

**AG E N D A**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 24, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes Adoption - May 10, 2016 Regular Meeting
2. Contract Award Wastewater Lift Station Wet Well Cleaning - \$66,080
3. FY 2016 CMAQ Incentive Program- \$28,000

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. GENERAL MANAGER'S UPDATE**

1. Population and Water Demand

**H. ADJOURNMENT**

1. Adjourn until 6:30 pm on June 28, 2016

**ITEM SUMMARY**

DATE: 5/24/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - May 10, 2016 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	051016 BOD Mins	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/10/2016 - 3:49 PM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 10, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

John J. McGlennon, Roberts District  
Ruth M. Larson, Berkeley District  
P. Sue Sadler, Vice Chairman, Stonehouse District  
Michael J. Hipple, Powhatan District  
Kevin D. Onizuk, Chairman, Jamestown District

M. Douglas Powell, General Manager  
Bryan J. Hill, Secretary to the Board  
Adam R. Kinsman, County Attorney

**C. CONSENT CALENDAR**

1. Minutes Adoption - April 26, 2016, Regular Meeting

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

1. Changes to the Regulations Governing Utility Service

A motion to Approve was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

2. Resolution of Appropriation for FY 17 Budget

A motion to Approve was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

**F. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon queried the current demand for water.

Mr. Powell stated that water consumption is up in comparison to this time last year.

Mr. McGlennon asked for a reflection of the changes in water consumption plotted against the increase in population.

**G. GENERAL MANAGER'S UPDATE**

**H. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on May 24, 2016, for the Regular Meeting

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

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

Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

At 7:48 p.m., Mr. Onizuk adjourned the Board.

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Bryan J. Hill  
Secretary to the Board

**ITEM SUMMARY**

DATE: 5/24/2016

TO: The Board of Directors

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

SUBJECT: Contract Award - Wet Well Cleaning - \$66,080

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An Invitation for Bids for wastewater lift station wet well cleaning was publicly advertised. Three firms submitted bids and were considered for contract award. Staff recommends that the Board approve the attached resolution awarding the contract to Inner-View for \$66,080.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	5/5/2016 - 3:51 PM
Publication Management	Burcham, Nan	Approved	5/5/2016 - 3:54 PM
Legal Review	Kinsman, Adam	Approved	5/5/2016 - 4:40 PM
Board Secretary	Fellows, Teresa	Approved	5/6/2016 - 12:01 PM
Board Secretary	Purse, Jason	Approved	5/16/2016 - 8:35 AM
Board Secretary	Fellows, Teresa	Approved	5/16/2016 - 11:54 AM

**MEMORANDUM**

DATE: May 24, 2016  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Wet Well Cleaning - \$66,080

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JCSA's lift stations pump wastewater from lower to higher elevations so it can be collected and treated. Wet wells within these lift stations receive wastewater and then pump it out when it reaches a pre-determined level. Periodic wet well cleaning removes grease and other solids to help protect pumping equipment and prevent wastewater spills. This initiative is part of JCSA's Consent Order wastewater system maintenance program.

An Invitation for Bids for wastewater lift station wet well cleaning was publicly advertised. Three firms submitted bids and were considered for contract award.

<u>Firm</u>	<u>Amount</u>
Hydrostructures	\$77,510
Atlantic Cooling and Heating	\$71,000
Inner-View	\$66,080

Inner-View has done satisfactory work for James City Service Authority in the past and was determined to be the lowest responsive and responsible bidder. The initial contract term is for one year with the option for four additional one-year renewal periods upon mutual agreement of both parties.

Staff recommends that the Board approve the attached resolution awarding the contract to Inner-View for \$66,080.

MDP/nb  
CA-WetWellClean-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - WET WELL CLEANING - \$66,080**

WHEREAS, the Invitation for Bids for wastewater lift station cleaning was publicly advertised and competitively bid with three bids received; and

WHEREAS, Inner-View was determined to be the lowest responsive and responsible bidder.

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 wastewater lift station wet well cleaning to Inner-View in the amount of \$66,080.

\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 24th day of May, 2016.

CA-WetWellClean-res

**ITEM SUMMARY**

DATE: 5/24/2016  
TO: The Board of Directors  
FROM: William Stewart, Director, Fleet and Equipment Division  
SUBJECT: FY 2016 CMAQ Incentive Program- \$28,000

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This item, if approved, would allow reimbursement from the CMAQ program for the costs to convert 5 vehicles to propane fuel.

**ATTACHMENTS:**

	Description	Type
▣	memorandum	Cover Memo
▣	resolution	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
General Services	Horne, John	Approved	5/11/2016 - 2:18 PM
Publication Management	Boles, Amy	Approved	5/11/2016 - 2:35 PM
Legal Review	Kinsman, Adam	Approved	5/16/2016 - 1:18 PM
Board Secretary	Fellows, Teresa	Approved	5/16/2016 - 1:20 PM
Board Secretary	Purse, Jason	Approved	5/16/2016 - 1:28 PM
Board Secretary	Fellows, Teresa	Approved	5/17/2016 - 12:53 PM

**MEMORANDUM**

DATE: May 24, 2016  
TO: The Board of Directors  
FROM: William (Buddy) Stewart, Director, Fleet and Equipment Division  
SUBJECT: Fiscal Year 2016 Congestion Mitigation and Air Quality Incentive Program - \$28,000

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The James City County Fleet and Equipment Division has the opportunity to participate in the Congestion Mitigation and Air Quality (CMAQ) Incentive Program funded by the Federal Highway Administration and the Virginia Department of Transportation. This program is intended to reduce air pollution and greenhouse gases associated with government fleet vehicles. In this case, the program will reimburse JCSA costs to convert five vehicles to use propane fuel. At current fuel pricing, cost savings related to these conversions will be modest. Higher cost of unleaded fuel will result in increased savings.

The attached resolution appropriates these funds to the James City Service Authority Operating Fund.

Staff recommends approval of the attached resolution.

WS/nb  
FY16CMAQIncent-BOD-mem

Attachment

**RESOLUTION**

**FISCAL YEAR 2016 CONGESTION MITIGATION AND**

**AIR QUALITY INCENTIVE PROGRAM - \$28,000**

WHEREAS, through the James City County Fleet and Equipment Division, James City Service Authority (JCSA) has the opportunity to participate in the Congestion Mitigation and Air Quality (CMAQ) Incentive Program funded by the Federal Highway Administration and the Virginia Department of Transportation (VDOT); and

WHEREAS, this program reimburses state and local governments in specific air quality non-attainment, ozone attainment and/or maintenance areas for costs related to the transition to alternative fuels such as natural gas or propane autogas; and

WHEREAS, participation in this program would fund the conversion of five currently owned JCSA vehicles.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the appropriation to the JCSA Operating Fund for FY 16 for purposes described above:

Revenues:

FY 16 CMAQ Incentive Program	
Federal Highway Administration	\$22,400
FY 16 CMAQ Incentive Program	
VDOT State Transportation Funding	<u>5,600</u>
Total	<u>\$28,000</u>

Expenditure:

FY16 CMAQ Incentive Program	<u>\$28,000</u>
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\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	___	___	___
LARSON	___	___	___
HIPPLE	___	___	___
SADLER	___	___	___
ONIZUK	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 24th day of May, 2016.

**ITEM SUMMARY**

DATE: 5/24/2016  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: Population and Water Demand

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**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Exhibit 1	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/24/2016 - 1:44 PM

**MEMORANDUM**

DATE: May 20, 2016  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Population and Water Demand

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Please find attached the information that Mr. John McGlennon requested on County population and JCSA water demand. Please note that demand can vary based on a number of factors including weather, economic conditions, tiered water rates and reduction in irrigation demands due to the construction of private irrigation wells.

If you have any questions or want additional information, please let me know.

MDP/ab  
PopWaterDemand-mem

Attachment

JAMES CITY SERVICE AUTHORITY  
POPULATION AND WATER DEMAND

<u>Year</u>	<u>County Population</u>	<u>JCSA Population</u>	<u>Average Gallons Per Day</u>	<u>Peak Day</u>
1995	41,901		2,767,200	
1996	43,167		2,769,900	
1997	45,279		3,107,000	
1998	46,720	27,469	3,255,776	
1999	48,430	31,223	3,461,656	
2000	48,120	33,503	3,742,626	
2001	48,228	37,051	4,172,060	
2002	49,997	39,921	4,124,801	
2003	51,622	42,342	3,851,235	
2004	55,399	44,798	4,107,290	
2005	57,584	42,741	4,850,369	
2006	59,994	43,763	5,234,440	
2007	61,694	44,937	5,824,316	
2008	62,847	45,826	5,774,461	
2009	63,569	46,508	5,329,266	8,786,399
2010	67,009	47,355	5,990,266	10,440,681
2011	68,500	48,274	5,475,995	8,651,881
2012	69,451	49,720	5,397,551	8,758,507
2013	70,376	49,796	5,251,646	8,087,204
2014	71,254	50,793	5,476,794	8,003,204
2015	72,682	51,629	5,380,134	7,614,345

Notes:

Stonehouse became part of the Central System in 2007 but their consumption is included in all years.

JCSA Population is the number of customers reported to the Health Department.

JCSA does not have records for peak day prior to 2009.

Demand is based on gallons withdrawn.

Data does not include independent systems.

**ITEM SUMMARY**

DATE: 5/24/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until 6:30 pm on June 28, 2016

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/11/2016 - 2:25 PM