

**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**  
**March 26, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

**D. CONSENT CALENDAR**

1. Minutes Adoption

**E. PUBLIC HEARING(S)**

**F. BOARD CONSIDERATION(S)**

1. Contract Award - White Oaks Area Water Main Replacement Design Services
2. Amend adopted Board Calendar to move the May 28, 2019 Regular Meeting to May 21, 2019 at 4 p.m.
3. Closed Session Item: 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; in particular, contract negotiation with Newport News Waterworks, pursuant to section 2.2-3711(A)(6) of the Code of Virginia

**G. BOARD REQUESTS AND DIRECTIVES**

**H. GENERAL MANAGER'S UPDATE**

1. March 2019 Report

**I. ADJOURNMENT**

1. Adjourn until 5 p.m. on April 9, 2019 for the Budget Public Hearing

**ITEM SUMMARY**

DATE: 3/26/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
📎	022619 BOD Minutes	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/19/2019 - 2:41 PM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**February 26, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

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

Scott A. Stevens, Secretary to the Board  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager

**C. PUBLIC COMMENT**

None

**D. CONSENT CALENDAR**

1. Minutes Adoption - January 2, 2019 Organizational Meeting and January 22, 2019 Regular 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 - Phase 2 SCADA Upgrade and System Integration

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 gave an overview of the memorandum and resolution included in the Agenda Packet. He stated the James City Service Authority (JCSA) Supervisory Control and Data Acquisition System (SCADA) was the communication system used to monitor and control 107 remote water and wastewater facilities. He explained SCADA relied on copper wire,

which is an outdated technology and necessitates the required upgrades. He noted that in FY 17, the Board approved the contract award for Phase 1 of the SCADA upgrade to E-Merge Systems, Inc., which successfully completed Phase 1 and staff was comfortable continuing on to Phase 2. He further stated this contract had a negotiated price for Phase 2 of \$2,317,876. He noted funds had been allocated in the Capital Improvements Program (CIP) over several years for this high priority project that would take three years to complete and additional funds would be requested in the FY 21 CIP for completion of the project.

2. Contract Award - Central System Corrosion Control Treatment

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. He stated that in FY 18 the JCSA started a Corrosion Control Study to ensure continued compliance with the requirements of the United States Environmental Protection Agency's Lead and Copper Rule, which required the JCSA to test its water and control pipe corrosion. He further stated a price of \$146,100 was negotiated for the study and funds were available in the JCSA's approved CIP budget.

3. Closed Session - Pursuant to Section 2.2-3711(A)(7) and Section 2.2-3711(A)(8) of the Code of Virginia, consultation with legal counsel and briefings by staff members pertaining to Case CL16-600 Qualicon Corp. v. JCSA, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.

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

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

At approximately 4:04 p.m., the Board entered Closed Session.

At approximately 4:17 p.m., the Ms. Sadler reconvened the Board of Directors.

A motion to Certify the Closed Session was made by Michael Hipple, the motion result was Passed.

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

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

**G. BOARD REQUESTS AND DIRECTIVES**

None

**H. GENERAL MANAGER'S UPDATE**

1. General Manager's Report for February 2019

Mr. Powell discussed that staff had spent January 2019 compiling a mid-year budget review and provided the results of the analysis. He gave an overview of slides that displayed the FY 19 Budget v. Forecast and contained headings consisting of the Budget, Forecast, and

Difference regarding the following categories:

- Water Operating Expense
- Sewer Operating Expense
- Operating Expense Savings
- Water Operating Revenue
- Sewer Operating Revenue
- Operating Revenue Shortfall
- Net Operating Savings
- Water CIP Revenue
- Sewer CIP Revenue
- CIP Revenue Shortfall

Additional slides detailed the following:

- Six Month Tier 3 Revenue
- CIP Budget

He noted staff had modified the JCSA FY 20 Budget, which the Board would be reviewing in the next month or two. He further noted staff had revised the revenue estimates for FY 20 based on its FY 19 experience and would continue to closely monitor FY 19 between now and the end of the year.

## **I. ADJOURNMENT**

1. Adjourn until 4 p.m. on March 26, 2019, 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 4:23 p.m., Ms. Sadler adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 3/26/2019

TO: The Board of Directors

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

SUBJECT: Contract Award - White Oaks Area Water Main Replacement Design Services - \$412,565

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A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to provide engineering services to design the White Oaks Area Water Main Replacement.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/5/2019 - 2:27 PM
Publication Management	Daniel, Martha	Approved	3/5/2019 - 2:30 PM
Legal Review	Kinsman, Adam	Approved	3/5/2019 - 2:33 PM
Board Secretary	Fellows, Teresa	Approved	3/5/2019 - 2:42 PM
Board Secretary	Purse, Jason	Approved	3/5/2019 - 2:42 PM
Board Secretary	Fellows, Teresa	Approved	3/19/2019 - 8:18 AM

## MEMORANDUM

DATE: March 26, 2019

TO: The Board of Directors

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

SUBJECT: Contract Award - White Oaks Area Water Main Replacement Design Services - \$412,565

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The existing water distribution system serving approximately 275 single-family homes in the White Oaks, Indigo Park, Jamestown Farms, Paddock Green, Paddock Lane, and Canterbury Hills subdivisions was installed in the early 1970s. The system consisting of approximately 22,000 linear feet of water main requires replacement and upsizing to maintain reliability and service. Upsizing will also enhance public safety by increasing current fire flow capacities. Valves, fire hydrants, service lines, and meter boxes will also be replaced.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to provide engineering services to design the White Oaks Area Water Main Replacement. Eight firms responded to the RFP by describing their qualifications, experience in performing similar work, methodology, and proposed schedule. A team of staff members representing JCSA and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee interviewed and selected Rummel, Klepper & Kahl, LLP as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Rummel, Klepper & Kahl, LLP has successfully completed similar projects for JCSA.

The negotiated project price of \$412,565 includes the base price of \$346,908 for design, surveying, and bidding services and \$65,656 for permitting, construction administration, and specialty surveying services to be used on an as-needed basis. Funds are available in the Authority's approved Capital Improvements Program budget for this project.

Staff recommends adoption of the attached resolution authorizing award of the White Oaks Area Water Main Replacement Design Services contract to Rummel, Klepper & Kahl, LLP.

MDP/md  
CA-WhOaksWatMain

Attachment

**RESOLUTION**

**CONTRACT AWARD -WHITE OAKS AREA**

**WATER MAIN REPLACEMENT DESIGN SERVICES - \$412,565**

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for the White Oaks Area Water Main Replacement Design Services project; and

WHEREAS, eight firms submitted proposals and 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.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the White Oaks Area Water Main Replacement Design Services contract to Rummel, Klepper & Kahl, LLP in the amount of \$412,565.

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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>
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 26th day of March, 2019.

CA-WhOaksWatMain-res



**ITEM SUMMARY**

DATE: 3/26/2019

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Amend adopted Board Calendar to move the May 28, 2019 Regular Meeting to May 21, 2019 at 4 p.m.

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Similar action was taken by the Board of Supervisors to move their May 28th Work Session to May 21st out of consideration for the Memorial Day Holiday Weekend.

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/19/2019 - 2:45 PM

**ITEM SUMMARY**

DATE: 3/26/2019

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Closed Session Item: 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; in particular, contract negotiation with Newport News Waterworks, pursuant to section 2.2-3711(A)(6) of the Code of Virginia

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/26/2019 - 11:13 AM

**ITEM SUMMARY**

DATE: 3/26/2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: March 2019 Report

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/19/2019 - 2:48 PM

## MEMORANDUM

DATE: March 26, 2019

TO: The Board of Directors

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

SUBJECT: General Manager's Report - March 2019

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- The Planning Commission unanimously recommended approval of the application for the Special Use Permit for the College Creek water main directional drill project. The application will be on the April 9 Board of Supervisors' agenda.
- Draft versions of the 2018 consumer confidence reports have been completed.
- The water meter register replacement project will begin in mid April.
- The Lift Station 1-7 (near Riverside Hospital) replacement project is progressing. Cinderblock is erected and insulated, the roof has been installed, and the contractor is beginning to lay brick.
- JCSA's Workers Compensation Experience Modification Factor was the second lowest in the state among public utilities for 2018.
- JCSA is working with the County and FEMA to apply for reimbursement of certain costs related to the remnant of Hurricane Michael.
- I attended one community meeting.

MDP/md  
GMRpt-Mar19-mem

**ITEM SUMMARY**

DATE: 3/26/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Adjourn until 5 p.m. on April 9, 2019 for the Budget Public Hearing

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/19/2019 - 2:49 PM