

**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**  
**May 21, 2019**  
**4:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATIONS**

1. Cranstons Mill Pond

**D. PUBLIC COMMENT**

**E. CONSENT CALENDAR**

1. Minutes Adoption

**F. PUBLIC HEARING(S)**

1. Easement Abandonment - Village Walk at New Town, Section 9, Parcel 2B, Lot 1, Phase II

**G. BOARD CONSIDERATION(S)**

1. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2020 Budget
2. Contract Award - Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

1. May 2019 Report

**J. ADJOURNMENT**

1. Adjourn until 4 p.m. on June 25, 2019 for the Regular Meeting

**ITEM SUMMARY**

DATE: 5/21/2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: Cranstons Mill Pond

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/15/2019 - 11:45 AM

**ITEM SUMMARY**

DATE: 5/21/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
📎	April 23, 2019 Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/15/2019 - 11:41 AM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 23, 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 - March 26, 2019 Regular Meeting and April 9, 2019 Budget 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)**

None

**G. BOARD REQUESTS AND DIRECTIVES**

None

**H. GENERAL MANAGER'S UPDATE**

1. April 2019 Report

Mr. Powell stated he did not have anything to report.

**I. ADJOURNMENT**

1. Adjourn until 4 p.m. on May 21, 2019, for the Regular Meeting

A motion to Adjourn 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 4:01 p.m., Ms. Sadler adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 5/21/2019

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Easement Abandonment - Village Walk at New Town, Section 9, Parcel 2B, Lot 1, Phase Ii

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Plat	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	5/9/2019 - 4:14 PM
Publication Management	Burcham, Nan	Approved	5/9/2019 - 4:16 PM
Legal Review	Kinsman, Adam	Approved	5/10/2019 - 2:56 PM
Board Secretary	Fellows, Teresa	Approved	5/10/2019 - 3:00 PM
Board Secretary	Purse, Jason	Approved	5/14/2019 - 11:11 AM
Board Secretary	Fellows, Teresa	Approved	5/15/2019 - 11:40 AM

## MEMORANDUM

DATE: May 21, 2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Easement Abandonment - Village Walk at Newtown, Section 9, Parcel 2B, Lot 1 Phase II

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AES Consulting Engineers has requested that the James City Service Authority (JCSA) abandon 57 square feet or 0.0013 acres of an existing variable width JCSA easement located at 4811 Settlers Market Boulevard. The corner of the proposed building encroaches the easement. The portion of the easement to be vacated is not required by the JCSA.

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 AES Consulting Engineers entitled, "Village Walk at Newtown, Section 9, Parcel 2B, Lot 1 Phase II.

MDP/md  
EA-VillageWalkS9-mem

Attachments:

1. Resolution
2. Plat

**RESOLUTION**

**EASEMENT ABANDONMENT - VILLAGE WALK AT NEWTOWN,**

**SECTION 9, PARCEL 2B, LOT 1 PHASE II**

WHEREAS, AES Consulting Engineers has requested that the James City Service Authority (JCSA) abandon 57 square feet or 0.0013 acres of an existing variable width JCSA easement located at 4811 Settlers Mill Boulevard, as depicted on the plat by AES Consulting Engineers entitled, "Village Walk at Newtown, Section 9, Parcel 2B, Lot 1 Phase II; and

WHEREAS, staff is comfortable with the abandonment of this portion of the easement as it is not required by the JCSA.

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:

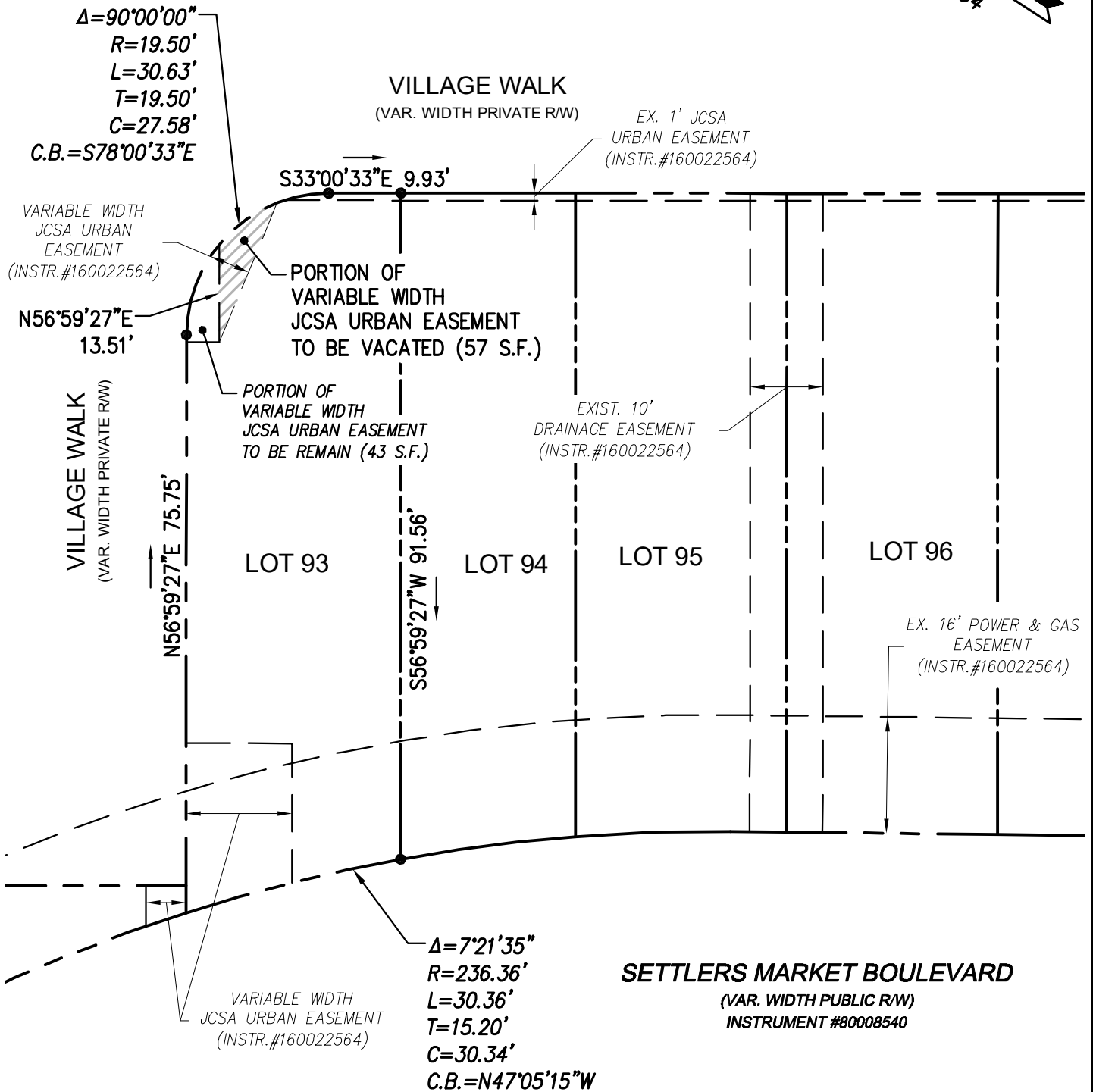
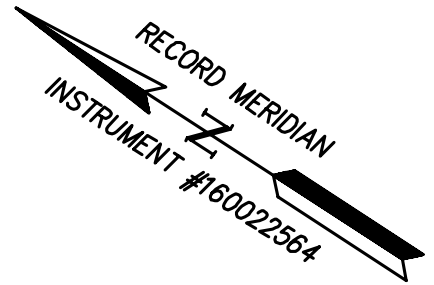
\_\_\_\_\_  
Teresa J. Fellows  
Deputy Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 21st day of May, 2019.

EA-VillageWalkS9-res





**GRAPHIC SCALE**



SCALE: 1" = 20'

EXHIBIT SHOWING  
JCSA EASEMENT LINE ADJUSTMENT ON LOT 93

**VILLAGE WALK AT NEWTOWN**

NEW TOWN, SECTION 9, PARCEL 2B, LOT 1  
PHASE II  
LOTS 48-98, COS #3, COS #4 AND COS #5

JAMESTOWN DISTRICT, JAMES CITY COUNTY, VIRGINIA

Project Contacts: JAG/SDC

Scale: 1"=20'

Project Number: W06632-9-10-E

Date: 3-04-2019



CONSULTING ENGINEERS

5248 Olde Towne Road, Suite 1  
Williamsburg, Virginia 23188  
Phone: (757) 253-0040  
Fax: (757) 220-8994  
www.aesva.com

Hampton Roads | Central Virginia | Middle Peninsula

**ITEM SUMMARY**

DATE: 5/21/2019

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2020 Budget

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Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2020 budget.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Resolution	Resolution
☐	Attachment	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/26/2019 - 11:09 AM
Publication Management	Burcham, Nan	Approved	4/26/2019 - 11:17 AM
Legal Review	Kinsman, Adam	Approved	4/29/2019 - 5:08 PM
Board Secretary	Fellows, Teresa	Approved	4/30/2019 - 11:08 AM
Board Secretary	Purse, Jason	Approved	5/7/2019 - 1:45 PM
Board Secretary	Fellows, Teresa	Approved	5/7/2019 - 3:07 PM

## MEMORANDUM

DATE: May 21, 2019

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2020 Budget

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Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2020 budget. At its January 22, 2019 meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 9, 2019. The changes to the regulations and the FY 20 budget were discussed during a work session and would become effective July 1, 2019.

Staff recommends approval of both resolutions.

MDP/md  
FY20BudgUtilChngs-mem

Attachments:

1. Resolution - Changes to Regulations
2. Resolution - Appropriation

**RESOLUTION**

**CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE AND**

**RESOLUTION OF APPROPRIATION FOR FISCAL YEAR 2020 BUDGET**

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 9, 2019, for proposed changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the changes to Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service as summarized in the attachment, which will become effective for all bills mailed on or after July 1, 2019.

BE IT FURTHER RESOLVED that the attachment showing the proposed changes be made part of this resolution.

\_\_\_\_\_  
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 21st day of May, 2019.

FY20BudgUtilChngs-res

**RESOLUTION OF APPROPRIATION**

**JAMES CITY SERVICE AUTHORITY**

**FISCAL YEAR 2020 BUDGET**

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2019; and

WHEREAS, the Board of Directors has considered said budget and does now propose to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts and appropriates the following amounts for operations and activities as shown below:

1. The following amounts are hereby appropriated in the **Water Fund**:

Water Fund - Revenues

Service Charges	\$10,498,139
Interest	475,726
Miscellaneous	<u>213,500</u>
	<u>\$11,187,365</u>

Water Fund - Expenses

Administrative Fund Allocation	\$3,717,593
Direct Expenses	3,432,197
Capital Equipment Outlay	106,000
Capital Improvements Program (CIP) Transfer	3,118,545
Debt Service Transfer	<u>813,030</u>
	<u>\$11,187,365</u>

2. The following amounts are hereby appropriated in the **Sewer Fund**:

Sewer Fund - Revenues

Service Charges	\$5,906,125
Interest	475,726
Grinder Pump Charges	160,000
Miscellaneous	<u>229,000</u>
	<u>\$6,770,851</u>

Sewer Fund - Expenses

Administrative Fund Allocation	\$3,717,593
Direct Expenses	1,933,204
Grinder Pump Expenses	335,000
Capital Equipment Outlay	22,000
CIP Transfer - Department of Environmental Quality Consent Order	<u>763,054</u>
	<u>\$6,770,851</u>

3. The following amounts are hereby appropriated for the funds as indicated below:

**ADMINISTRATIVE FUND**

Revenues:

Allocated to Water Fund	\$3,717,593
Allocated to Sewer Fund	<u>3,717,593</u>
	<u>\$7,435,186</u>

Expenses:

Personnel Expenses	\$5,231,903
Operating Expenses	2,114,083
Capital Outlay	<u>89,200</u>
	<u>\$7,435,186</u>

**CAPITAL IMPROVEMENTS PROGRAM**

Revenues:

Water Facility Charges	\$1,955,000
Sewer Facility Charges	1,411,200
Water Fund Transfer	3,118,545
Sewer Fund Transfer	<u>763,054</u>
	<u>\$7,247,799</u>

Expenses:

Water Supply	\$842,020
Water Distribution	3,435,000
Sewer System Improvements	1,629,552
Other Projects	150,000
Alternative Water Supply Reserve	705,561
Repair and Replacement Reserve	<u>485,666</u>
	<u>\$7,247,799</u>

**DEBT SERVICE RESERVE FUND**

Revenues:

Capital Improvements Program	\$542,020
Water Fund	<u>813,030</u>
	<u>\$1,355,050</u>

Expense:

Refunding Revenue Bonds, Series 2016	<u>\$1,355,050</u>
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P. Sue Sadler  
Chairman, Board of Directors

ATTEST:

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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 21st day of May, 2019.

FY20BudgApprop-res

In situations where a new wastewater system has been installed by the Authority and whereas any applicant adjacent to this new system that has an existing septic system desires to secure wastewater service therefrom, the local facilities charge shall be waived for a period of 12 months from the completion date of the new wastewater system installation.

**The purpose of this charge is to defray in part the cost of installing collection mains which are necessary to provide wastewater collection service to abutting properties and which have been provided at the expense of the Authority or persons, firms or corporations other than the applicant.** The charge shall be paid prior to the issuance of a plumbing permit from Code Compliance.

3. Grinder Pump Installation and Maintenance Charge.

- (a) Any applicant for a sewer connection requiring a residential grinder pump may purchase the grinder pump (that meets Authority Standards and Specifications) plus ancillary parts from the Authority at cost if the grinder pump is necessary to replace an existing septic system. In addition, if the connection to the public sewer system is replacing a septic system, the applicant is eligible for the deferred payment plan discussed in Paragraph G, Section 2.
- (b) The Authority may, at the applicant request, install the residential grinder pump for the cost of materials as stated above plus labor and equipment costs. These costs are in addition to the normal Sewer System Facilities Charge if required. Grinder pumps will normally be installed within the existing right-of-way where the force main is located. If the topography dictates that the grinder pump be located within the applicant's property then the Authority will prepare the necessary plat and easement for the applicant to execute to permit installation of the grinder pump on the applicants property.
- (c) An annual grinder pump maintenance charge of ~~\$300.00~~ \$325.00 shall be paid for each separate connection to a grinder pump when the operation and maintenance of said residential grinder pump is the responsibility of the Authority. The payment for this charge will be prorated in equal amounts in the customers' utility service charge billing. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless such utility maintenance is deemed by the Authority to be in the interest of the public health or is necessary to protect the integrity of the system, or such facility is located within a designated Reservoir Protection Zone.
- (d) Maintenance of sewage grinder pumps is the responsibility of the property owner. The property owner may contract with the JCSA for maintenance services. Maintenance contracts are between the property owner and the JCSA, and are not transferable or assignable by the property owner. Upon a transfer of title or ownership of the land upon which the grinder pump is located, a new contract for maintenance may be formed with the JCSA at the owner's election. Any prior



contracts for sewage pump maintenance shall be terminated upon transfer of title or ownership.

4. **Service connection charge.** A service connection charge shall be paid by each applicant for each new service connection prior to the approval of the application therefor, as follows:

<u>Service installed by:</u>	<u>Charge</u>
Developer, applicant	\$10 per connection inspection fee
Authority	Actual cost times 1.25, including overhead

**The purpose of this charge is to defray the cost of installation or inspection of a service connection from the public sewer main in the street to the curb or property line.**

The service connection charge shall be waived provided the applicant has paid a local facilities charge and the sewer service line is not greater than 6 inches in diameter for a gravity main or 2 inches in diameter for a force main. In the event that the service connection charge is not waived, the local facilities charge will be applied against the service connection charge.

5. **Retail service rates.** The wastewater service charge shall be based on usage from a metered water source where available. For wastewater service on an unmetered water source a meter size equivalent shall be used, based upon an estimated charge.

- (a) Metered water source.

Charge for all collection and treatment of wastewater

- (1) Fixed Charge-Each customer bill shall include a Fixed Charge based upon the size of the meter serving the customer. The Fixed Charge for each billing cycle shall be calculated based on the quarterly fixed charge chart below. This Fixed Charge is for expenses associated with operating and maintaining the wastewater collection system.

Meter Size	Quarterly Fixed Charge
5/8"	\$ <del>5.95</del> 6.01
3/4"	\$ <del>8.92</del> 9.01
1"	\$ <del>14.87</del> 15.02
1-1/2"	\$ <del>29.72</del> 30.02
2"	\$ <del>47.55</del> 48.03
3"	\$ <del>95.11</del> 96.06
4"	\$ <del>148.61</del> 150.10
6"	\$ <del>297.21</del> 300.18
8"	\$ <del>475.54</del> 480.30
10"	\$ <del>683.59</del> 690.43

(2)

<u>Volume</u>	<u>Collection</u>
Per 1,000 gallons of water consumed	<del>\$3.08</del> \$3.11
Per 100 cubic feet of water consumed	<del>\$2.31</del> \$2.33

Metered water usage shall be reduced by a metered reading from a landscaping meter or similar device if the landscaping meter or device is registered with the Authority.

A copy of the deduction meter reading must be received by the Authority 20 days prior to the end of each billing period. Regardless of the length of time, sub-meter reading adjustments will only be allowed up to the consumption in the current billing period.

(b) Unmetered water source.

Where no meter exists or where meter readings are not made available by the water supplier to the Authority, then the following estimated charges shall be assessed:

<u>Activity, use</u>	<u>Unit</u>	<u>Collection</u>
Single-family residences	Each	\$ 42.00
Single-family mobile homes	Each	42.00
Mobile homes in parks	Each lot	37.25
Duplex, apartments and townhouses	Each	37.25
Schools (with showers)	Student	4.25
Schools (without showers)	Student	2.65
Motels and hotels	Room	18.55
Minimum		186.70
Manufacturing	Msf	11.10
Minimum		55.85
Warehouses	Msf	7.45
Minimum		46.50
Service stations	Each	49.95
Camping facilities	Each space	16.25
Minimum		64.25
Restaurants	Seat	4.95
Minimum		55.85
Commercial	Msf	18.55
Minimum	1,000 Sq. Ft.	55.85
Churches	Each	40.65
Swimming pools	Sfe	40.65
Laundromats	Sfe	40.65

- (a) Fixed Charge-Each customer bill shall include a Fixed Charge based upon the size of the meter serving the customer. The Fixed Charge for each billing cycle shall be calculated based on the quarterly fixed charge chart below. This Fixed Charge is for expenses associated with operating and maintaining the water distribution system.

Meter Size	Quarterly Fixed Charge
5/8"	\$ <del>10.56</del> 11.99
3/4"	\$ <del>15.83</del> 17.97
1"	\$ <del>26.38</del> 29.94
1-1/2"	\$ <del>52.75</del> 59.87
2"	\$ <del>84.41</del> 95.81
3"	\$ <del>168.81</del> 191.60
4"	\$ <del>263.76</del> 299.37
6"	\$ <del>527.53</del> 598.75
8"	\$ <del>844.04</del> 957.99
10"	\$ <del>1,213.32</del> 1,377.12

- (b) Water service shall be based upon a commodity charge for all consumption, as follows:

Single Family Residential	Tier 1	Tier 2	Tier 3
<u>Meter Size</u>	(quarterly use)	(quarterly use)	(quarterly use)
5/8"	0-15,000	15,001-30,000	30,000+
3/4"	<del>0-22,500</del>	<del>22,501-45,000</del>	<del>45,000+</del>
1"	<del>0-37,500</del>	<del>37,501-75,000</del>	<del>75,000+</del>
1-1/2"	<del>0-75,000</del>	<del>75,001-150,000</del>	<del>150,000+</del>
2"	<del>0-120,000</del>	<del>120,000-240,000</del>	<del>240,000+</del>
3"	<del>0-240,000</del>	<del>240,001-480,000</del>	<del>480,000+</del>
4"	<del>0-375,000</del>	<del>375,001-750,000</del>	<del>750,000+</del>
6"	<del>0-750,000</del>	<del>750,001-1,500,000</del>	<del>1,500,000+</del>
8"	<del>0-1,200,000</del>	<del>1,200,001-2,400,000</del>	<del>2,400,000+</del>
10"	<del>0-1,725,000</del>	<del>1,725,001-3,450,000</del>	<del>3,450,000+</del>
Rate Per 1,000 Gallons	\$ <del>3.61</del> 4.10	\$ <del>7.22</del> 8.19	\$ <del>16.95</del> 19.24

Multi-Family Residential and Non-Residential	
All Meter Sizes	All Use
Rate Per 1,000 Gallons	\$ <del>5.33</del> 6.05

**The purpose of the retail service charge is to defray all costs of providing water service for domestic, commercial and industrial uses and for firefighting purposes, including repayment of moneys borrowed to acquire or construct the water system; operation and maintenance; and renewals, replacements and extensions.**

- D. Independent Water Systems Connection Fee. The developer of any Independent Water System for which the development plans are submitted in accordance with the provisions of Section 19-57, Water Facilities of the Subdivision Ordinance, shall be required to pay a per-lot or residential unit Independent Water System Connection Fee of \$8,000 to the JCSA for each lot or residential

**ITEM SUMMARY**

DATE: 5/21/2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes

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The James City Service Authority (JCSA) has approximately 210 miles of 8- to 12-inch gravity sanitary sewer pipes located in easements along public or private roads for vehicular traffic. JCSA's Virginia Department of Environmental Quality Consent Order Management, Operation and Maintenance Program requires regular internal television inspection for these pipes at least every 15 years to identify blocked and damaged areas that require repairs.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform the inspection work.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/30/2019 - 4:34 PM
Publication Management	Burcham, Nan	Approved	4/30/2019 - 4:43 PM
Legal Review	Kinsman, Adam	Approved	5/1/2019 - 2:05 PM
Board Secretary	Fellows, Teresa	Approved	5/7/2019 - 10:27 AM
Board Secretary	Purse, Jason	Approved	5/7/2019 - 1:45 PM
Board Secretary	Fellows, Teresa	Approved	5/7/2019 - 3:09 PM

## M E M O R A N D U M

DATE: May 21, 2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes

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The James City Service Authority (JCSA) has approximately 210 miles of 8- to 12-inch gravity sanitary sewer pipes located in easements along public or private roads for vehicular traffic. JCSA's Virginia Department of Environmental Quality Consent Order Management, Operation and Maintenance Program requires regular internal television inspection for these pipes at least every 15 years to identify blocked and damaged areas that require repairs.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform the inspection work. Six firms responded to the RFP by describing their qualifications, experience in performing similar work, equipment, and proposed pricing. 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 selected WB&E Construction, Inc., Prism Contractors & Engineers, Inc., and Precision Measurements, Inc. as the most fully qualified firms that best met JCSA's needs as defined in the RFP. These firms have completed satisfactory work for JCSA.

The initial contract term is two years with the option of four additional one-year renewals upon mutual consent of the parties. Individual project assignments will consist of inspecting quantities of approximately 30,000-40,000 linear feet. A purchase order will be issued for each individual project assignment and will reference the contract terms and conditions. Job costs will be calculated using the negotiated linear foot and cleaning prices listed in the table below. WB&E Construction, Inc. will serve as the primary contractor based on the lowest inspection price. Prism Contractors & Engineers, Inc. and Precision Measurements, Inc. currently have contracts with JCSA for internal television inspection for cross-country gravity sewer located in easements without public or private roads for vehicular traffic. Awards to Prism Contractors & Engineers, Inc. and Precision Measurements, Inc. will allow for both in easement and off easement inspections in one task order.

<b>Item</b>	<b>Unit Price WB&amp;E Construction, Inc.</b>	<b>Unit Price Prism Contractors &amp; Engineers, Inc.</b>	<b>Unit Price Precision Measurements, Inc.</b>
Inspection 8-inch pipe	\$0.95 per linear foot	\$1.15 per linear foot	\$1.20 per linear foot
Inspection 10-inch pipe	\$0.97 per linear foot	\$1.15 per linear foot	\$1.20 per linear foot
Inspection 12-inch pipe	\$1.03 per linear foot	\$1.15 per linear foot	\$1.20 per linear foot
Heavy Cleaning 8-inch pipe	\$150 per hour	\$100 per hour	\$150 per hour
Heavy Cleaning 10-inch pipe	\$150 per hour	\$100 per hour	\$150 per hour
Heavy Cleaning 12-inch pipe	\$200 per hour	\$100 per hour	\$150 per hour

Contract Award - Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes

May 28, 2019

Page 2

Funds are available in JCSA's approved Capital Improvements Program budget.

Staff recommends adoption of the attached resolution authorizing award of the Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes contracts to WB&E Construction, Inc., Prism Contractors & Engineers, Inc., and Precision Measurements, Inc.

MDP/nb

CA-CICirTVInsp-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - CLOSED CIRCUIT TELEVISION INSPECTION OF**

**GRAVITY SANITARY SEWER PIPES**

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes; and

WHEREAS, six firms submitted proposals and WB&E Construction, Inc., Prism Contractors & Engineers, Inc., and Precision Measurements, Inc. 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 Closed Circuit Television Inspection of Gravity Sanitary Sewer Pipes contracts to WB&E Construction, Inc., Prism Contractors & Engineers, Inc., and Precision Measurements, 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>
HIPPLE	_____	_____	_____
LARSON	_____	_____	_____
MCGLENNON	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 21st day of May, 2019.

CA-CICirTVInsp-res

**ITEM SUMMARY**

DATE: 5/21/2019  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: May 2019 Report

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**ATTACHMENTS:**

	Description	Type
☐	Memorandum	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/10/2019 - 3:07 PM





**Operations Center**  
119 Tewning Road  
Williamsburg, VA 23188-2639  
P: 757-229-7421  
F: 757-229-2463  
[jcsa@jamescitycountyva.gov](mailto:jcsa@jamescitycountyva.gov)

## GENERAL MANAGER'S UPDATE MAY, 2019

The generator, pump package and some of the control cabinets installed at Lift Station 1-7 near Riverside Hospital. Conduit for Dominion energy was run to the future transformer. Power service to the station expected be completed by next month.

LS 3-2, 4-5, 5-1 and LS 5-2 Air Ejector Station Replacements – Contractor has initiated work at LS 3-2 and LS 4-5, two of the for Air Ejector stations that are being replaced. At LS 3-2 demolition, and installation of the new wet well, pump package, piping, generator and electrical equipment is progressing. At LS 4-5 bypass pumping has been established and demolition will begin soon.

Staff replaced the variable frequency drive for the well at W-33 with the drive that we removed from W-5.

Survey work and site plans for the Corrosion Control project are progressing. A meeting was held with the planning and zoning departments; no SUPs will be required. Site plans are required for all site and setback variances may be required for some sites.

Project kick-off meeting for the White Oaks area water main replacement project was held on May 8th. A letter has been mailed to residents providing notice of work being completed in the area.

2018 Consumer Confidence Reports are complete and available for viewing on JCSA's website. Customers will be notified via a bill message during the April, May and June billing cycles.

Annual Virginia Department of Health (VDH) report for the annual inspections performed on the JCSA's Central System was received. The following is a quote from the report:

“The overall maintenance and operation of the facilities throughout the Central System is excellent. This has a positive influence on the community's confidence in their public utility service and we thank you for maintaining a clean and well maintained waterworks.”

HVAC ductwork repairs at the Five Forks Water Treatment Plant have been completed.

**ITEM SUMMARY**

DATE: 5/21/2019  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Deputy Secretary  
SUBJECT: Adjourn until 4 p.m. on June 25, 2019 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/15/2019 - 11:42 AM