

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
April 13, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2022 James City Service Authority Budget

G. BOARD CONSIDERATION(S)

1. Contract Award - Lift Station 3-3 Pipe Bridge Upgrade - \$386,317
2. Contract Award - Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work
3. Contract Award - Custodial Services
4. Emergency Purchase Contract Award - Route 5 Water Main Replacement- \$582,500
5. CLOSED SESSION: Discussion or consideration of the investment of public funds related to a water supply agreement with the City of Newport News where competition or bargaining is involved, where, if made public initially, the financial interest of the JCSA would be adversely affected, pursuant to Section 2.2-3711(A)(6) of the Code of Virginia.

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. April Dashboard Report

J. ADJOURNMENT

1. Adjourn until 1 pm on April 27, 2021 for the Budget Work Session

ITEM SUMMARY

DATE: 4/13/2021
TO: The Board of Directors
FROM: Teresa J. Fellows, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	March 9, 2021 Regular Meeting	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/6/2021 - 9:56 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 9, 2021
5:00 PM

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:

-February 9, 2021, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Financial Policy and Investment Policy Updates

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 noted the resolution before the Board contained adoption of changes to the financial policy used by the James City Service Authority (JCSA). He further noted JCSA periodically reviewed the policies to ensure consistency with best practices. Mr. Powell noted this adoption would be prior to the upcoming budget adoption in which JCSA would present as a separate stand-alone budget for the first time. He further noted most of the recommended changes were pro forma and were in preparation for applying to the Government Finance Officers Association for the Distinguished Budget Presentation Award. Mr. Powell noted the proposed changes, highlighted in the memorandum, had been reviewed by the County's Financial and Management Services staff, the County Attorney's Office, JCSA's Financial Advisor, Davenport & Company, LLC, and JCSA's Investment Manager, PFM Asset Management LLC. Mr. Powell recommended approval of the resolution.

Mr. McGlennon complimented Mr. Powell and staff for the updates and work on JCSA's budget as a stand-alone presentation.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. Presentation on Lead and Copper Rule

Mr. Powell noted Mr. Mike Youshock, JCSA Chief Water Engineer, would address the Board regarding the Environmental Protection Agency's (EPA) new rule on lead and copper. He further noted the rule would impact JCSA's workload and some customers.

Mr. Youshock noted the EPA's new rule went into effect January 2021 and would impact most water utilities. He noted some background history on the rule in a PowerPoint presentation, which detailed Maximum Contaminant Level Goals (MCLG) for both lead and copper. He added lead had been banned for plumbing use in 1986. Mr. Youshock further noted these elements are the only required samples to be collected from inside homes at the customer's tap. He noted the cycle collection schedule, adding action was required if more than 10% of the collected samples exceeded the MCLG. Mr. Youshock continued the PowerPoint presentation noting key changes with the 2021 rule: requires water systems to inventory water service line materials; establishes a change to the trigger level for prompter action; school and daycare sampling (JCSA was not required to sample schools prior to the new rule); and corrective actions would be required if lead service lines or unknown materials exist or trigger levels are exceeded. Mr. Youshock noted the 2014 Flint, Michigan water situation had impacted many of these changes as well as the 2004 Washington, DC water distribution system issue with lead. He further noted JCSA had approximately 23,000 customers and inventory had to be completed on both JCSA-owned service and customer-owned service with findings made public. Mr. Youshock continued the PowerPoint identifying lead and other material pipes. He noted JCSA had no past evidence of lead service lines in its system; however, he further noted past records were limited. Mr. Youshock noted to satisfy the EPA rule, JCSA had to prove no lead. He further noted there was no record of private service line materials, adding JCSA was working with the Building Safety and Permits Division on possible recordkeeping there. Mr. Youshock noted the possibility of physically digging up materials to check and prove there is no lead. He further noted in the PowerPoint presentation the next steps in the three-year service line inventory completion process. Mr. Youshock noted record search, material testing, and coordination with the Virginia Department of Health (VDH) in the three-year process. He further noted the goal was to document there were no lead services existing in the JCSA service area.

Ms. Larson noted JCSA would contact the customer, but asked if customers would be responsible for proving their lines were lead-free.

Mr. Youshock noted right now it was all on JCSA.

Ms. Larson asked if that included JCSA going into yards and digging holes to check the lines.

Mr. Youshock confirmed yes that was a possibility.

Ms. Larson asked about the increased manpower required for this process.

Mr. Youshock noted it was currently being done with in-house resources, but outside resources could be needed. He further noted he did not have an estimate for those resources until the number of test holes was known.

Mr. McGlennon noted 35 years had passed since the lead ban and if some of the earlier developments had lines replaced since then.

Mr. Youshock noted JCSA would have only replaced to the meter even in those areas, but that some of those areas had been addressed. He further noted acquisition of some older developments with private well systems and fewer available records. Mr. Youshock noted additional discussion with VDH and the hopes that a representative testing on neighborhoods versus individual hole testing would serve as proof.

Mr. Hipple noted the number of testing and the possibility of testing under homes versus hole testing.

Mr. Youshock noted that was a possibility. He further noted contacting area plumbers who deal with the private side of a home's pipes as a possible resource.

Mr. Hipple asked about testing the water for trace amounts over time.

Mr. Youshock noted lead solder could give false-positive readings. He further noted only the services pipes needed to be addressed.

Mr. Hipple noted JCSA's responsibility was to the meter, but from the meter to the house was the owner's responsibility. He further noted testing now had to be done on the owner's part as well.

Mr. Youshock confirmed yes.

Mr. Hipple asked if lead is found after testing the owner's part and replacement is required, who is responsible for the replacement cost.

Mr. Youshock noted the homeowner would be responsible for the cost. He further noted if JCSA found lead from the main to the house, and JCSA had replaced its portion, then JCSA could offer to replace the customer side with the homeowner paying for it. Mr. Youshock noted if the JCSA main was copper and the homeowner's was lead, JCSA did not have any responsibility to replace it.

Ms. Larson noted she had recently replaced the service from her house to the main line.

Mr. Youshock noted a VDH funding program for homeowners that was in place after the Flint issue. He further noted that information could be available to homeowners if they were interested in assistance opportunities.

Ms. Sadler asked about the timeline for the homeowner if lead was identified.

Mr. Youshock noted no timeline, adding notification to the homeowner was JCSA's responsibility and follow-up may be required. He further noted if lead was found on the JCSA side, a program would need to be submitted to the state detailing the timeline for the number of services.

Ms. Sadler asked if the homeowner had lead, but chose not to address it, what was the next step.

Mr. Youshock noted that was the homeowner's decision.

Mr. McGlennon asked if records were available on that point, particularly if a home was for sale and it was disclosed.

Mr. Youshock noted the inventory had to be made public. He further noted use of the County's Geographic Information System (GIS) for mapping the public and private sides.

Mr. Hipple asked about the cost of testing on the homeowner side.

Mr. Youshock replied no that it was the utility's responsibility to determine that.

Ms. Sadler asked about a game plan and if the testing would start with older homes or other criteria.

Mr. Youshock noted the record search was the starting point. He further noted the use of documentation on constructions standards regarding the use of copper and GIS had the dates for the building of those homes. He noted work order history would also be used as a research tool. Mr. Youshock further noted one resource was not all encompassing but different options were available. He further noted the search process was happening all over Virginia and reviewing building codes was underway. Mr. Youshock noted VDH would provide updated guidance as it became available.

Ms. Larson thanked Mr. Youshock for the presentation and information.

2. March Dashboard Report

Mr. Powell noted he had no additional comments to add to the dashboard.

J. ADJOURNMENT

1. Adjourn until 5 p.m. on April 13, 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 5:23 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

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

SUBJECT: Public Hearing on Fiscal Year 2022 James City Service Authority Budget

The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2022 Budget.

ATTACHMENTS:

Description	Type
☐ Memo	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/26/2021 - 8:34 AM
Publication Management	Daniel, Martha	Approved	3/26/2021 - 9:49 AM
Legal Review	Kinsman, Adam	Approved	3/31/2021 - 1:27 PM
Board Secretary	Fellows, Teresa	Approved	3/31/2021 - 5:25 PM
Board Secretary	Carnifax, John	Approved	4/1/2021 - 8:29 AM
Board Secretary	Fellows, Teresa	Approved	4/1/2021 - 9:39 AM

MEMORANDUM

DATE: April 13, 2021
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Public Hearing on Fiscal Year 2022 James City Service Authority Budget

The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2022 Budget.

Any public comments received could become part of the agenda for the upcoming budget work session at the direction of the Board of Directors. The budget work session is scheduled for April 27, 2021. Staff expects to ask the Board to adopt the budget, as amended during the work session, at its meeting on May 11, 2021.

No action is requested of the Board at this meeting.

MDP/md
PH-FY22JCSABudgt-mem

Attachment

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Lift Station 3-3 Pipe Bridge Upgrade - \$386,317

The existing 8-inch ductile iron gravity sewer pipe from Lift Station 3-3 runs parallel to Jamestown Road and is supported by a pipe bridge across Lake Powell. Approximately 570 linear feet on the pipe bridge and 165 linear feet underground require replacement due to interior corrosion. The replacement pipe will have a corrosion-resistant ceramic epoxy lining. In addition, the replacement pipe will be upgraded to 10-inches to meet current wastewater flow capacity needs.

An Invitation for Bids for the upgrade work was publicly advertised and one bid was received.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/26/2021 - 8:39 AM
Publication Management	Daniel, Martha	Approved	3/26/2021 - 9:47 AM
Legal Review	Kinsman, Adam	Approved	3/31/2021 - 1:28 PM
Board Secretary	Fellows, Teresa	Approved	3/31/2021 - 5:24 PM
Board Secretary	Carnifax, John	Approved	4/1/2021 - 8:28 AM
Board Secretary	Fellows, Teresa	Approved	4/1/2021 - 9:38 AM

MEMORANDUM

DATE: April 13, 2021
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award - Lift Station 3-3 Pipe Bridge Upgrade - \$386,317

The existing 8-inch ductile iron gravity sewer pipe from Lift Station 3-3 runs parallel to Jamestown Road and is supported by a pipe bridge across Lake Powell. Approximately 570 linear feet on the pipe bridge and 165 linear feet underground require replacement due to interior corrosion. The replacement pipe will have a corrosion-resistant ceramic epoxy lining. In addition, the replacement pipe will be upgraded to 10-inches to meet current wastewater flow capacity needs.

An Invitation for Bids for the upgrade work was publicly advertised and one bid was received as listed below.

<u>Firm</u>	<u>Total Base Bid</u>
Henry S. Branscome, LLC	\$386,317

Henry S. Branscome, LLC was determined to be the lowest responsive and responsible bidder and has successfully completed work for the James City Service Authority in the past.

Staff recommends approval of the attached resolution awarding the \$386,317 contract for the Lift Station 3-3 Pipe Bridge Replacement and Upgrade to Henry S. Branscome, LLC.

MDP/md
CA-LS3-3PipeUpg-mem

Attachment

RESOLUTION

CONTRACT AWARD - LIFT STATION 3-3 PIPE BRIDGE UPGRADE - \$386,317

WHEREAS, an Invitation for Bids for the Lift Station 3-3 Pipe Bridge Upgrade was publicly advertised and one bid was received and considered for award; and

WHEREAS, Henry S. Branscome, LLC 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 Lift Station 3-3 Pipe Bridge Upgrade to Henry S. Branscome, LLC in the amount of \$386,317.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

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 13th day of April, 2021.

CA-LS3-3PipeUpg-res

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform installation and removal of submersible pump and motor assemblies and related work including well disinfection, sampling, and camera surveying.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/26/2021 - 8:44 AM
Publication Management	Daniel, Martha	Approved	3/26/2021 - 9:43 AM
Legal Review	Kinsman, Adam	Approved	3/31/2021 - 1:26 PM
Board Secretary	Fellows, Teresa	Approved	3/31/2021 - 5:23 PM
Board Secretary	Carnifax, John	Approved	4/1/2021 - 8:26 AM
Board Secretary	Fellows, Teresa	Approved	4/1/2021 - 9:38 AM

MEMORANDUM

DATE: April 13, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work

The Five Forks Water Treatment Plant (FFWTP) is the major water producer in the James City Service Authority's (JCSA) Central Water System and the FFWTP's three Lower Potomac and two Middle Potomac deep production wells are an essential part of its operation. The submersible pump and motor assemblies in these five wells are located hundreds of feet underground. Any equipment repair or replacement work requires specialized services and equipment in order to first remove an assembly from the well and then replace it when the work is complete.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform installation and removal of submersible pump and motor assemblies and related work including well disinfection, sampling, and camera surveying. One proposal was received and qualifications, experience, project approach, and proposed rates were reviewed by the evaluation committee. A.C. Schultes of Maryland, Inc. was selected as a fully qualified firm that met JCSA's needs as defined in the RFP.

The initial contract term is two years with six possible one-year renewals based on satisfactory performance. The estimated value of all possible contract years is over \$100,000 and requires Board approval for contract award.

Staff recommends approval of the attached resolution authorizing award of the contract for Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work to A.C. Schultes of Maryland, Inc.

MDP/md
CA-AnnSubPump-mem

Attachment

RESOLUTION

**CONTRACT AWARD - ANNUAL SERVICES FOR INSTALLATION AND REMOVAL OF
SUBMERSIBLE WELL PUMP ASSEMBLIES AND RELATED WORK**

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work; and

WHEREAS, one firm submitted a proposal and A.C. Schultes of Maryland, Inc. was determined to be a fully qualified firm that 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 contract for Annual Services for Installation and Removal of Submersible Well Pump Assemblies and Related Work to A.C. Schultes of Maryland, Inc.

Ruth M. Larson
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>
SADLER	_____	_____	_____
ICENHOUR	_____	_____	_____
HIPPLE	_____	_____	_____
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 13th day of April, 2021.

CA-AnnSubPump-res

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Custodial Services

The James City Service Authority (JCSA) and James City County issued a Request for Proposals (RFP) for custodial services.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/26/2021 - 2:09 PM
Publication Management	Daniel, Martha	Approved	3/26/2021 - 2:11 PM
Legal Review	Kinsman, Adam	Approved	3/31/2021 - 1:27 PM
Board Secretary	Fellows, Teresa	Approved	3/31/2021 - 5:24 PM
Board Secretary	Carnifax, John	Approved	4/1/2021 - 8:28 AM
Board Secretary	Fellows, Teresa	Approved	4/1/2021 - 9:38 AM

MEMORANDUM

DATE: April 13, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Custodial Services

The James City Service Authority (JCSA) and James City County issued a Request for Proposals (RFP) for custodial services. The JCSA's portion was approximately 14,175 square feet in four buildings: the JCSA Operations Center, the Five Forks Water Treatment Plant, the JCSA Warehouse, and the Backflow and Cross Connection Control Office.

The RFP was publicly advertised for qualified and experienced firms to perform standard custodial services in addition to COVID-19 disinfecting, carpet cleaning, and window cleaning. Six proposals were received and qualifications, experience, project approach, and proposed rates were reviewed by the evaluation committee made up of representatives from the JCSA, James City County Purchasing, James City County General Services, Williamsburg-James City County Sheriff's Office, and Williamsburg-James City County Courthouse. Rock Solid Janitorial, LLC was selected as the most fully qualified firm that met each organization's needs as defined in the RFP.

The initial contract term is one year with four possible one-year renewals. The estimated value of all possible contract years for the JCSA portion is over \$100,000 and requires Board approval for contract award.

Staff recommends approval of the attached resolution authorizing award of the contract for Custodial Services to Rock Solid Janitorial, LLC.

MDP/md
CA-CustodialServ-mem

Attachment

RESOLUTION

CONTRACT AWARD - CUSTODIAL SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Custodial Services; and

WHEREAS, six firms submitted proposals and Rock Solid Janitorial, LLC was determined to be the most fully qualified firm that 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 contract for Custodial Services to Rock Solid Janitorial, LLC.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

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 13th day of April, 2021.

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: Emergency Purchase Contract Award - Route 5 Water Main Replacement- \$582,500

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Exhibit	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/12/2021 - 3:56 PM

MEMORANDUM

DATE: April 13, 2021
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Emergency Purchase Contract Award - Route 5 Water Main Replacement- \$582,500

An 18-inch water main along Route 5 broke on March 24, 2021, at the location shown on the map exhibit. This main was originally installed by horizontal directional drilling under Powhatan Creek. The leak was stopped by closing valves on either side of the break. Due to the approximate 30-foot depth of the break and its location, it cannot be repaired.

This water main is one of the primary sources of water for areas west of the Five Forks Water Treatment Plant. No customers are currently without water and there are currently no issues providing water service under normal demands. As irrigation increases during the spring and summer months, the water system experiences peak demand. If this water main is not replaced in a timely manner before the start of irrigation season, the water system may have reduced pressure west of the Greensprings Plantation Road/Jamestown High School area. Reduced pressure can negatively impact fire protection and the level of service provided to customers. In addition, system reliability and redundancy decrease with this water main out of service.

Approximately 900 feet of the high-density polyethylene (HDPE) 18-inch pipe will be replaced with 16-inch ductile iron pipe installed using open cut methods and a free spanning pipe bridge to cross Powhatan Creek. The work will be completed within three months.

In consultation with the Purchasing Office, an emergency Invitation for Bids for the pipe replacement was solicited from the three contractors that currently have Annual Water and Wastewater Construction and Repair Services contracts with the Authority. Two bids were received as listed below.

<u>Firm</u>	<u>Total Base Bid</u>
Henry S. Branscome, LLC	\$582,500
Toano Contractors, Inc.	\$739,000

Henry S. Branscome, LLC was determined to be the lowest responsive and responsible bidder and has successfully completed work for the James City Service Authority in the past.

Staff recommends approval of the attached resolution awarding the \$582,500 contract for the Route 5 Water Main Replacement to Henry S. Branscome, LLC.

MDP/md
EPCA-Rt5WtrMn-mem

Attachment

RESOLUTION

EMERGENCY PURCHASE CONTRACT AWARD -

ROUTE 5 WATER MAIN REPLACEMENT - \$582,500

WHEREAS, an emergency Invitation for Bids for the Route 5 Water Main Replacement was solicited from three contractors and two bids were received and considered for award; and

WHEREAS, Henry S. Branscome, LLC 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 Route 5 Water Main Replacement to Henry S. Branscome, LLC in the amount of \$582,500.

Ruth M. Larson
Chairman, Board of Directors

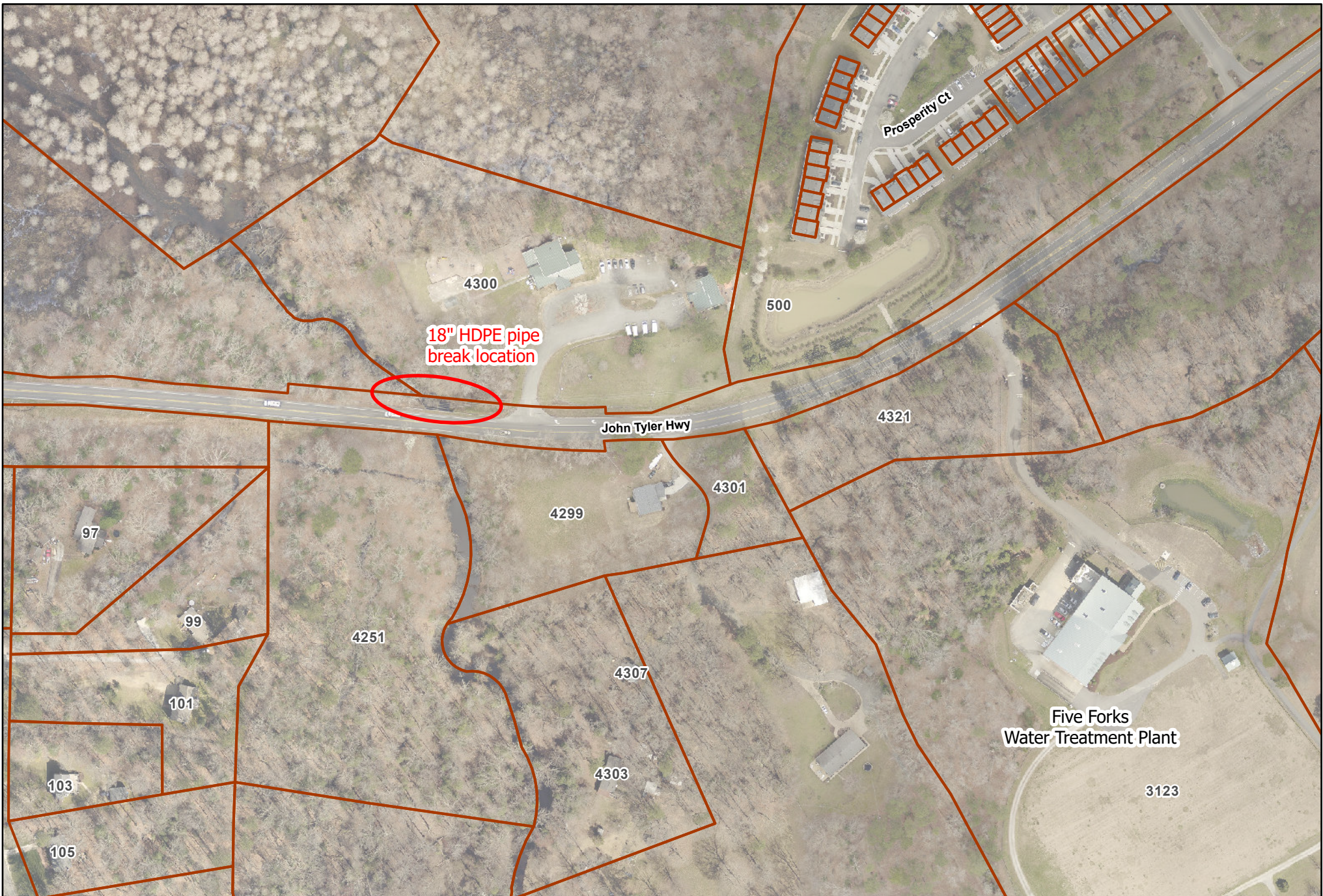
ATTEST:

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 13th day of April, 2021.

EPCA-Rt5WtrMn-res



18" HDPE pipe
break location

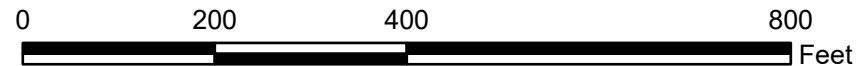
John Tyler Hwy

Prosperity Ct

Five Forks
Water Treatment Plant

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

4300 John Tyler Hwy - Water Main Break



JCSA
James City Service Authority
1 inch : 200 ft

ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: CLOSED SESSION: Discussion or consideration of the investment of public funds related to a water supply agreement with the City of Newport News where competition or bargaining is involved, where, if made public initially, the financial interest of the JCSA would be adversely affected, pursuant to Section 2.2-3711(A)(6) of the Code of Virginia.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/12/2021 - 3:57 PM

ITEM SUMMARY

DATE: 4/13/2021
TO: The Board of Directors
FROM: M. Douglas Powell, JCSA General Manager
SUBJECT: April Dashboard Report

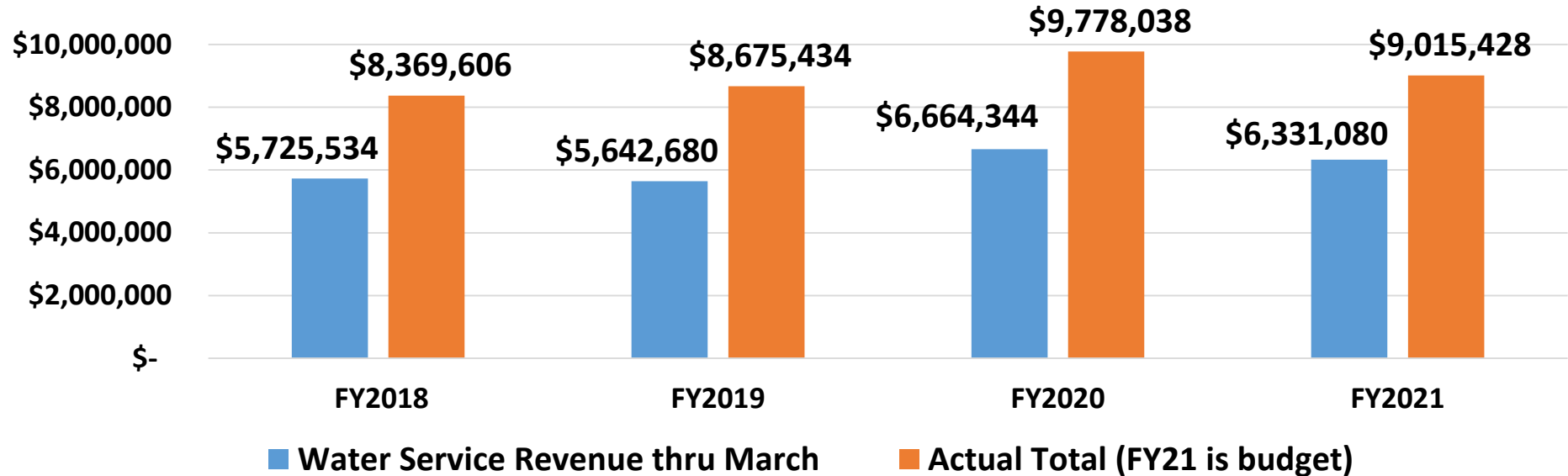
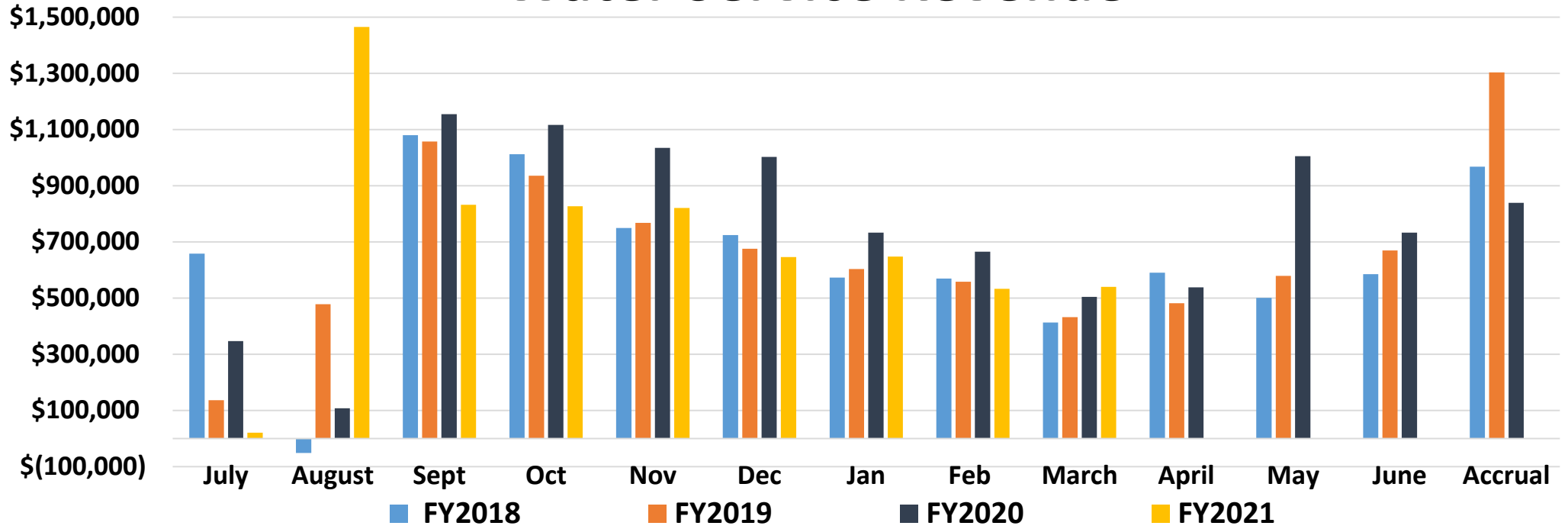
ATTACHMENTS:

	Description	Type
📎	Dashboard Report	Exhibit

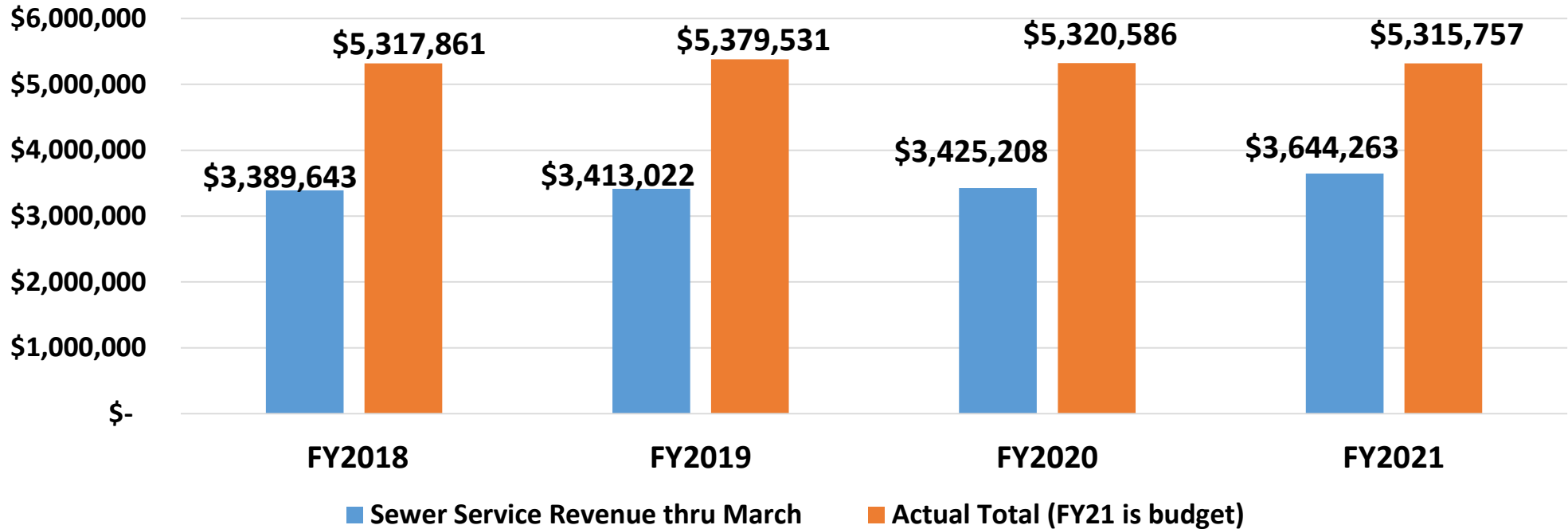
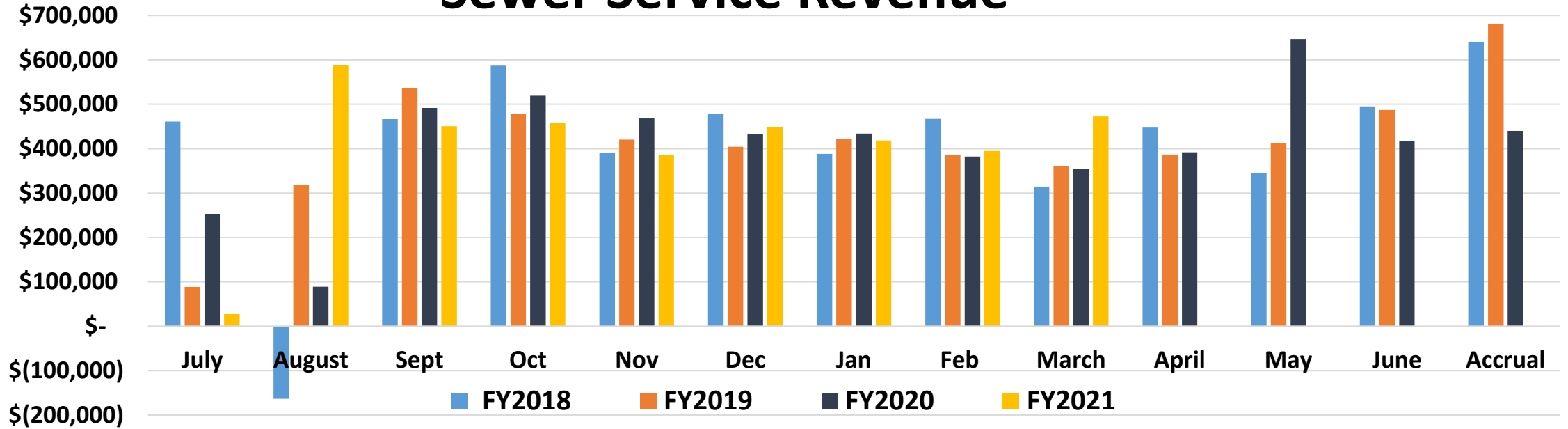
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/12/2021 - 4:00 PM

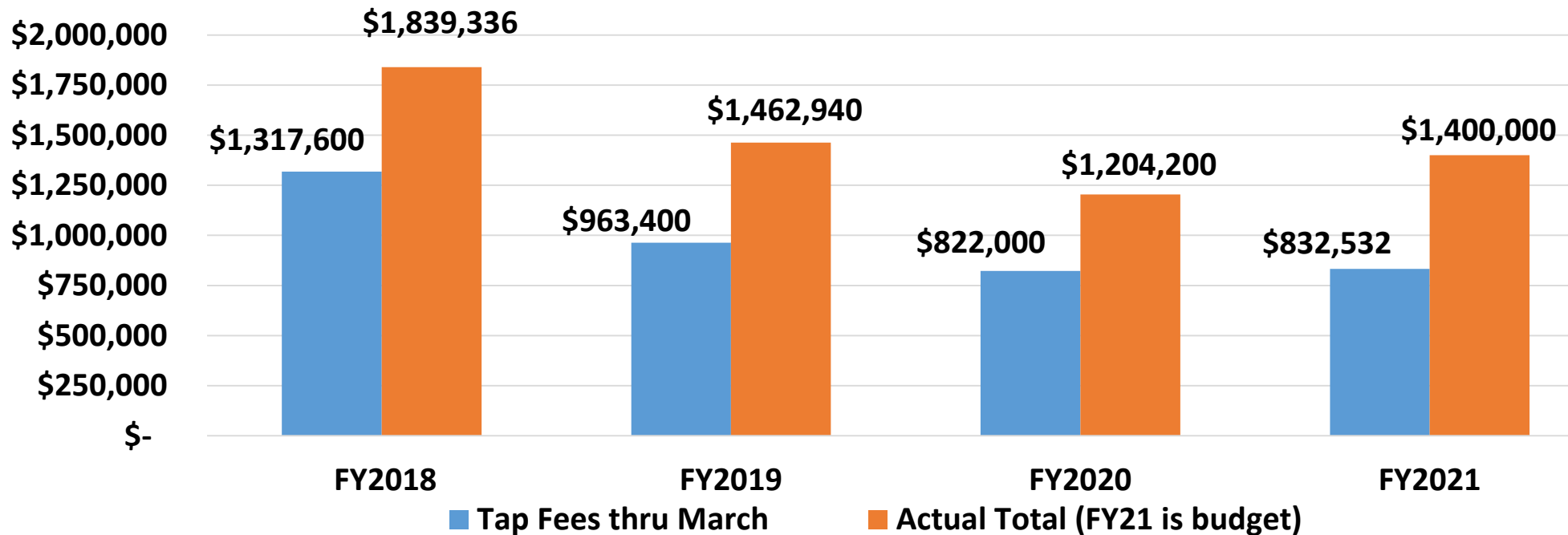
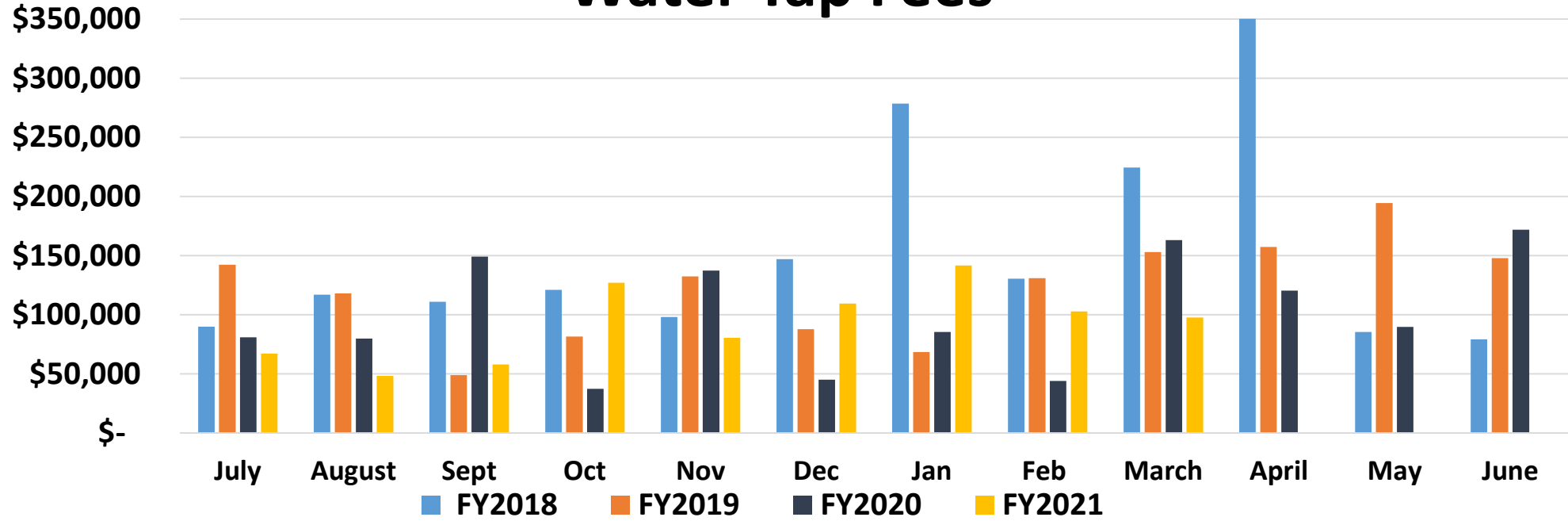
Water Service Revenue



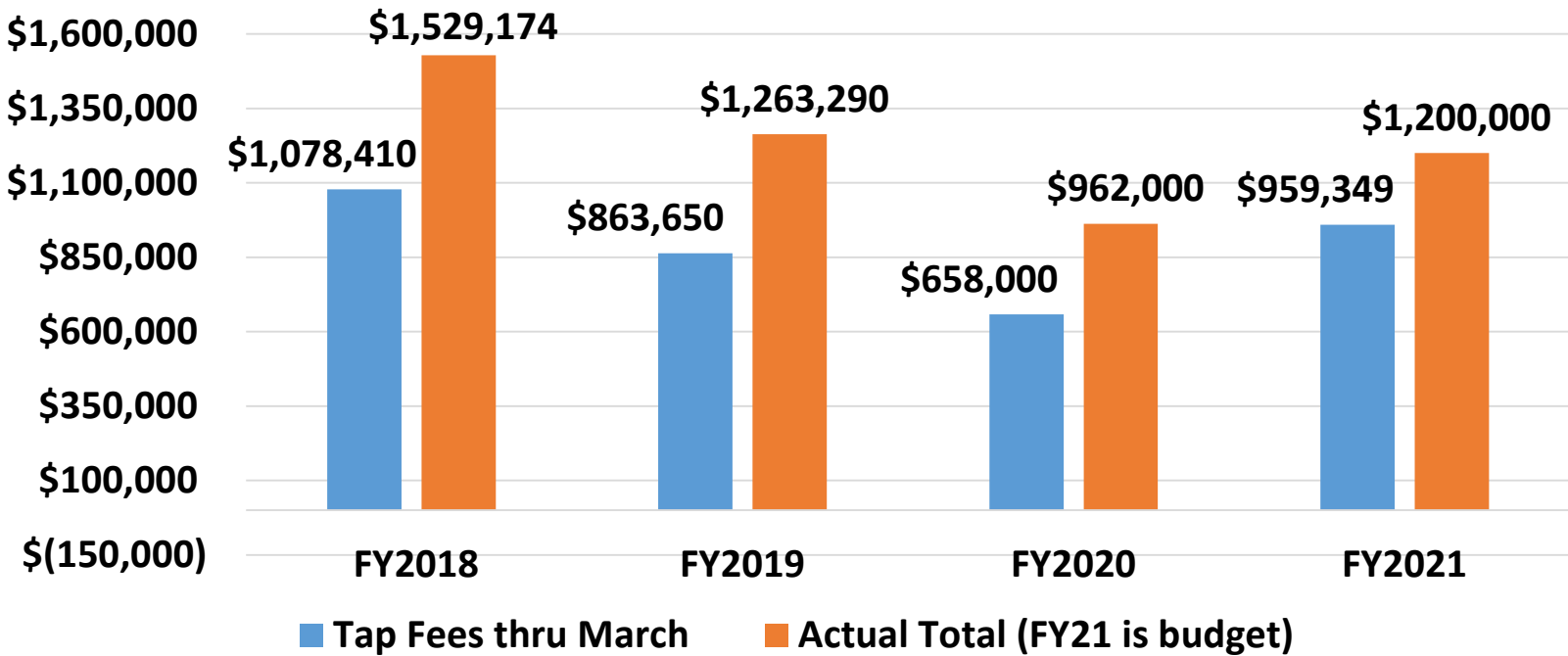
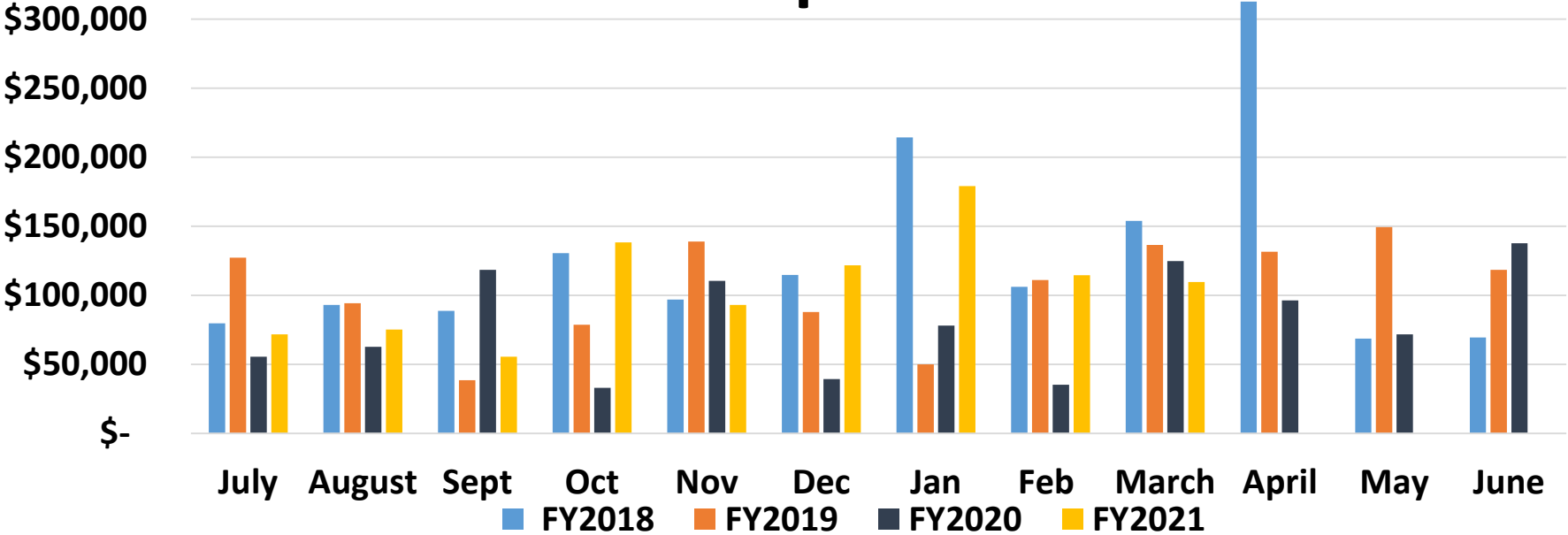
Sewer Service Revenue



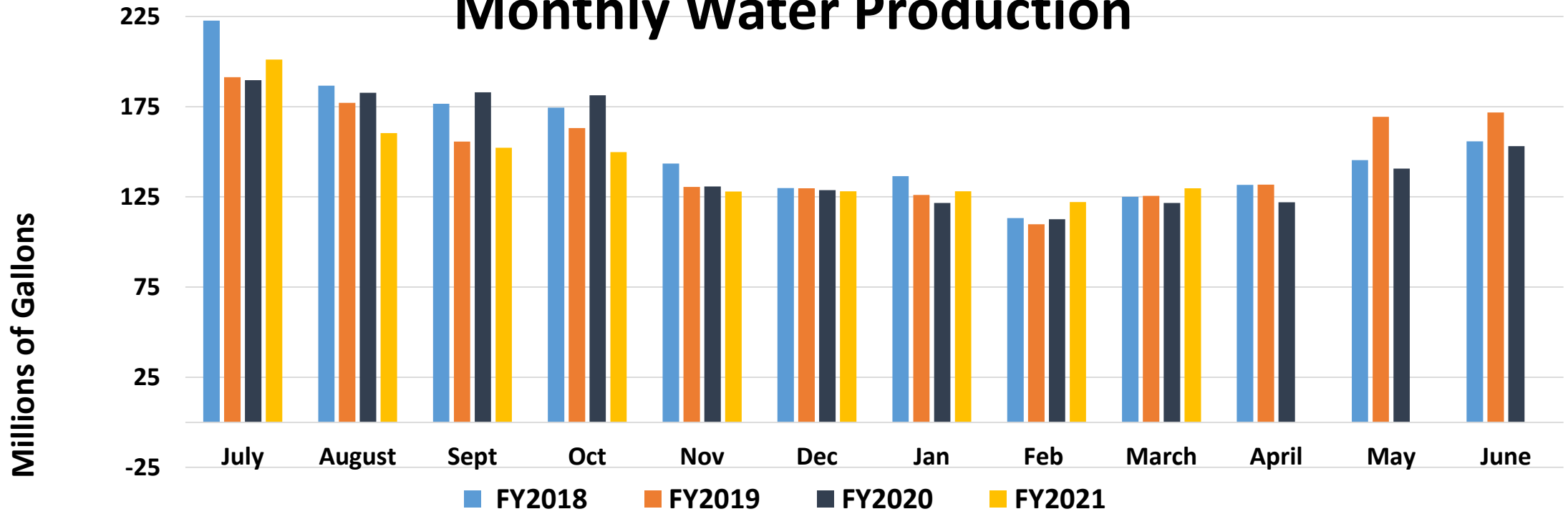
Water Tap Fees



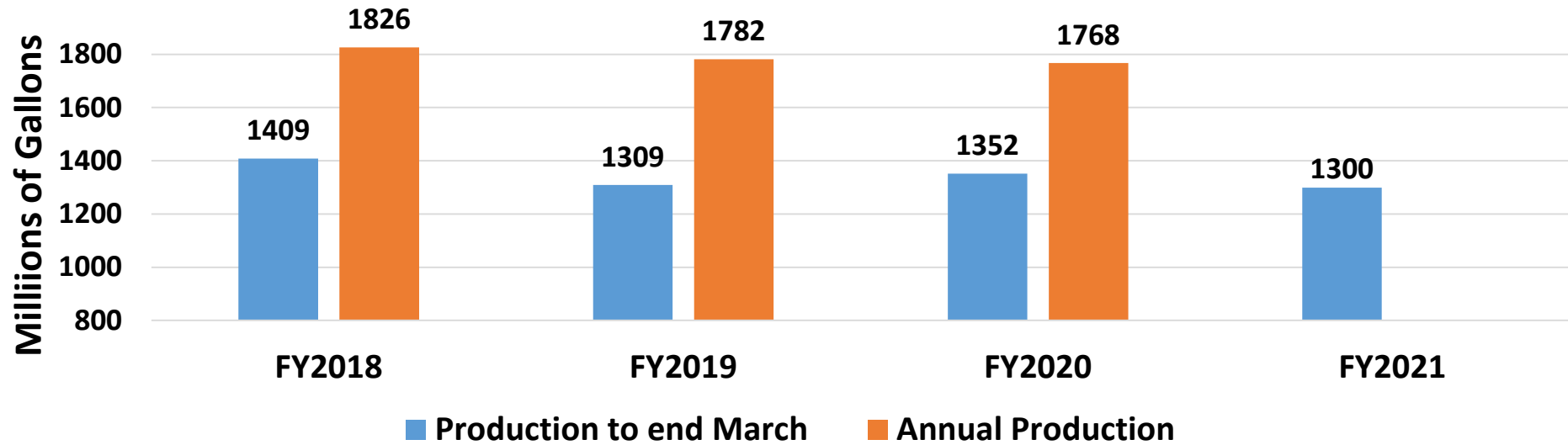
Sewer Tap Fees



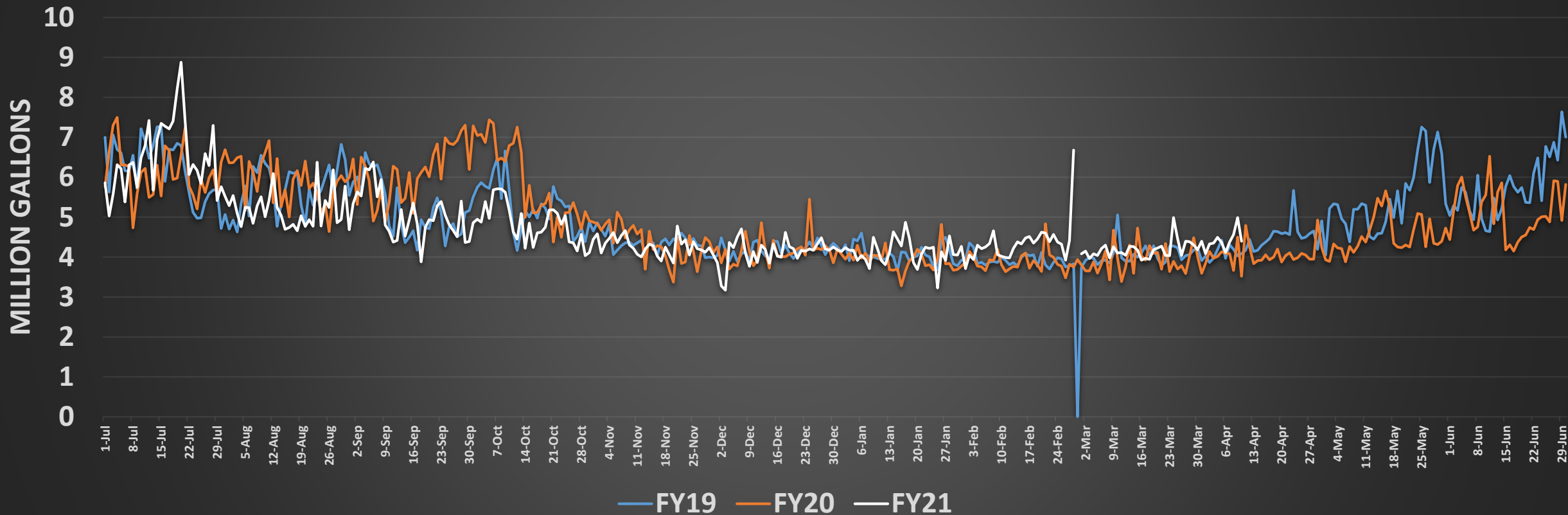
Monthly Water Production



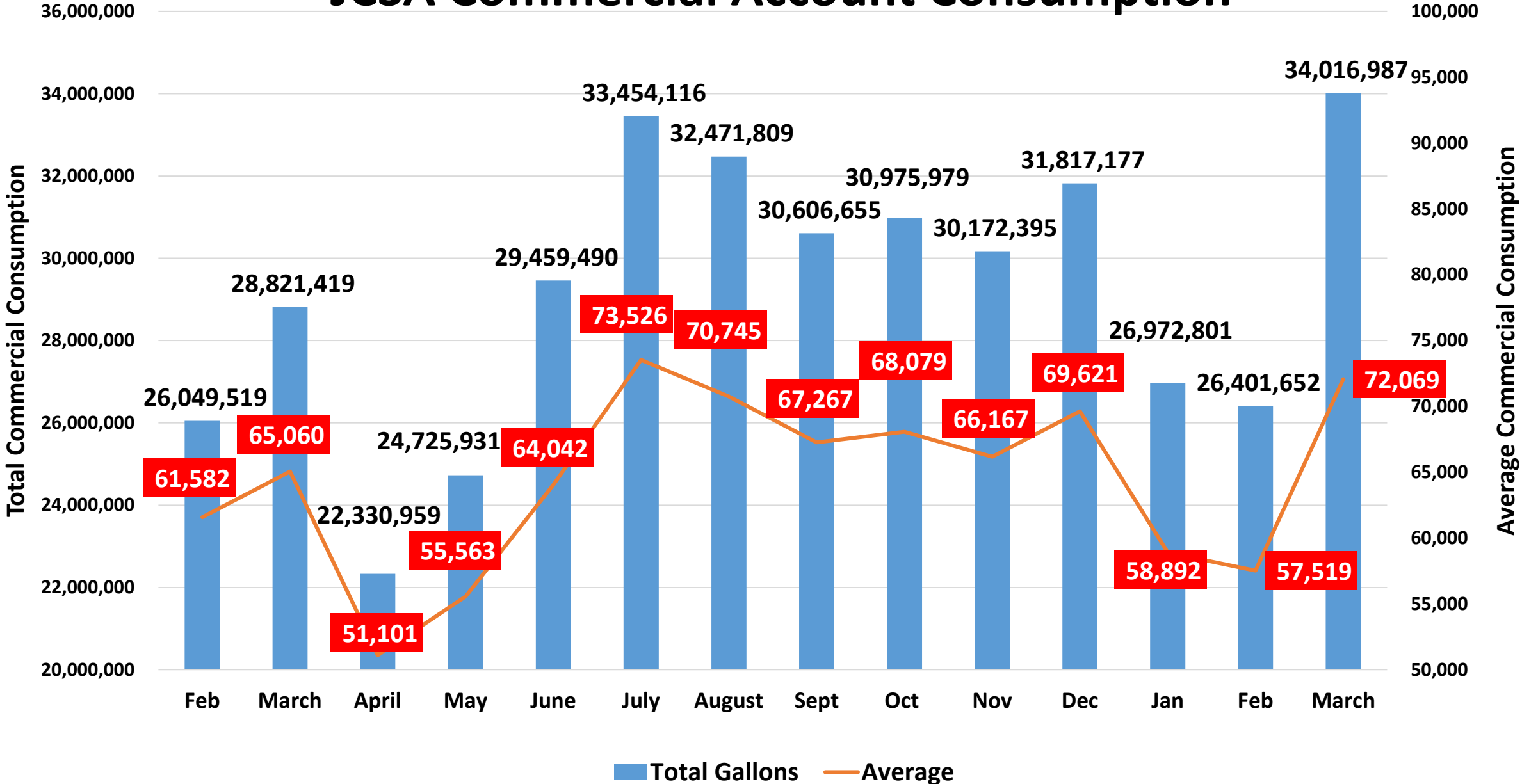
Annual Production



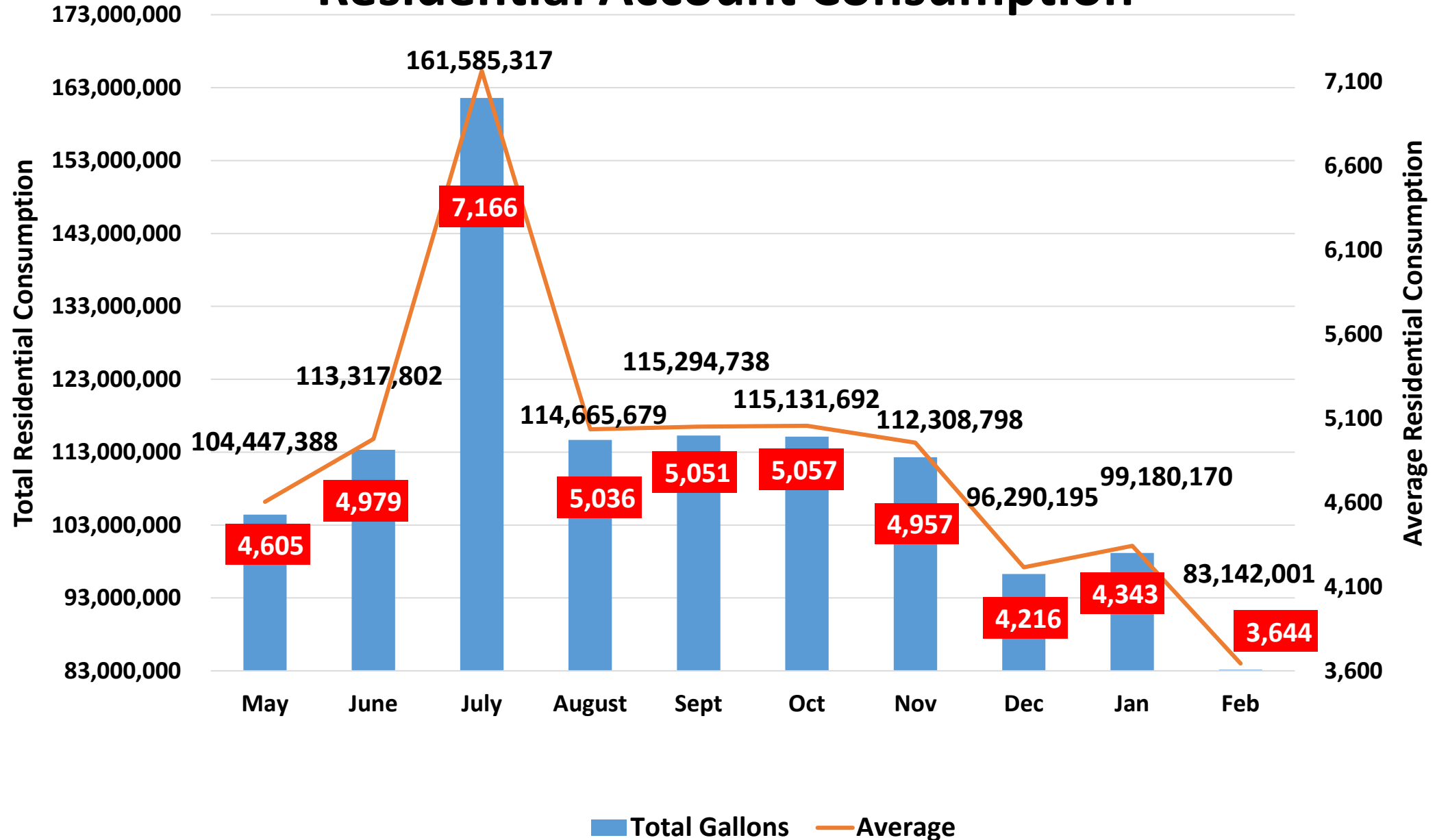
Daily Water Production



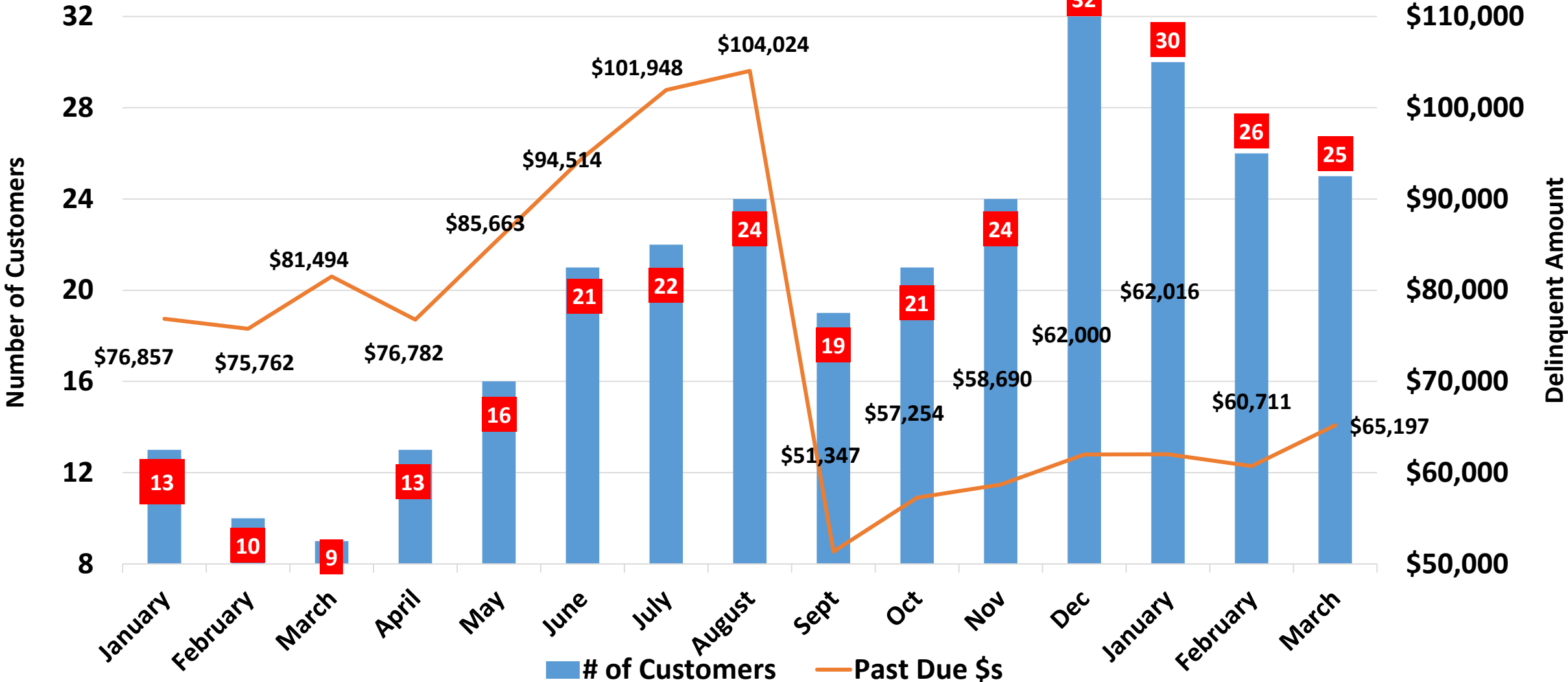
JCSA Commercial Account Consumption



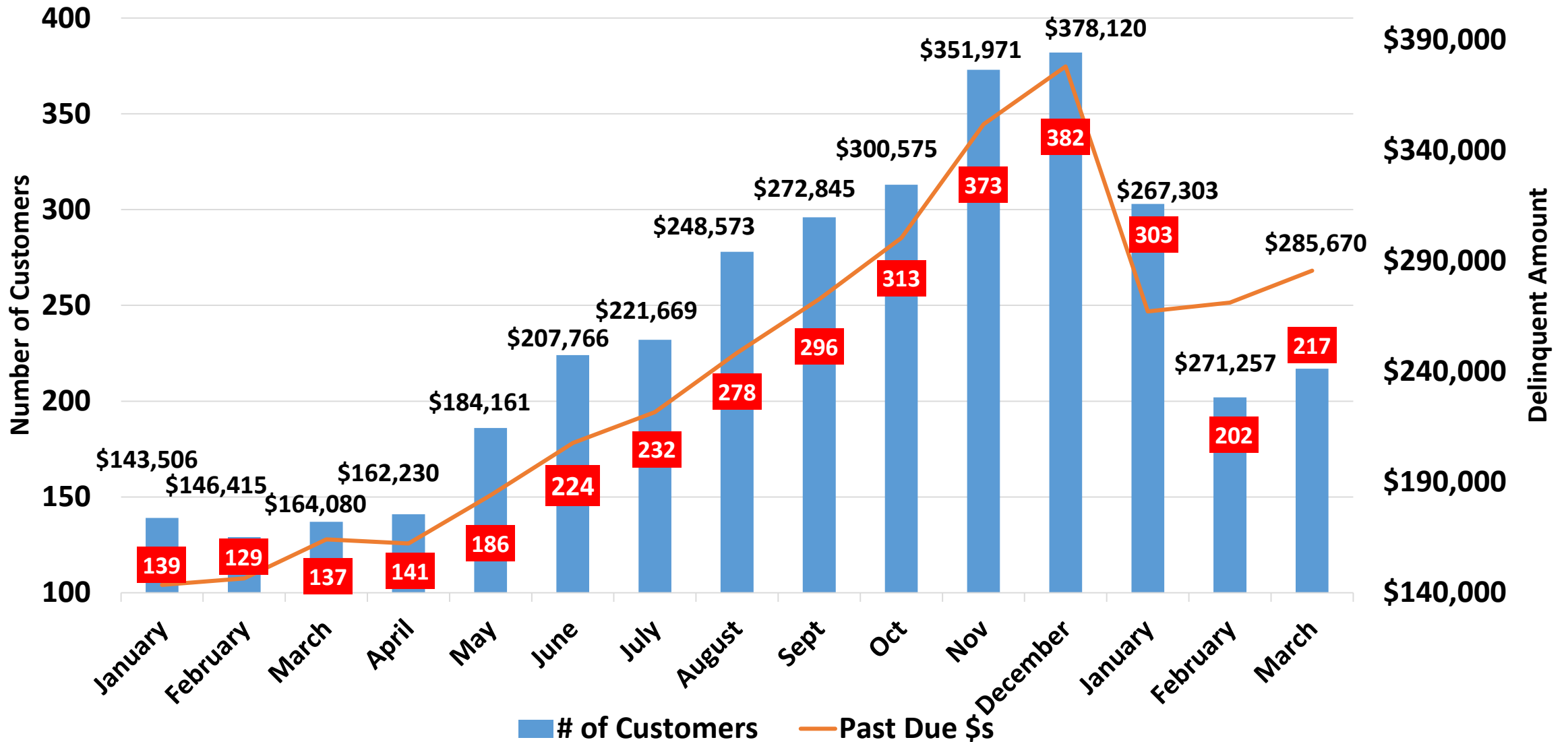
Residential Account Consumption



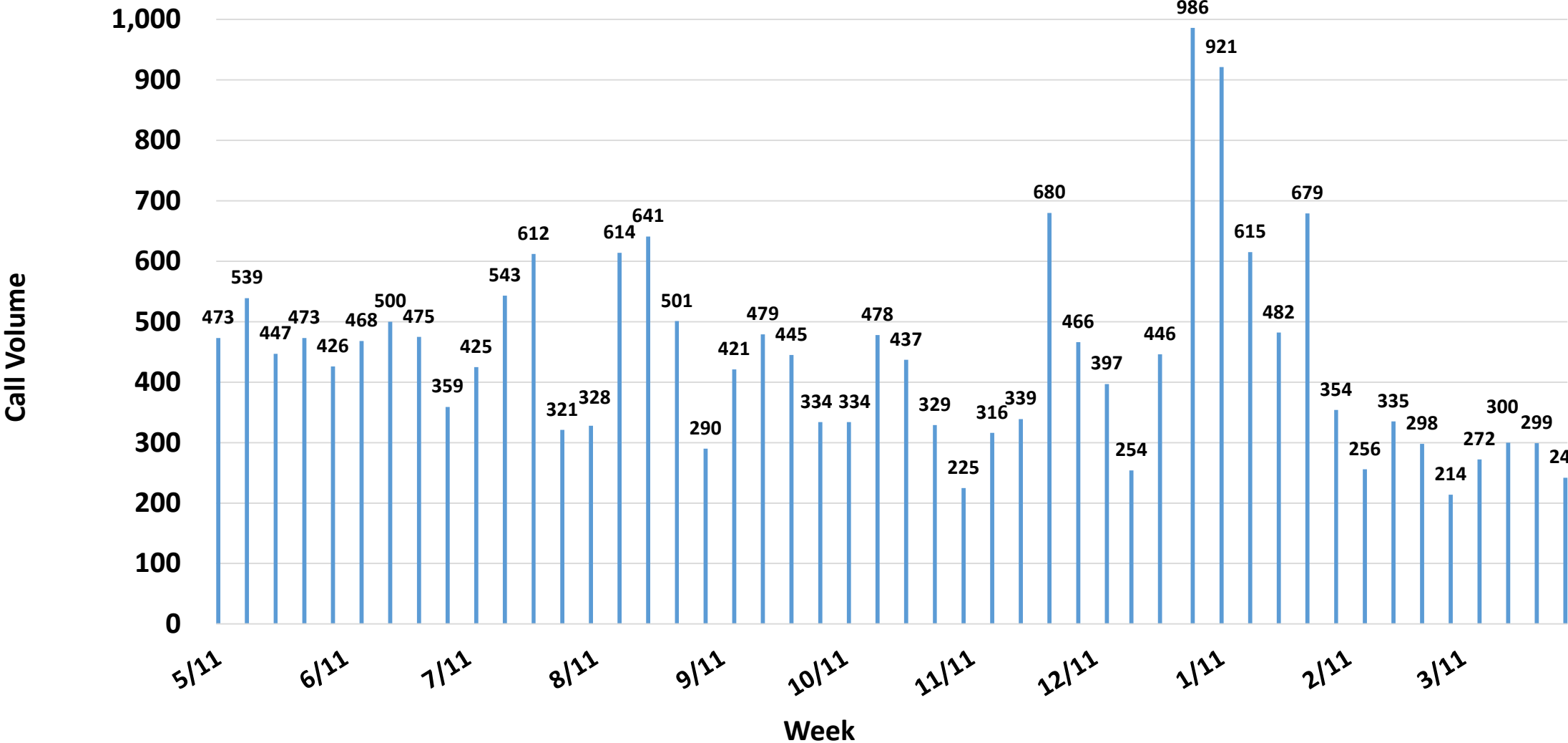
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 4/13/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 1 pm on April 27, 2021 for the Budget Work Session

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/6/2021 - 9:58 AM