

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 12, 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)

G. BOARD CONSIDERATION(S)

1. Contract Award - Grinder Pump Maintenance Services - \$203,798
2. Contract Award - Fire Hydrant Inspections and Maintenance Services - \$119,340
3. CLOSED SESSION ITEM - Discussion and consideration of the disposition of publicly held real property located at 141 Point O' Woods, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the JCSA pursuant to Virginia Code § 2.2-3711(A)(3); and consultation with legal counsel retained by the JCSA regarding specific legal matters requiring the provision of legal advice by such counsel, including the spillway for Mirror Lake Dam, pursuant to Virginia Code § 2.2-3711(A)(8)

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. October 2021 Dashboard Report

J. ADJOURNMENT

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

ITEM SUMMARY

DATE: 10/12/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
	Sept. 14, 2021 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/4/2021 - 9:57 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
September 14, 2021
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

P. Sue Sadler, Stonehouse District
James O. Icenhour, Jr., Jamestown District - via phone
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

A motion to Approve Mr. Icenhour to participate electronically was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Larson, McGlennon, Sadler
Absent: Icenhour Jr.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The minutes Approved for Adoption included the following minutes:

-July 13, 2021, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. September 2021 Dashboard Report

Mr. Powell discussed the status of the CARES Act funding and usage. Mr. Powell mentioned James City Service Authority (JCSA) received \$316,000 in CARES Act funding to provide assistance to customers who were in arrears with their utility bills. Mr. Powell noted customers must provide evidence validating delinquency due to COVID-19 pandemic hardship. Mr. Powell further noted the funds must be obligated by October 31, 2021, with approximately \$180,000 awarded to date and approximately \$130,000 in remaining available funds. Mr. Powell stated earlier this year delinquent customers received a door tag to inform them of available funding. Mr. Powell added a letter was sent out last month to delinquent customers to notify them of arrears and funding assistance. Mr. Powell noted text messages were also sent out to the delinquent customers earlier this month as a follow-up to the letter. Mr. Powell further noted notifications on the utility bills advising of the available funding assistance. Mr. Powell mentioned starting next week, delinquent customers would receive another door tag, with approximately 1,000 door tags being distributed with information on funding availability and the deadline. Mr. Powell added the funding program was now available to businesses as opposed to just residential customers. Mr. Powell commented that hopefully by implementing these changes it would allow further utilization of the funds.

Mr. McGlennon inquired if the methods being used to notify delinquent customers had been effective.

Mr. Powell confirmed yes, adding there had been an increase since the letters and text messages were sent. Mr. Powell noted in the past month on average approximately \$2,000 in funds were being utilized per day.

Mr. McGlennon expressed his concern of educating delinquent customers to make them aware that this funding was to help assist and was not required to be paid back. Mr. McGlennon added it helped the County as well, so JCSA does not lose the revenue.

Mr. Hipple asked how many delinquent customers there were.

Mr. Powell noted the definition of delinquency varied depending on the subject matter. Mr. Powell further noted with respect to the CARES Act funding, the County currently had approximately 1,000 customers who were delinquent and that figure included the total

receiving the second round of door tags would be distributed next week.

Mr. Hipple asked about the total dollar amount.

Mr. Powell commented he did not have the exact figure at the moment; however, he could obtain the information.

Mr. McGlennon pointed out Mr. Powell had provided the Dashboard for this month which included the number of delinquencies and the total amount of funding available.

Mr. Powell confirmed yes; however, the delinquency in the Dashboard was different from the delinquency defined in the CARES Act.

Mr. McGlennon stated a 90-day delinquency.

Mr. Powell commented he thought it was 60 days for the CARES Act as there were some differences.

J. ADJOURNMENT

1. Adjourn until 5 p.m. on October 12, 2021 for the Regular Meeting

A motion to Adjourn was made by Ruth Larson, the motion result was Passed.

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

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

At approximately 5:04 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 10/12/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Grinder Pump Maintenance Services - \$203,798

A Request for Proposals (RFP) for grinder pump maintenance services was publicly advertised.

ATTACHMENTS:

	Description	Type
☐	Contract Award - Grinder Pump Maintenance Services - \$203,798	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	9/23/2021 - 12:27 PM
Publication Management	Daniel, Martha	Approved	9/23/2021 - 12:42 PM
Legal Review	Kinsman, Adam	Approved	9/23/2021 - 12:44 PM
Board Secretary	Fellows, Teresa	Approved	9/27/2021 - 10:05 AM
Board Secretary	Rinehimer, Bradley	Approved	9/28/2021 - 6:59 AM
Board Secretary	Fellows, Teresa	Approved	10/1/2021 - 8:09 AM

MEMORANDUM

DATE: October 12, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Grinder Pump Maintenance Services - \$203,798

A Request for Proposals (RFP) for grinder pump maintenance services was publicly advertised. One firm responded to the RFP by describing its interest, qualifications, project approach, and experience in performing similar work. A team of staff members representing the James City Service Authority (JCSA) and the James City County Purchasing Division evaluated the proposal.

Based on the criteria listed in the RFP (firm qualifications and personnel experience, project understanding and methodology, equipment, price and references), the Evaluation Committee selected Final Phase Installations, Inc. as the most fully qualified firm that best met the Authority's needs as defined in the RFP. Final Phase Installations, Inc. has successfully provided grinder pump maintenance services to the JCSA in the past.

A price of \$203,798 was negotiated for the initial one-year contract term. Four contract renewals of one year each are available. Funds are available in the Authority's Fiscal Year 2022 operating budget.

Staff recommends approval of the attached resolution awarding the contract for grinder pump maintenance services to Final Phase Installations, Inc. for \$203,798.

MDP/md
CA-GrindPmpMaint-mem

Attachment

RESOLUTION

CONTRACT AWARD - GRINDER PUMP MAINTENANCE SERVICES - \$203,798

WHEREAS, a Request for Proposals (RFP) has been publicly advertised and evaluated for grinder pump maintenance services; and

WHEREAS, one firm submitted a proposal and Final Phase Installations, Inc. was determined to be the most fully qualified firm that best met 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 grinder pump maintenance services to Final Phase Installations, Inc. for \$203,798.

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 12th day of October, 2021.

CA-GrindPmpMaint-res

ITEM SUMMARY

DATE: 10/12/2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Fire Hydrant Inspections and Maintenance Services - \$119,340

An Invitation for Bids for the annual inspections and maintenance of the James City Service Authority's approximately 2,820 fire hydrants was publicly advertised.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	9/23/2021 - 12:31 PM
Publication Management	Daniel, Martha	Approved	9/23/2021 - 12:43 PM
Legal Review	Kinsman, Adam	Approved	9/23/2021 - 12:44 PM
Board Secretary	Fellows, Teresa	Approved	9/27/2021 - 10:05 AM
Board Secretary	Rinehimer, Bradley	Approved	9/28/2021 - 6:58 AM
Board Secretary	Fellows, Teresa	Approved	10/1/2021 - 8:09 AM

MEMORANDUM

DATE: October 12, 2021

TO: The Board of Directors

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

SUBJECT: Contract Award - Fire Hydrant Inspections and Maintenance Services - \$119,340

An Invitation for Bids for the annual inspections and maintenance of the James City Service Authority's approximately 2,820 fire hydrants was publicly advertised. Two firms submitted bids and one was considered for contract award.

<u>Firm</u>	<u>Amount</u>
Hydromax USA LLC	\$119,340

Hydromax USA LLC was determined to be the lowest responsive and responsible bidder. Hydromax USA LLC has successfully supplied other public utilities with hydrant inspections and maintenance services and received satisfactory reference checks.

The initial contract term is one year with four possible renewals of one year each. Funds are available in the Authority's Fiscal Year 2022 operating budget.

Staff recommends that the Board approve the attached resolution awarding the contract to Hydromax USA LLC for \$119,340.

MDP/md
CA-FireHydInspMnt-mem

Attachment

RESOLUTION

CONTRACT AWARD - FIRE HYDRANT INSPECTIONS AND

MAINTENANCE SERVICES - \$119,340

WHEREAS, an Invitation for Bids for Fire Hydrant Inspections and Maintenance was publicly advertised and two bids were received and one was considered for award; and

WHEREAS, Hydromax USA 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 Fire Hydrant Inspections and Maintenance to Hydromax USA LLC in the amount of \$119,340.

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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 12th day of October, 2021.

CA-FireHyInspMnt-res

ITEM SUMMARY

DATE: 10/12/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: CLOSED SESSION ITEM - Discussion and consideration of the disposition of publicly held real property located at 141 Point O' Woods, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the JCSA pursuant to Virginia Code § 2.2-3711(A)(3); and consultation with legal counsel retained by the JCSA regarding specific legal matters requiring the provision of legal advice by such counsel, including the spillway for Mirror Lake Dam, pursuant to Virginia Code § 2.2-3711(A)(8)

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/13/2021 - 9:29 AM

ITEM SUMMARY

DATE: 10/12/2021

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: October 2021 Dashboard Report

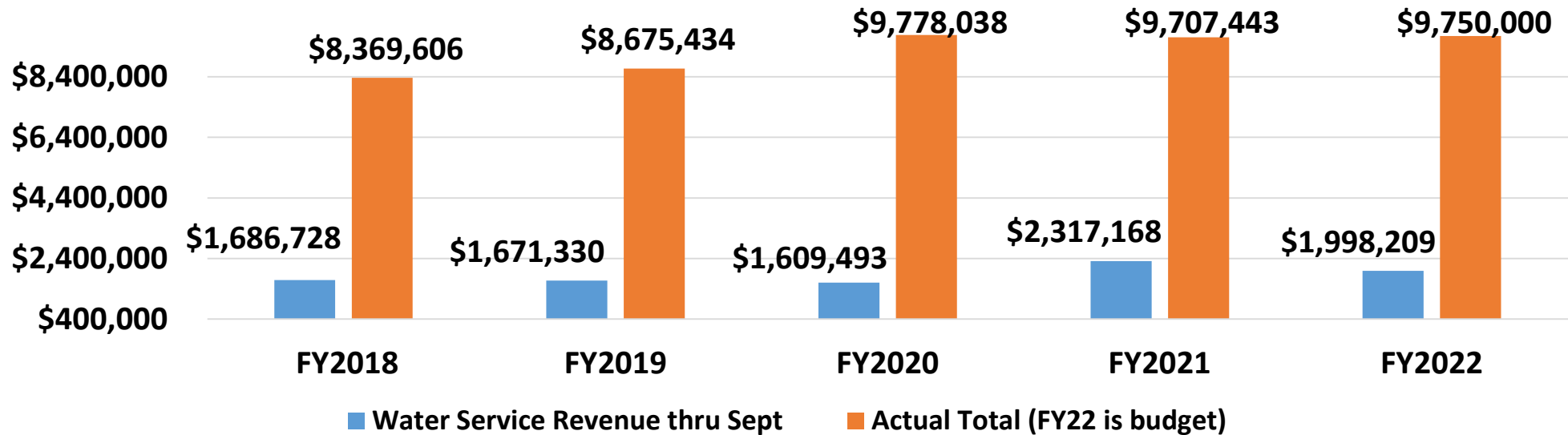
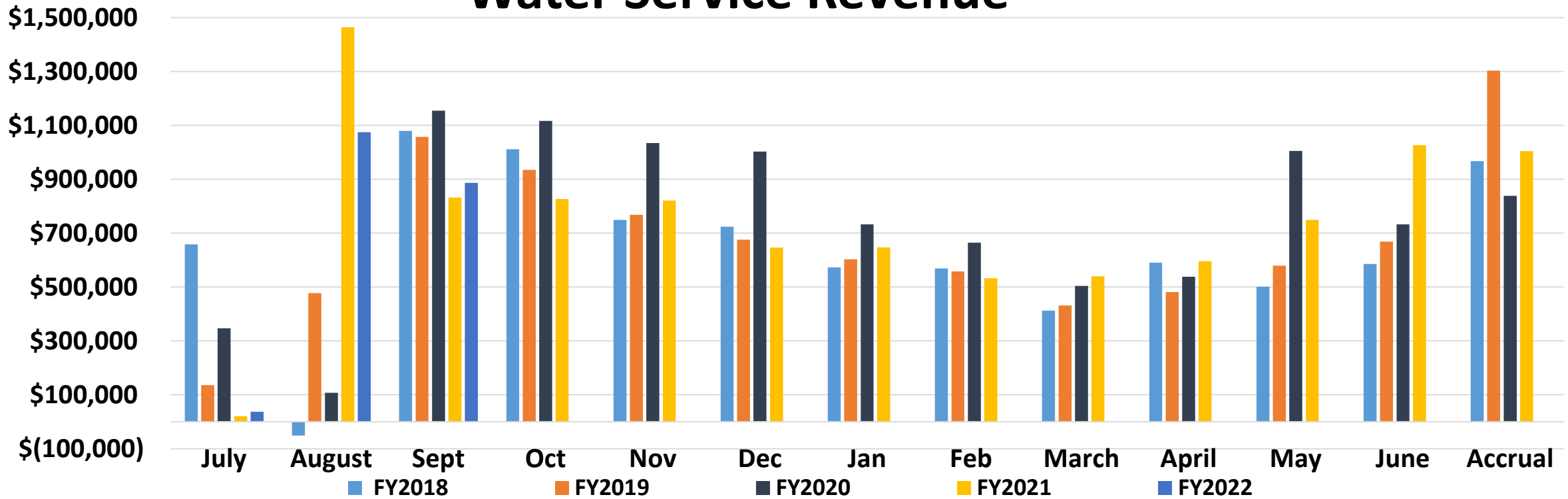
ATTACHMENTS:

	Description	Type
	October 2021 Report	Staff Report

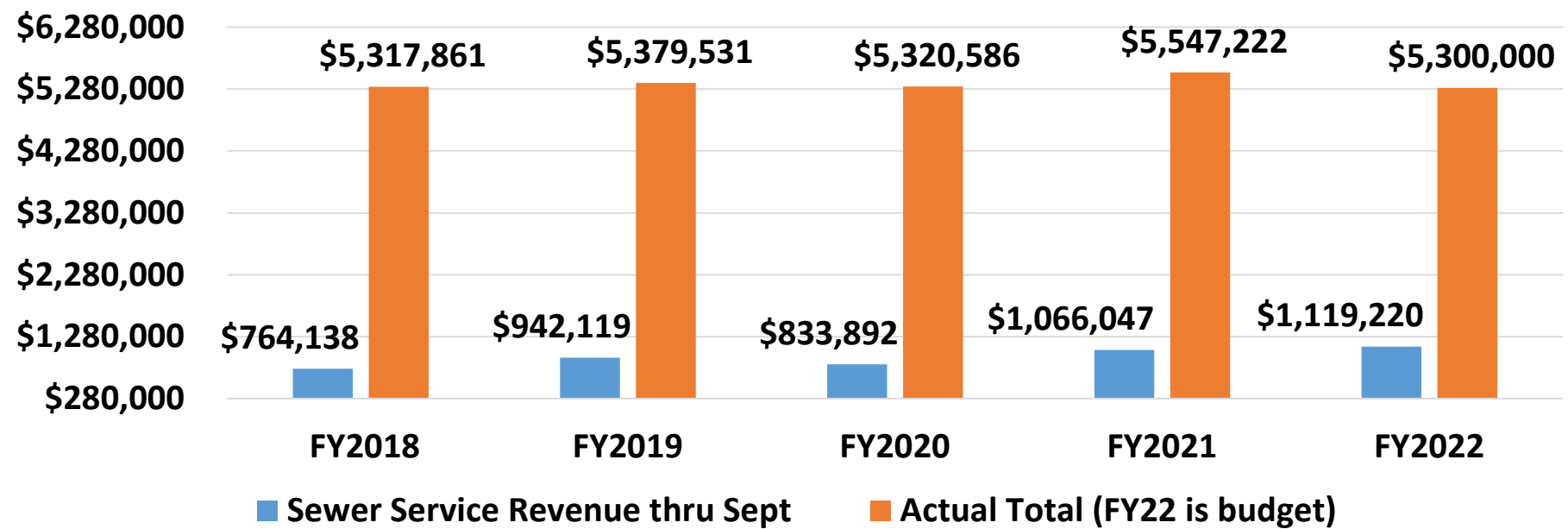
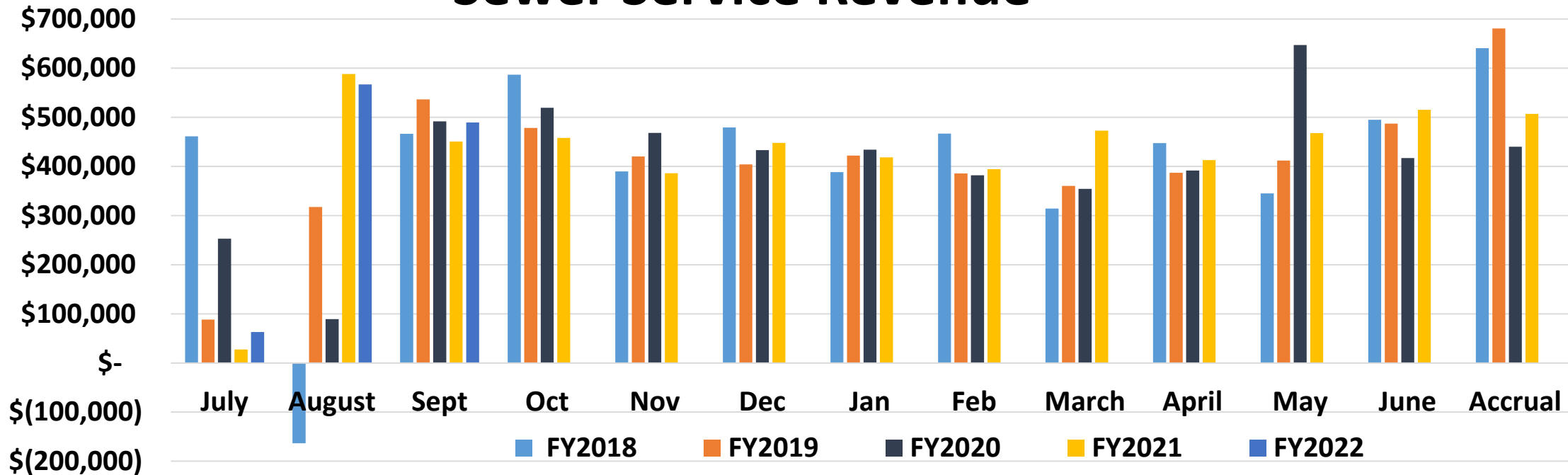
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/12/2021 - 9:48 AM

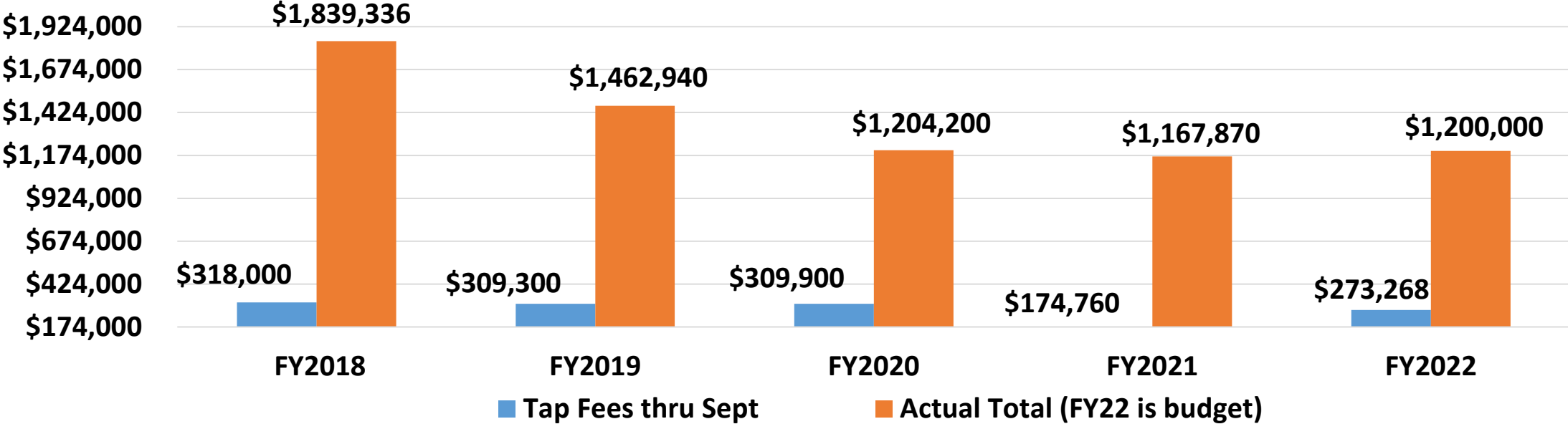
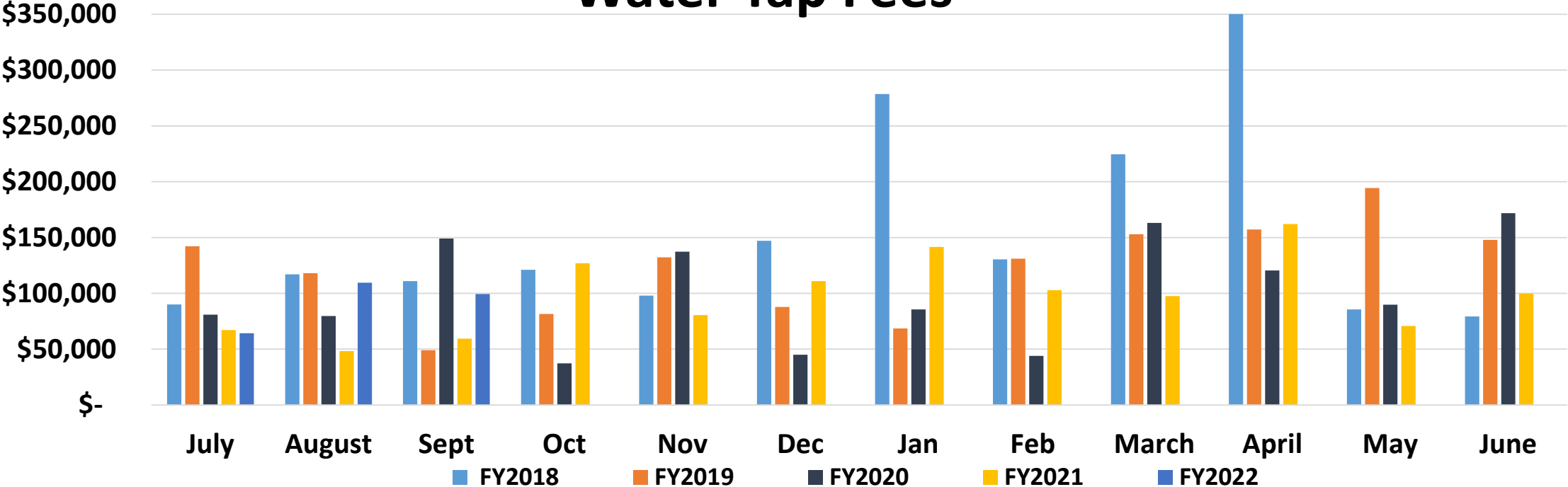
Water Service Revenue



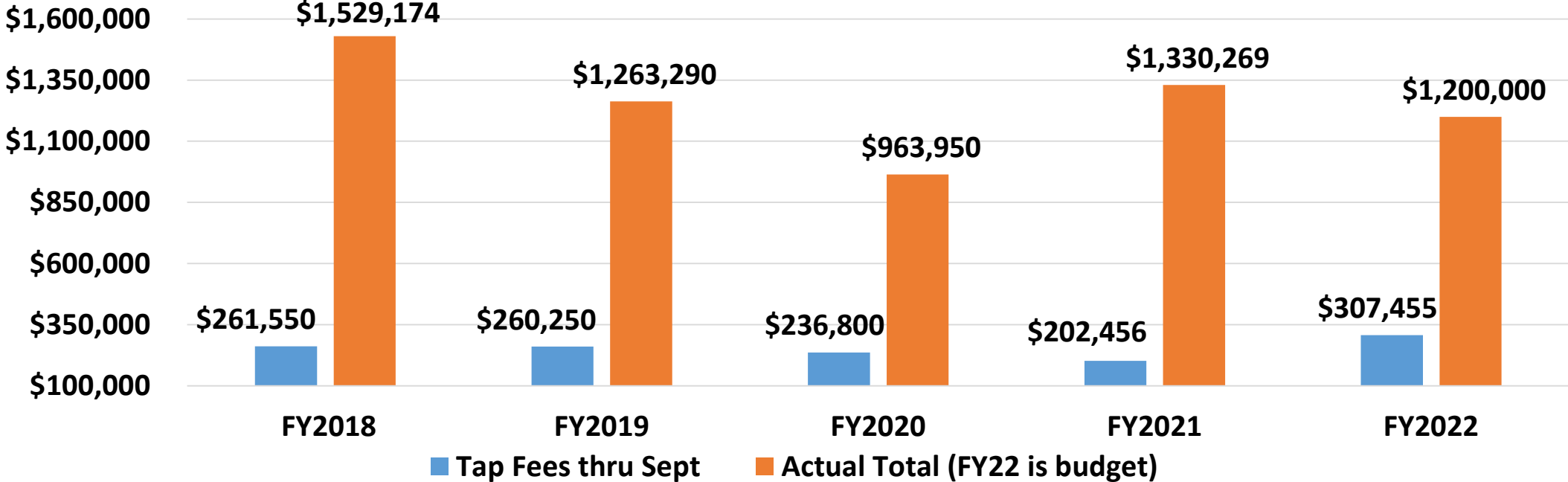
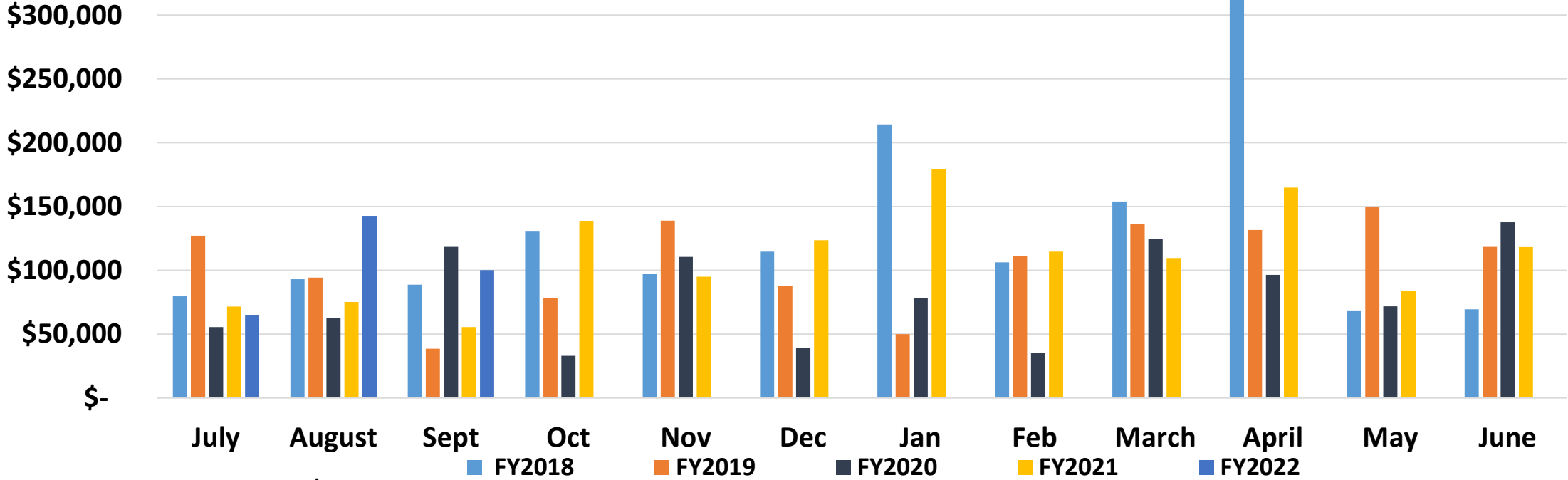
Sewer Service Revenue



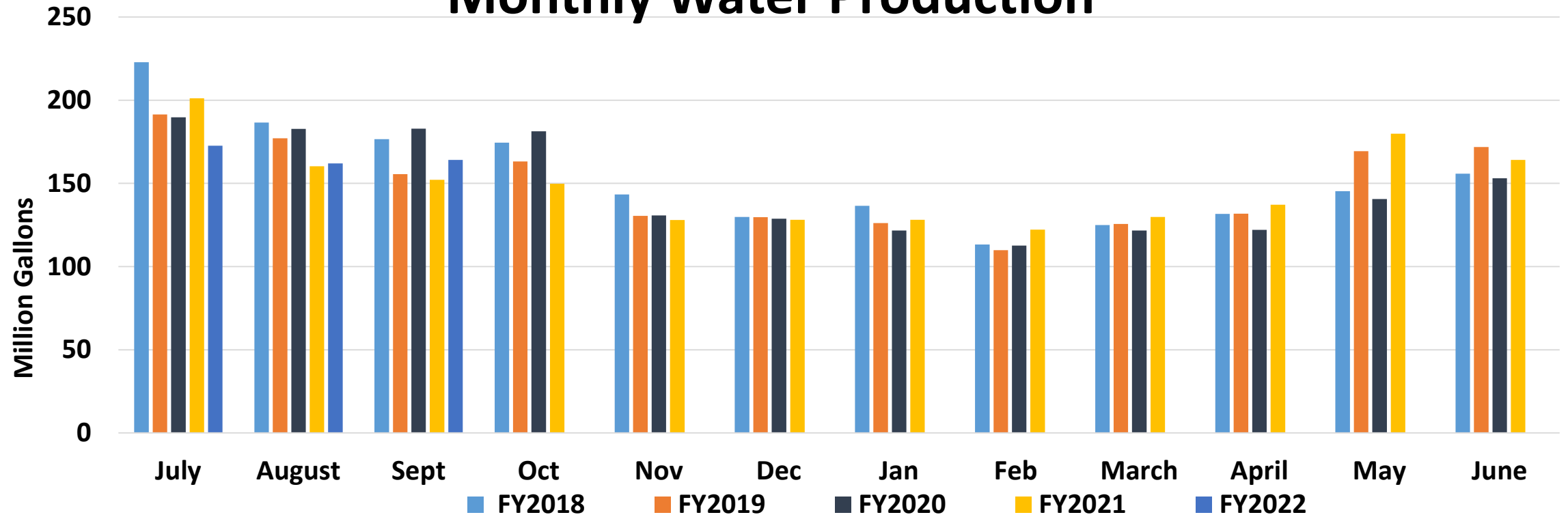
Water Tap Fees



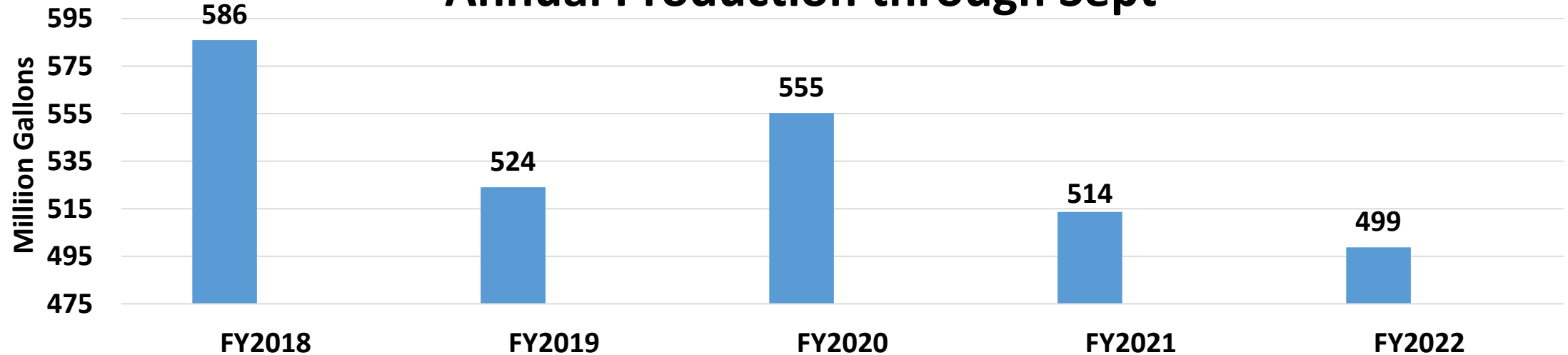
Sewer Tap Fees



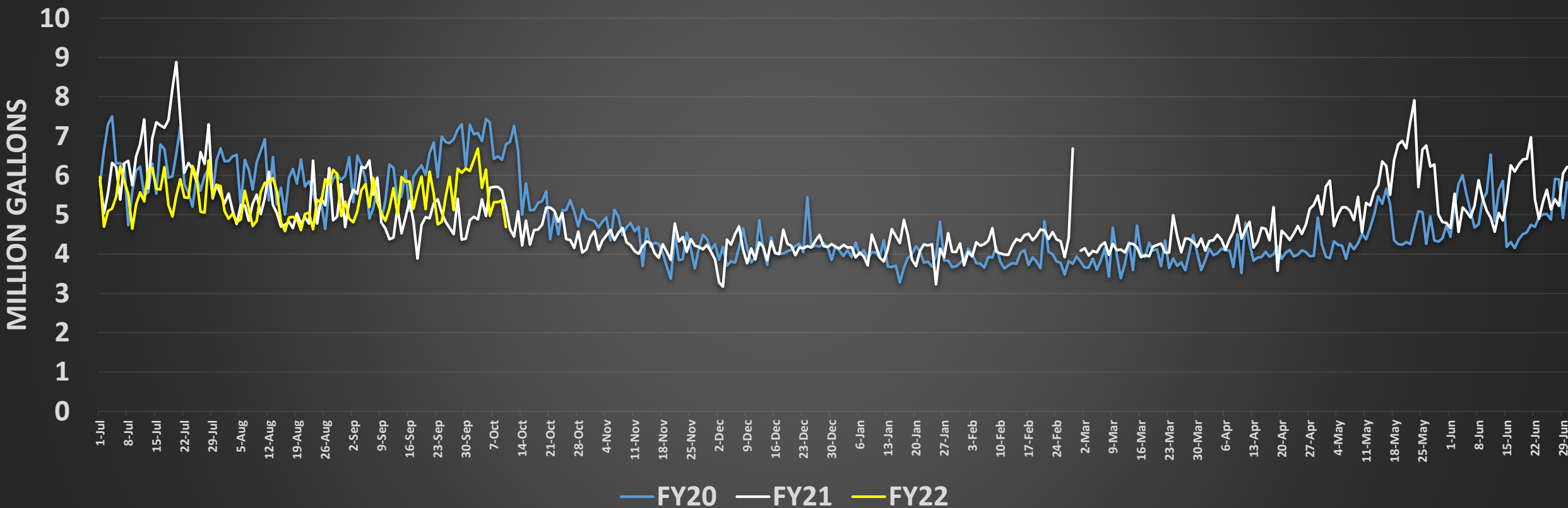
Monthly Water Production



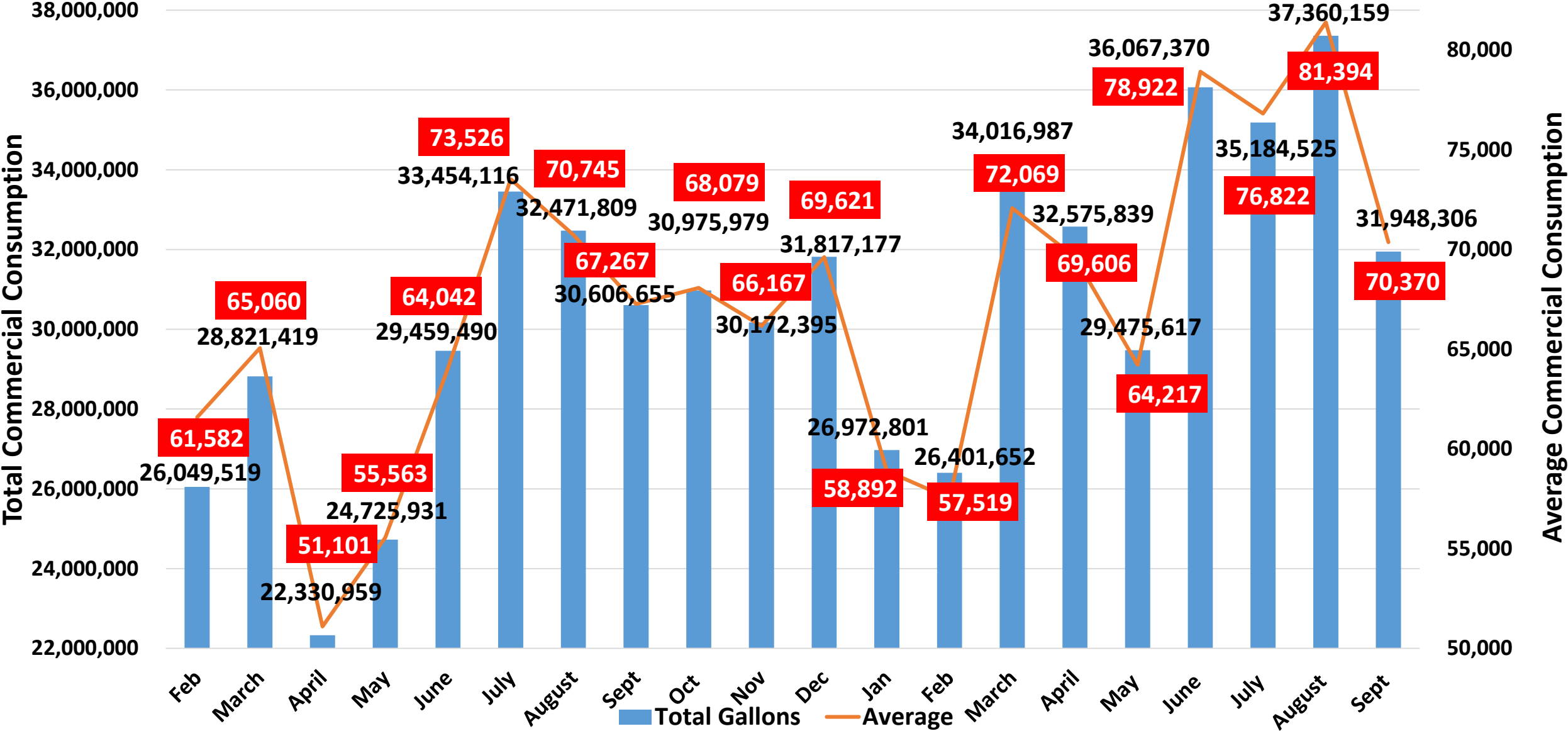
Annual Production through Sept



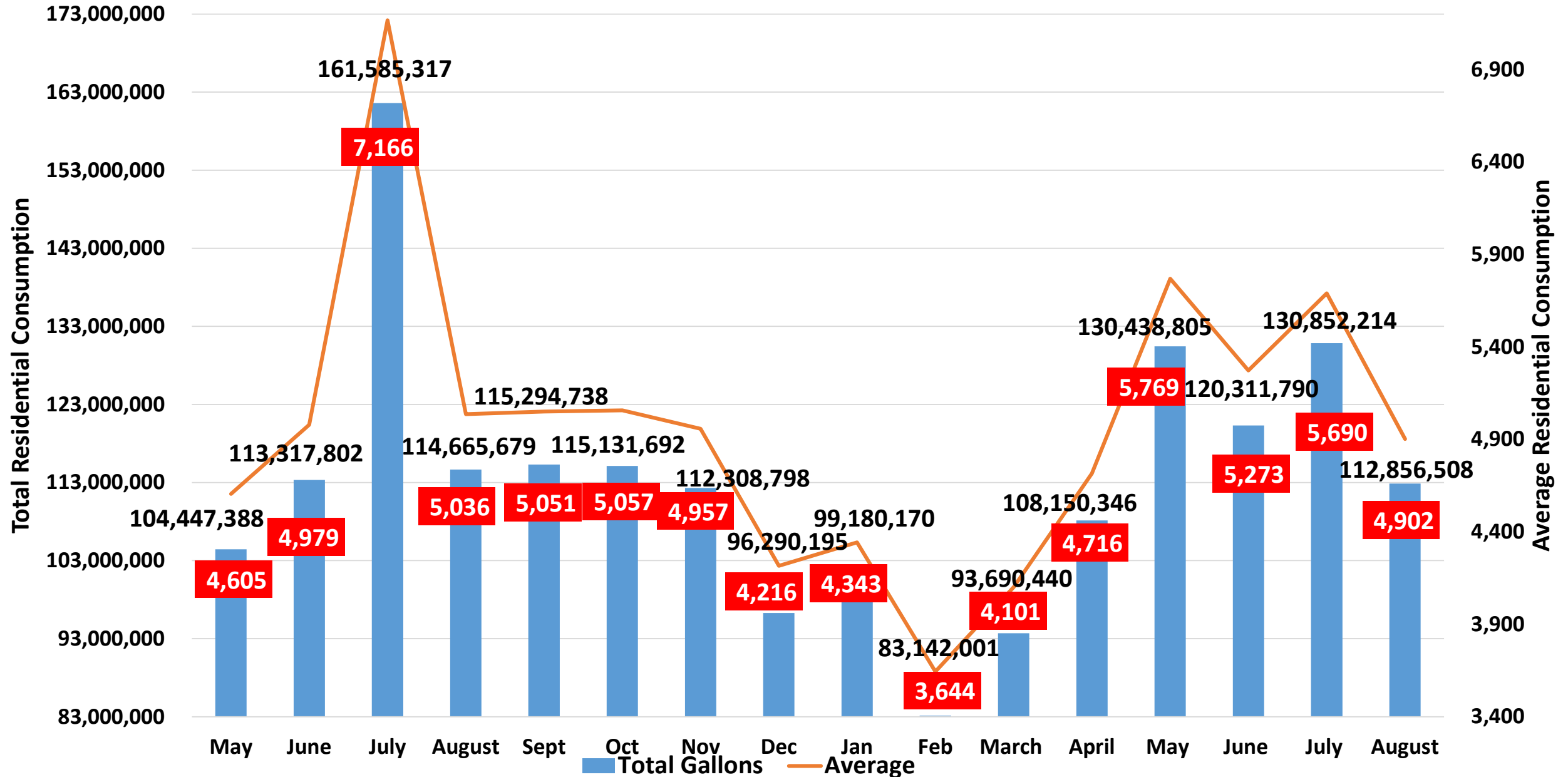
Daily Water Production



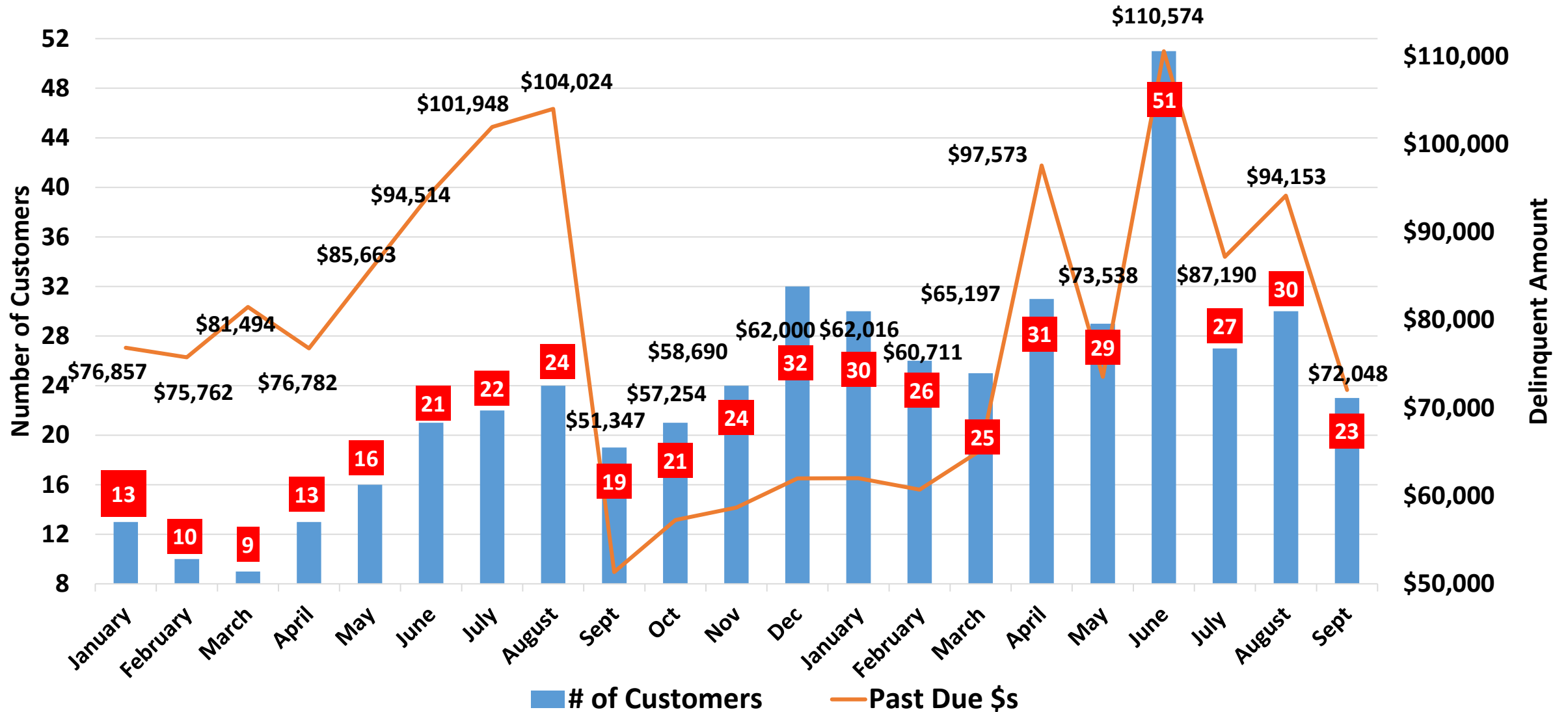
JCSA Commercial Account Consumption



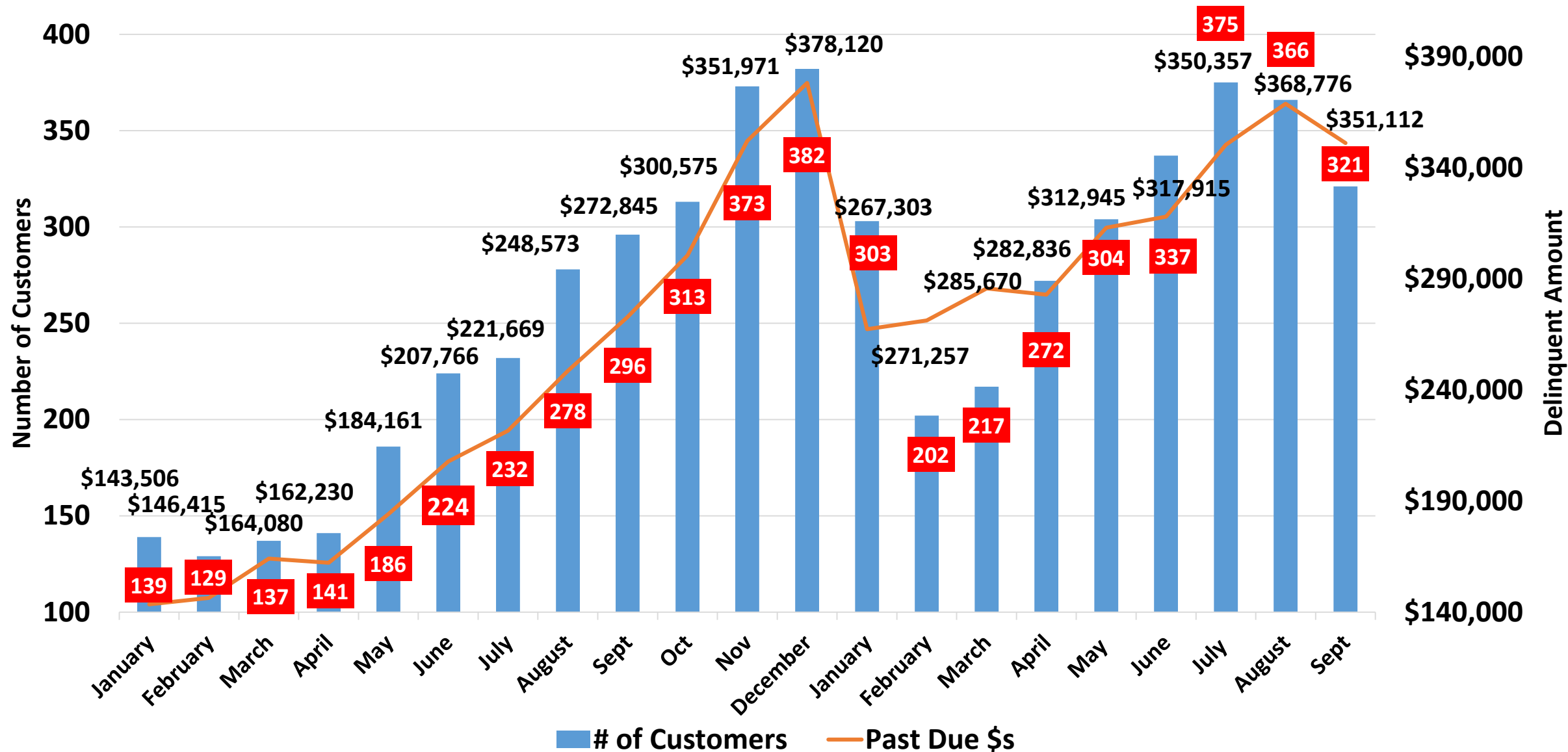
Residential Account Consumption



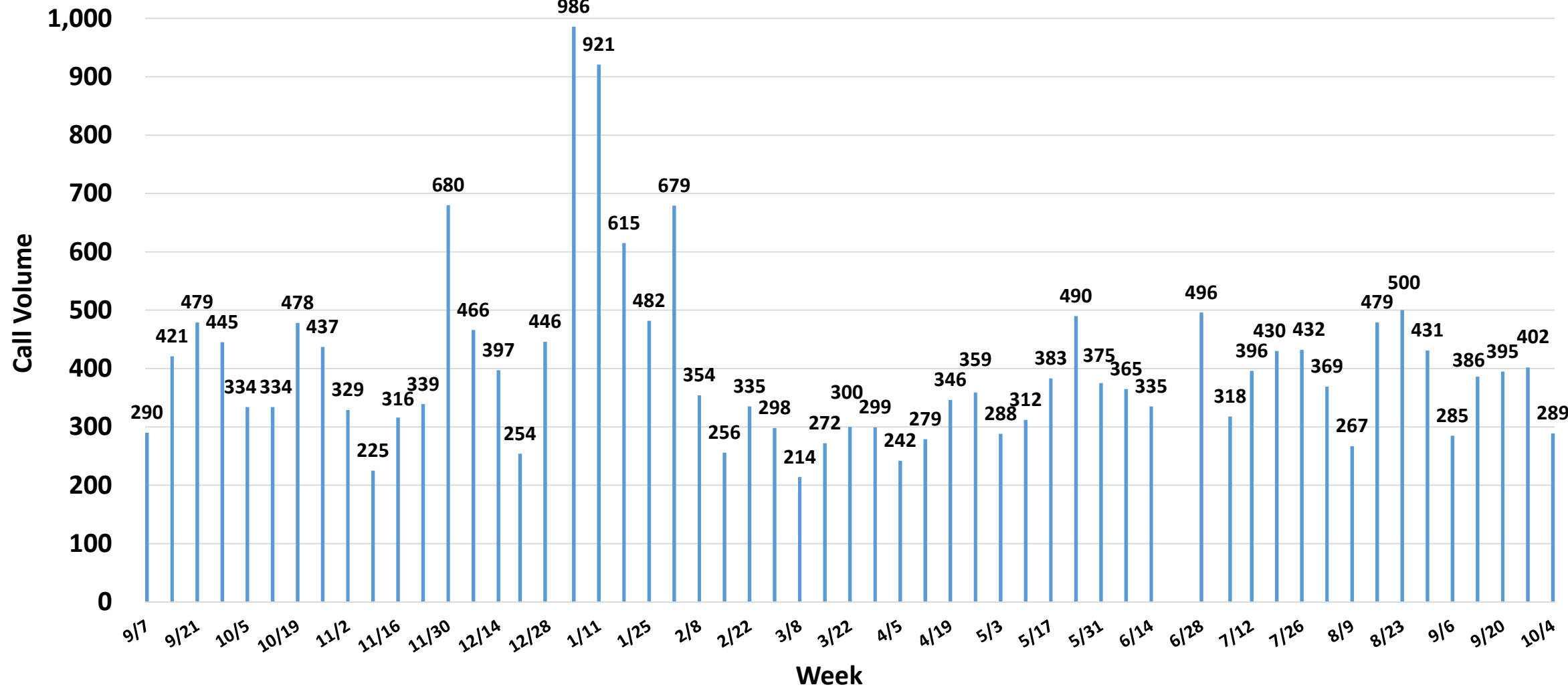
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 10/12/2021

TO: The Board of Directors

FROM: Teresa J. Fellows, Deputy Secretary

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

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/5/2021 - 11:27 AM