

**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 9, 2021**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PRESENTATIONS**

**D. PUBLIC COMMENT**

**E. CONSENT CALENDAR**

1. Minutes Adoption

**F. PUBLIC HEARING(S)**

1. Authorizing Abandonment of a Portion of Easement - Colonial Heritage Force Main Relocation

**G. BOARD CONSIDERATION(S)**

1. Contract Award - Manhole and Wet Well Rehabilitation Services
2. Setting a Public Hearing - Fiscal Year 2022 Utility Rates

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

1. February Dashboard Report

**J. ADJOURNMENT**

1. Adjourn until 5 p.m. on March 9, 2021 for the Regular Meeting

**ITEM SUMMARY**

DATE: 2/9/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
☐	01-04-21 Org Meeting Minutes	Minutes
☐	01-12-21 Regular Meeting Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/2/2021 - 11:02 AM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**ORGANIZATIONAL MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 4, 2021**  
**4:00 PM**

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**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. ORGANIZATIONAL MEETING**

1. Organizational Meeting

A motion to Appoint Ruth Larson as Chair of the Board of Directors 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

Ms. Larson expressed her appreciation to Ms. Sadler for serving as the Chair of the James City Service Authority (JCSA) Board of Directors over the past two years.

Ms. Sadler expressed her thanks to Ms. Larson for previously filling in as Chair when necessary.

Mr. Hipple nominated Mr. McGlennon as Vice Chair for the Board of Directors.

Ms. Larson inquired if there were any other nominations.

There were no other nominations for Vice Chair of the Board of Directors.

A motion to Appoint John McGlennon as Vice Chair of the Board of Directors 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

Ms. Larson explained that a motion was needed to adopt one of two meeting resolutions included in the Agenda Packet. She noted Option No. 1 was for Board members to meet during the Business Meeting and Option No. 2 was to meet during the Work Session.

Mr. Hipple chose Option No. 2 with the 5 p.m. timeframe, noting it is more accommodating for the public should anyone wish to attend the Public Comments portion of a meeting.

Mr. Icenhour clarified this would be simultaneous with the regular Board of Supervisors meetings.

Mr. Powell confirmed the meetings would be held the second Tuesday of the month.

Ms. Sadler asked Mr. Powell if that would work well for him.

Mr. Powell responded yes.

A motion to Adopt Option No. 2 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

**D. CONSENT CALENDAR**

None.

**E. PUBLIC HEARING(S)**

None.

**F. BOARD CONSIDERATION(S)**

1. Grant Award - COVID-19 Municipal Utility Relief Program - \$315,872

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. He noted the joint billing with Hampton Roads Sanitation District (HRSD) which provides an opportunity to create a process where the customer has to fill out one application, or make one phone call, to be able to receive credit for both the JCSA water and sewer as well as their HRSD credit. He briefly discussed the process whereby JCSA would be transferring money to HRSD in order for HRSD to administer the program and noted it would be easier for the customer. He further noted that since the last discussion on this matter, Coronavirus Aid, Relief, and Economic Security Act funding has received an extension specific to this program whereby the extension will last until February 19, 2021, and perhaps longer. Mr. Powell stated any customer 60 days or more in arrears has received a door tag with a bar code on it that they can scan with their phone as well as the number to call or website to go to for information. He mentioned an email was sent to customers whose email addresses were on file, making them aware of the program.

**G. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon referenced the COVID-19 funding provided to the JCSA and HRSD, noting the City of Newport News Waterworks also received funding and

since a significant number of Roberts District residents are customers of JCSA, he wanted to direct them to the Newport News Waterworks website where information on how to apply is posted. He stated he was not certain how to apply to both HRSD and Newport News Waterworks, but felt certain individuals served by Newport News Waterworks should be eligible for the HRSD funding.

Mr. Powell replied correct and commented Newport News Waterworks asked JCSA to include in its customer communication who individuals could contact if they were a Newport News Waterworks customer. He noted such information has been posted on the JCSA website.

Mr. McGlennon inquired about the issue with the billing.

Mr. Powell replied the November 2020 bills are starting to be received by customers and unfortunately state they are due by December 30, 2020. He explained late fees for November or December 2020 will not be charged and acknowledged, apologized, and briefly discussed confusion this created for JCSA customers.

## **H. ADJOURNMENT**

1. Adjourn until 1 p.m. on January 26, 2021 for the Regular Meeting

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

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

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

At approximately 4:08 p.m., Ms. Larson 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 12, 2021**  
**5:00 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

P. Sue Sadler, Stonehouse District  
James O. Icenhour, Jr., Jamestown District  
Michael J. Hipple, Powhatan District  
John J. McGlennon, Vice Chairman, Roberts District  
Ruth M. Larson, Chairman, Berkeley 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

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

The minutes Approved for Adoption included the following minutes:

- November 24, 2020 Regular Meeting
- December 8, 2020 Regular Meeting

**F. PUBLIC HEARING(S)**

None.

**G. BOARD CONSIDERATION(S)**

1. Contract Award - White Oaks Area Water Main Replacement - \$5,204,819

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. He noted the size of the neighborhood replacement project has an 18-month construction schedule. He stressed that any disturbance impact to the neighborhood would be minimized; however, there would be some disruption.

## **H. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon expressed his delight that this project is currently underway and noted there were an exceptionally large amount of service calls during the week of January 4, 2021.

Mr. Powell replied that was due to the bills going out late; customers received their bills after the due date so there was a lot of confusion.

Mr. McGlennon referenced the bills and asked about the number of people trying to take advantage of the Coronavirus Aid, Relief, and Economic Security Act funding.

Mr. Powell addressed the concern regarding the number of individuals who have applied; however, that information is currently not available on a locality basis. He noted the program has been extended and will give additional opportunity to assist more customers. He referenced the billing issue and stated December 2020 bills were mailed January 4, 2021, noting some customers had received their bills and some had not. He emphasized late fees would not be charged for the November or December 2020 bills.

Ms. Larson inquired about the plan of communication with certain neighborhoods going forward.

Mr. Powell stated James City Service Authority (JCSA) has been communicating in writing due to COVID-19. He noted once the bid award was approved, the plan was to meet with the contractor and determine a construction schedule, send documentation out in writing to the neighborhood property owners outlining the construction schedule, and that impacts could be expected.

Mr. Icenhour referenced electronic bills and past due dates.

Mr. Powell stated approximately half of the JCSA customers receive their bills electronically.

## **I. GENERAL MANAGER'S UPDATE**

### **1. January Dashboard**

Mr. Powell discussed the dashboard in relation to the timeframe of when the JCSA Agenda Packet goes out since the meetings have been pushed up and noted it should be available by the actual meeting. He noted the College Creek Waterline has been installed, but is not yet in service.

## **J. ADJOURNMENT**

### **1. Adjourn until 5 p.m. on February 9, 2021 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 5:08 p.m., Ms. Larson adjourned the Board of Directors.



**ITEM SUMMARY**

DATE: 2/9/2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Authorizing Abandonment of a Portion of Easement - Colonial Heritage Force Main Relocation

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**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Deed	Backup Material
☐	Plat	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	2/1/2021 - 2:48 PM
Publication Management	Daniel, Martha	Approved	2/1/2021 - 2:53 PM
Board Secretary	Fellows, Teresa	Approved	2/1/2021 - 3:09 PM
Legal Review	Kinsman, Adam	Approved	2/1/2021 - 2:53 PM
Board Secretary	Fellows, Teresa	Approved	2/1/2021 - 3:10 PM
Board Secretary	Purse, Jason	Approved	2/1/2021 - 3:09 PM

## MEMORANDUM

DATE: February 9, 2021

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority  
Danny Poe, Chief Civil Engineer

SUBJECT: Authorizing Abandonment of a Portion of Easement - Colonial Heritage Force Main Relocation

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On June 23, 2020, the Board of Directors (the “Board”) approved an agreement with Colonial Heritage, LLC and the Colonial Heritage Homeowners Association, Inc. (the “HOA”) to relocate certain utility facilities within Colonial Heritage and awarded the project contract to Henry S. Branscome, LLC. Upon completion of the project, James City Service Authority will need to abandon a portion of the existing easement and convey its interests in such area to the HOA.

Staff recommends adoption of the attached resolution which authorizes the required abandonment and conveyance.

MDP/DP/md  
ColHerEsmtAbd-mem

Attachments:

1. Resolution
2. Draft Deed of Exchange
3. Plat

## RESOLUTION

### AUTHORIZING ABANDONMENT OF A PORTION OF EASEMENT - COLONIAL HERITAGE

#### FORCE MAIN RELOCATION

WHEREAS, the James City Service Authority (JCSA) owns a 20-foot easement within Colonial Heritage, more particularly described on Instrument Number 050020150 recorded in the Williamsburg-James City County Circuit Court Land Records (the "Easement"); and

WHEREAS, the Easement contains a 16-inch sanitary sewer force main that connects to the regional wastewater system (the "Facilities"); and

WHEREAS, the Easement and the Facilities are being relocated pursuant to an agreement with Colonial Heritage, LLC and the Colonial Heritage Homeowners Association, Inc.; and

WHEREAS, the relocation requires abandonment of a portion of the Easement; and

WHEREAS, a public hearing was held on the abandonment and the Board of Directors finds that the abandonment is in the best interests of the JCSA and its customers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, hereby abandons an approximately 4,915-square-foot portion of the Easement shown and designated as "AREA OF EXISTING EASEMENT ABANDONED BY JCSA AREA OF EASEMENT=4,915 S.F." on the plat attached hereto and authorizes the General Manager to execute those documents necessary to effectuate such abandonment.

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Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

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Teresa J. Fellows  
Deputy Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of February, 2021.

ColHerEsmtAbd-res

Prepared by/Return to:  
Maxwell Hlavin, Esq.  
VSB 86066  
101-D Mounts Bay Road  
Williamsburg, VA 23185

**Tax Map Parcel Nos: Portion of 2330600001A  
Portion of 2330600001B**

***WITHOUT TITLE EXAMINATION***

**RECORDATION TAXES ARE PARTIALLY EXEMPT PURSUANT TO SECTION 58.1-811(A)(3) AND (C)(4) OF THE CODE OF VIRGINIA, 1950, AS AMENDED.**

**DEED OF EASEMENT EXCHANGE**

THIS DEED, made this \_\_\_\_ day of \_\_\_\_\_, 2021, between the **JAMES CITY SERVICE AUTHORITY**, a political subdivision of the Commonwealth of Virginia (“JCSA”), and **COLONIAL HERITAGE HOMEOWNERS ASSOCIATION, INC.**, a Virginia nonstock corporation whose principal place of business is 6500 Arthur Hills Dr, Williamsburg, VA, 23188 (“CHHOA”) (each a “Party” and together referred to as the “Parties”), each Party to be indexed as both a Grantor and a Grantee.

WHEREAS, CHHOA own properties located in James City County with addresses of 6711 Westbrook Drive and 4418 Harrington Commons, further identified as James City County Real Estate Tax Map Parcel Nos. 2330600001A and 2330600001B, respectively (the “CHHOA Parcels”); and

WHEREAS, JCSA owns a utility easement on the CHHOA Parcels as shown on a plat recorded as Instrument No. 080007074 and conveyed to JCSA by an easement recorded as Instrument No. 080007076 (the “Existing Easement”); and

WHEREAS, by agreement between the Parties and Colonial Heritage, LLC, JCSA relocated a sewer force main and requires a relocated easement on the CHHOA Parcels; and

WHEREAS, CHHOA is willing to convey a relocated utility easement on the CHHOA Parcels to JCSA in consideration of the construction and operation of a relocated sewer force main and in exchange for the abandonment of a portion of the Existing Easement and other consideration; and

WHEREAS, at its meeting on February 9, 2021, the Board of Directors of the JCSA voted \_\_\_ to \_\_\_ to authorize the conveyance of the JCSA Parcel to CHHOA.

**WITNESSETH:**

That CHHOA, for and in consideration of the relocation of the sewer force main and the abandonment and exchange of the portion of the Existing Easement described below as the “Abandoned Area,” and other good and valuable consideration, the receipt and sufficiency is hereby acknowledged, does hereby grant and convey unto JCSA, with GENERAL WARRANTY, the following rights in and to certain real property situate, lying and being in James City County, Virginia, to-wit:

The privilege and easement, in perpetuity as indicated on the attached plat to construct, lay, maintain, repair, inspect, improve, replace, and alter, and at will remove within the permanent easement hereinafter described works and systems for the transmission distribution of sewage, water and related services over, upon, across, and under certain property of CHHOA, said permanent easement being further described as “10’ UTILITY EASEMENT EXTENSION HERBY CONVEYED TO JCSA AREA OF EASEMENT EXTENSION=6,070 S.F.” on that plat titled “PLAT SHOWING PROPOSED SANITARY SEWER FORCE MAIN EASEMENT EXTENSION PREPARED FOR JAMES CITY SERVICE AUTHORITY” dated 11/17/2020 and made by AES Consulting Engineers (the “Plat”), which plat is attached hereto as Exhibit A and made a part hereof, and is recorded in the Circuit Court Clerk’s Office for the City of Williamsburg and the County of James City, Virginia (“Clerk’s Office”) simultaneously herewith, to which plat reference is made for a more complete description of the property herein (the “Relocated Easement”).

It being a portion of the same property conveyed to CHHOA by Colonial Heritage, LLC, by deed dated March 24, 2018 and recorded in the Clerk’s Office on May 8, 2018 as Instrument Number 180008343.

**FURTHER WITNESSETH:**

That JCSA, for and in consideration of receiving the Relocated Easement described above, and other good and valuable consideration, the receipt and sufficiency is hereby acknowledged, does hereby ABANDON and QUITCLAIM unto CHHOA, its rights in certain real property and all improvements therein situate, lying and being in James City County, Virginia, to-wit:

All that certain lot, piece, or parcel of land lying and situate in Williamsburg, Virginia, shown and designated as “AREA OF EXISTING EASEMENT ABANDONED BY JCSA AREA OF EASEMENT=4,915 S.F.” on the Plat (the “Abandoned Area”).

It being a portion of the same property conveyed to the James City Service Authority by easement dated February 29, 2008 and recorded in the Clerk's Office on March 8, 2008 as Instrument No. 080007076.

The Relocated Easement and Abandoned Area are conveyed subject to the following terms and conditions:

1. The properties, easements, rights, and privileges herein conveyed to the Parties are subject to any and all defects, restrictions, and limitations of record in the chain of title and matters of title that would be disclosed by physical inspection or accurate physical survey of the applicable real property as of the date of recordation of this Deed.

2. Upon acceptance by JCSA consistent with the Regulations Governing Utility Service, the facilities existing or constructed on or under the Relocated Easement (the "Facilities") shall become and remain the property of JCSA. JCSA shall have the right to inspect, rebuild, remove, repair, improve, and make such changes, alterations, additions to, or extensions of the Facilities within the boundaries of the Relocated Easement as are consistent with the purpose expressed herein. All construction, maintenance, equipment, and facilities shall comply with all applicable laws, ordinances, codes, and regulations.

3. JCSA acknowledges that the Relocated Easement is within a private right-of-way and CHHOA may use the Abandoned Area and Relocated Easement for any reasonable purpose not inconsistent with the rights hereby granted; provided, such use does not interfere with JCSA's exercise of any of its rights in the Existing Easement or the Relocated Easement or the safe and efficient construction, operation, or maintenance of the Facilities, and is not inconsistent with any laws, ordinances, or codes pertaining to the construction, operation, or maintenance of the Facilities. CHHOA may install driveways and pavement in the Relocated Easement; however, CHHOA shall not place any permanent improvements within the Relocated Easement without the

written permission of JCSCA, including, but not limited to, housing, buildings, pools, sheds, fences, signs (except street name and traffic-related signs), or similar permanent structures. Grantor shall not plant trees or other landscaping within ten (10) feet of the Facilities. Any increase in costs to access the Easement suffered by Grantee due to prohibited improvements or landscaping shall be chargeable to Grantor.

4. CHHOA shall have no responsibility for and shall not interfere with the services provided by JCSCA or for the proper functioning of JCSCA's improvements located in the Relocated Easement.

5. JCSCA will exercise reasonable care to protect CHHOA's property from damage or injury occasioned in the enjoyment of the Relocated Easement and rights herein granted.

6. JCSCA shall not file any mechanic's, laborer's or materialman's lien, or suffer or permit any such lien to be filed against CHHOA's property, or any improvements thereon, or any part thereof by reason of work, labor, services, or materials requested and/or supplies claimed to have been requested by or on behalf of JCSCA; and if such lien shall at any time be so filed, within thirty (30) days after notice of the filing thereof, JCSCA shall cause it to be canceled and discharged of record.

7. The granting of the Relocated Easement neither expressly or impliedly constitutes any payment or the waiver of any obligation for the payment by CHHOA of any fee or charge or obligation whatsoever, now due and payable or hereafter to become due and payable to JCSCA or to any person, firm, governmental body, or other corporation whatsoever.

8. The rights and responsibilities conveyed by this deed shall be binding on JCSCA, CHHOA, and their heirs, successors, and assigns.

CHHOA further covenants that it has the right to convey the Relocated Easement, that JCSCA shall have quiet and peaceful enjoyment and possession of the Relocated Easement, and that

CHHOA will execute such further assurance of the said grants and easements herein contained as may be requested by JCSA.

JCSA further covenants that it has the right to convey the Abandoned Area, that CHHOA shall have quiet and peaceful enjoyment and possession of the Abandoned Area, and that JCSA will execute such further assurance of the said grants and easements herein contained as may be requested by CHHOA.

IN WITNESS WHEREOF, the General Manager of the JCSA has signed and sealed this deed, the day and year first above written.

APPROVED AS TO FORM:

JAMES CITY SERVICE AUTHORITY

\_\_\_\_\_  
County Attorney  
Counsel to the JCSA

By: \_\_\_\_\_  
Its: Doug Powell  
General Manager

COMMONWEALTH OF VIRGINIA,

County of James City, to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Doug Powell, General Manager of the James City Service Authority, on behalf of the Authority.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_



IN WITNESS WHEREOF, the Board President of COLONIAL HERITAGE HOMEOWNERS ASSOCIATION, INC. has signed and sealed this deed, the day and year first above written.

COLONIAL HERITAGE HOMEOWNERS  
ASSOCIATION, INC.

\_\_\_\_\_  
By: Wesley Dollins  
Its: Board President

COMMONWEALTH OF VIRGINIA,

County of James City, to wit:

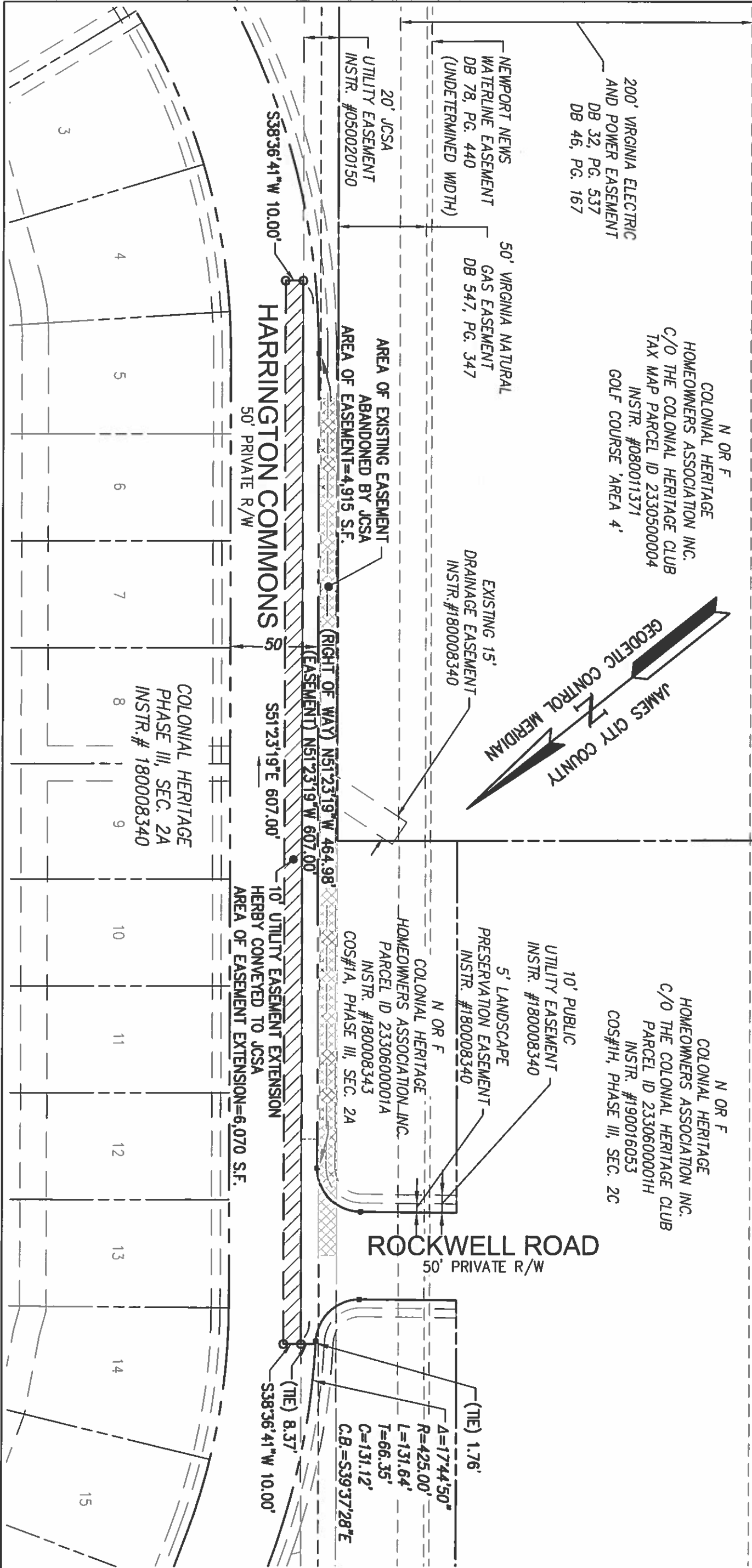
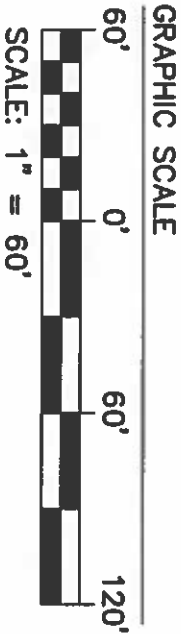
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Wesley Dollins as Board President of Colonial Heritage Homeowners Association, Inc.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

- NOTES:
1. THIS PLAT IS FOR EASEMENT PURPOSES ONLY AND WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT.
  2. 10' EASEMENT EXTENSION HEREBY DEDICATED TO JAMES CITY SERVICE AUTHORITY (JCSA) BASED ON LOCATION OF EXISTING SANITARY FORCE MAIN AND THOSE UNDATED PLANS ENTITLED "COLONIAL HERITAGE FORCE MAIN RELOCATION" AS PROVIDED TO THIS OFFICE FROM JCSA.



PLAT SHOWING  
PROPOSED SANITARY SEWER  
FORCE MAIN EASEMENT EXTENSION  
PREPARED FOR  
JAMES CITY SERVICE AUTHORITY  
STONEHOUSE DISTRICT JAMES CITY COUNTY VIRGINIA



8349 Old Towne Road, Suite 1  
Williamsburg, Virginia 23186  
Phone: (757) 283-0040  
www.aesva.com

Hampton Roads | Central Virginia | Middle Peninsula

**ITEM SUMMARY**

DATE: 2/9/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Manhole and Wet Well Rehabilitation Services

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A Request for Proposal (RFP) was solicited from qualified firms to provide manhole and wet well rehabilitation and related services, as determined necessary by the James City Service Authority (JCSA) to fulfill certain requirements of JCSA's Consent Order with the Virginia Department of Environmental Quality to address sewer system overflows.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	1/19/2021 - 4:36 PM
Publication Management	Burcham, Nan	Approved	1/19/2021 - 4:40 PM
Legal Review	Kinsman, Adam	Approved	1/20/2021 - 9:23 AM
Board Secretary	Fellows, Teresa	Approved	2/1/2021 - 9:54 AM
Board Secretary	Purse, Jason	Approved	2/1/2021 - 9:58 AM
Board Secretary	Fellows, Teresa	Approved	2/1/2021 - 3:10 PM

## MEMORANDUM

DATE: February 9, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Manhole and Wet Well Rehabilitation Services

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A Request for Proposal (RFP) was solicited from qualified firms to provide manhole and wet well rehabilitation and related services, as determined necessary by the James City Service Authority (JCSA) to fulfill certain requirements of JCSA's Consent Order with the Virginia Department of Environmental Quality to address sewer system overflows. JCSA has approximately 10,127 manholes that must be inspected once every 15 years. JCSA has 70 lift stations with a wet well that holds wastewater to be pumped further along the collection system. Defects discovered during regular inspections must be repaired promptly.

Three firms responded to the RFP by describing their experience, qualifications, project approach, proposed epoxy coating system, and fees. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposals and selected two firms for contract award, East Coast Infrastructure, Inc., and Visu-Sewer East, LLC. The contracts have an initial term of two years with four possible one-year renewals. Individual task orders of 10-20 manholes or 1-3 wet wells will be issued under the contract.

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

MDP/nb  
CA-MnhlWetWell-mem

Attachment

## **RESOLUTION**

### **CONTRACT AWARD - MANHOLE AND WET WELL REHABILITATION SERVICES**

WHEREAS, a Request for Proposals was advertised and evaluated for manhole and wet well rehabilitation and related services; and

WHEREAS, three firms submitted proposals and East Coast Infrastructure, Inc., and Visu-Sewer East, LLC 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 manhole and wet well rehabilitation services to East Coast Infrastructure, Inc., and Visu-Sewer East, LLC.

\_\_\_\_\_  
Ruth M. Larson  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Teresa J. Fellows  
Deputy Clerk to the Board

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

Adopted by the Board of Supervisors of James City County, Virginia, this 9th day of February, 2021.

CA-MnhlWetWell-res

**ITEM SUMMARY**

DATE: 2/9/2021

TO: The Board of Directors

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

SUBJECT: Setting a Public Hearing - Fiscal Year 2022 Utility Rates

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The proposed Fiscal Year (FY) 2022 changes to the water service rates and water fixed charge reflect the multi-year plan from the 2020 rate study that is designed to maintain adequate revenue despite continued decreases in water usage. No changes are proposed to the current sewer service rate or sewer fixed charge.

James City Service Authority staff is currently preparing the FY 22 budget and recommends the Board authorize staff to advertise a public hearing on April 13, 2021, for changes in the water and sewer service rates and charges effective July 1, 2021, as listed in the attached resolution.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Attachment 1 FY22 Budget Revisions JCSA Regulations	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	1/20/2021 - 9:14 AM
Publication Management	Burcham, Nan	Approved	1/20/2021 - 9:21 AM
Legal Review	Kinsman, Adam	Approved	1/20/2021 - 9:23 AM
Board Secretary	Fellows, Teresa	Approved	2/1/2021 - 9:53 AM
Board Secretary	Purse, Jason	Approved	2/1/2021 - 9:59 AM
Board Secretary	Fellows, Teresa	Approved	2/1/2021 - 3:09 PM

## MEMORANDUM

DATE: February 9, 2021

TO: The Board of Directors

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

SUBJECT: Setting a Public Hearing - Fiscal Year 2022 Utility Rates

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The proposed Fiscal Year (FY) 2022 changes to the water service rates and water fixed charge reflect the multi-year plan from the 2020 rate study that is designed to maintain adequate revenue despite continued decreases in water usage. No changes are proposed to the current sewer service rate or sewer fixed charge.

The total monthly water and sewer bill for a typical 5,000 gallons per month residential user would increase by \$0.93 per month from \$43.84 to \$44.77. The combined bill would be the third lowest among the 18 Hampton Roads localities.

The remaining proposed change is an increase to the grinder pump maintenance fee to better match the program's current contract, inspection, and administrative costs.

In accordance with Section 15.2-5136 of the Code of Virginia, a public hearing for changes in fees requires a minimum 14-day notice from the time the second public notice of the hearing is printed in a local publication. James City Service Authority staff is currently preparing the FY 22 budget and recommends the Board authorize staff to advertise a public hearing on April 13, 2021, for changes in the water and sewer service rates and charges effective July 1, 2021, as listed in the attached resolution. The Board can change the advertised charges and rates during its subsequent budget discussions.

MDP/md  
SetPH-FY22UtilRt-mem

Attachment

## RESOLUTION

### SETTING A PUBLIC HEARING - FISCAL YEAR 2022 UTILITY RATES

WHEREAS, the Board of Directors of the James City Service Authority desires to set a Public Hearing for proposed utility rate changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the Board of Directors will hold a Public Hearing on April 13, 2021, and request staff to review Section 17, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates as summarized in the attachments which will become effective July 1, 2021, if adopted.

BE IT FURTHER RESOLVED that the proposed amendment be made part of this resolution.

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Ruth M. Larson  
Chairman, Board of Directors

ATTEST:

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Teresa J. Fellows  
Deputy Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of February, 2021.

SetPH-FY22UtilRt-res



1. Peak water demand will be calculated from fixture unit load valves based on Table E103.3 from the current edition of the International Plumbing Code.
2. The meter size will then be selected from Table C.1.1.12 (AWWA Standard C700-77) assuming 80% safe operating capacity for the meter.

The purpose of the system facility charge is to defray in part the cost of providing force mains, pump stations, and collection systems. The charge shall be paid prior to the issuance of a plumbing permit from Building Safety and Permits.

2. Wastewater service connection fee. A wastewater service connection fee of \$1,818 for each separate connection to the Authority's sanitary sewer system shall be paid by each applicant upon approval of the application for service, and prior to the issuance of a plumbing permit by Building Safety and Permits, and making the connection.

If the service connection is required by the Authority, the wastewater service connection fee shall be paid and the Authority shall provide the service connection. Exceptions are as follows:

- a. If the service connection is not required by the Authority, the service connection fee shall be waived and the applicant shall be required to make the connection at their own expense.
- b. If a service connection previously installed by a developer exists to the applicant's property, the service connection fee is waived.
- c. Non-Residential properties are exempt from the service connection fee; however, the applicant must make the connection at their own expense.

**The purpose of this charge is to defray in part the cost of installing wastewater service connections where applicable.** The charge shall be paid prior to the issuance of a plumbing permit from Building Safety and Permits.

3. Grinder Pump Installation and Maintenance Charge.

- (a) Maintenance of sanitary sewer grinder pumps is the responsibility of the property owner, unless a residential property owner applies for and enters into a grinder pump service agreement with the Authority subject to compliance with the Authority's current grinder pump policy. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless it is deemed to be in the best interest of the Authority.
- (b) If a residential grinder pump service agreement is entered into, an annual grinder pump maintenance charge of ~~\$375.00~~ **\$350.00** shall be paid for each separate connection to a grinder pump. The payment for this charge will be prorated in equal amounts in the customers' utility service charge billing.

- a. If the service connection is not required by the Authority, the service connection fee shall be waived and the applicant shall be required to make the connection at their own expense.
- b. If a service connection previously installed by a developer exists to the applicant's property, the service connection fee is waived.
- c. Non-Residential properties are exempt from the service connection fee; however, the applicant must make the connection at their own expense.

The purpose of this charge is to defray in part the cost of installing water service connections where applicable.

3. Retail service charge. The water service charge shall be based on usage from a metered water source, as follows:

- (a) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the fixed charge chart below. This is for expenses associated with operating and maintaining the water distribution system.

Water Meter Size	Monthly Fixed Charge
5/8"	\$5.41 <del>\$5.23</del>
3/4"	\$8.11 <del>\$7.84</del>
1"	\$13.52 <del>\$13.06</del>
1-1/2"	\$27.04 <del>\$26.13</del>
2"	\$43.27 <del>\$41.81</del>
3"	\$94.65 <del>\$91.45</del>
4"	\$162.26 <del>\$156.77</del>
6"	\$365.09 <del>\$352.74</del>
8"	\$432.70 <del>\$418.07</del>
10"	\$622.00 <del>\$600.97</del>

- (b) Volumetric Charge - Water service shall be based upon a volumetric consumption charge, as follows:

Single-Family Residential			
Tier 1	Tier 2	Tier 3	Tier 4
Monthly Use:	Monthly Use:	Monthly Use:	Monthly Use:
0-4,000 gallons	4,001-8,000 gallons	8,001-12,000 gallons	12,001+ gallons
Rate Per 1,000 Gallons			
\$3.75 <del>\$3.62</del>	\$6.81 <del>\$6.58</del>	\$13.62 <del>\$13.16</del>	\$21.11 <del>\$20.40</del>
Multi-Family Residential and Non-Residential			
All Meter Sizes	All Use		
Rate Per 1,000 Gallons	\$5.92 <del>\$5.72</del>		

The purpose of the retail service charge is to defray all costs associated with operation and maintenance, and capital improvement for providing water treatment , transmission,

**ITEM SUMMARY**

DATE: 2/9/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: February Dashboard Report

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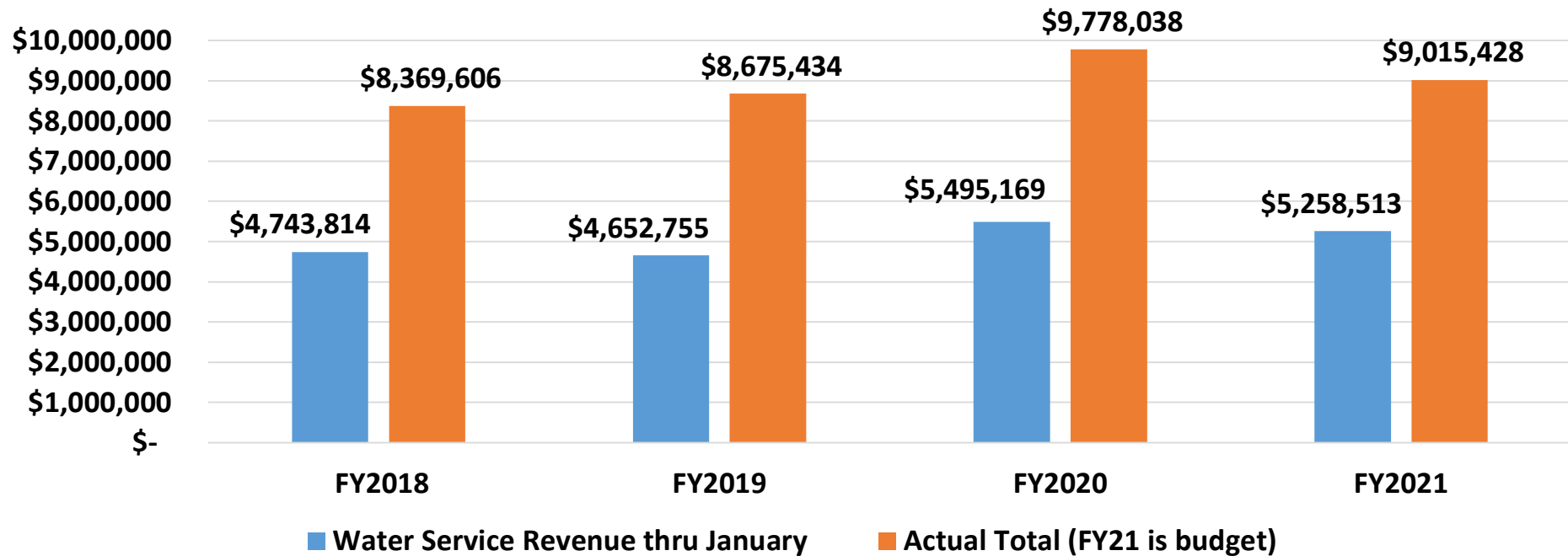
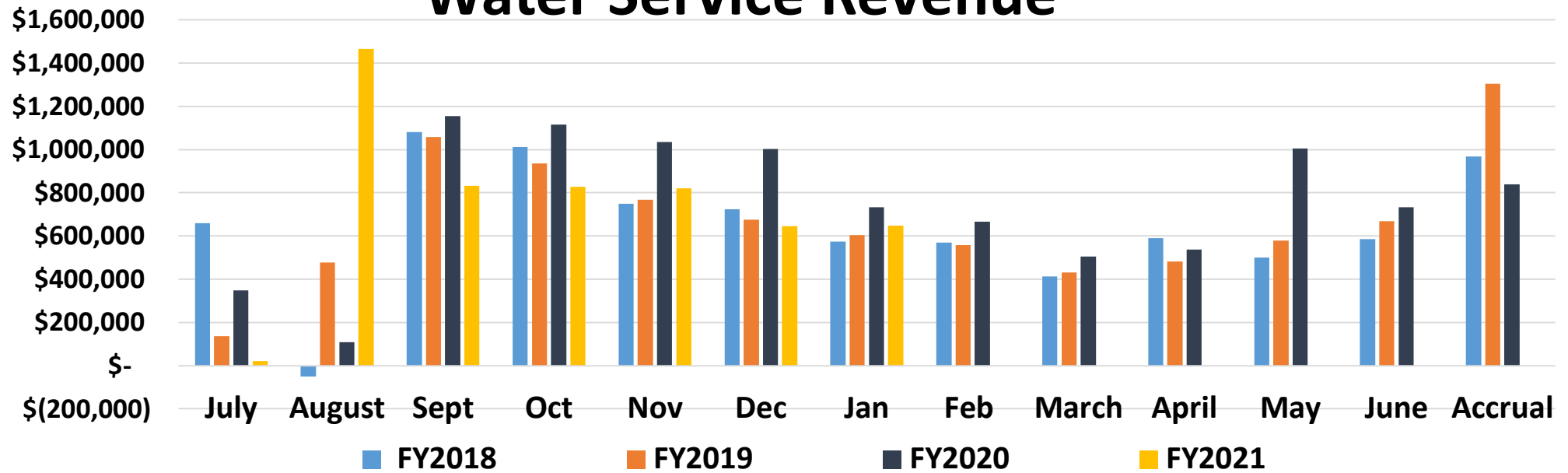
**ATTACHMENTS:**

	Description	Type
	Dashboard Report	Exhibit

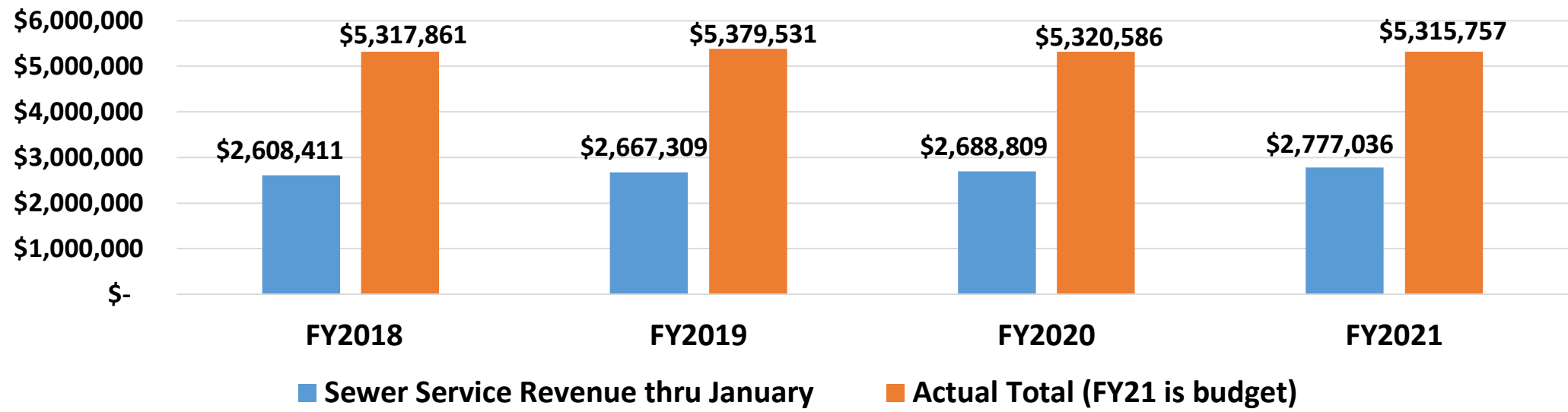
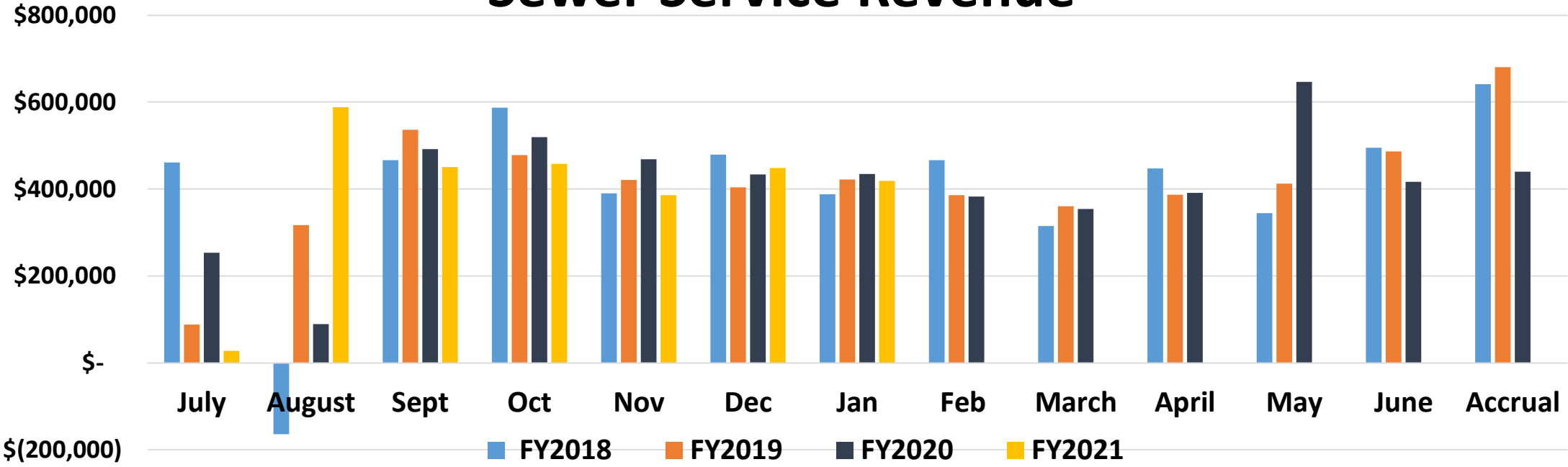
**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/8/2021 - 3:36 PM

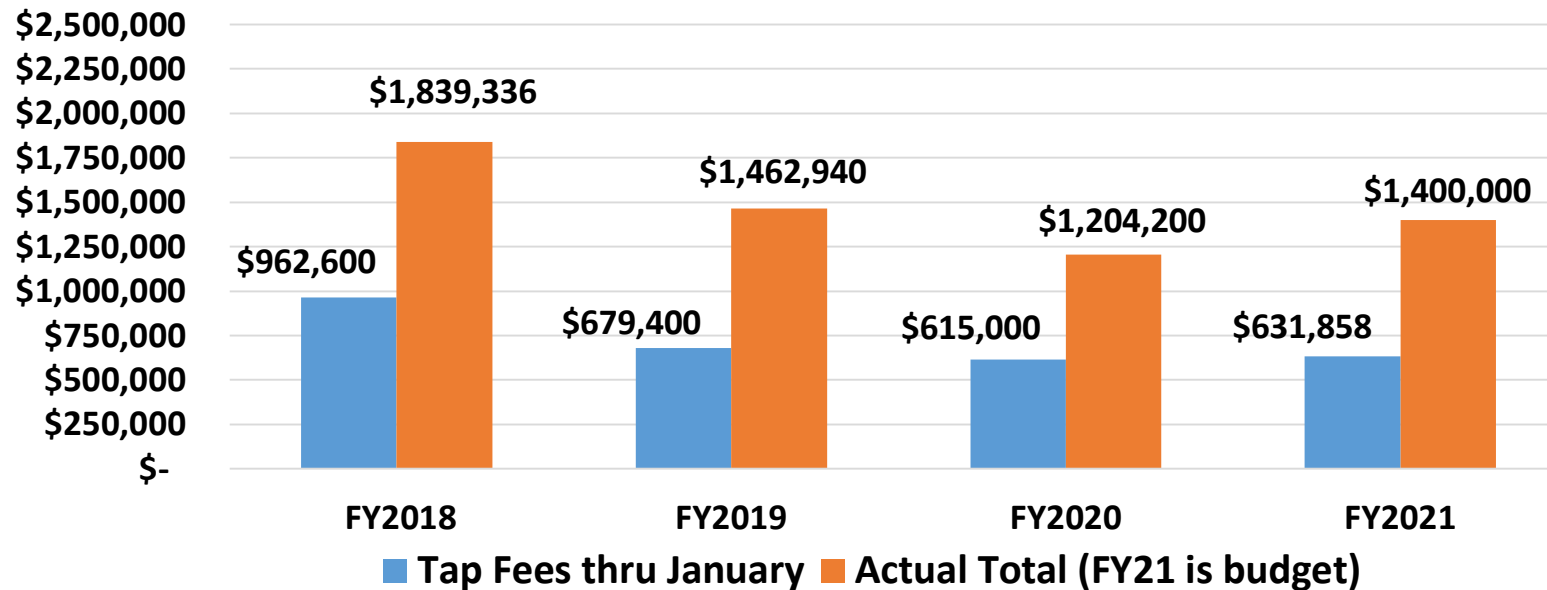
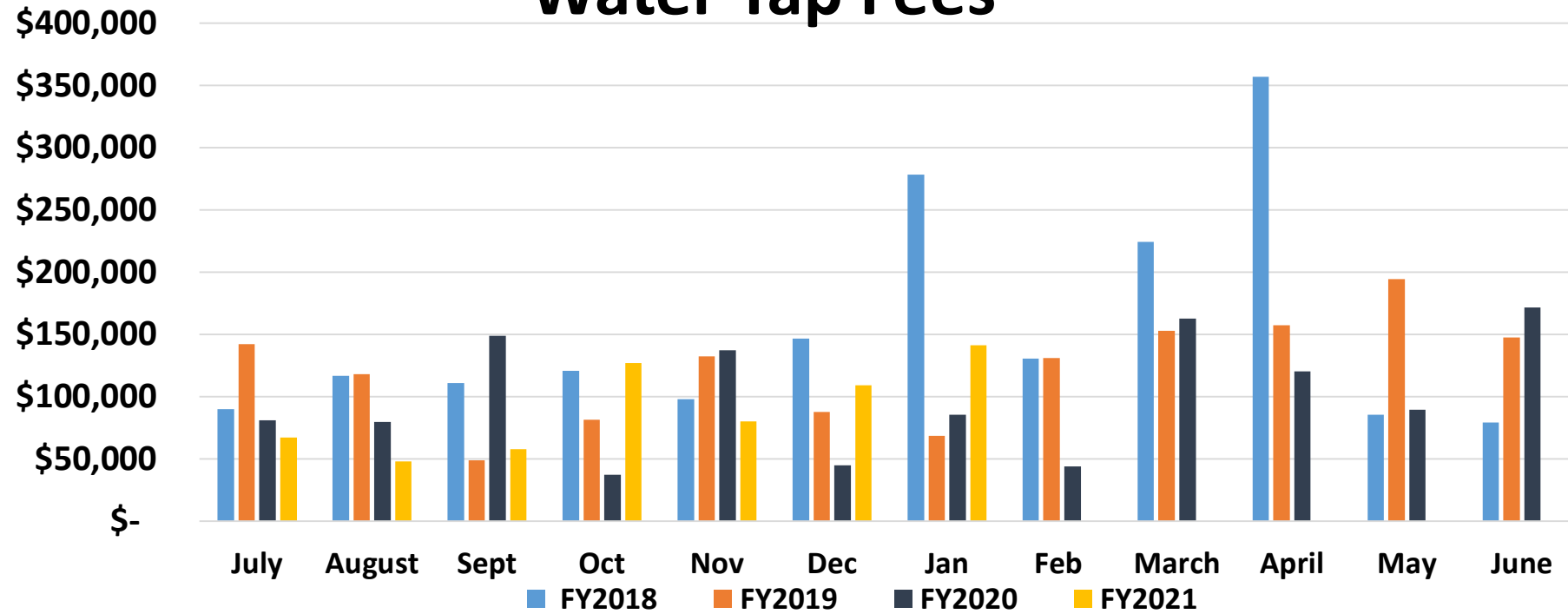
# Water Service Revenue



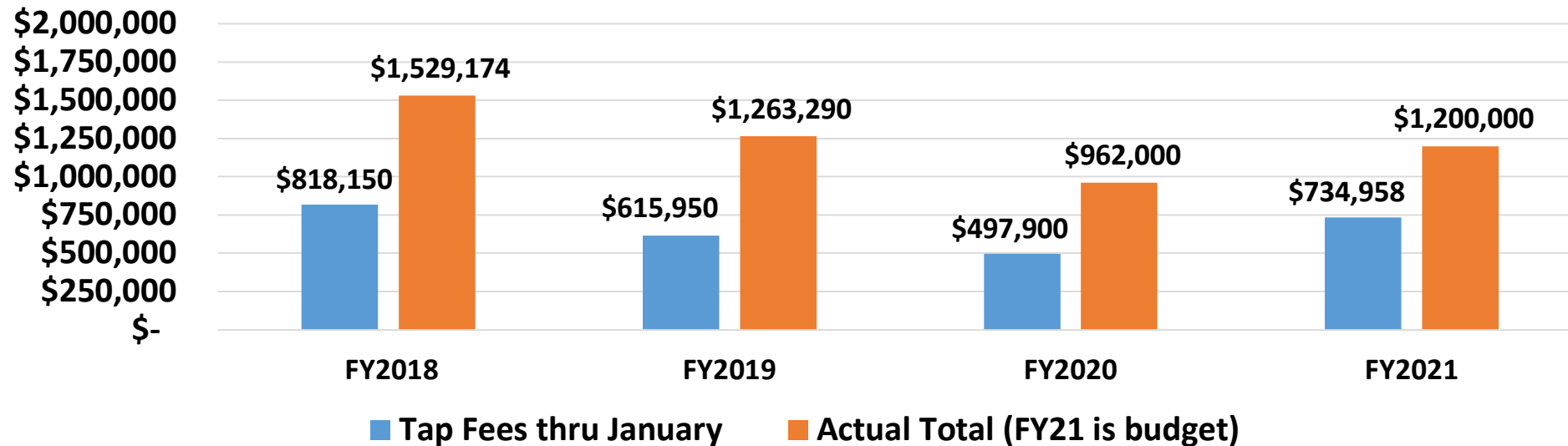
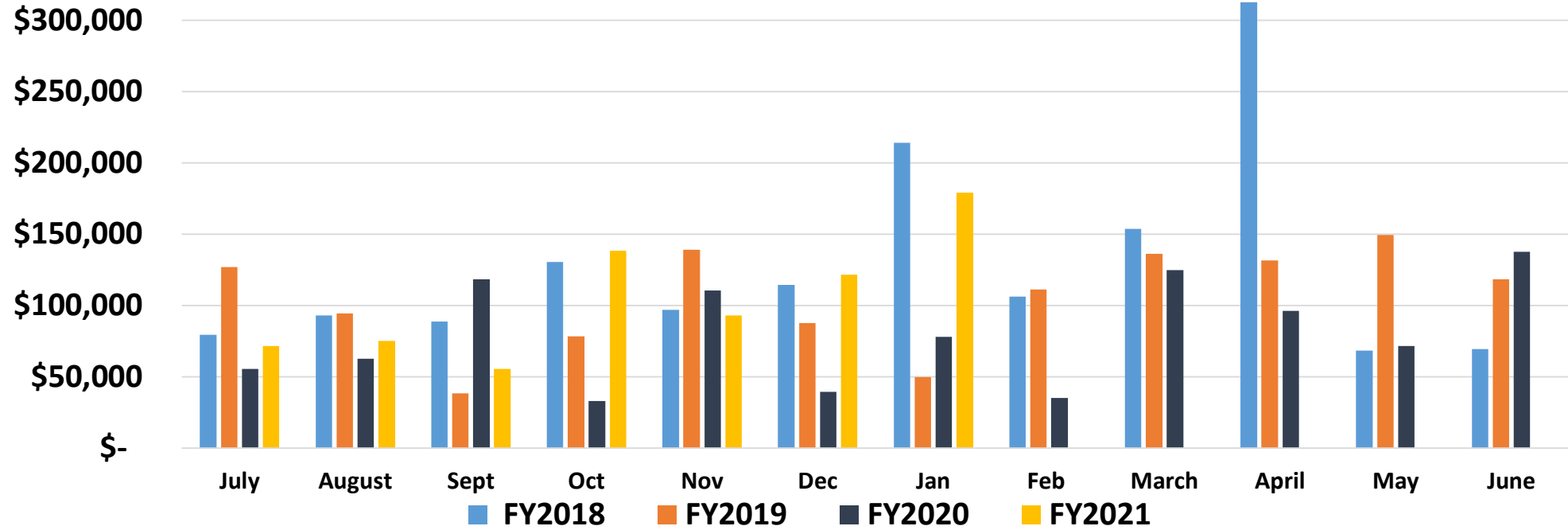
# Sewer Service Revenue



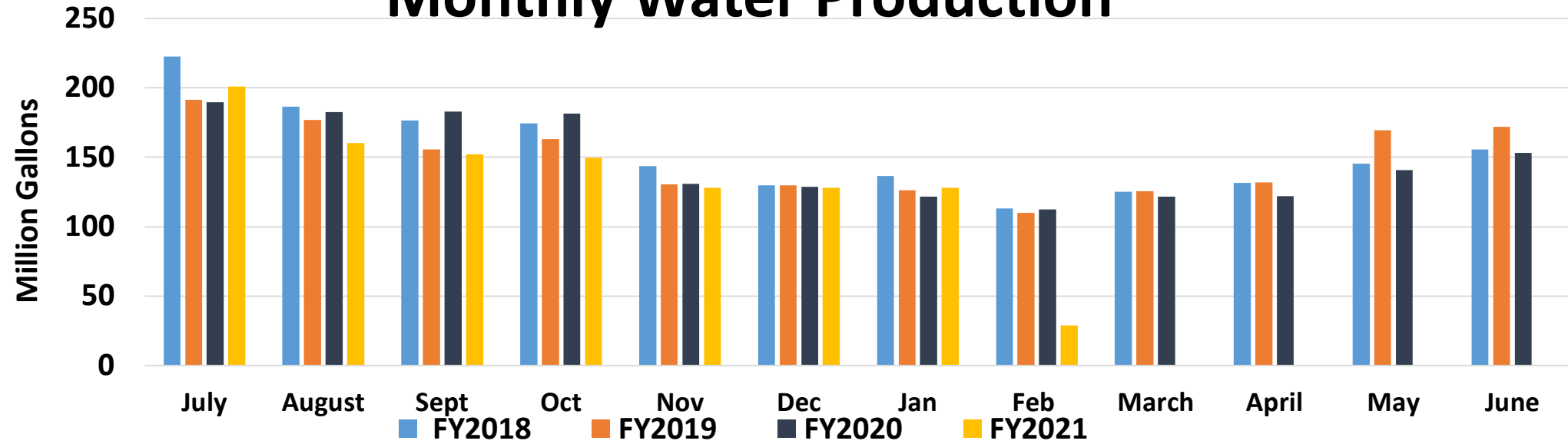
# Water Tap Fees



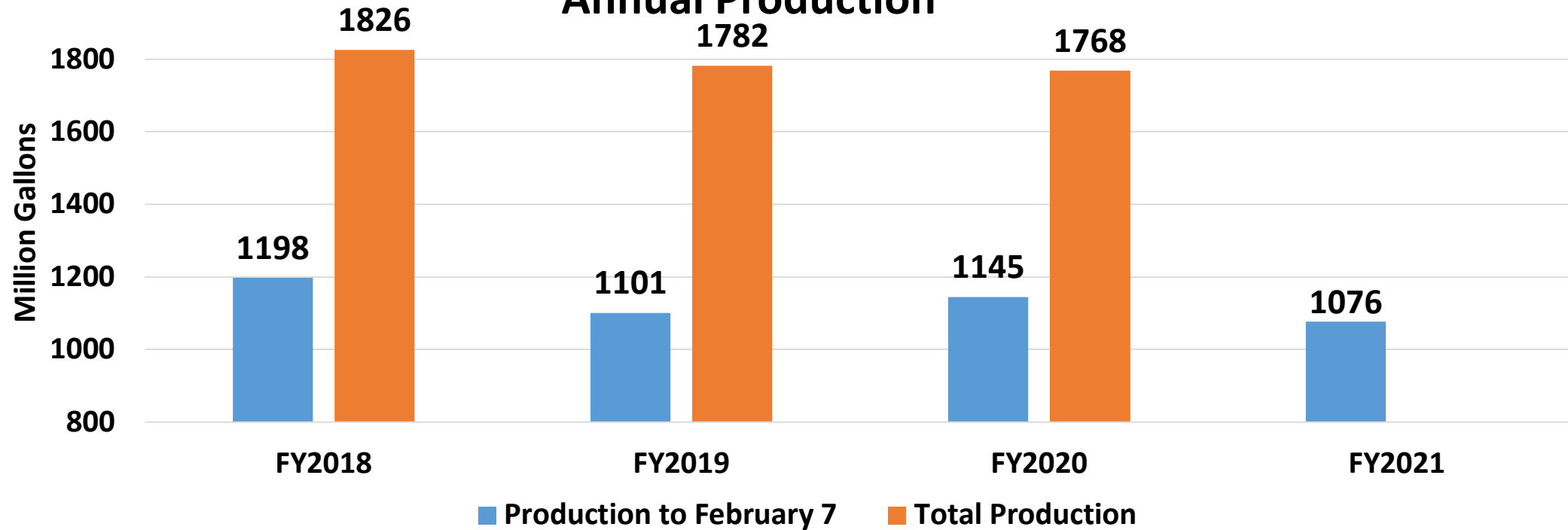
# Sewer Tap Fees



# Monthly Water Production

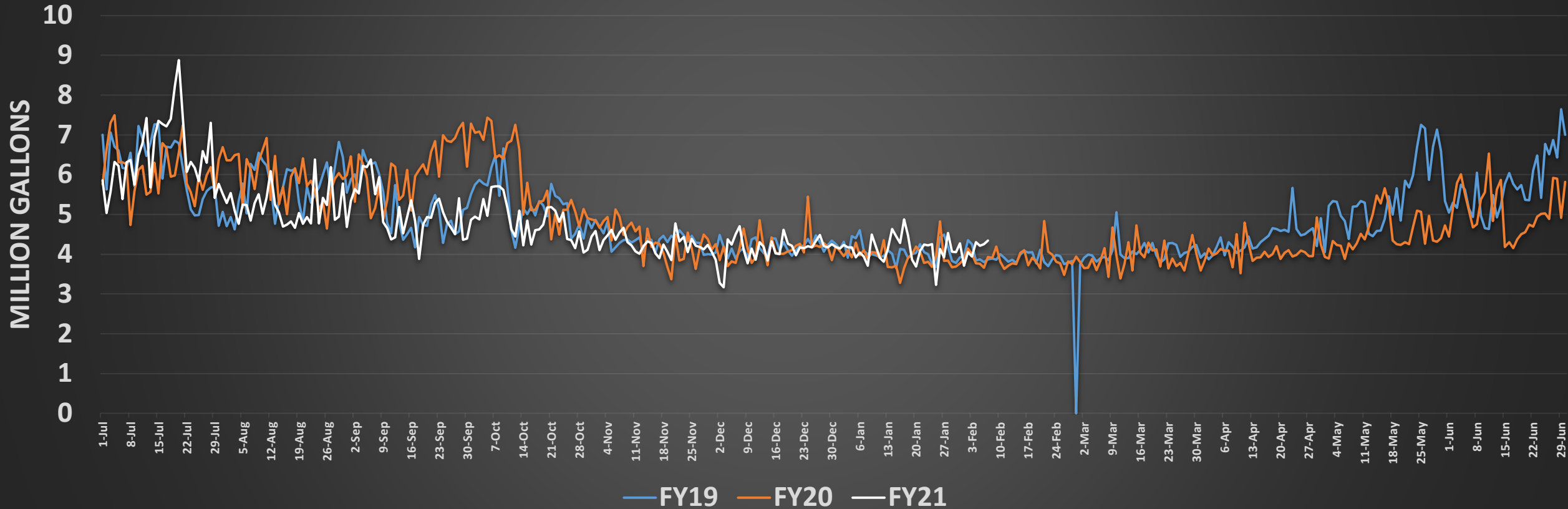


## Annual Production

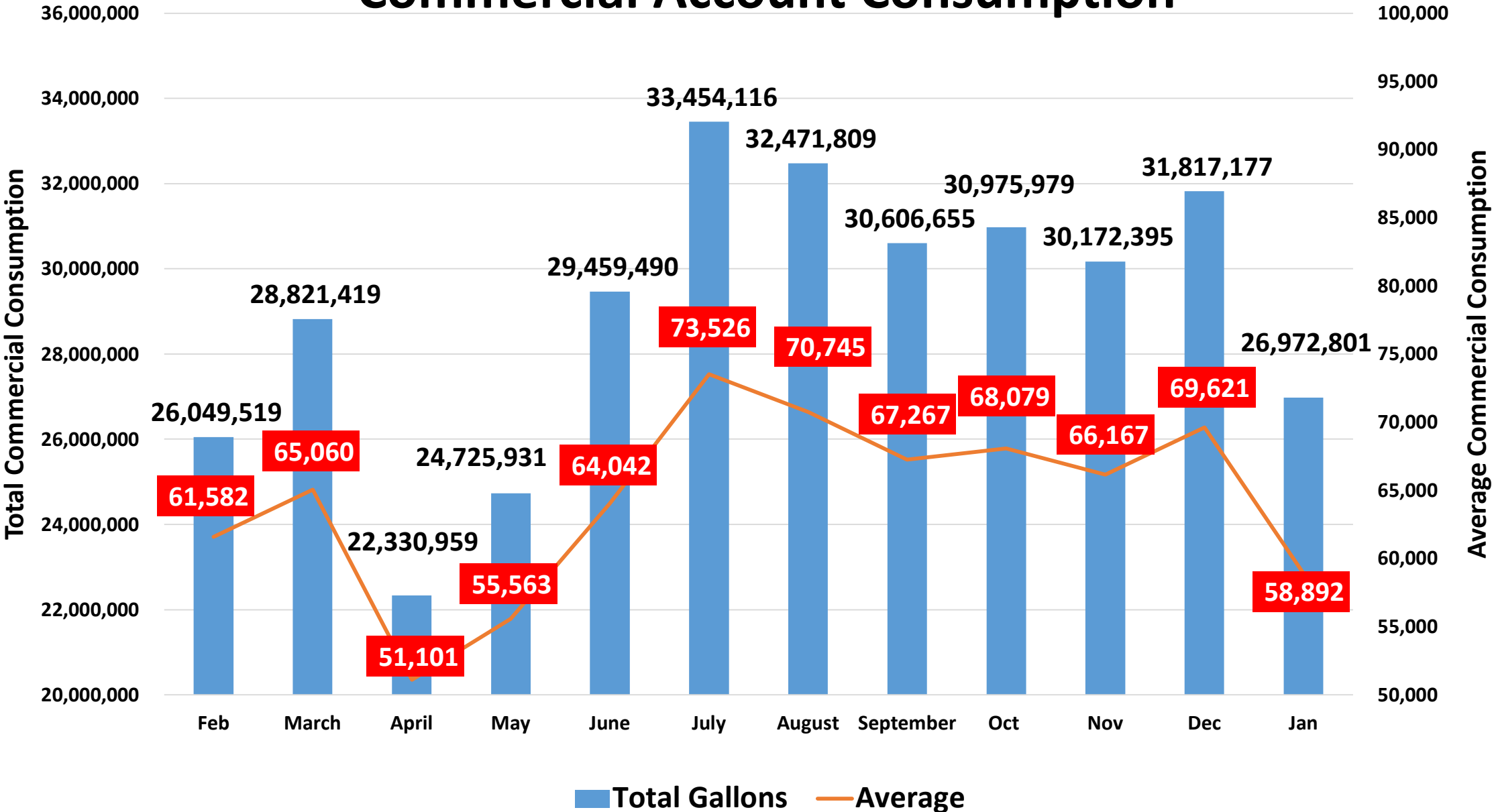




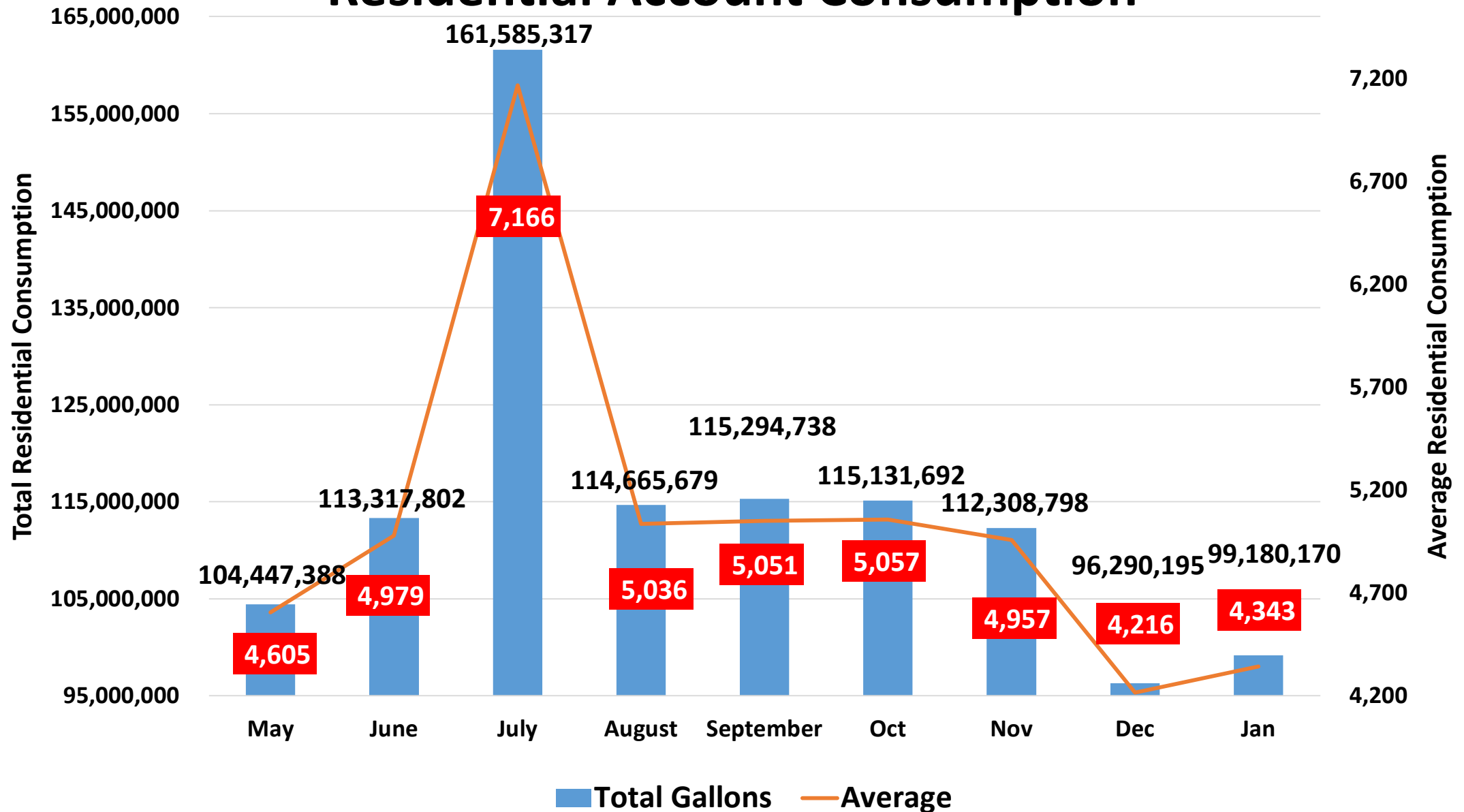
# Daily Water Production



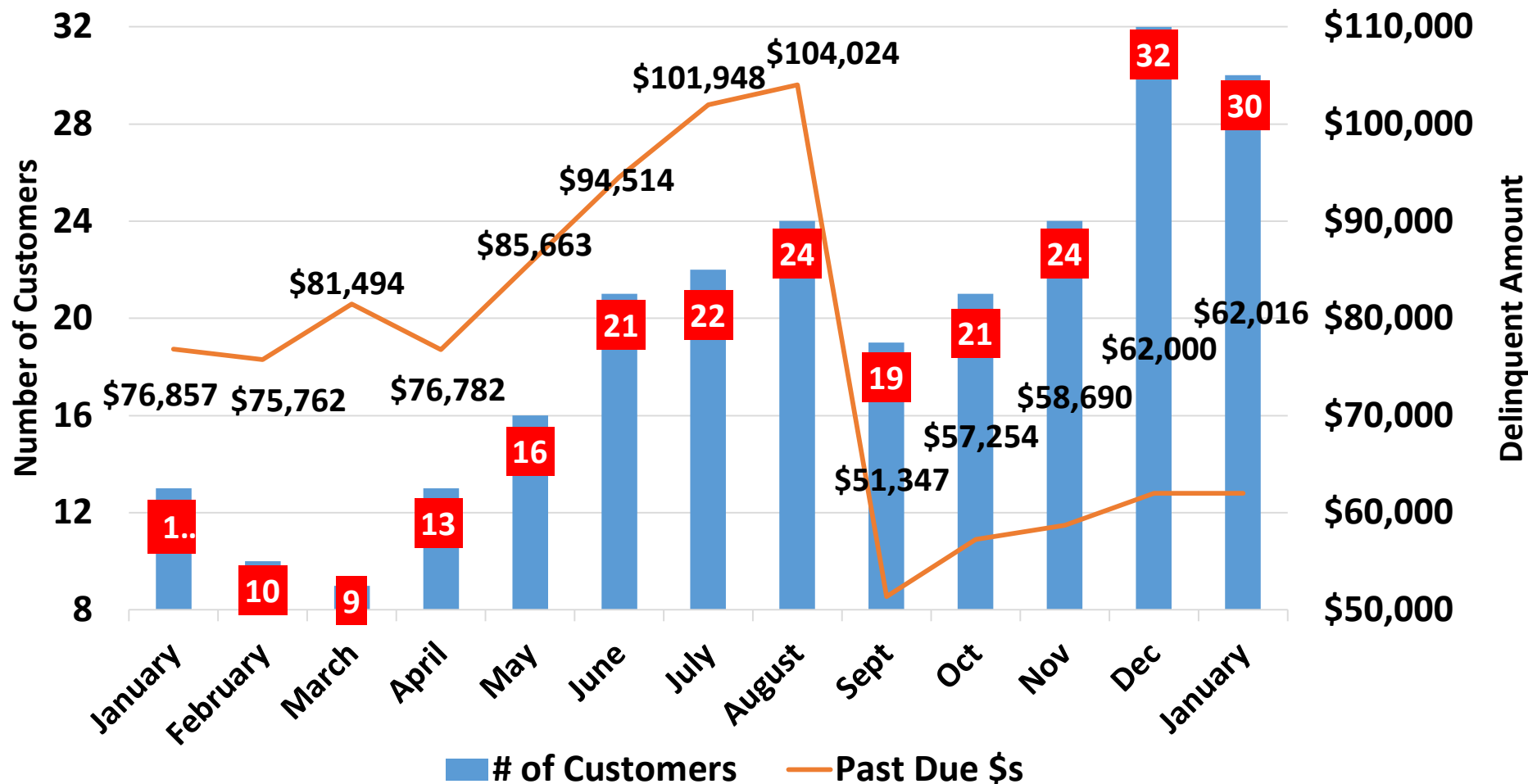
# Commercial Account Consumption



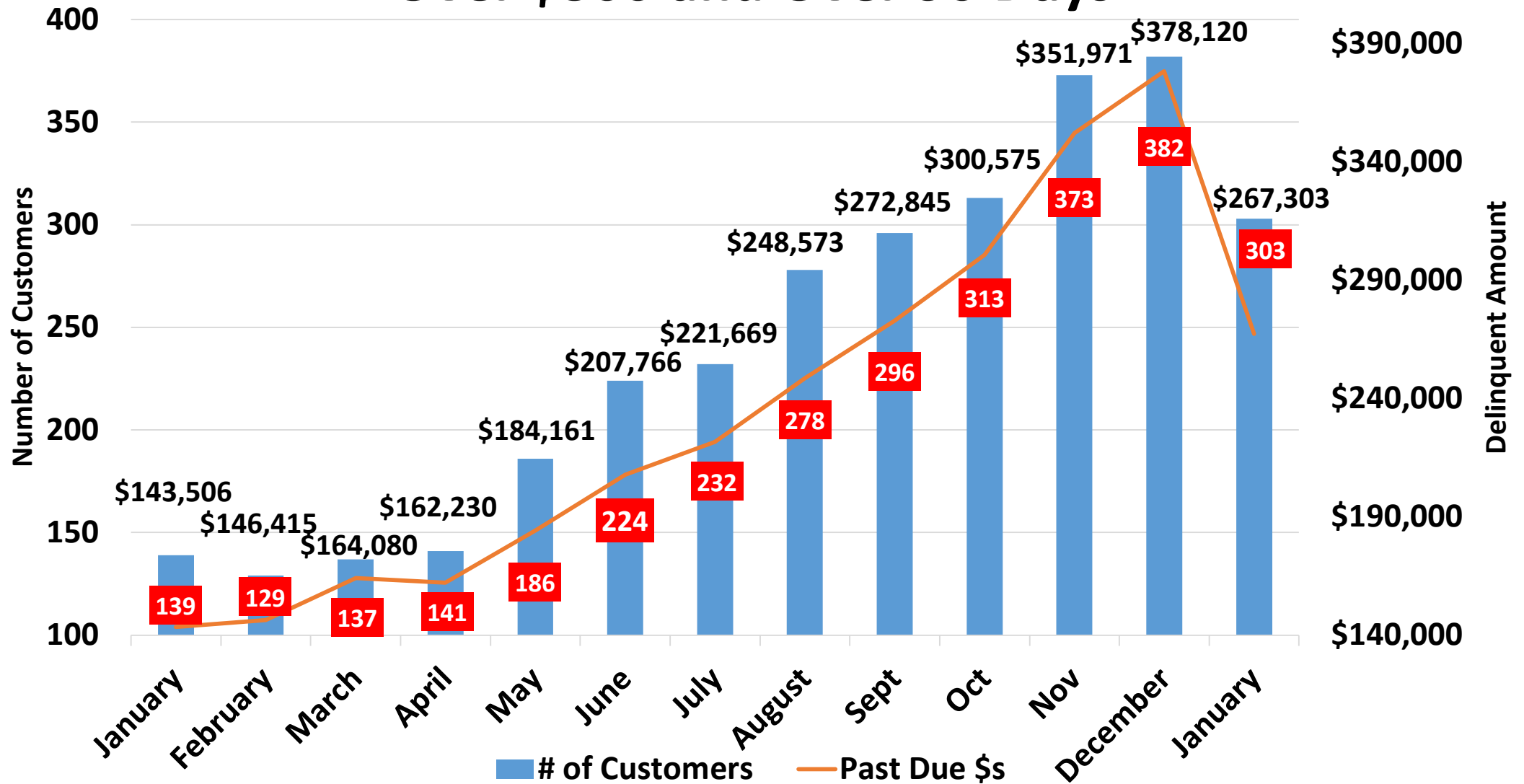
# Residential Account Consumption



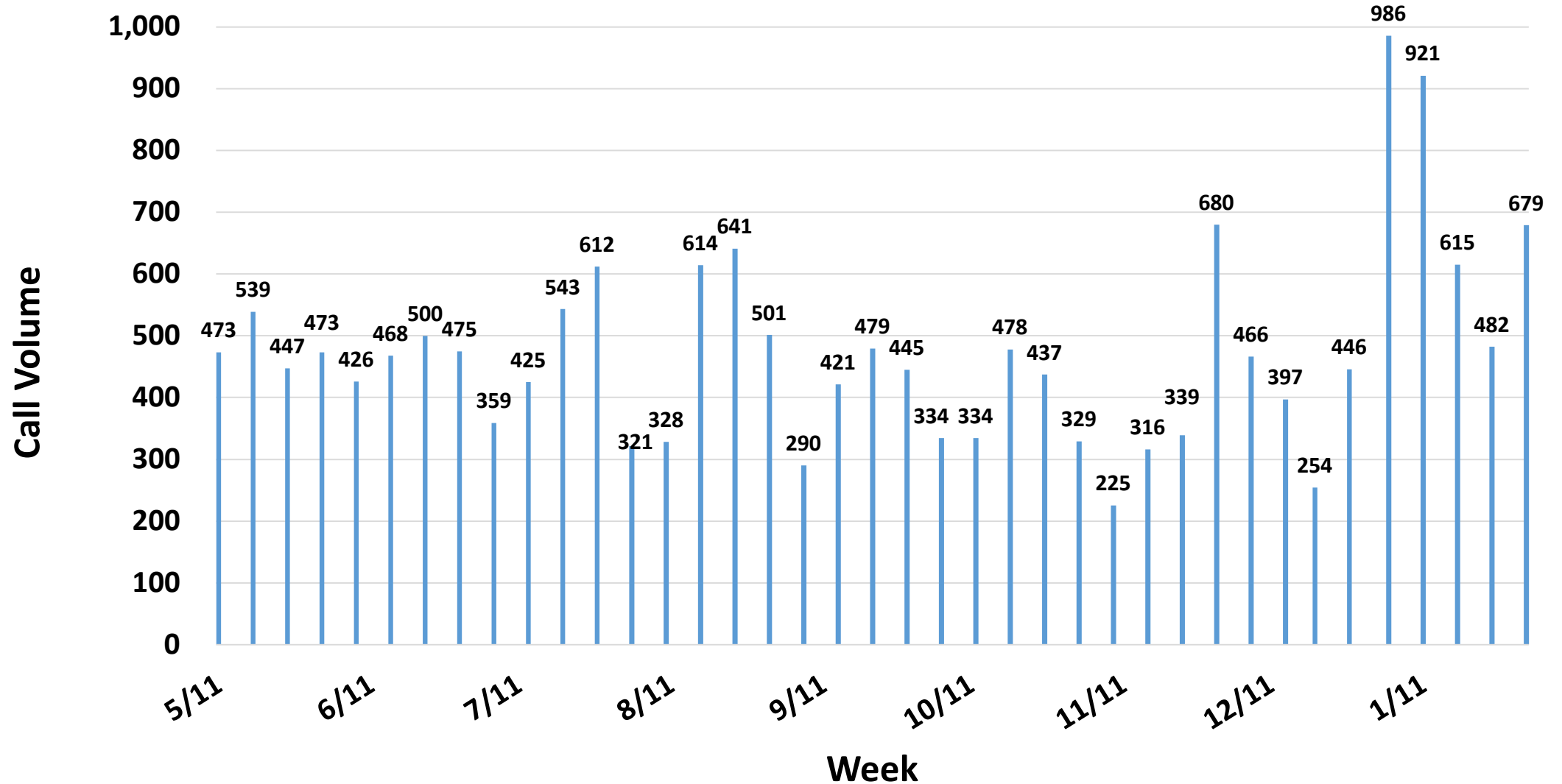
# Delinquent Commercial Accounts Over \$500 and Over 90 Days



# Delinquent Residential Accounts Over \$300 and Over 90 Days



# Customer Service Call Volume



**ITEM SUMMARY**

DATE: 2/9/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on March 9, 2021 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	2/2/2021 - 11:03 AM