

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
February 26, 2019
4:00 PM

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 - Phase 2 SCADA Upgrade and System Integration
2. Contract Award - Central System Corrosion Control Treatment
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

G. BOARD REQUESTS AND DIRECTIVES

H. GENERAL MANAGER'S UPDATE

1. General Manager's Report for February 2019

I. ADJOURNMENT

1. Adjourn until 4 p.m. on March 26, 2019 for the Regular Meeting

ITEM SUMMARY

DATE: 2/26/2019
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

Includes the following minutes:

- January 2, 2019 Organizational Meeting
- January 22, 2019 Regular Meeting

ATTACHMENTS:

	Description	Type
☐	010219 BOD Org Minutes	Minutes
☐	012219 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/19/2019 - 1:18 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 2, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Roberts District
Ruth M. Larson, Vice Chairman, Berkeley District
Michael J. Hipple, Powhatan 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. Doug Powell, General Manager, James City Service Authority (JCSA)

C. ORGANIZATIONAL MEETING

1. Organizational Meeting

Ms. Sadler opened the meeting seeking nominations for Chairman of the Board of Directors for the JCSA.

A motion to nominate Sue Sadler as Chairman was made by John McGlennon, the motion result was Passed.

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

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

Ms. Sadler asked for nominations for Vice Chairman of the Board.

A motion to nominate Ruth Larson as Vice Chairman was made by James Icenhour, Jr., the motion result was Passed.

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

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

Ms. Sadler asked about changes to the Board calendar and Agenda Packet.

Mr. Powell noted the Board's meetings were scheduled for the fourth Tuesday of each month at 4 p.m. He further noted August and December were concurrent meetings with the Board of Supervisors as no work sessions were planned in those particular months.

Discussion ensued.

Mr. Powell asked Mr. Kinsman if the 2018 Board of Directors' calendar should be amended regarding the December 31, 2018 holiday also.

Mr. Kinsman confirmed that.

A motion to Amend the 2018 Calendar noting December 31 as a Holiday was made by John McGlennon, the motion result was Passed.

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

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

A motion to Adopt the 2019 Calendar was made by John McGlennon, the motion result was Passed.

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

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

D. CONSENT CALENDAR

None.

E. PUBLIC HEARING(S)

None.

F. BOARD CONSIDERATION(S)

None.

G. BOARD REQUESTS AND DIRECTIVES

None.

H. ADJOURNMENT

1. Adjourn until 4 p.m. on January 22, 2019, for the Regular Meeting

A motion to Adjourn 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

At approximately 5:15 p.m., Ms. Sadler adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 22, 2019
4:00 PM

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 - December 11, 2018, Regular Meeting

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

E. PUBLIC HEARING(S)

1. Easement Abandonment - Area East of 7000 Westbrook Drive, Part of 6799 Richmond Road
- Colonial Heritage

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Powell stated AES Consulting Engineers requested the James City Service Authority (JCSA) abandon a portion of its easement adjacent to the JCSA lift station at Colonial Heritage. He noted this request was due to the creation of a new subdivision road; therefore, a portion of the easement was no longer necessary. He further stated the JCSA would retain an easement in the new road for infrastructure and that staff recommended approval of the resolution included in the Agenda Packet.

Mr. Icenhour inquired if the location was off Richmond Road.

Mr. Powell replied yes, it was located well off Richmond Road.

Mr. Hipple referenced the map included in the Agenda Packet. He inquired if a particular line seen on the map was simply bringing it into the road.

Mr. Powell replied yes.

Ms. Sadler opened the Public Hearing.

As there were no registered speakers, Ms. Sadler closed the Public Hearing.

F. BOARD CONSIDERATION(S)

1. Contract Award - Replacement of Five Forks Water Treatment Plant Variable Frequency Drives - Electric Motor & Contracting Co., Inc. - \$261,186

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.

2. Setting a Public Hearing - Fiscal Year 2020 Utility Rates

A motion to Approve 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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. Icenhour inquired about the April 9 public hearing date.

General discussion ensued regarding JCSA 2019 meeting dates.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Sadler inquired about the recent cold weather in the County and issues regarding infrastructure. She expressed concern for any staff that might be weathering the frigid weather conditions.

Mr. Powell replied there had not been any recent weather-related issues and noted concerns were typically discovered when things thawed out.

H. GENERAL MANAGER'S UPDATE

Mr. Powell stated he recently participated in a "How to Prevent Frozen Pipes" podcast. He further stated that in a few weeks the JCSA would hold a Meter Register Replacement Project kickoff meeting. He noted more information would be forthcoming as the project got underway. He commented the project should start in April 2019, with an anticipated implementation process of six or seven months.

I. ADJOURNMENT

1. Adjourn until 4 p.m. on February 26, 2019, for the Regular Meeting

A motion to Adjourn 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

At approximately 4:07 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 2/26/2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Phase 2 SCADA Upgrade and System Integration - \$2,317,876

This contract award is for Phase 2 of the upgrade to the James City Service Authority's (JCSA) Supervisory Control and Data Acquisition System (SCADA) communication system that monitors and controls JCSA's 107 remote water and wastewater facilities.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	2/6/2019 - 4:22 PM
Publication Management	Daniel, Martha	Approved	2/6/2019 - 4:28 PM
Legal Review	Kinsman, Adam	Approved	2/8/2019 - 10:52 AM
Board Secretary	Fellows, Teresa	Approved	2/14/2019 - 8:34 AM
Board Secretary	Purse, Jason	Approved	2/19/2019 - 1:15 PM
Board Secretary	Fellows, Teresa	Approved	2/19/2019 - 1:27 PM

MEMORANDUM

DATE: February 26, 2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Phase 2 SCADA Upgrade and System Integration - \$2,317,876

James City Service Authority's (JCSA) Supervisory Control and Data Acquisition System (SCADA) communication system monitors and controls JCSA's 107 remote water and wastewater facilities. The industrial control and data transmission hardware and software used in the original system are being replaced to maintain required service levels. The hardware and software replacement consists of upgrading existing programmable logic controller (PLC) hardware and software and integrating them with new data transmission systems and existing facility equipment. PLCs are industrial computers used to control machinery and equipment. The project includes hardware and software purchases, programming, engineering design services, construction and installation.

In Fiscal Year 2017, the Board of Directors approved the contract award for Phase 1 of the SCADA upgrade to E-Merge Systems, Inc. after a Request for Proposals procurement process. Phase 1 consisted of seven facilities and served as a pilot project for JCSA to evaluate the contractor's performance and develop the most effective and efficient methods to upgrade the system in coordination with the contractor. E-Merge Systems, Inc. successfully completed Phase 1. The Phase 2 Scope of Work and pricing proposal were evaluated for price reasonableness by JCSA staff and Rummel Klepper & Kahl, JCSA's technical consultant for the upgrade. The negotiated Phase 2 price of \$2,317,876 encompasses the remaining facilities and includes hardware, software, programming, control screen display development, data storage, reporting, system commissioning and training. The work will be completed over a three-year period.

Staff recommends approval of the attached resolution awarding Phase 2 of the SCADA Upgrade and System Integration contract to E-Merge Systems, Inc.

MDP/md
CA-Ph2SCADA-mem

Attachment

RESOLUTION

CONTRACT AWARD - PHASE 2 SCADA UPGRADE AND

SYSTEM INTEGRATION - \$2,317,876

WHEREAS, the James City Service Authority's (JCSA) Supervisory Control and Data Acquisition System (SCADA) communication system that monitors and controls JCSA's 107 remote water and wastewater facilities is being replaced to maintain required service levels; and

WHEREAS, the Board of Directors awarded a contract to E-Merge Systems, Inc. for Phase 1 of the SCADA Upgrade and System Integration project following a Request for Proposals procurement process; and

WHEREAS, E-Merge Systems, Inc. successfully completed Phase 1 and a Phase 2 Scope of Work and price proposal of \$2,317,876 was negotiated with E-Merge Systems, Inc.

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 Phase 2 of the SCADA Upgrade and System Integration project to E-Merge Systems, 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 26th day of February, 2019.

CA-Ph2SCADA-res

ITEM SUMMARY

DATE: 2/26/2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Central System Corrosion Control Treatment - \$146,100

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to provide engineering services to design and implement corrosion control treatment recommendations at JCSA's Central System wells.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	2/6/2019 - 4:29 PM
Publication Management	Daniel, Martha	Approved	2/6/2019 - 4:33 PM
Legal Review	Kinsman, Adam	Approved	2/8/2019 - 10:52 AM
Board Secretary	Fellows, Teresa	Approved	2/14/2019 - 8:34 AM
Board Secretary	Purse, Jason	Approved	2/19/2019 - 1:15 PM
Board Secretary	Fellows, Teresa	Approved	2/19/2019 - 1:27 PM

MEMORANDUM

DATE: February 26, 2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Central System Corrosion Control Treatment - \$146,100

In Fiscal Year 2018 the James City Service Authority (JCSA) started a Corrosion Control Study to ensure continued compliance with the requirements of the United States Environmental Protection Agency's (USEPA) Lead and Copper Rule that requires the JCSA to test its water and control pipe corrosion.

The study is substantially complete and evaluated JCSA's Central System source water entry points and water distribution system water quality to determine the effectiveness of the current treatment processes and obtain recommendations for improvements to minimize the corrosion potential within JCSA's water distribution system. Although the JCSA water system has a proven track record of compliance with the USEPA's Lead and Copper Rule, the results of the study identified additional benefits to adding corrosion inhibitor to all Central System well facilities. Currently corrosion inhibitor is only used at the Five Forks Water Treatment Plant.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to provide engineering services to design and implement the corrosion control treatment recommendations at JCSA's Central System wells. Two firms, Cornwell Engineering Group and McGill Associates, 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 selected McGill Associates as the most fully qualified firm that best met JCSA's needs as defined in the RFP. McGill Associates has successfully completed similar projects and received satisfactory reference checks.

A price of \$146,100 was negotiated for the study and funds are available in the Authority's approved Capital Improvements Program budget.

Staff recommends adoption of the attached resolution authorizing award of the Central System Corrosion Control Treatment contract to McGill Associates.

MDP/md
CA-CentrlSysCCT-mem

Attachment

RESOLUTION

CONTRACT AWARD - CENTRAL SYSTEM CORROSION

CONTROL TREATMENT - \$146,100

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Central System Corrosion Control Treatment; and

WHEREAS, two firms submitted proposals and McGill Associates 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 Central System Corrosion Control Treatment contract to McGill Associates in the amount of \$146,100.

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 February, 2019.

ITEM SUMMARY

DATE: 2/26/2019

TO: The Board of Directors

FROM: Maxwell Hlavin, Deputy County Attorney

SUBJECT: 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.

ATTACHMENTS:

	Description	Type
☐	Certification Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/19/2019 - 1:16 PM

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of the James City Service Authority has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority (JCSA), that the Board hereby certifies that to the best of each member's knowledge (1) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening closed session pursuant to Section 2.2-3711(A)(7) and Section 2.2-3711(A)(8) of the Code of Virginia for 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.

P. Sue Sadler
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

	<u>VOTES</u>		
	<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 February, 2019.

ITEM SUMMARY

DATE: 2/26/2019
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: General Manager's Report for February 2019

ATTACHMENTS:

	Description	Type
📎	February Report	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/19/2019 - 1:19 PM

MEMORANDUM

DATE: February 26, 2019

TO: The Board of Directors

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

SUBJECT: Director's Report - February 2019

- The application for the Special Use Permit for the College Creek water main directional drill project has been submitted and is currently under review.
- Proposals were received for design phase for the replacement of approximately 22,000 feet of water main in White Oaks, Indigo Park, Jamestown Farm and Canterbury Hill. The proposals are currently being evaluated.
- The agreement with the Virginia Department of Transportation (VDOT) for the adjustment of water and sewer facilities on Longhill Road has been fully executed. This project involves the replacement/upgrade of the existing 12-inch water main along Longhill Road. The work is being completed in conjunction with the VDOT improvement project scheduled for this area.
- Hampton Roads Sanitation District (HRSD) has informed us that they will likely not pursue conveying the Surry flow to the JCSA facilities across the James River.
- The contract for the Lift Station 5-4 control building has been executed with Waco in the amount of \$655,000. A preconstruction meeting was held on February 8, 2019. A notice to proceed has been issued and completion date is set for September 6, 2019.
- A kick-off meeting for meter register replacement project was held. Replacements of registers will begin the last week of March.
- I attended two neighborhood meetings.
- Rebecca Vinroot and I are members of a newly formed regional Affordability Workgroup committee and we attended the first meeting of the group. The purpose of the committee is to consider options for addressing the expected future increase in costs for water and wastewater services throughout the region.

MDP/md
GMRpt-Feb-mem

ITEM SUMMARY

DATE: 2/26/2019
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 4 p.m. on March 26, 2019 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/19/2019 - 1:20 PM