

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
May 26, 2020
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. Contract Award - Five Forks Water Treatment Plant Roof Replacement - \$337,700
2. Contract Award - Annual Water and Wastewater Construction and Repair Services

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

1. Adjourn until 5 p.m. on June 9, 2020 for the Budget Adoption

ITEM SUMMARY

DATE: 5/26/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	050520 Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 3:55 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 5, 2020
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

Ms. Larson requested a motion to allow Ms. Sadler to participate in the meeting remotely, due to an illness that prevented her attendance.

A motion to allow Ms. Sadler to participate by phone was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, Larson, McGlennon
Absent: Sadler

Ms. Larson asked Ms. Sadler if she designated the Vice Chair as the presiding officer for today's meeting.

Ms. Sadler replied yes.

C. PRESENTATIONS

None

D. PUBLIC COMMENT

None

E. CONSENT CALENDAR

1. Minutes Adoption - March 24, 2020 Regular Meeting

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

F. PUBLIC HEARING(S)

None

G. BOARD CONSIDERATION(S)

1. Proposed Fiscal Year 2021-2022 Budget

Mr. Powell gave an overview of the memorandum and James City Service Authority (JCSA) proposed budget included in the Agenda Packet. He stated the budget included in the Packet was the same budget presented at the public hearing in March 2020 and noted there had not been any changes. He discussed the current Fiscal Year (FY) 2020 Operating Expenses and Revenues and compared them to the FY 2019 Operating Expenses and Revenues displayed on a PowerPoint slide included in the Agenda Packet. He commented this slide portrayed the operating expenses and revenues as of March 2020 as well as the preliminary numbers for April 2020 on the Operating side, as all being in fairly good shape. He mentioned the JCSA had not experienced quite the anticipated decline in tap fee revenue, which was approximately a \$1.3 million deficit on the tap fees, noting the current estimate is \$1.1-1.2 million. He welcomed any comments, questions, or guidance from the Board.

H. BOARD REQUESTS AND DIRECTIVES

A motion to amend the Board's adopted calendar to reschedule the May 12, 2020, budget adoption hearing until June 9, 2020, at 5 p.m. 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

The Board had no requests or directives.

I. GENERAL MANAGER'S UPDATE

1. Series 2020 Water and Sewer System Revenue Bond Request for Proposals Results Presentation

Mr. Powell referenced the April 21, 2020 budget work session, where the possibility of a bank loan Request for Proposal (RFP) was discussed and noted no formal action from the Board of Directors was required. He recommended moving forward on the bank loan RFP with the low bid of 2.264% over 15 years from key and introduced Mr. Courtney Rogers, Investment Advisor, Davenport & Company LLC on the phone.

Mr. Rogers gave an overview of a PowerPoint presentation regarding the results of the bank loan RFP included in the Agenda Packet. He explained fluctuating tax exempt-interest rate trends. He discussed obtaining various bank proposals including 20-year options as well as 15-year options. He noted a 15-year option was chosen and discussed its details.

The Board agreed with the 15-year option that had been chosen.

Mr. Rogers pointed out that when comparing the 20-year option to the 15-year option, the shorter time period of 15 years would save approximately \$1 million over the long term.

The Board and Mr. Powell extended their thanks to Mr. Rogers for his presentation.

Mr. Powell stated May 1, 2020, was the effective date of the Outdoor Watering Ordinance. He further stated Wednesday, Friday, and Sunday were watering days for odd number addresses and even number address days were Tuesday, Thursday, and Saturday. He noted all irrigation should be done before or after the hours of 9 a.m. and 5 p.m. He remarked May

is the transition month for monthly billing. He reminded businesses that have been closed for an extended period of time, before reopening to flush their plumbing systems and commented that schools had been reminded as well. He reminded the Board and citizens the Hampton Roads Sanitation District had chosen not to change its rates for this year. He recognized long-time employee, Mr. Riley Hazelwood, who retired May 1, 2020, after 32 years. He noted Mr. Hazelwood had been a significant leader and mentor in the Wastewater Division. He regretted being unable to provide a retirement party, due to the current COVID-19 situation, but expressed his appreciation for Mr. Hazelwood's dedicated years of service.

Ms. Larson noted 32 years of service was quite an accomplishment.

J. ADJOURNMENT

1. Adjourn until 5 p.m. on May 26, 2020, 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 4:12 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 5/26/2020

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant Roof Replacement - \$337,700

The roof at the Five Forks Water Treatment Plant requires replacement due to numerous active leaks around dormers and skylights. These leaks can no longer be managed with spot repairs.

James City Service Authority (JCSA) and 10 other Peninsula public entities participated in a joint procurement for construction projects with Newport News Public Schools as the lead agency. Utilizing a Request for Proposal solicitation, Centennial Contractors Enterprises, Inc. was selected to complete project requests through the joint procurement.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	5/8/2020 - 2:13 PM
Publication Management	Daniel, Martha	Approved	5/8/2020 - 2:17 PM
Legal Review	Kinsman, Adam	Approved	5/8/2020 - 2:37 PM
Board Secretary	Fellows, Teresa	Approved	5/18/2020 - 10:59 AM
Board Secretary	Purse, Jason	Approved	5/19/2020 - 3:22 PM
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 3:39 PM

MEMORANDUM

DATE: May 26, 2020

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant Roof Replacement - \$337,700

The roof at the Five Forks Water Treatment Plant requires replacement due to numerous active leaks around dormers and skylights. These leaks can no longer be managed with spot repairs.

James City Service Authority (JCSA) and 10 other Peninsula public entities participated in a joint procurement for construction projects with Newport News Public Schools as the lead agency. Utilizing a Request for Proposal solicitation, Centennial Contractors Enterprises, Inc. was selected to complete project requests through the joint procurement.

Centennial Contractors Enterprises, Inc. provided a proposal, as part of this joint procurement partnership, in the amount of \$337,700 for the replacement of the main roof at the Five Forks Water Treatment Plant. The front roof will be shingles with a 40-year warranty and the back roof will be a membrane system with a 30-year warranty. The price includes new gutters, downspouts, drip edge, fascia and other trim. Seven dormers on the front roof will receive new flashing and siding. Six skylights on the back roof will be removed. Staff evaluated the price and determined it to be fair and reasonable.

Centennial Contractors Enterprises, Inc. has performed satisfactory work for JCSA and James City County in the past.

Funds are available in the JCSA Capital Improvements Program budget.

Staff recommends approval of the attached resolution authorizing the contract award to Centennial Contractors Enterprises, Inc.

MDP/nb
CA-FFWT-Roof-mem

Attachment

RESOLUTION

CONTRACT AWARD - FIVE FORKS WATER TREATMENT PLANT

ROOF REPLACEMENT - \$337,700

WHEREAS, the roof at the Five Forks Water Treatment Plant requires replacement; and

WHEREAS, James City Service Authority participated in a regional joint procurement for construction projects; and

WHEREAS, Centennial Contractors Enterprises, Inc. provided a proposal, as part of this joint procurement partnership, in the amount of \$337,700 for the replacement of the main roof at the Five Forks Water Treatment Plant.

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 roof replacement at the Five Forks Water Treatment Plant in the amount of \$337,700 to Centennial Contractors Enterprises, 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>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 26th day of May, 2020.

CA-FFWT-Roof-res

ITEM SUMMARY

DATE: 5/26/2020

TO: The Board of Directors

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

SUBJECT: Contract Award - Annual Water and Wastewater Construction and Repair Services

A Request for Proposals (RFP) was solicited from qualified firms to provide annual water and wastewater construction and repair services on an as needed basis.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	5/8/2020 - 2:30 PM
Publication Management	Daniel, Martha	Approved	5/8/2020 - 2:32 PM
Legal Review	Kinsman, Adam	Approved	5/8/2020 - 2:37 PM
Board Secretary	Fellows, Teresa	Approved	5/18/2020 - 10:59 AM
Board Secretary	Purse, Jason	Approved	5/19/2020 - 3:22 PM
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 3:39 PM

MEMORANDUM

DATE: May 26, 2020
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award - Annual Water and Wastewater Construction and Repair Services

A Request for Proposals (RFP) was solicited from qualified firms to provide annual water and wastewater construction and repair services on an as needed basis.

Three firms responded to the RFP by describing their experience, qualifications, project approach, and proposed rates for equipment, material, and labor. A team of staff members representing the James City Service Authority (JCSA) and the James City County Purchasing Division evaluated the proposals and selected three firms for contract award: Henry S. Branscome, LLC, JSG Corporation, and Toano Contractors, Inc. The contracts have an initial term of one year with four additional one-year renewals. Individual task orders will be issued under the contracts.

All three firms have performed satisfactory work for the JCSA in the past.

Staff recommends approval of the attached resolution awarding contracts to the firms listed above.

MDP/md
CA-AnnWtrC-RServ-mem

Attachment

RESOLUTION

CONTRACT AWARD - ANNUAL WATER AND WASTEWATER

CONSTRUCTION AND REPAIR SERVICES

WHEREAS, a Request for Proposals (RFP) was advertised and evaluated for annual water and wastewater construction and repair services; and

WHEREAS, three firms submitted proposals and Henry S. Branscome, LLC, JSG Corporation, and Toano Contractors, Inc. were determined to be the most fully qualified firms 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 contracts for annual water and wastewater construction and repair services to Henry S. Branscome, LLC, JSG Corporation, and Toano Contractors, 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>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
HIPPLE	_____	_____	_____
ICENHOUR	_____	_____	_____
SADLER	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 26th day of May, 2020.

ITEM SUMMARY

DATE: 5/26/2020
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Adjourn until 5 p.m. on June 9, 2020 for the Budget Adoption

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/19/2020 - 3:56 PM