

**AGENDA**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
County Government Center Board Room  
101 Mounts Bay Road, Williamsburg, VA 23185  
October 25, 2016  
6:30 PM

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes Adoption - September 27, 2016 Regular Meeting
2. Contract Award - Grinder Pump Maintenance - \$222,318

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

1. Contract Award - Five Forks Water Treatment Plant Lower Potomac LP-1A Replacement Well - \$1,809,600

**F. BOARD REQUESTS AND DIRECTIVES**

**G. GENERAL MANAGER'S UPDATE**

**H. ADJOURNMENT**

1. Adjourn until 6:30 pm on November 22, 2016 for the Regular Meeting

**ITEM SUMMARY**

DATE: 10/25/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - September 27, 2016 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	092716 BOD Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/18/2016 - 12:11 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 27, 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

**C. CONSENT CALENDAR**

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

1. Minutes Adoption - August 9, 2016 Regular Meeting
2. Contract Award - Five Forks Water Treatment Plant Reverse Osmosis Membrane Replacement - \$279,499
3. Appointment of Assistant Treasurer to the Board of Directors of the James City Service Authority

**D. PUBLIC HEARING(S)**

1. Easement Abandonment-124 Cooley Road-Indigo Park

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

Mr. Powell addressed the Board giving an overview of the memorandum and resolution included in the Agenda Packet.

Mr. Hipple clarified that this easement is no longer necessary.

Mr. Powell stated yes, this easement is no longer needed, as the water and sewer services are provided directly off Cooley Road. The Service Authority does not need this easement any longer.

As there were no other questions for staff, Mr. Onizuk opened the Public Hearing.

As no one wished to speak to this matter, Mr. Onizuk closed the Public Hearing.

**E. BOARD CONSIDERATION(S)**

**F. BOARD REQUESTS AND DIRECTIVES**

Ms. Sadler thanked Mr. Powell and his staff for quickly handling a water issue that one of her constituents were having.

Mr. Hipple asked about recent water line breaks.

Mr. Powell stated that a significant water line break occurred yesterday in Ford's Colony. Staff was able to isolate the break fairly quickly which minimized the loss of service to most residents. He stated that the break has been repaired.

Mr. Hipple questioned if these breaks were caused by the age of the pipes.

Mr. Powell stated that part of it is age, and then staff is also finding that some of these pipes were not installed properly years ago.

Mr. McGlennon asked if the installation of these pipes is more closely monitored now.

Mr. Powell stated that the Service Authority has three inspectors, and staff is as vigilant as they can be. However, the Service Authority does not have the staff or resources to monitor every pipe that is laid in the ground.

**G. GENERAL MANAGER'S UPDATE**

Mr. Powell stated that the Joint Permit Application has been formally submitted and is in the review process with State agencies. He also gave an update on the water meter replacement program that has been ongoing since 2014. The new radio read meters have several advantages for customers. They are more efficient and provide three months' worth of data which allows staff to quickly diagnose water leaks. The conversion to these new meters is an ongoing process, and in an effort to speed up the conversion, staff will be evaluating some options during the upcoming FY 18 budget process.

**H. ADJOURNMENT**

1. Adjourn until October 25, 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 6:57 p.m., Mr. Onizuk adjourned the Board of Directors.

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Bryan J. Hill  
Secretary to the Board

**ITEM SUMMARY**

DATE: 10/25/2016  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Grinder Pump Maintenance - \$222,318

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A Request for Proposals (RFP) for grinder pump maintenance services was publicly advertised. One firm responded to the RFP by describing its interest, qualifications, project approach and experience in performing similar work.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	10/7/2016 - 3:21 PM
Publication Management	Burcham, Nan	Approved	10/7/2016 - 3:22 PM
Legal Review	Kinsman, Adam	Approved	10/18/2016 - 12:10 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2016 - 12:12 PM
Board Secretary	Purse, Jason	Approved	10/18/2016 - 1:09 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2016 - 1:14 PM

## MEMORANDUM

DATE: October 25, 2016  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Grinder Pump Maintenance - \$222,318

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A Request for Proposals (RFP) for grinder pump maintenance services was publicly advertised. One firm responded to the RFP by describing its interest, qualifications, project approach and experience in performing similar work. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposal.

Based on the criteria listed in the RFP (firm qualifications and personnel experience, project understanding and methodology, equipment, price and references), the Evaluation Committee selected Final Phase Installations, Inc. as the most fully qualified firm that best met the Authority's needs as defined in the RFP. Final Phase Installations, Inc. has successfully provided grinder pump maintenance services to the JCSA in the past.

A price of \$222,318 was negotiated for the initial one-year contract term. Four contract renewals of one year each are available. Funds are available in the Authority's FY 2017 operating budget.

Staff recommends approval of the attached resolution awarding the contract for grinder pump maintenance services to Final Phase Installations, Inc. for \$222,318.

MDP/nb  
CA-GPumpMain-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - GRINDER PUMP MAINTENANCE SERVICES**

WHEREAS, a Request for Proposals (RFP) has been publicly advertised and evaluated for grinder pump maintenance services; and

WHEREAS, one firm submitted a proposal and Final Phase Installations, Inc. was determined to be the most fully qualified firm that best met 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 contract for grinder pump maintenance services to Final Phase Installations, Inc. for \$222,318.

\_\_\_\_\_  
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	___	___	___
ONIZUK	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of October, 2016.

CA-GPumpMain-res

**ITEM SUMMARY**

DATE: 10/25/2016

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant Lower Potomac LP-1A Replacement Well - \$1,809,600

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An Invitation for Bids for the construction of the Lower Potomac LP-1A Replacement Well at the Five Forks Water Treatment Plant was publicly advertised. Three firms submitted bids and were considered for contract award.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	10/7/2016 - 2:27 PM
Publication Management	Burcham, Nan	Approved	10/7/2016 - 2:33 PM
Legal Review	Kinsman, Adam	Approved	10/18/2016 - 12:10 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2016 - 12:12 PM
Board Secretary	Purse, Jason	Approved	10/18/2016 - 1:09 PM
Board Secretary	Fellows, Teresa	Approved	10/18/2016 - 1:13 PM



**MEMORANDUM**

DATE: October 25, 2016  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Five Forks Water Treatment Plant Lower Potomac LP-1A Replacement Well - \$1,809,600

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The Five Forks Water Treatment Plant is the major water producer in the JCSA's Central Water System and the three Lower Potomac deep production wells are an essential part of its operation. In the spring of 2013, the pump and motor assembly in Lower Potomac Well #1 (LP-1), failed and fell hundreds of feet in the 1,300 foot well, cracking the well casing. The well was rehabilitated and fitted with a metal liner to restore production capacity as quickly as possible. Given the criticality of this infrastructure, the most effective way to preserve supply system reliability was to replace the existing rehabilitated LP-1 well with Lower Potomac LP-1A, a new deep production well designed with a larger and more durable casing.

An Invitation for Bids for the construction of the Lower Potomac LP-1A Replacement Well at the Five Forks Water Treatment Plant was publicly advertised. Three firms submitted bids and were considered for contract award.

<u>Firm</u>	<u>Amount</u>
A.C. Schultes, Inc.	\$1,809,600
Layne	\$2,490,292
Shaw Construction Corp.	\$3,518,078

A.C. Schultes, Inc. was determined to be the lowest responsive and responsible bidder and has completed satisfactory work for James City Service Authority in the past. Funds are available in the Authority's approved Capital Improvements Program budget.

Staff recommends that the Board approve the attached resolution awarding the contract to A.C. Schultes, Inc. for \$1,809,600.

MDP/nb  
CA-Lp1aReplmtWell-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - FIVE FORKS WATER TREATMENT PLANT**

**LOWER POTOMAC LP-1A REPLACEMENT WELL - \$1,809,600**

WHEREAS, the Invitation for Bids for the construction of the Lower Potomac LP-1A Replacement Well at the Five Forks Water Treatment Plant was publicly advertised and three bids were received and considered for award; and

WHEREAS, A.C. Schultes, Inc. 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 the construction of the Lower Potomac LP-1A Replacement Well at the Five Forks Water Treatment Plant to A.C. Schultes, Inc. in the amount of \$1,809,600.

\_\_\_\_\_  
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	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of October, 2016.

CA-Lp1aReplmtWell-res

**ITEM SUMMARY**

DATE: 10/25/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until 6:30 pm on November 22, 2016 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/18/2016 - 12:12 PM