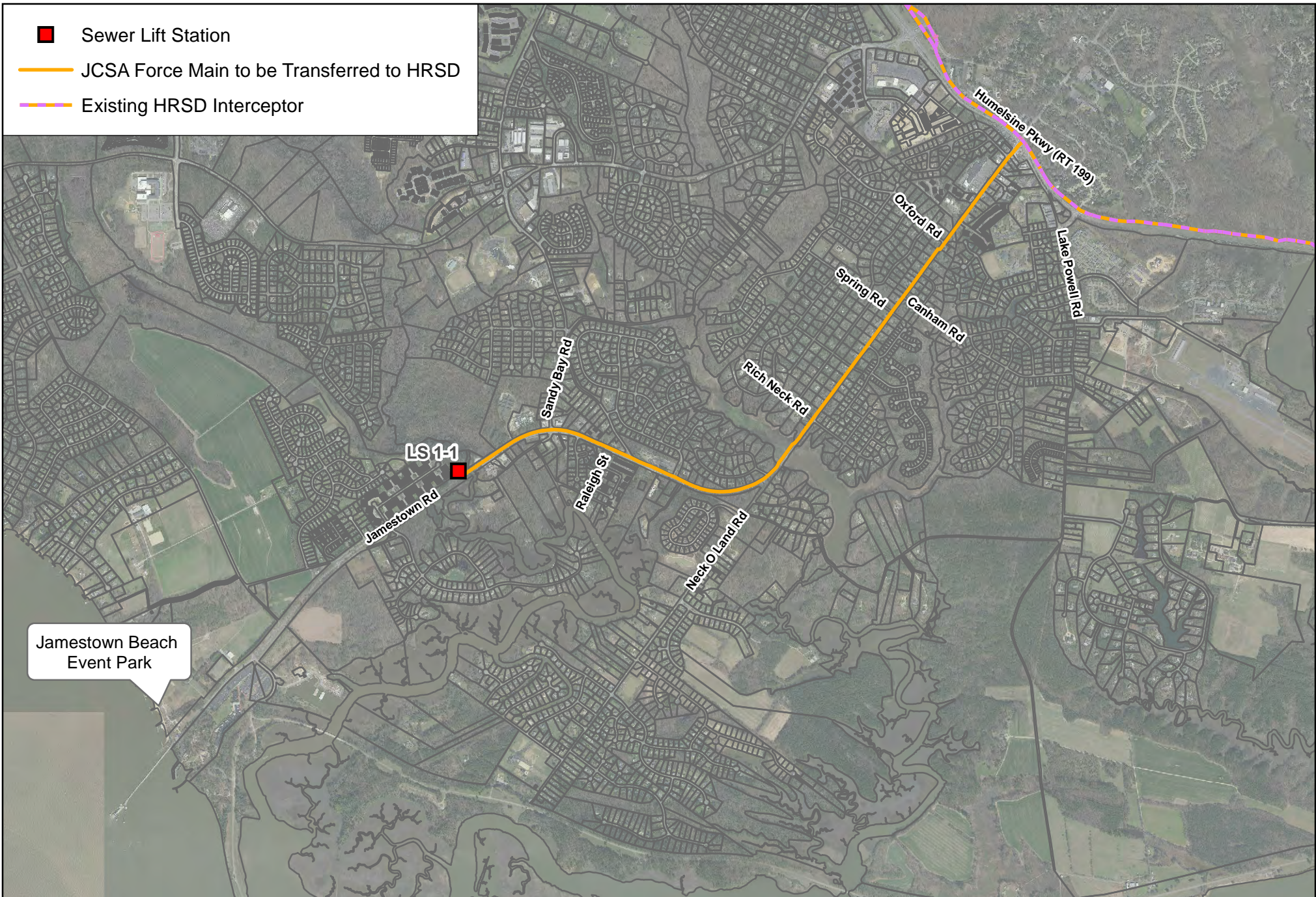
	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
ATTEST:			

Teresa J. Fellows			
Deputy Clerk to the Board			
	MCGLENNON	_____	_____
	ICENHOUR	_____	_____
	HIPPLE	_____	_____
	LARSON	_____	_____
	SADLER	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 13th day of November, 2018.

TransferFacHRSD-res

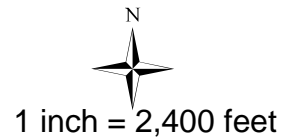
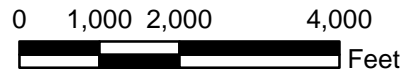
- Sewer Lift Station
- JCSA Force Main to be Transferred to HRSD
- Existing HRSD Interceptor



Jamestown Beach
Event Park

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

LS 1-1 Force Main



Lift Station 1-1 Operation, Maintenance And Life Cycle Annual Costs

Prepared August 9, 2018

I. Annual Power Consumption Costs

A. (Obtained from power company – 2017 average of \$936/month) - **\$11,232**

II. Annual Maintenance

A. Labor Costs (use \$30/hour)

1. Preventative - 145 hours/year **4,350**

2. Routine - 190 hours/year **5,700**

3. Emergency - 25 hours/year **750**

B. Equipment Costs

1. Pump and Haul Truck - 8 hours/year @ \$82.50/hour **660**

2. Crane Truck - 4 hours/year @ \$50/hour **200**

C. Mileage (use \$0.40/mile)

1. Routine - use 3 trips per week while on route to other stations and
2 miles/trip = 312 miles/year **125**

2. Emergency - assume 6 trips/year from Operations Center and
15 miles/trip = 90 miles/year **36**

D. Wet Well Cleaning Contract - 1/year @ \$1500 **1,500**

III. Useful Life of Facility and Replacement/Rehabilitation Costs

A. See Asset Management Spreadsheet which breaks down costs for the
entire facility and considers full life cycle **17,300**

Subtotal Pump Station Costs **\$41,853**

Annual Present Worth Value of Force Main Replacement Costs Assuming 75 Year Pipe Useful Life

I. 16-Inch Diameter FM 10,424 LF **\$11,794**

II. 18-Inch Diameter FM 4,204 LF **5,325**

Subtotal Force Main Costs **\$17,119**

Total Annual Costs for Pump Station and Force Main **\$58,972**

**AGREEMENT FOR CONVEYANCE OF PUMPING STATION LS 1-1 AND
THE ASSOCIATED SEWER FORCE MAIN ALONG JAMESTOWN ROAD
IN JAMES CITY COUNTY, VIRGINIA**

THIS AGREEMENT, between the JAMES CITY SERVICE AUTHORITY (JCSA) and the HAMPTON ROADS SANITATION DISTRICT (HRSD) entered this _____ day of November, 2018.

WITNESSETH:

WHEREAS, JCSA currently owns and operates a pumping station known as LS 1-1 in James City County located at 1861 Jamestown Road and further identified as JCC Tax Map Parcel ID No. 4640100005 (the “Property”), and an associated sewer force main pipe along Jamestown Road (the “Force Main”), collectively, the “New HRSD Facilities”; and

WHEREAS, HRSD has determined the most cost-effective method of conveying regional wastewater from Surry County to the Williamsburg Treatment Plant is by using the New HRSD Facilities to convey wastewater to existing HRSD facilities along Route 199 in James City County; and

WHEREAS, regional use of the New HRSD Facilities requires the operation and maintenance of these facilities to be paid for by the regional benefactors and as such becomes the responsibility of HRSD; and

WHEREAS, HRSD ownership of the New HRSD Facilities ensures regional funding of operation and maintenance as well as all required capital improvements, replacements, and upgrades now and to ensure future capacity and utility; and

WHEREAS, JCSA and HRSD have determined transfer of ownership of the New HRSD Facilities from JCSA to HRSD will serve the needs of James City County and the regional wastewater needs of HRSD most efficiently;

NOW, THEREFORE, it is mutually agreed between the parties as follows:

1. **Conveyance:** JCSA will convey fee simple title to LS 1-1 and the Property and assign all its rights, title, and interest in the Force Main from LS 1-1 to the HRSD facilities at Route 199 in their entirety “as is” along with any easements and or rights associated with the Force Main to HRSD at no cost to HRSD. HRSD shall prepare all required documents including plats, deeds, and easements as required at HRSD’s cost. The exact date of conveyance to be mutually agreeable to both parties and operational responsibility will transfer from JCSA to HRSD on the agreed upon date.
2. **Title:** Fee simple title to the Property and LS 1-1 shall be conveyed to HRSD and, at the time of the such conveyance, shall be marketable and free and clear of all liens and encumbrances that, in the judgment of HRSD, would have a materially adverse effect on the title to the Property; however, the Property may be subject to easements and restrictions then of record. HRSD shall be responsible for the performance of a title examination to ascertain the condition of the title of the Property being acquired and shall further be responsible for obtaining owner’s title insurance on the Property. The contemplated transfer shall include the real property constituting the Property in addition to the actual infrastructure and improvements thereon constituting the LS 1-1 pumping station to be necessary for current and future operational needs, to include maintenance, operations, anticipated expansion and any easement rights held by JCSA in the New HRSD Facilities. It shall be a condition precedent to HRSD’s acceptance of the Property and facilities thereon that HRSD is able to obtain owner’s title insurance on the Property through a company authorized to do business in the Commonwealth of Virginia at normal and typical rates.
3. **Parcel Size and Configuration:** The Property shall conform to all existing laws and ordinances and the Property shall be sized and configured to meet appropriate parcel size and setback requirements in effect in James City County at the time of conveyance and include all required utility and access easements as may be necessary for operation, maintenance and construction activities associated with a wastewater pumping station including access from a public road.
4. **Wastewater Capacity:** HRSD shall provide adequate wastewater capacity to serve all development and redevelopment within the LS 1-1 service area (including capacity improvements as required for the force main serving LS 1-1 to maintain appropriate operating pressures in the force main that might particularly impact other interconnected JCSA pump stations) in accordance with the James City County Comprehensive Plan as the plan exists today and as may be modified and amended from time to time in the future.
5. **Maintenance Standards:** HRSD strives to be a good neighbor and shall maintain the New HRSD Facilities and the entire parcel to meet JCSA’s standards for grounds maintenance and general appearance.
6. **Required Future Relocation.** In the event HRSD is required or requested by JCSA

to remove or relocate any of the New HRSD Facilities on Jamestown Road (or any portion thereof), JCSA shall be solely responsible for any costs incurred in doing so. Relocation required due to capacity improvements or expansions in accordance with Section 4 shall not be considered “required or requested by JCSA” under this Section.

7. **Re-conveyance by HRSD.** At such times as HRSD shall determine in its sole discretion that any portion of the facilities it obtains under this Agreement are no longer useful in the performance by HRSD of its functions, HRSD shall offer to convey to JCSA, at no cost to JCSA, the real estate and the then-existing facilities “as is.” If not accepted by JCSA, HRSD may abandon the facilities and dispose of the real property and any then-existing on-site facilities, installations, or improvements.
8. **Further Cooperation.** JCSA and HRSD agree to execute all documentation and take all necessary actions to effectuate this Agreement. Upon execution of this Agreement, HRSD and its agents, employees, engineers, and surveyors shall have access to the New HRSD Facilities in accordance with Section 9 of this agreement.
9. **Right of Entry.** HRSD shall have the right to enter the New HRSD Facilities for the purpose of making surveys, obtaining data, measurements and design data to ascertain such engineering data as may be necessary for the purposes of design, perform environmental tests, and soil tests provided such testing does not materially interfere with JCSA’s use of the Property and the Force Main and further provided that said tests shall not be so exercised as to cause material damage to said Property or Force Main. All such testing is to be at the risk and expense of HRSD. In connection with this right to enter the New HRSD Facilities, HRSD agrees (i) to restore the New HRSD Facilities to their prior condition after the performance of any such survey or other investigation and (ii) to indemnify, defend and hold JCSA harmless from and against all costs, losses, damages, and expenses, including reasonable attorneys’ fees, arising out of the activities of HRSD and/or its employees, agents and representatives in connection with the right of entry to the New HRSD Facilities. HRSD shall coordinate with JCSA prior to exercising its rights under this paragraph. JCSA shall have the right to be present during any entry to the New HRSD Facilities by HRSD.
10. **Notices.** All notices required pursuant to the terms of this Agreement shall be deemed effective when delivered by certified mail, return receipt requested, postage prepaid, to JCSA and to HRSD at the respective addresses herein shown, unless this Agreement is modified in writing to reflect other addresses:

General Manager	General Manager
JCSA	HRSD
119 Tewning Road	PO Box 5911
Williamsburg, VA 23188	Virginia Beach, VA 23471

11. **Entire Agreement.** This Agreement, and any exhibits or attachments made hereto, represent the full agreement and understanding of the parties hereto, there being no

additional agreements written, oral or otherwise. This Agreement may be amended only by a writing signed by both parties.

12. **Authority.** JCSA and HRSD both warrant that they have permission and authority derived under their respective corporate Charters and Enabling Acts to execute and undertake this Agreement and that all necessary actions of JCSA's governing Board to allow execution of this Agreement have been completed, and that all necessary Resolutions and actions of the Commission of HRSD to allow execution of this Agreement have been completed.
13. **Compliance with Law.** Each party warrants that it has complied with all aspects of applicable federal, state, and local law in entering this Agreement and further warrants that it shall comply with all applicable federal, state, and local laws in the performance of this Agreement.
14. **No Violation.** The execution of this Agreement by the parties will not violate any covenant, condition, or contract to which the parties hereto are subject at the time of execution.
15. **Post-Execution Impact on Title.** Upon execution of this Agreement, JCSA shall not take any action with respect to the Property that would impact or affect the quality of title that will be conveyed to HRSD in accordance with paragraph 2 of this Agreement, with the exception of exercise of the JCSA's powers of eminent domain.
16. **Governing Law; Venue.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, and the exclusive venue for any dispute arising between the parties under this Agreement shall be a court of competent jurisdiction located in James City County, Virginia.
17. **Waiver.** The failure of either party to enforce the terms of this Agreement shall not be considered a waiver as to the enforceability of such terms.
18. **Termination.** This agreement shall terminate upon HRSD providing written notice to JCSA, prior to settlement and conveyance of title, with full release of terms and obligations of both parties. HRSD shall only terminate should HRSD determine in its sole discretion that LS 1-1 will not meet HRSD's intended use or should HRSD fail to obtain the appropriate permits and approvals by local governments and regulatory agencies to construct the HRSD facilities necessitating HRSD's use of LS 1-1.
19. **Survival.** This Agreement shall survive settlement and conveyance of title.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, JCSA has caused this AGREEMENT to be signed by its General Manager on its behalf pursuant to the resolution adopted by the Board of the James City Service Authority on _____, 2018, and the Hampton Roads Sanitation District Commission has caused this AGREEMENT to be signed on its behalf by its General Manager in accordance with authorization granted at its regular meeting held on _____, 2018.

JAMES CITY SERVICE AUTHORITY

Hampton Roads Sanitation District

General Manager

General Manager

Approved as to Form:

County Attorney

ITEM SUMMARY

DATE: 11/13/2018

TO: The Board of Directors

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

SUBJECT: Contract Award - Engineering Services for College Creek Water Main Crossing

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	10/26/2018 - 8:23 AM
Publication Management	Burcham, Nan	Approved	10/26/2018 - 8:28 AM
Legal Review	Kinsman, Adam	Approved	10/26/2018 - 10:06 AM
Board Secretary	Mellen, Sue	Approved	10/29/2018 - 9:11 AM
Board Secretary	Purse, Jason	Approved	11/6/2018 - 8:18 AM
Board Secretary	Fellows, Teresa	Approved	11/6/2018 - 9:13 AM

MEMORANDUM

DATE: November 13, 2018

TO: The Board of Directors

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

SUBJECT: Contract Award - Engineering Services for College Creek Water Main Crossing - \$97,465

The 16-inch water main suspended along the westbound Route 199 College Creek Bridge is the only water main currently serving James City Service Authority (JCSA) customers east of College Creek and is scheduled for rehabilitation. An underwater main previously installed within College Creek to improve system reliability has failed and has been determined to be non-repairable. The water main on the bridge cannot be taken out of service to complete the rehabilitation until a second, redundant main is installed. A new 14-inch water main will be installed under College Creek using the horizontal directional drilling method of construction.

A Request for Proposals (RFP) was solicited from qualified firms to provide engineering services for the design and construction of the new 14-inch water main. Eight firms responded to the RFP by describing their experience, qualifications and project approach. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposals, interviewed four firms and selected Rummel, Klepper & Kahl, LLP as the most fully qualified firm that best met JCSA's needs as defined in the RFP. A contract price of \$97,465 was negotiated for the engineering services. The Purchasing Policy requires Board of Directors approval of contracts greater than \$100,000. This contract is submitted for Board approval as a proactive measure due to the potential need for additional services to meet emergent design and construction challenges presented by the underwater environment. Rummel, Klepper & Kahl, LLP has completed satisfactory work for the JCSA in the past.

Staff recommends approval of the attached resolution awarding the contract for Engineering Services for College Creek Water Main Crossing to Rummel, Klepper & Kahl, LLP.

MDP/md
CA-EngServCollCrk-mem

Attachment

RESOLUTION

CONTRACT AWARD - ENGINEERING SERVICES FOR

COLLEGE CREEK WATER MAIN CROSSING - \$97,465

WHEREAS, a Request for Proposals (RFP) was advertised and evaluated for design and construction of the new 14-inch water main under College Creek; and

WHEREAS, eight firms submitted proposals, Rummel, Klepper & Kahl, LLP was determined to be the most fully qualified firm that best met the James City Service Authority's needs as defined in the RFP and a contract price of \$97,465 was negotiated for the engineering services.

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 Engineering Services for College Creek Water Main Crossing to Rummel, Klepper & Kahl, LLP.

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 13th day of November, 2018.

CA-EngServCollCrk-res

ITEM SUMMARY

DATE: 11/13/2018

TO: The Board of Directors

FROM: Maxwell Hlavin, Deputy County Attorney

SUBJECT: Closed Session - Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected regarding a project development agreement with the City of Newport News pursuant to Section 2.2-3711(A)(6) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/9/2018 - 11:32 AM

ITEM SUMMARY

DATE: 11/13/2018

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on December 11, 2018 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/6/2018 - 1:27 PM