

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
October 22, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption
2. Contract Award - Lift Station 6-6 Erosion Control - \$123,450

F. PUBLIC HEARING(S)

1. Easement Abandonment - Area of 4091 Ironbound Road

G. BOARD CONSIDERATION(S)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

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

ITEM SUMMARY

DATE: 10/22/2019
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	092419 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 4:12 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
September 24, 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. PRESENTATIONS

None

D. PUBLIC COMMENT

None

E. CONSENT CALENDAR

1. Minutes Adoption - August 13, 2019

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

F. PUBLIC HEARING(S)

None

G. BOARD CONSIDERATION(S)

None

H. BOARD REQUESTS AND DIRECTIVES

Ms. Larson expressed her gratitude to Mr. Powell for his recent updates on the James City Service Authority and her fellow Board members agreed.

I. GENERAL MANAGER'S UPDATE

1. September Report

Mr. Powell stated the meter register replacement project, discussed at previous meetings, was coming to an end with less than 400 meter registers left to be replaced. He estimated the project would be completed by next week.

Ms. Larson inquired if an individual household would be aware if its meter register had been replaced.

Mr. Powell replied probably not, as the water did not need to be turned off.

Mr. Icenhour inquired about the timeframe of this being set up on a monthly basis.

Mr. Powell replied approximately six to nine months before monthly billings would begin.

Mr. Hipple inquired about advertisement.

Mr. Powell stated there would be public information.

J. ADJOURNMENT

1. Adjourn until 4 p.m., on October 22, 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 4:11 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Directors

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

SUBJECT: Contract Award - Lift Station 6-6 Erosion Control - \$123,450

Lift Station 6-6 at 166 Old Church Road has an embankment descending from the wet well that requires stabilization due to stream erosion. Potential contractors were pre-qualified under the Authority’s publicly solicited Annual Construction Service Contract to ensure the successful contractor had adequate experience with projects of similar scope and size. A Request for Quotes was solicited from four eligible firms and two submitted quotes. Henry S. Branscome, LLC was determined to have the lowest responsive and responsible quote.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	10/7/2019 - 2:03 PM
Publication Management	Burcham, Nan	Approved	10/7/2019 - 2:06 PM
Legal Review	Kinsman, Adam	Approved	10/8/2019 - 11:39 AM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:29 PM
Board Secretary	Purse, Jason	Approved	10/15/2019 - 2:29 PM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:32 PM

MEMORANDUM

DATE: October 22, 2019
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award - Lift Station 6-6 Erosion Control - \$123,450

Lift Station 6-6 at 166 Old Church Road has an embankment descending from the wet well that requires stabilization due to stream erosion. This erosion control project consists of installing approximately 70 linear feet of steel sheet piling to a depth of 20 feet at the bottom of the embankment and placing perforated pipe and gravel on the embankment side of the piles to promote drainage.

Potential contractors were pre-qualified under the Authority's publicly solicited Annual Construction Service Contract to ensure the successful contractor had adequate experience with projects of similar scope and size. A Request for Quotes was solicited from four eligible firms and two submitted quotes as listed below.

<u>Firm</u>	<u>Amount</u>
Henry S. Branscome, LLC	\$123,450
Toano Contractors, Inc.	\$147,000

Henry S. Branscome, LLC was determined to have the lowest responsive and responsible quote. Staff recommends approval of the attached resolution awarding the contract for Lift Station 6-6 Erosion Control to Henry S. Branscome, LLC.

MDP/nb
CA-LS6-6EroCtl-mem

Attachment

RESOLUTION

CONTRACT AWARD - LIFT STATION 6-6 EROSION CONTROL - \$123,450

WHEREAS, a Request for Quotes for erosion control at Lift Station 6-6 was solicited from four pre-qualified firms under the Authority’s publicly solicited Annual Construction Service Contract and two quotes were received and considered for award; and

WHEREAS, Henry S. Branscome, LLC was determined to have the lowest responsive and responsible quote with a price of \$123,450.

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 erosion control at Lift Station 6-6 to Henry S. Branscome, LLC.

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 22nd day of October, 2019.

CA-LS6-6EroCtl-res

ITEM SUMMARY

DATE: 10/22/2019

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Easement Abandonment - Area of 4091 Ironbound Road

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Site Plan	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/3/2019 - 9:25 AM
Publication Management	Daniel, Martha	Approved	10/3/2019 - 1:08 PM
Legal Review	Kinsman, Adam	Approved	10/3/2019 - 1:10 PM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:29 PM
Board Secretary	Purse, Jason	Approved	10/15/2019 - 2:29 PM
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 2:32 PM

MEMORANDUM

DATE: October 22, 2019

TO: The Board of Directors

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

SUBJECT: Easement Abandonment - Area of 4091 Ironbound Road

Sifen, Inc. has requested that the James City Service Authority (JCSA) extinguish 283 square feet or 0.0065 acres of an existing 15-foot-wide JCSA utility at 4091 Ironbound Road, Williamsburg, VA, 23188. Staff is comfortable with the abandonment of a portion of the easement because the water service line will be abandoned and a new service line will be installed within the existing JCSA easement to the south.

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 Site Improvement Associates, Inc. entitled, "Exhibit "A" Showing Extinguishment of a Portion of An Existing JCSA Easement on Properties of Courthouse Green of Williamsburg, L.L.C. and Medical Building of Courthouse Green Williamsburg, L.L.C. (Tax Map Parcel Nos. 3842300001 and 3842300004) James City County, Virginia and dated October 1, 2019."

MDP/md
EA-4091IrnbdRd-mem

Attachment

RESOLUTION

EASEMENT ABANDONMENT - AREA OF 4091 IRONBOUND ROAD

WHEREAS, Sifen, Inc. has requested that the James City Service Authority (JCSA) abandon approximately 283 square feet or 0.0065 acre of an existing 15-foot-wide JCSA utility easement at 4091 Ironbound Road, as depicted on the plan by Site Improvement Associates, Inc. entitled, "Exhibit "A" Showing Extinguishment of a Portion of An Existing JCSA Easement on Properties of Courthouse Green of Williamsburg, L.L.C. and Medical Building of Courthouse Green Williamsburg, L.L.C. (Tap Map Parcel Nos. 3842300001 & 3842300004) James City County, Virginia" and dated October 1, 2019; and

WHEREAS, staff is comfortable with the extinguishment of a portion of the easement because the water service line will be abandoned and a new service line will be installed within the existing JCSA easement to the south; and

WHEREAS, the Board of Directors finds that abandonment of a portion of this easement furthers the efficient operation of the public water system.

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 those documents necessary to abandon the portion of the easement as described herein.

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 22nd day of October, 2019.

EA-4091IrnbdRd-res

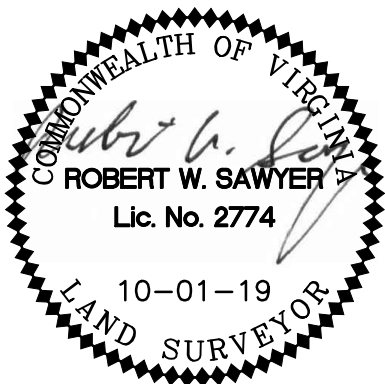
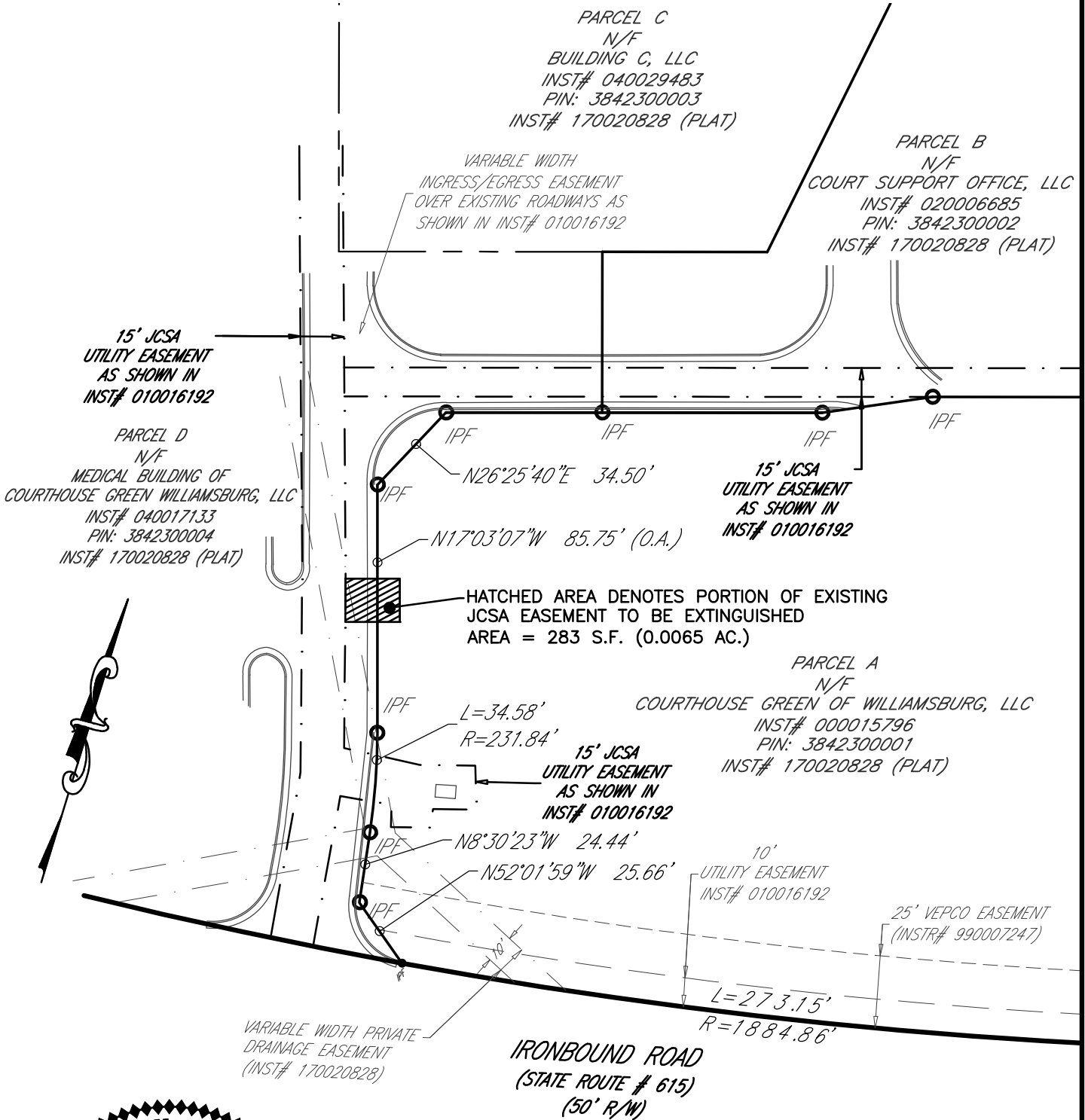
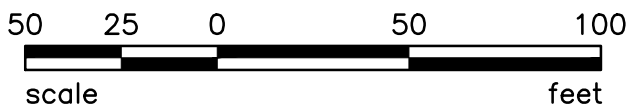


EXHIBIT "A"
 SHOWING
 EXTINGUISHMENT
 OF A PORTION OF
 AN EXISTING JCSA EASEMENT
 ON PROPERTIES OF
 COURTHOUSE GREEN OF WILLIAMSBURG, L.L.C.
 AND
 MEDICAL BUILDING OF COURTHOUSE GREEN WILLIAMSBURG, L.L.C.
 (PARCEL ID #'S 3842300001 & 3842300004)
 JAMES CITY COUNTY, VIRGINIA
 OCTOBER 1, 2019
 SCALE: 1"=50'



ITEM SUMMARY

DATE: 10/22/2019
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 4 p.m. on November 26, 2019 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/15/2019 - 4:13 PM