

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
July 13, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption
2. Amendment to the Contract of the General Manager

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2021
2. Contract Award - Five Forks Water Treatment Plant HVAC Replacement - \$630,024

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. July Report
2. July Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 p.m. on September 14, 2021 for the Regular Meeting

ITEM SUMMARY

DATE: 7/13/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
	June 8, 2021 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/6/2021 - 10:57 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 8, 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 Sue Sadler, 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:

-April 27, 2021, Budget Work Session
-May 11, 2021, Regular Meeting

2. Contract Award - Sewer Lift Station Wet Well Cleaning - \$75,513

A motion to Approve 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

3. Resolution of Appreciation - Danny Poe

A motion to Approve 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

Ms. Larson asked Mr. Poe to come forward.

Mr. Powell noted Mr. Poe, who retired on June 1, 2021, was being recognized for 23 years of service to the James City Service Authority (JCSA). He further noted a baseball coaching connection with Mr. Poe and his subsequent employment with JCSA as the Chief Wastewater Engineer. Mr. Powell noted his pleasure of working with Mr. Poe over the past six and a half years, adding he was highly respected for his skill, work ethic, and demeanor. He further noted Mr. Poe's problem-solving skills over those 23 years. Mr. Powell noted his appreciation of Mr. Poe in his service to the JCSA and its customers, adding he personally had learned much from Mr. Poe. Mr. Powell noted Mr. Poe's family was in attendance and that Mrs. Poe, a school teacher, would also be retiring soon. He further noted the reading of a resolution which the Board formally adopted into record in honor of Mr. Poe's service.

Mr. Poe noted it had been a privilege and honor to serve the customers of James City County and JCSA. He further noted the challenges and rewards of the job.

Ms. Larson thanked the Poes for their public service to the County.

F. PUBLIC HEARING(S)

1. Public Hearing on Exemption to Disconnection Moratorium

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 in March 2020, the Board adopted a resolution which suspended disconnections for nonpayment in response to the coronavirus. He further noted the state subsequently, as part of its adopted budget, placed a moratorium on residential disconnections unless utility arrearages exceeded 1% of annual operating revenues. Mr. Powell noted at the May 11, 2021 meeting, the Board authorized the public hearing to exempt JCSA from the state moratorium. He further noted JCSA's arrearages were currently 2.8%, which made it eligible for this exemption. Mr. Powell noted the balance needed between customer needs of those impacted by the pandemic and resuming disconnections on delinquent balances before they are unmanageable. He further noted no customer disconnections until relief grants and extended payment options have been explored. Mr. Powell noted staff recommended approval of the resolution on the moratorium. He further noted an amended Coronavirus response resolution which verified the exemption was on the Board's Agenda for consideration.

Ms. Larson opened the Public Hearing.

Ms. Larson closed the Public Hearing as there were no speakers.

Mr. McGlennon asked if federal funding was still available for customers who were in arrearages.

Mr. Powell noted yes, adding approximately half of the allocation had been spent. He further noted November was the deadline for spending the balance, adding that served as impetus to encourage customers to apply for the funding.

G. BOARD CONSIDERATION(S)

1. Updated Coronavirus Response Resolution

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 addressed the exemption from the state moratorium on disconnections. He further noted the resolution also removed a previous suspension and change to the personnel policy concerning the claims and grievances timeline and the JCSA order of succession update. Mr. Powell noted this updated resolution would automatically terminate with the Board of Supervisors' action to terminate the local Declaration of Emergency. He further noted staff's recommendation for approval of the resolution. Mr. Powell asked Ms. Larson if the Closed Session would be done concurrently with the Board of Supervisors Closed Session.

Ms. Larson asked Mr. Hipple about the Closed Session.

Mr. Hipple noted the three performance evaluations could be done at the same time.

Ms. Larson noted the Board would move forward with the Agenda and address the Closed Session later in the meeting.

2. CLOSED SESSION: Consideration of a personnel matter, the performance evaluation discussion of the General Manager of the JCSA, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. June Dashboard Report

Mr. Powell noted an update on the Route 5 water main break. He further noted earlier discussion with the Virginia Department of Transportation (VDOT), adding VDOT felt a permit could be issued by week's end. Mr. Powell noted that was good news. He further noted Virginia Marine Resources Commission had also contacted JCSA with project approval. Mr. Powell noted one remaining question involved the need for a permit from the Corps of Engineers, adding he did not believe JCSA needed it and had submitted a joint permit application. He further noted JCSA was awaiting verification from the Corps of Engineers that a permit was not required, adding JCSA was in communication to resolve the issue promptly.

Ms. Larson asked about the usage and if a drop in demand was seen.

Mr. Powell noted it was stable, possibly slightly lower since the request for voluntary restrictions. He further noted the wet weather may have been a factor, adding the current trends were good.

Mr. McGlennon noted website updates to keep people apprised on the water main project's status. He further noted community interest and concern regarding the work.

Mr. Powell confirmed yes to the website updates. He noted the potential use of social media

to relay information.

At approximately 5:13 p.m., Ms. Larson recessed the Board of Directors meeting.

At approximately 5:45 p.m., Ms. Larson reconvened the Board of Directors meeting.

CLOSED SESSION

A motion to Enter a Closed Session 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 5:45 p.m., the Board entered Closed Session.

At approximately 6:57 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by James Icenhour, the motion result was Passed.

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

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

1. Consideration of a personnel matter, the performance evaluation discussion of the General Manager of the JCSA, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

J. ADJOURNMENT

1. Adjourn until 5 p.m. on July 13, 2021 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 7 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 7/13/2021

TO: The Board of Directors

FROM: Adam R. Kinsman, JCSA Attorney

SUBJECT: Amendment to the Contract of the General Manager

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	6/28/2021 - 5:09 PM
Publication Management	Daniel, Martha	Approved	6/29/2021 - 8:30 AM
Legal Review	Kinsman, Adam	Approved	6/29/2021 - 9:23 AM
Board Secretary	Fellows, Teresa	Approved	6/29/2021 - 3:55 PM
Board Secretary	Rinehimer, Bradley	Approved	6/30/2021 - 7:21 AM
Board Secretary	Fellows, Teresa	Approved	7/1/2021 - 1:56 PM

MEMORANDUM

DATE: July 13, 2021
TO: The Board of Directors
FROM: Adam R. Kinsman, James City Service Authority Attorney
SUBJECT: Revisions to the Contract of the General Manager

At the regularly-scheduled meeting of the Board of Directors (the “Board”) on June 8, 2021, the Board conducted its annual review of the General Manager and, as a result, desired to make changes to his contract of employment.

The desired changes are set forth in the attached resolution.

ARK/md
ContrRevJCSAGM-mem

Attachment

RESOLUTION

REVISIONS TO THE CONTRACT OF THE GENERAL MANAGER

WHEREAS, at its regularly-scheduled meeting on June 8, 2021, the Board of Directors of the James City Service Authority (the "Board") conducted its annual review of the General Manager; and

WHEREAS, the reviews was positive and, in recognition thereof, the Board desires to make changes to the contract of employment for the General Manager.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority does hereby resolve to include the General Manager in the 3% (three percent) pay increase given to all employees on October 1, 2021, and to amend the contract of the General Manager to (1) conduct an annual performance evaluation in June of each year, and (2) effective July 1, 2021, change the James City Service Authority contribution to the General Manager's 457 deferred compensation plan from \$5,000 per annum to 10% (ten percent) of his base salary per annum.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

SADLER
ICENHOUR
HIPPLE
MCGLENNON
LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 13th day of July, 2021.

ContrRevJCSAGM-res

ITEM SUMMARY

DATE: 7/13/2021

TO: The Board of Directors

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

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2021

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year 2021

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/25/2021 - 9:27 AM
Publication Management	Daniel, Martha	Approved	6/25/2021 - 9:52 AM
Legal Review	Kinsman, Adam	Approved	6/25/2021 - 2:24 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2021 - 3:56 PM
Board Secretary	Rinehimer, Bradley	Approved	6/30/2021 - 7:24 AM
Board Secretary	Fellows, Teresa	Approved	7/1/2021 - 1:56 PM

MEMORANDUM

DATE: July 13, 2021
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2021

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year 2021. The resolution lists the value of the infrastructure at the time of completion. The total value of \$5,254,205 will be included in the net capital asset calculations for JCSA's Fiscal Year 2021 Comprehensive Annual Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling \$152,582,412 in the Fiscal Year 2020 Annual Report.

Staff recommends adoption of the attached resolution accepting the dedication of the infrastructure.

MDP/md
FY21JCSAInfrastr-mem

Attachment

RESOLUTION

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 2021

WHEREAS, certain water and sewer infrastructure has been constructed by developers and dedicated to the James City Service Authority (JCSA); and

WHEREAS, this water and sewer infrastructure has been constructed in accordance with technical requirements of JCSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby formally accepts the dedication of the water and sewer systems listed below, as of June 30, 2021:

Water Dedications

<u>Development</u>	<u>Value</u>
Bluffs at Williamsburg Landing	\$ 27,150
Colonial Heritage Phase 6, Section 1	417,525
Ewell Industrial Park Water Main	64,475
Ford's Colony - Eagle's Cliffe	110,950
Forest Glen, Section 5	174,075
Governor's Grove	295,150
Jolly Pond Schools Water Main	346,950
New Town - Eagle's Residential	225,950
Williamsburg Indoor Sports Complex Pool Water Main	40,400
Woodhaven at Williamsburg Landing	<u>145,500</u>
Total:	<u>\$1,848,125</u>

Sewer Dedications

<u>Development</u>	<u>Value</u>
Bluffs at Williamsburg Landing	\$ 35,930
Colonial Heritage Phase 6, Section 1	550,980
Ford's Colony - Eagle's Cliffe	103,175
Forest Glen, Section 5	237,905
Governor's Grove	331,225
Kingsmill - Burwell's Bluff	81,020
Kingsmill - River's Bluff	157,420
New Town - Eagle's Residential	324,010
Stonehouse Tract 3 - Lift Station 10-5	<u>1,584,415</u>
Total:	<u>\$3,406,080</u>

Water and Sewer Total: \$5,254,205

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

SADLER
ICENHOUR
HIPPLE
MCGLENNON
LARSON

VOTES

AYE NAY ABSTAIN ABSENT

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

FY21JCSAInfrastr-res

ITEM SUMMARY

DATE: 7/13/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant HVAC Replacement - \$630,024

The HVAC system at the Five Forks Water Treatment Plant has reached the end of its useful life and requires replacement.

In consultation with the Purchasing Office, a Request for Quotes was solicited from the three contractors that currently have Annual HVAC Support Services contracts with James City County. Warwick Plumbing & Heating Corporation was determined to be the lowest responsive and responsible bidder.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/25/2021 - 9:33 AM
Publication Management	Daniel, Martha	Approved	6/25/2021 - 9:39 AM
Legal Review	Kinsman, Adam	Approved	6/25/2021 - 2:27 PM
Board Secretary	Fellows, Teresa	Approved	6/29/2021 - 3:56 PM
Board Secretary	Rinehimer, Bradley	Approved	6/30/2021 - 7:24 AM
Board Secretary	Fellows, Teresa	Approved	7/1/2021 - 1:56 PM

MEMORANDUM

DATE: July 13, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant HVAC Replacement - \$630,024

The HVAC system at the Five Forks Water Treatment Plant has reached the end of its useful life and requires replacement. The project includes removal of the existing system, installation of a new HVAC system, construction of a new access platform, installation of a concrete pad for mechanical equipment, and wall modifications to accommodate ductwork and louvers.

In consultation with the Purchasing Office, a Request for Quotes was solicited from the three contractors that currently have Annual HVAC Support Services contracts with James City County. These contracts contain cooperative purchasing language allowing the James City Service Authority to purchase from the contracts. Two contractors attended a site visit and one quote was received from Warwick Plumbing & Heating Corporation as listed below.

<u>Firm</u>	<u>Total Quote</u>
Warwick Plumbing & Heating Corporation	\$630,024

Warwick Plumbing & Heating Corporation was determined to be the lowest responsive and responsible bidder and has successfully completed work under this contract for Williamsburg Area Transit Authority and the Williamsburg-James City County Courthouse.

Staff recommends approval of the attached resolution awarding the \$630,024 contract for the Five Forks Water Treatment Plant HVAC Replacement to Warwick Plumbing & Heating Corporation.

MDP/md
CA-5FksWTPHVAC-mem

Attachment

RESOLUTION

CONTRACT AWARD - FIVE FORKS WATER TREATMENT PLANT

HVAC REPLACEMENT - \$630,024

WHEREAS, a Request for Quote for the Five Forks Water Treatment Plant HVAC Replacement was solicited from three contractors that currently have Annual HVAC Support Services contracts with James City County; and

WHEREAS, these contracts contain cooperative purchasing language allowing the James City Service Authority to purchase from the contracts and one quote was received from Warwick Plumbing & Heating Corporation and considered for award; and

WHEREAS, Warwick Plumbing & Heating Corporation 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 Five Forks Water Treatment Plant HVAC Replacement to Warwick Plumbing & Heating Corporation in the amount of \$630,024.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Fellows
Deputy Secretary to the Board

SADLER
ICENHOUR
HIPPLE
MCGLENNON
LARSON

VOTES

AYE NAY ABSTAIN ABSENT

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_____	_____	_____	_____

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

CA-5FksWTPHVAC-res

ITEM SUMMARY


DATE: 7/13/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: July Report

ATTACHMENTS:

	Description	Type
	July Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/6/2021 - 10:56 AM



Operations Center
119 Tewning Road
Williamsburg, VA 23188-2639
P: 757-229-7421
F: 757-229-2463
jcsa@jamescitycountyva.gov

GENERAL MANAGER'S REPORT JULY 2021

- The LS 3-3 Pipe Bridge Gravity Main Replacement project has been delayed due to availability of materials. This project consists of replacing approximately 570 linear feet on the pipe bridge and 165 linear feet underground due to interior corrosion.
- Approximately 750 feet of pipe has been installed on either side of the Powhatan Creek as part of the Route 5 Water Main Replacement Project. We are awaiting the prefabricated pipe bridge before the project can be completed. The estimated completion date at this time is early August.
- The White Oaks Water Main Replacement project was delayed due to availability of materials, but work is scheduled to begin this week.
- The project kick off meeting for the Kingswood Water Main Replacement Project was held on June 16.
- With the completion of the College Creek underground water main replacement, we are now beginning the planning process to replace the line on the bridge. Construction is scheduled for FY 23.
- Several improvement projects at the Tewning Road Complex are underway. These projects include an upgrade to the camera/security system and the installation of a dry sprinkler system which will aid in the protection of the servers.
- A comprehensive emergency response plan required by EPA has been completed.
- The annual Virginia Department of Health inspections have been performed on the Central System and all of the independent systems. No issues were identified.
- The SCADA system upgrade is complete with the exception of the Five Forks Water Treatment Plant.

ITEM SUMMARY

DATE: 7/13/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: July Dashboard Report

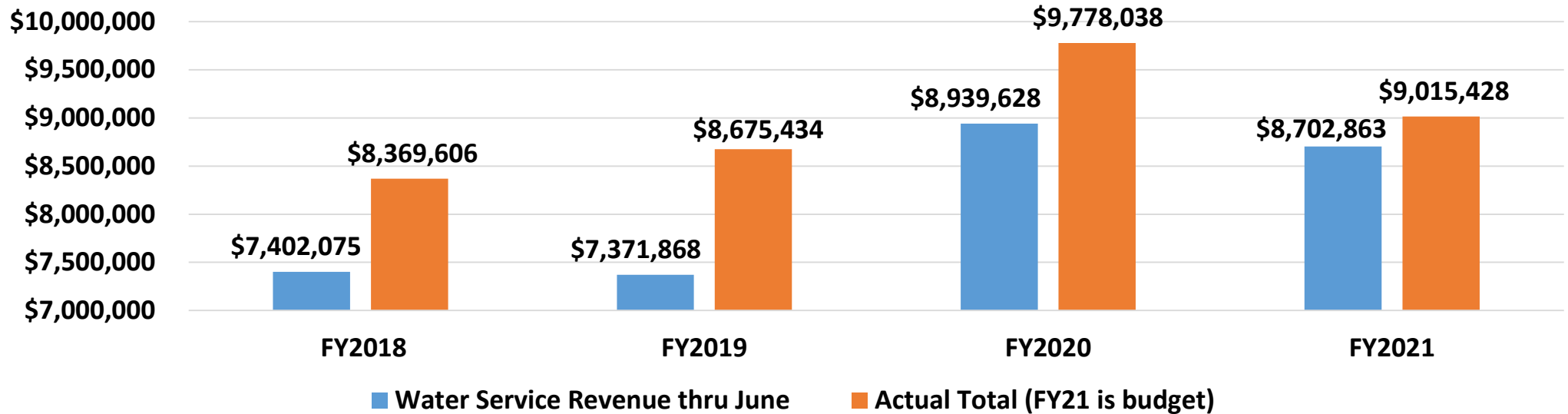
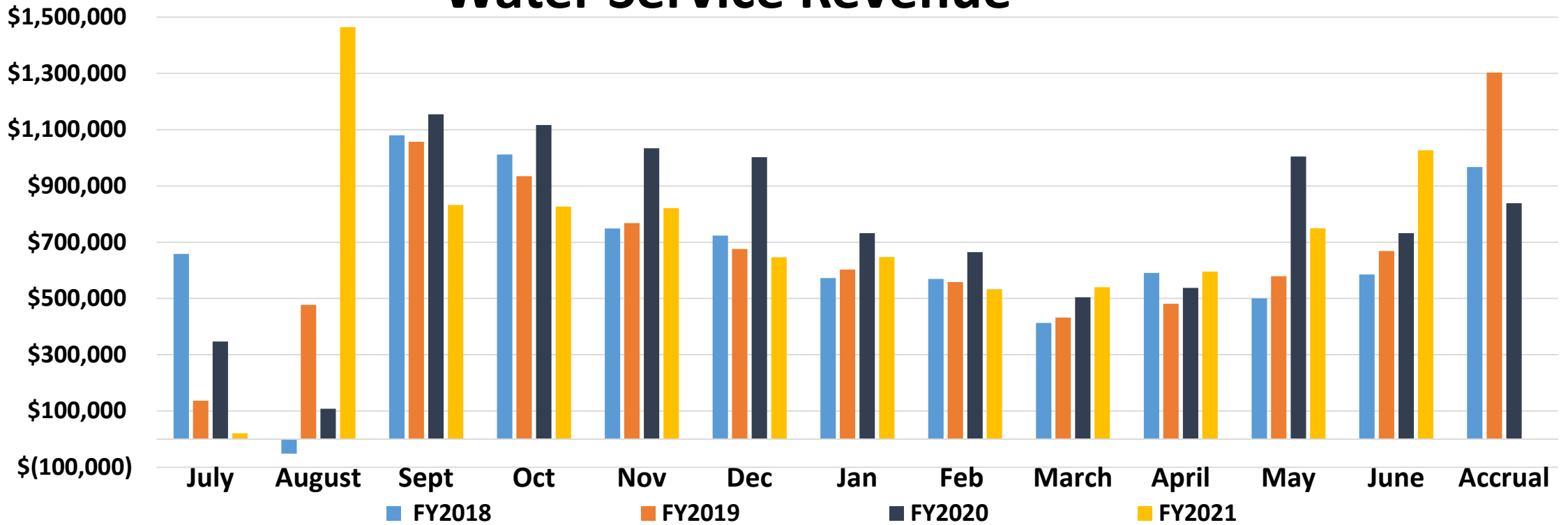
ATTACHMENTS:

Description		Type
	Dashboard Report	Exhibit

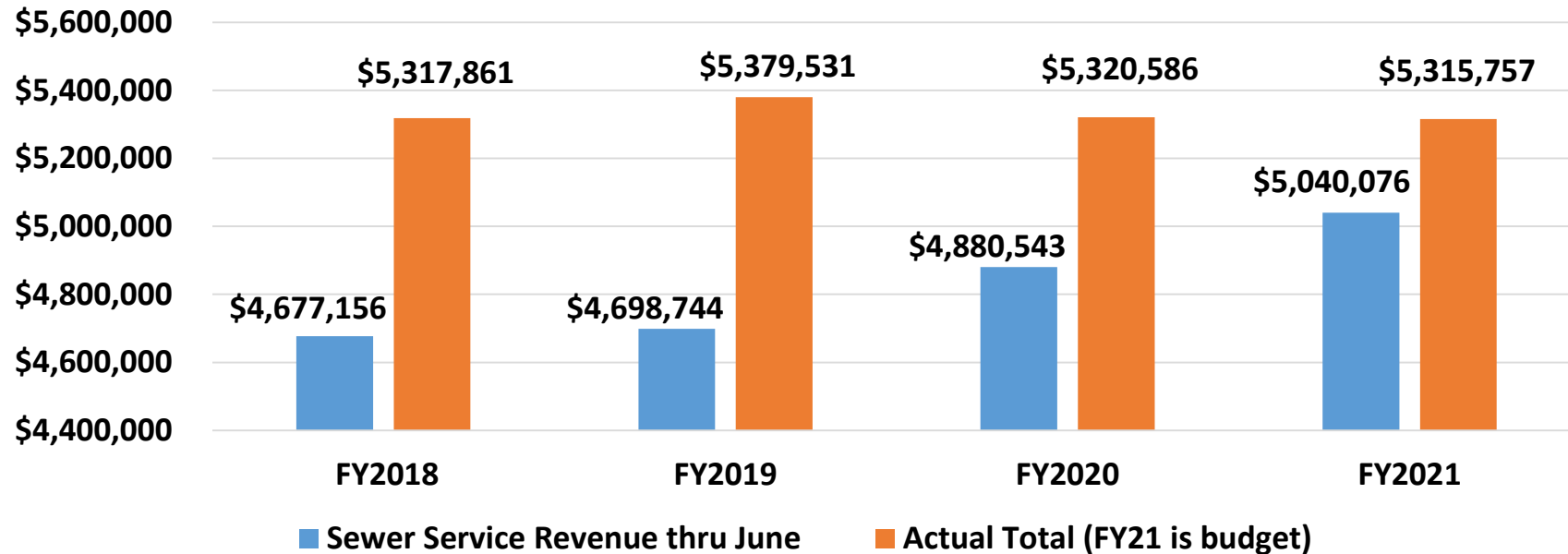
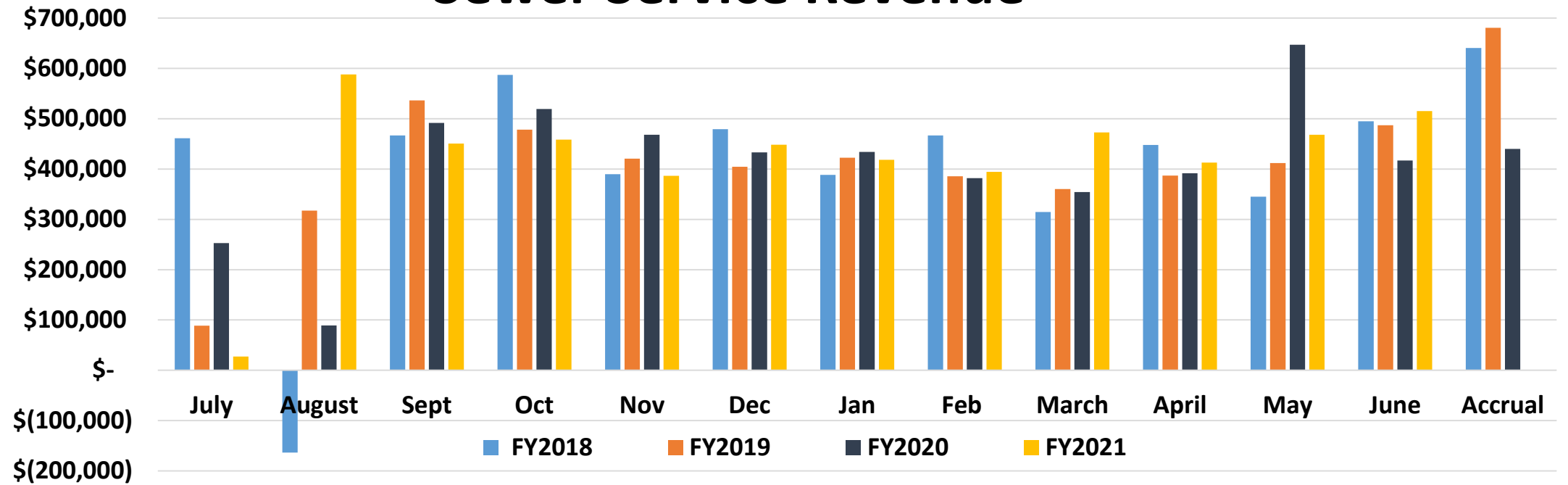
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/13/2021 - 9:08 AM

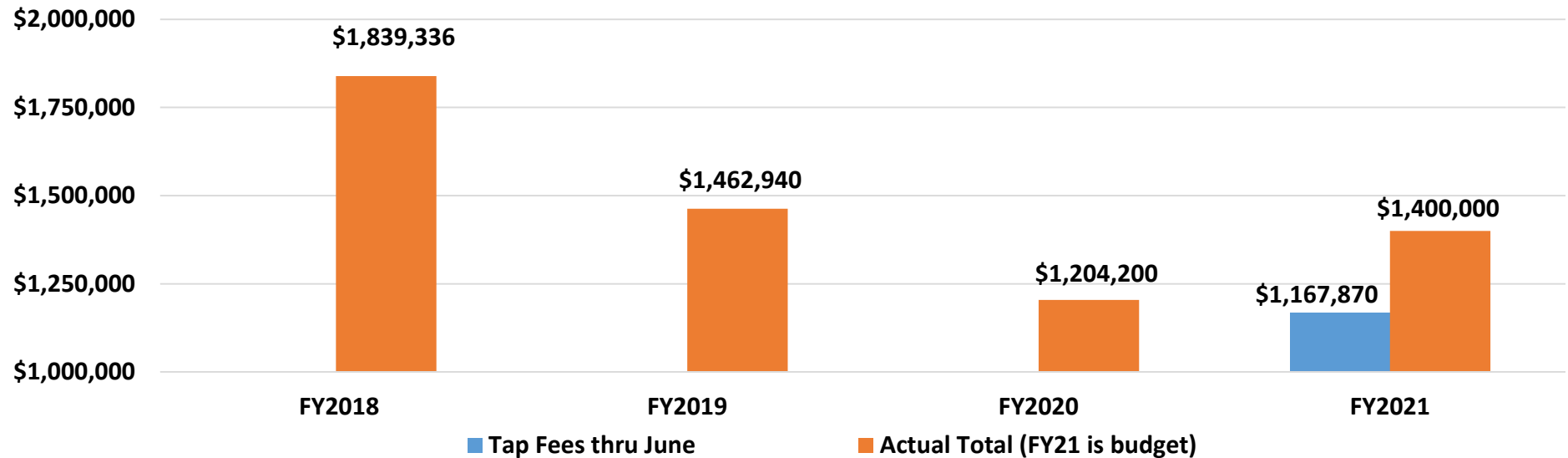
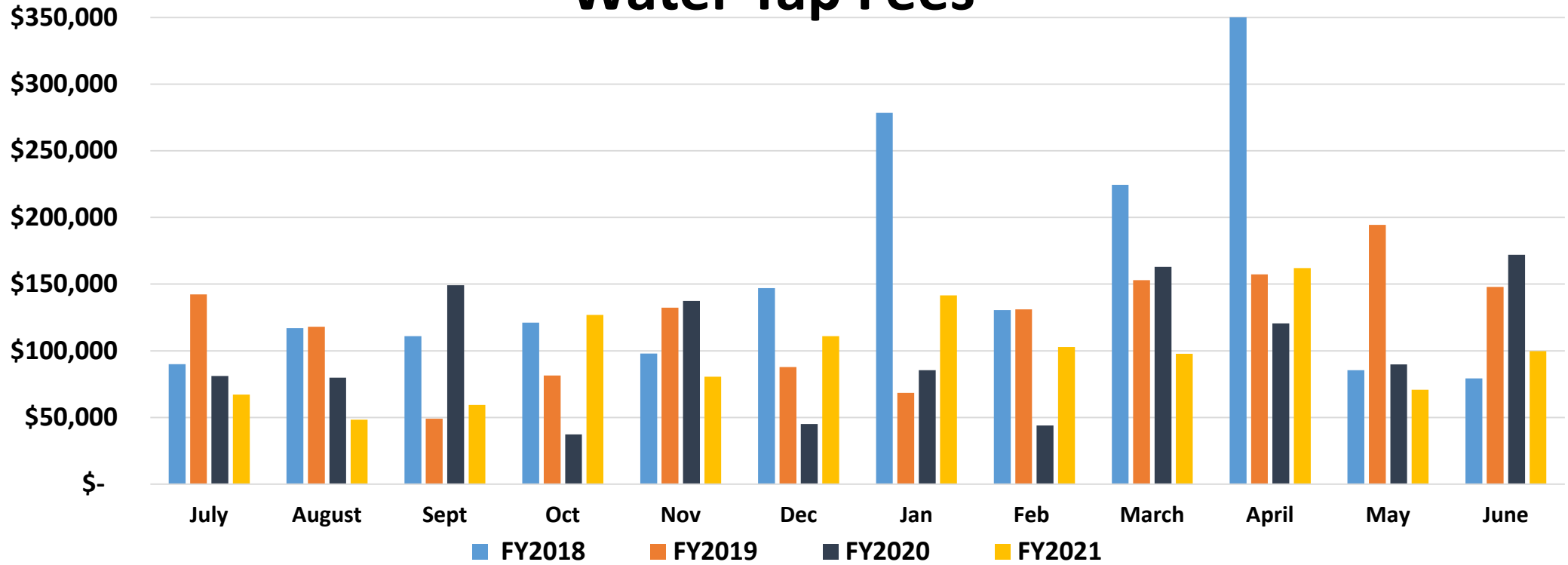
Water Service Revenue



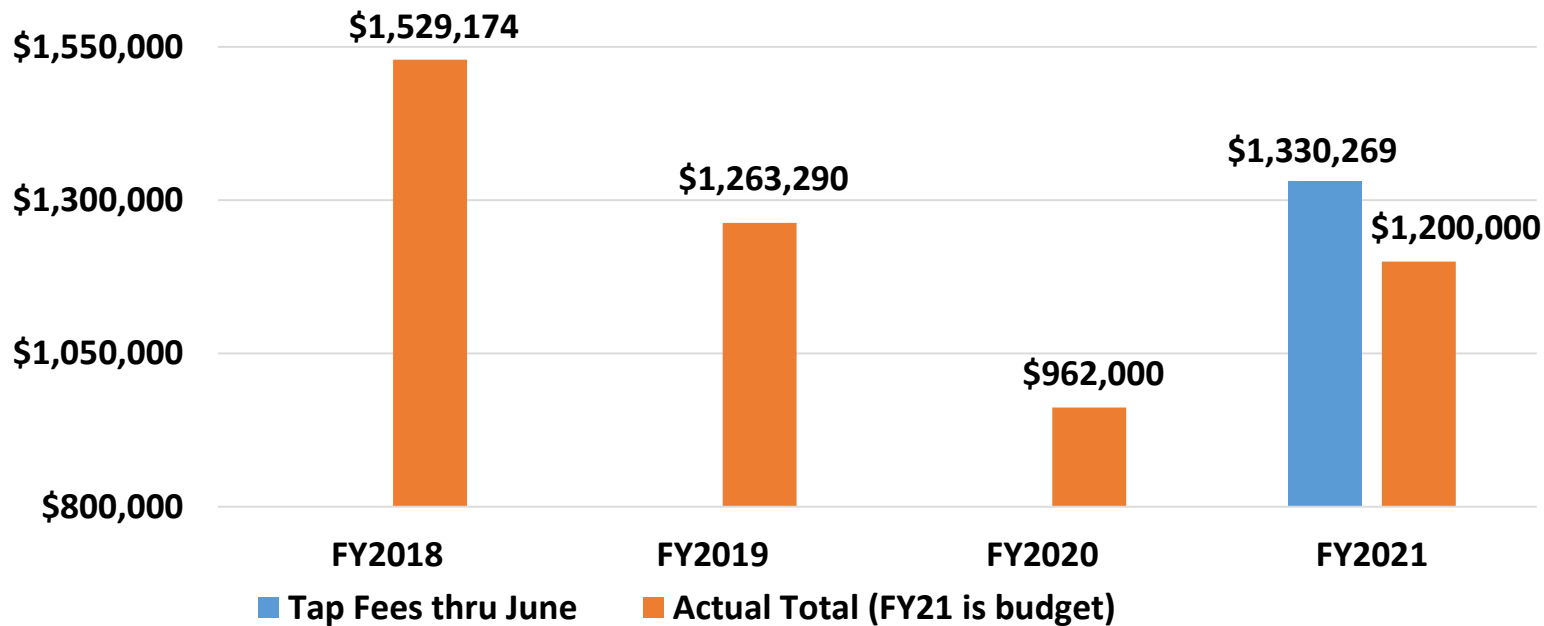
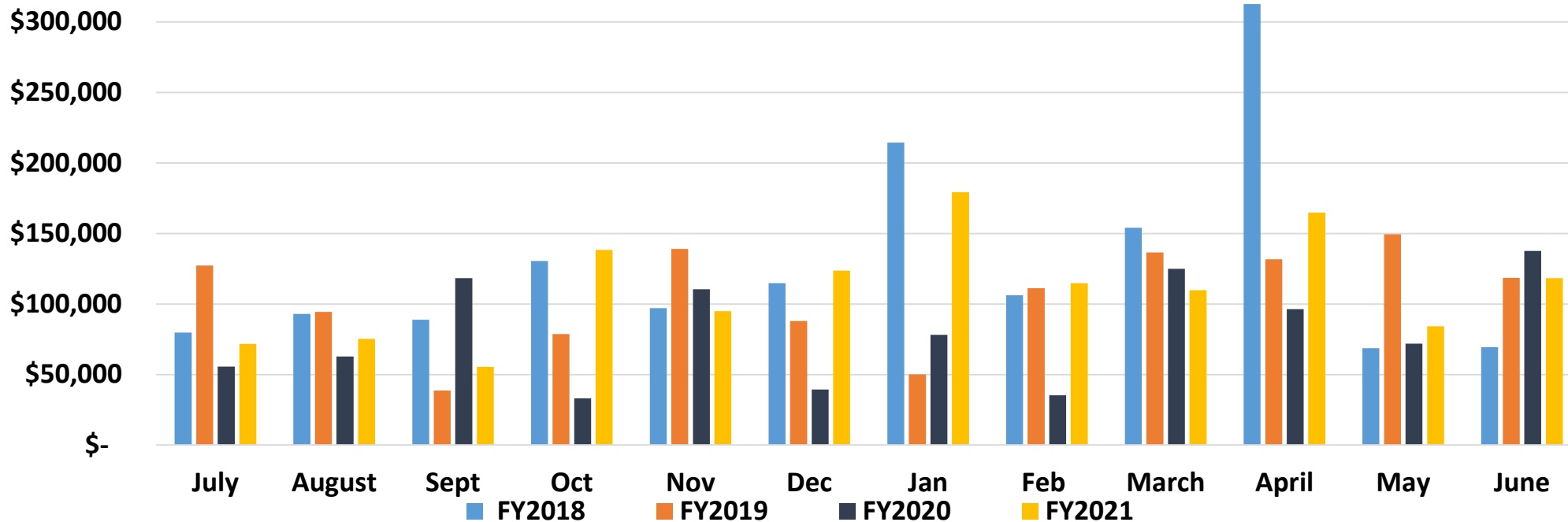
Sewer Service Revenue



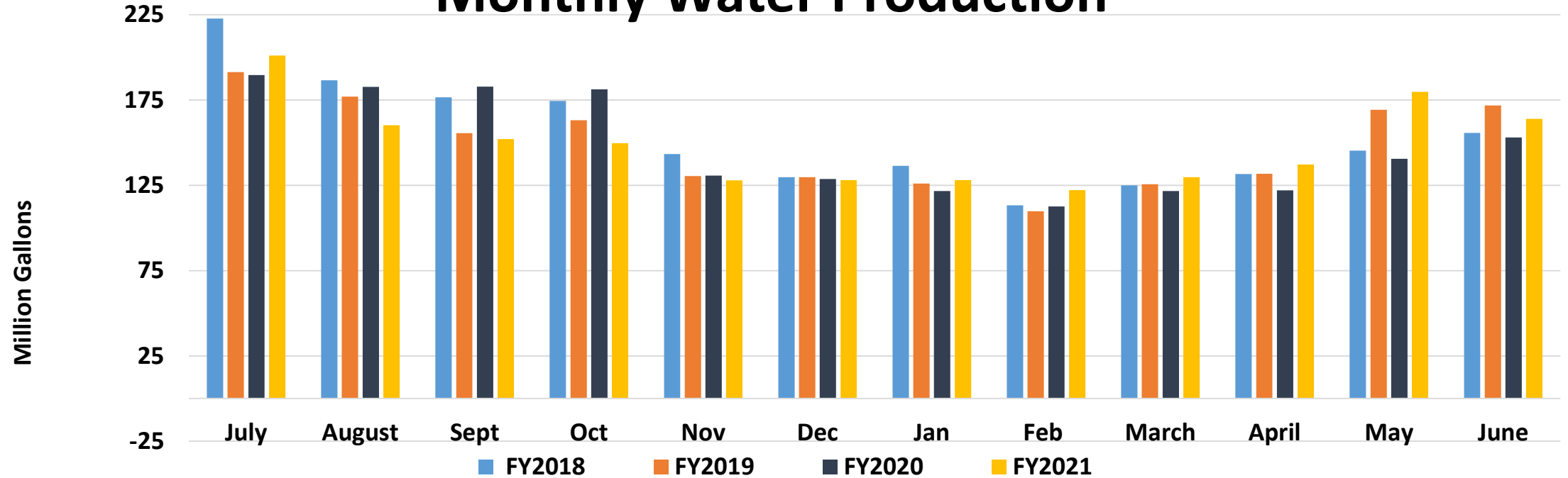
Water Tap Fees



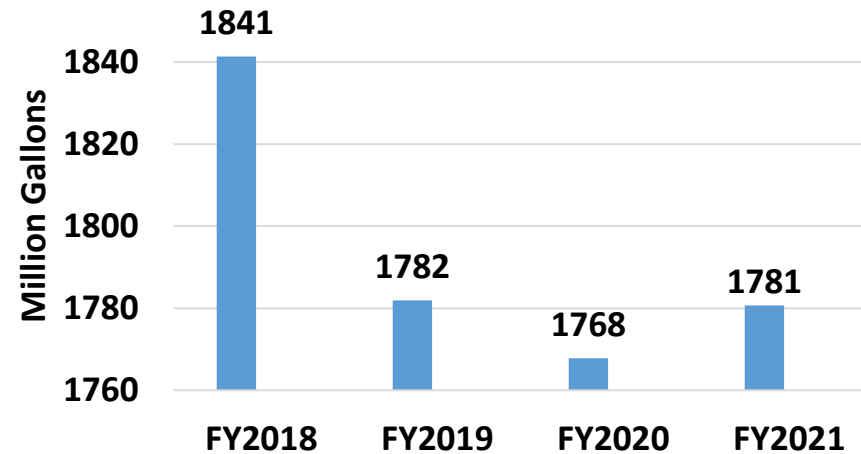
Sewer Tap Fees



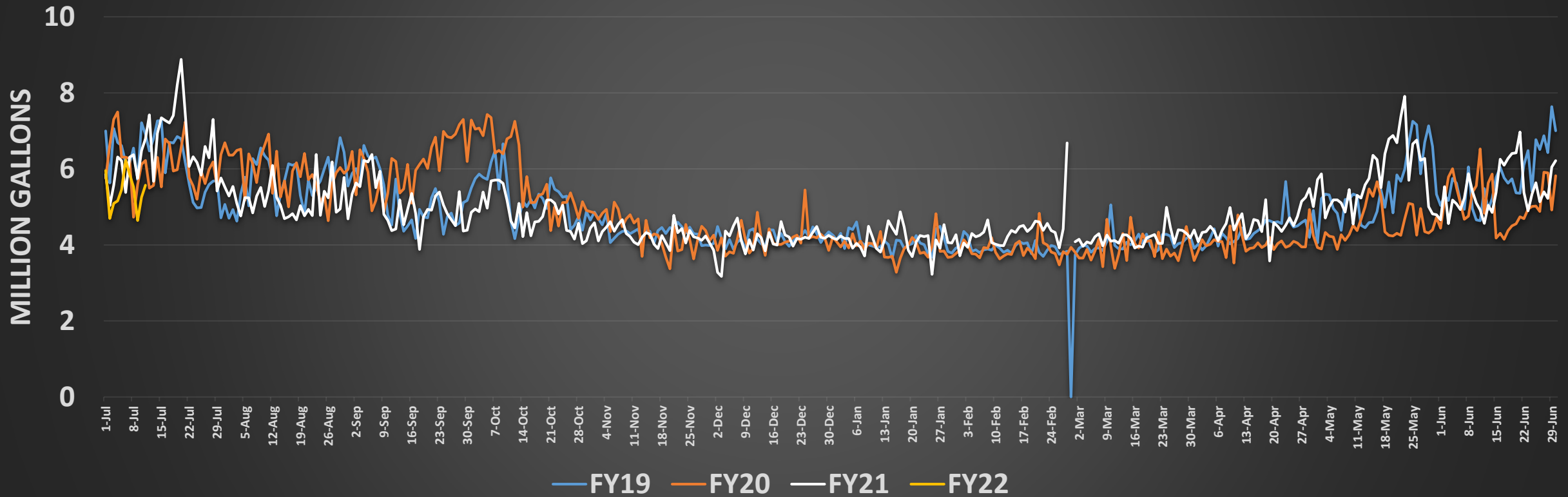
Monthly Water Production



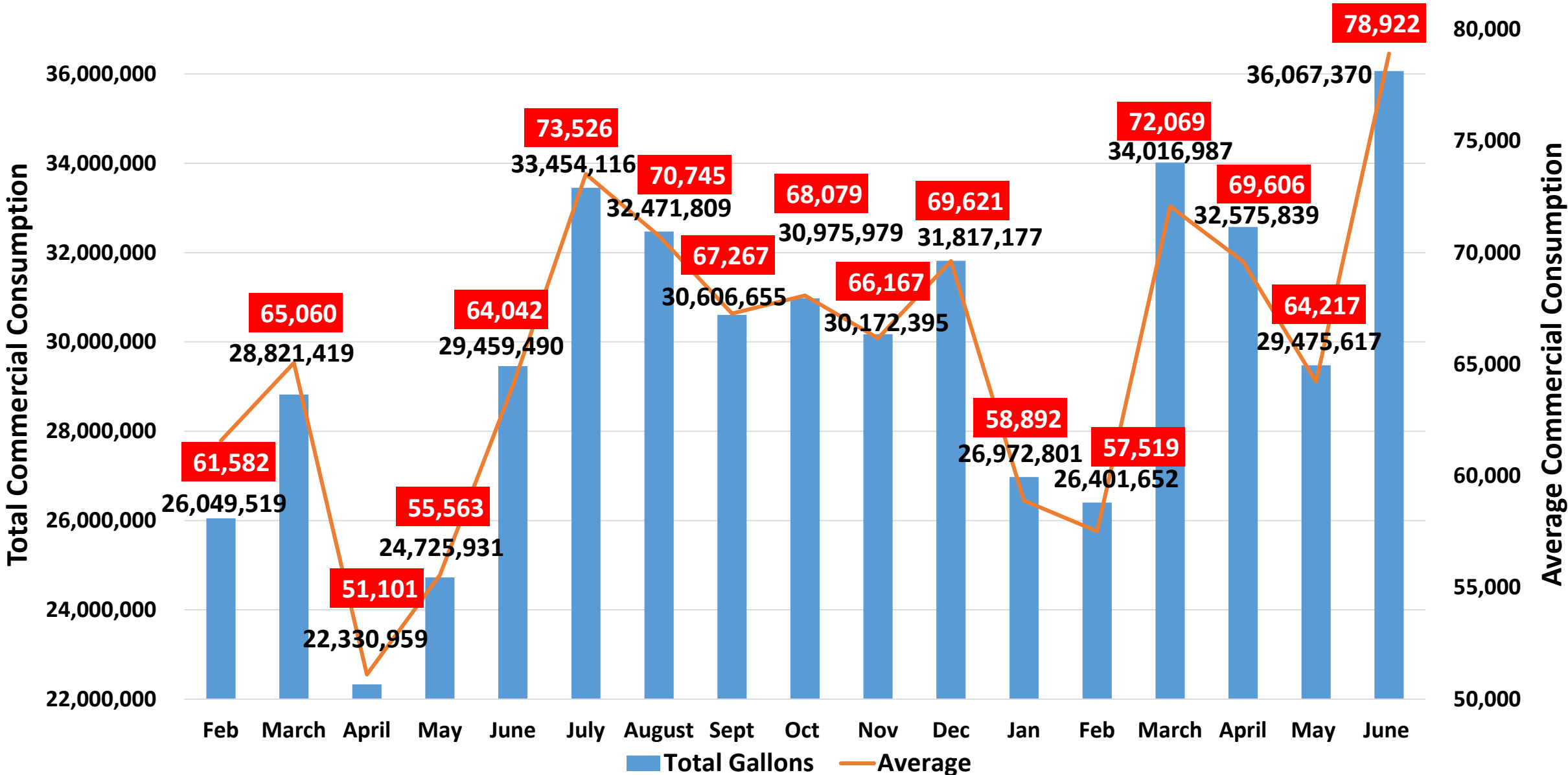
Annual Production



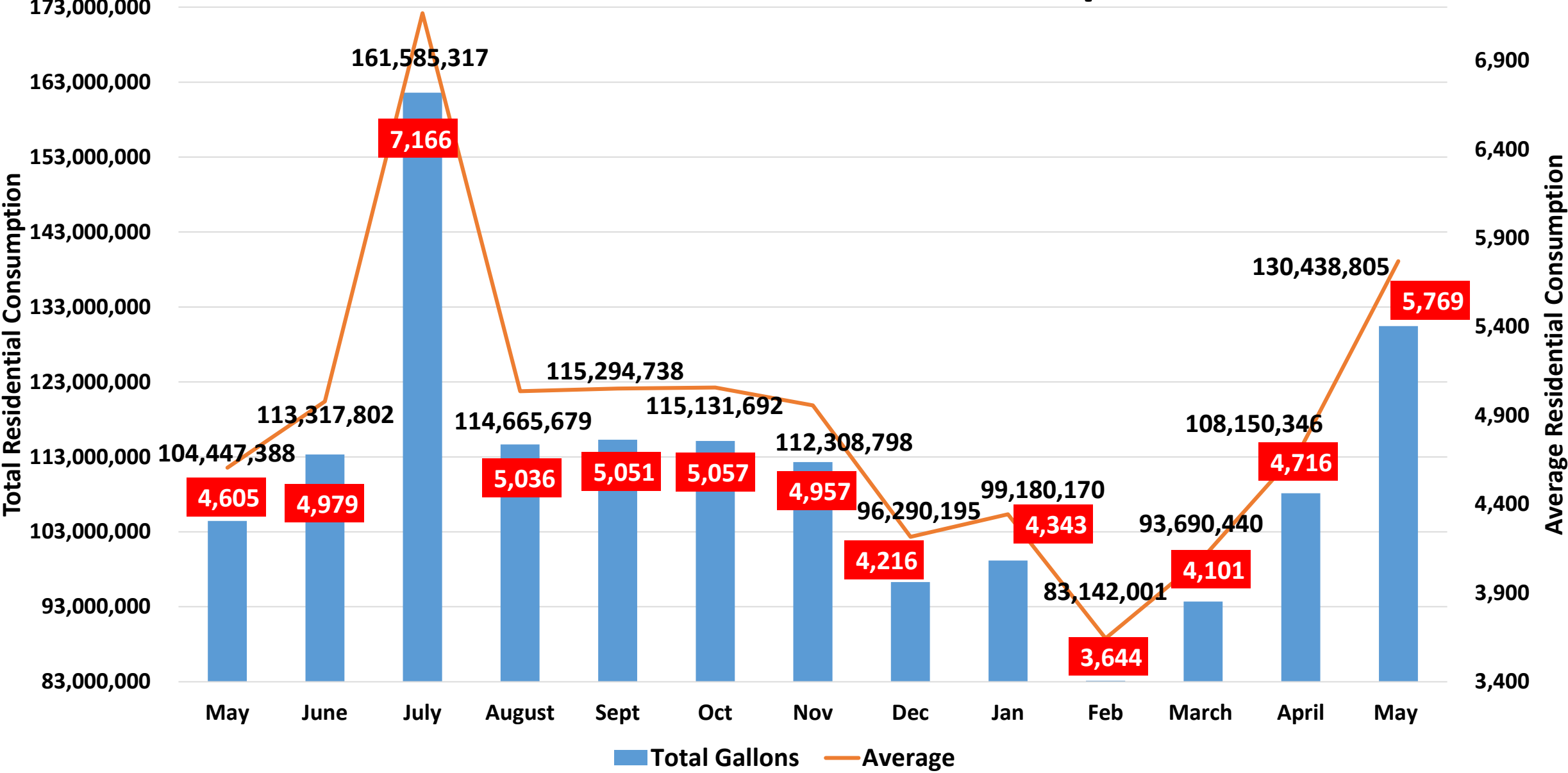
Daily Water Production



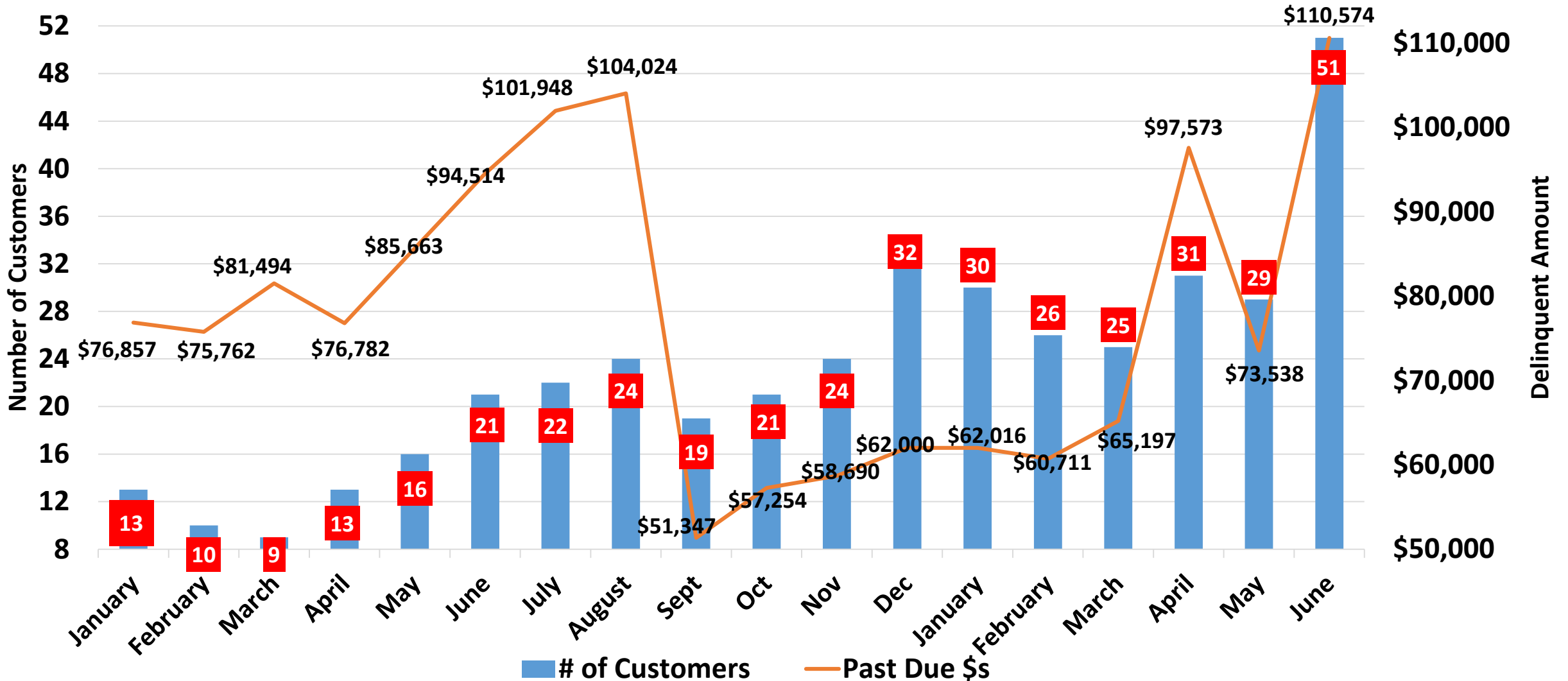
Commercial Account Consumption



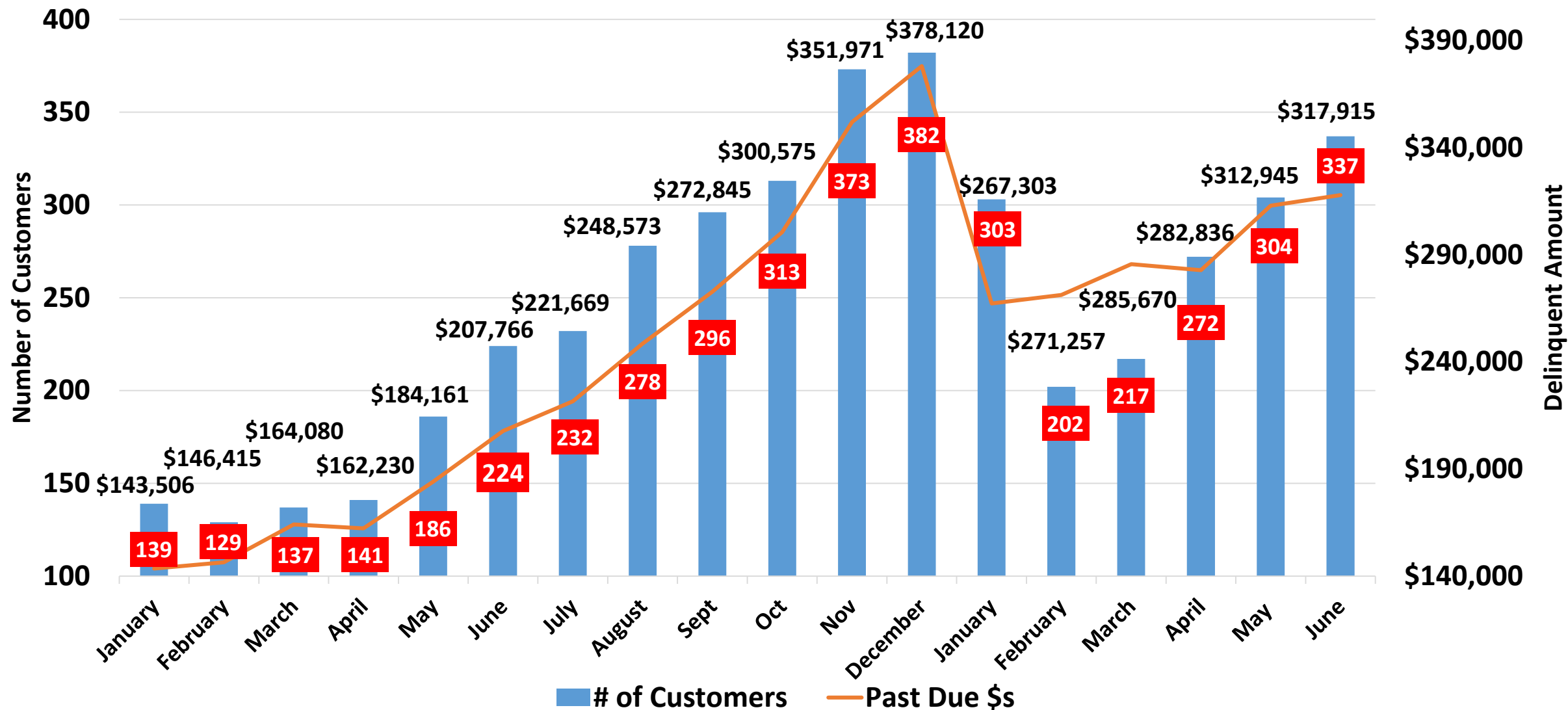
Residential Account Consumption



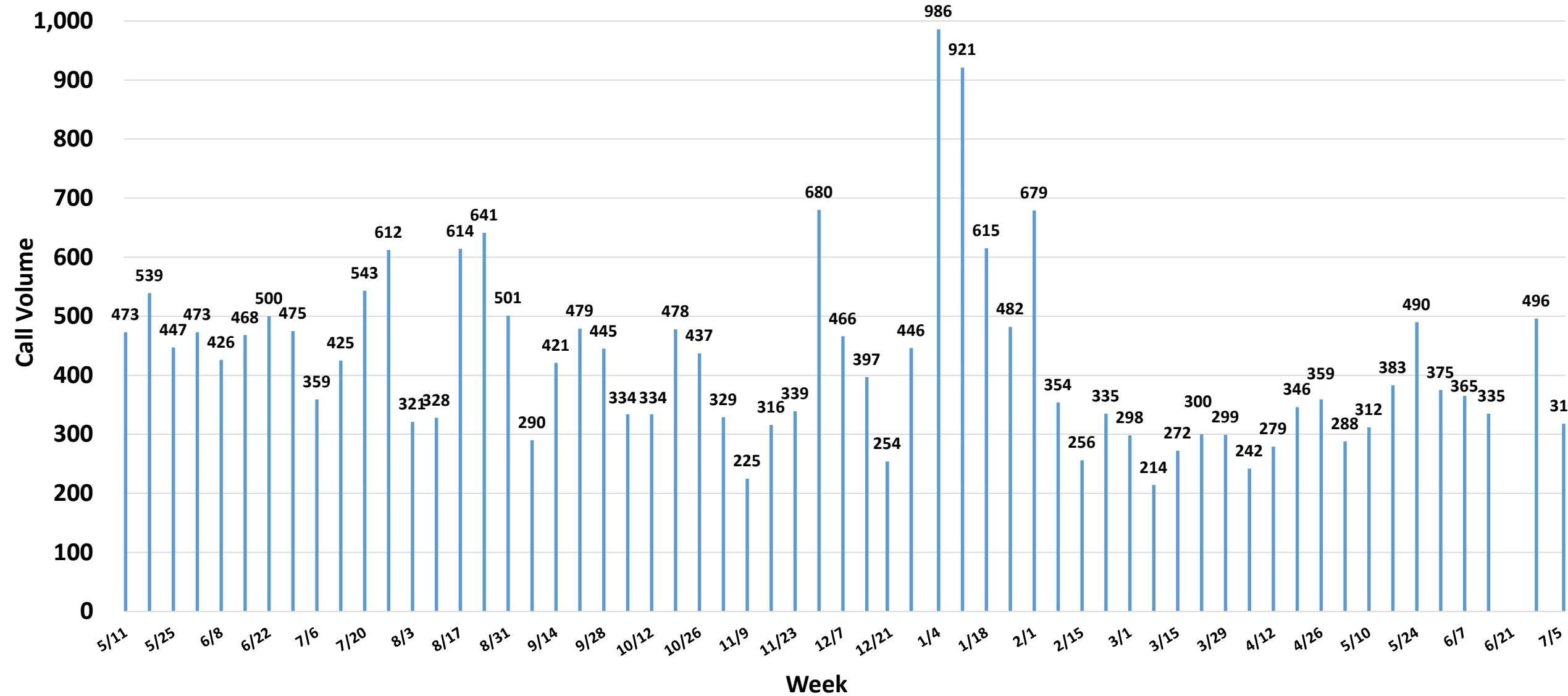
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 7/13/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on September 14, 2021 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/6/2021 - 10:59 AM