

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

October 25, 2011

7:00 P.M.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CONSENT CALENDAR**
 - 1. Minutes – September 27, 2011, Regular Meeting
 - 2. Contract Award – Grinder Pump Maintenance
- D. BOARD REQUESTS AND DIRECTIVES**
- E. ADJOURNMENT**

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AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 27TH DAY OF SEPTEMBER 2011, AT 9:27 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

James G. Kennedy, Chairman
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
Bruce C. Goodson
John J. McGlennon

Robert C. Middaugh, Secretary
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

C. CONSENT CALENDAR

1. Minutes – August 9, 2011, Regular Meeting
2. Contract Award – Five Forks Water Treatment Facility Reverse Osmosis Feed Pump and Motor – \$105,548

RESOLUTION

CONTRACT AWARD - FIVE FORKS WATER TREATMENT FACILITY

REVERSE OSMOSIS FEED PUMP AND MOTOR - \$105,548

WHEREAS, Afton Pumps were part of the original engineering design of the Five Forks Water Treatment Facility (FFWTF) and have performed consistently since the facility opened in 2005; and

WHEREAS, the reverse osmosis feed pump and motor have a long delivery lead time and an on-site spare will allow timely replacement and uninterrupted plant operation; and

WHEREAS, James City Service Authority (JCSA) Engineering staff, in consultation with the Purchasing Office, determined that Afton Pumps, Inc. is the only source practicably available to provide this equipment for the FFWTF; and

WHEREAS, Afton Pumps, Inc. submitted a proposal to provide a feed pump and motor at a proposed cost of \$105,548, the proposed rates have been determined to be reasonable, and adequate funds are available in the Capital Improvements Program budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the contract award in the amount of \$105,548 to Afton Pumps, Inc. for the feed pump and motor.

3. Appointment of Treasurer to the James City Service Authority – Ms. Stephanie Luton

RESOLUTION

APPOINTMENT OF TREASURER TO THE JAMES CITY SERVICE AUTHORITY –

MS. STEPHANIE LUTON

WHEREAS, Mr. Robert H. Smith, Assistant General Manager, retired, effective August 31, 2011, and therefore has relinquished his duties as Treasurer to the Board of Directors of the James City Service Authority; and

WHEREAS, Ms. Stephanie Luton has been selected to fill Mr. Smith's position as Assistant General Manager.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby appoints Ms. Stephanie Luton as Treasurer of the Service Authority of James City County, Virginia, effective September 27, 2011.

Mr. McGlennon made a motion to approve the Consent Calendar.

On a roll call vote, the vote was: AYE: Goodson, McGlennon, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Larry Foster, General Manager, introduced Ms. Stephanie Luton, the new Assistant General Manager of James City Service Authority (JCSA). Mr. Foster made a comment on the retirement of Mr. Bob Smith after 23 years of service with the Service Authority. Mr. Smith retired from the JCSA in August 2011.

D. BOARD CONSIDERATION

1. Budget Amendment – FY 2012 Capital Improvements Program

Mr. Foster requested that the Board approve a budget amendment to include two new waterline replacement projects. The projects are located on Jamestown Road and Indigo Dam Road. Both need critical repairs due to waterline failures. The projects are expected to begin construction in late spring to early summer. Mr. Foster requested funds from the water supply proffers account and estimated costs for the projects are \$840,000.

Mr. Kennedy asked staff about some of the causes of water pipe breakage in the County. He also asked staff about repairs needed due to the age of the equipment.

Mr. Foster commented about service line connection breakages and further mentioned several factors which contribute to these waterline breaks. However, these two waterlines have had several failures in the last few years. He explained about both locations being loop lines which can cause a lot of water to flow through when they fail.

Mr. McGlennon made a motion to approve the resolution.

On a roll call vote, the vote was: AYE: Goodson, McGlennon, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Foster commented on the Water Supply Plan and thanked Mr. Kelly Place and Dr. Donald Phillips for their efforts on the Water Supply Plan. He discussed the project plan process through the Planning District Commission. He further commented about elected officials, staff, and support of the local governments who are involved in the project process of the Planning District Commission (PDC).

Mr. McGlennon commented that the County has a very different situation than the other regional concerns about water supply. He thanked Mr. Foster for the Water Conservation Rebate Programs Report being offered in the County.

RESOLUTION

BUDGET AMENDMENT – FY 2012 CAPITAL IMPROVEMENTS PROGRAM

WHEREAS, the Board of Directors of the James City Service Authority desires to fund two waterline replacement projects: the Jamestown Road Project and the Indigo Dam Road Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the funding appropriation as shown below:

CAPITAL IMPROVEMENTS PROGRAM

Revenue:

Water Supply Proffers \$840,000

Expenditures:

Jamestown Road Waterline Replacement \$440,000

Indigo Dam Road Waterline Replacement 400,000

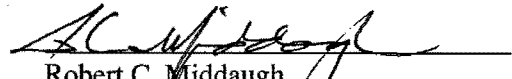
Total \$840,000

E. BOARD REQUESTS AND DIRECTIVES

The Board had no comments.

F. ADJOURNMENT

At 9:36 p.m. Mr. Kennedy adjourned the Board of Directors.


Robert C. Middaugh
Secretary to the Board

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WHEREAS, the reverse osmosis feed pump and motor have a long delivery lead time and an on-site spare will allow timely replacement and uninterrupted plant operation; and

WHEREAS, James City Service Authority (JCSA) Engineering staff, in consultation with the Purchasing Office, determined that Afton Pumps, Inc. is the only source practicably available to provide this equipment for the FFWTF; and

WHEREAS, Afton Pumps, Inc. submitted a proposal to provide a feed pump and motor at a proposed cost of \$105,548, the proposed rates have been determined to be reasonable, and adequate funds are available in the Capital Improvements Program budget.

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Mr. McGlennon made a motion to approve the Consent Calendar.

On a roll call vote, the vote was: AYE: Goodson, McGlennon, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Larry Foster, General Manager, introduced Ms. Stephanie Luton, the new Assistant General Manager of James City Service Authority (JCSA). Mr. Foster made a comment on the retirement of Mr. Bob Smith after 23 years of service with the Service Authority. Mr. Smith retired from the JCSA in August 2011.

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Mr. McGlennon made a motion to approve the resolution.

On a roll call vote, the vote was: AYE: Goodson, McGlennon, Icenhour, Jones, Kennedy (5). NAY: (0).

Mr. Foster commented on the Water Supply Plan and thanked Mr. Kelly Place and Dr. Donald Phillips for their efforts on the Water Supply Plan. He discussed the project plan process through the Planning District Commission. He further commented about elected officials, staff, and support of the local governments who are involved in the project process of the Planning District Commission (PDC).

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E. BOARD REQUESTS AND DIRECTIVES

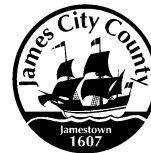
The Board had no comments.

F. ADJOURNMENT

At 9:36 p.m. Mr. Kennedy adjourned the Board of Directors.

Robert C. Middaugh
Secretary to the Board

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MEMORANDUM COVER

Subject: Contract Award – Grinder Pump Contract – \$217,109

Action Requested: Shall the Board approve the Grinder Pump Maintenance Contract to Final Phase Installations for a first-year annual cost of \$217,109?

Summary: The James City Service Authority (JCSA) manages a contract to provide grinder pump maintenance of approximately 850 homeowners. The current contract has expired. A Request for Proposals (RFP) has been advertised with one firm responding. Representatives of the JCSA and the County's Purchasing Division reviewed the proposal, checked references and interviewed Final Phase Installations and determined that the firm was capable of providing the services associated with the proposal.

Staff recommends approval of the attached resolution awarding the Grinder Pump Contract to Final Phase Installations for a first-year annual cost of \$217,109.

Fiscal Impact: Funded through fees collected from homeowners receiving service.

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:
1. Memorandum
2. Resolution

Agenda Item No.: C-2

Date: October 25, 2011

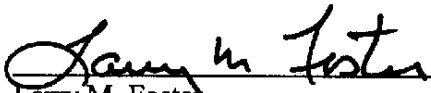
MEMORANDUM

DATE: October 25, 2011
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Contract Award – Grinder Pump Maintenance – \$217,109

The term of the current grinder pump maintenance contract has expired. A Request for Proposals (RFP) has been advertised for the service with one firm, Final Phase Installations, responding. A committee with representatives of the County's Purchasing Division and the James City Service Authority (JCSA) reviewed the proposal, checked references and interviewed representatives of Final Phase Installations.

After careful review it was determined that Final Phase Installations was capable of providing the grinder pump maintenance to the approximately 850 customers subscribing to the service. The contract is for one year with the option for renewal up to four times. The contract also provides for annual increases in costs based on the Consumer Price Index. The first-year annual cost was negotiated at \$217,109.

Staff recommends approval of the attached resolution awarding the Grinder Pump Maintenance Contract to Final Phase Installations at a first-year annual cost of \$217,109.


Larry M. Foster

LMF/nb
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Attachment

RESOLUTION

CONTRACT AWARD – GRINDER PUMP MAINTENANCE – \$217,109

WHEREAS a Request for Proposals (RFP) for grinder pump maintenance services was publicly advertised with one firm responding; and

WHEREAS the proposal provides for a one-year term with the option for four renewals of one year; and

WHEREAS upon evaluating the proposals, staff determined that Final Phase Installations is capable of providing the James City Service Authority grinder pump maintenance services as provided for the Request for Proposals.

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 Grinder Pump Maintenance to Final Phase Installations for a first-year annual cost of \$217,109 with provisions for renewal of the contract up to four times.

James O. Icenhour, Jr.
Vice Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of October, 2011.

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