

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
January 11, 2022
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. Budget Amendment and Final Contract Award - Kingswood Water Main Replacement - \$4,880,893

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. January Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 p.m. on February 8, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 1/11/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
	December 14, 2021 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/4/2022 - 4:06 PM

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

A. CALL TO ORDER

Ms. Larson called the meeting to order at approximately 7:39 p.m. for the joint Audit Report presentation with the Board of Supervisors.

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

Ms. Larson noted the James City Service Authority (JCSA) Audit Report would be presented.

Mr. Powell noted the Audit Report would be presented concurrently for both the Board of Supervisors and the Board of Directors.

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board in welcoming Ms. Leslie Roberts to the meeting. She noted Ms. Roberts had been the audit partner for many years. Ms. Day further noted Ms. Roberts would present the audit results from Fiscal Year 2021 for both James City County and JCSA.

C. PRESENTATIONS

1. James City Service Authority Audit Report

A motion to Accept the Audit Report and findings 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. Leslie Roberts, Partner at Brown Edwards & Company, LLP, addressed the Board noting the combined presentation with JCSA designated as a separate component within the audit. She noted JCSA received a clean Audit Report, similar to that of the County's. Ms. Roberts noted there were no major revenue or expenditure fluctuations related to COVID-19. She added an approximate \$4.9 million net position increase for JCSA. Ms. Roberts noted most of JCSA's net position was invested in capital assets. She further noted of JCSA's \$191 million total net position, \$135 million was invested in capital assets. Ms. Roberts stated JCSA was audited separately from the County. She noted JCSA's specific findings were cited in its own Audit Report as well as in the James City County Audit Report as a component unit of

the County.

Ms. Larson asked if the JCSA Audit Report presentation was concluded.

Ms. Roberts noted the next segment of the presentation addressed the County's Audit Report.

The Board thanked Ms. Roberts for the presentation.

Ms. Larson sought a motion to accept the Audit Report and findings.

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 9, 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. Dec. 2021 Dashboard Report

Mr. Powell noted he had a few updates. He further noted JCSA had its own independent budget for the first time in 2021 which allowed eligibility to the Government Finance Officers Association Distinguished Budget Presentation Award. He further noted JCSA received that award this year. Mr. Powell extended his appreciation to Ms. Day and her staff for their assistance. He also thanked Ms. Stephanie Luton, Assistant General Manager of JCSA, for all her hard work on the budget. Mr. Powell added receipt of the award in JCSA's first year of the budget preparation spoke well for Ms. Luton's efforts.

Ms. Larson asked Mr. Powell to extend the Board's appreciation to Ms. Luton.

The Board extended its congratulations on acceptance of the award.

Mr. Powell noted his last comment was Merry Christmas to everyone.

The Board noted the same to Mr. Powell.

Ms. Larson stated she hoped the holiday luncheon would resume.

Mr. Powell concurred.

J. ADJOURNMENT

1. Adjourn until 1 p.m. on January 3, 2022 for the Organizational 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 7:52 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 1/11/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Budget Amendment and Final Contract Award - Kingswood Water Main Replacement
- \$4,880,893

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	1/3/2022 - 10:58 AM
Publication Management	Pobiak, Amanda	Approved	1/3/2022 - 11:09 AM
Legal Review	Kinsman, Adam	Approved	1/3/2022 - 11:20 AM
Board Secretary	Saeed, Teresa	Approved	1/4/2022 - 2:07 PM
Board Secretary	Purse, Jason	Approved	1/4/2022 - 2:12 PM
Board Secretary	Saeed, Teresa	Approved	1/4/2022 - 2:45 PM

MEMORANDUM

DATE: January 11, 2022

TO: The Board of Directors

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

SUBJECT: Budget Amendment and Final Contract Award - Kingswood Water Main Replacement - \$4,880,893

The Kingswood Water Main Replacement Project consists of replacing and upsizing approximately 15,100 feet of water main in the 1960-70s era neighborhood water distribution system primarily serving the Kingswood subdivision. On May 11, 2021, the Board of Directors awarded the initial design contract of \$280,555 to the design-build team of Toano Contractors, Inc., and Rummel, Klepper & Kahl, LLP and authorized the General Manager to execute the final project contract for the negotiated total project cost up to the budget amount of \$4,675,000.

The 70% design is complete and the original total project cost proposal of \$4,303,675 for design and ductile iron pipe increased to \$4,880,893 due to material cost increases of \$387,831 and additional construction items of \$189,387 as summarized below. The material cost increases are primarily due to increased demand and decreased production associated with the global pandemic. The additional construction items were identified during the design process and consist primarily of additional paving and valves.

Item Description	Original Cost Proposal	Current Cost Proposal
Design-Builder fee - Notice to Proceed to 70% Design	\$ 280,555	\$ 280,555
Design-Builder fee - 70% Design to Design Completion	\$ 115,497	\$ 115,497
Design-Builder fee - Construction Administration	\$ 173,473	\$ 173,473
Design Total	\$ 569,525	\$ 569,525
Construction - Ductile Iron Pipe Option	\$ 3,734,150	\$ 4,121,981
Construction - Additional Items: Paving & Valves		\$ 189,387
Total Project Cost: Design + Ductile Iron Pipe	\$ 4,303,675	\$ 4,880,893

Both ductile iron and polyvinyl chloride (PVC) pipe are acceptable per James City Service Authority (JCSA) design standards; however, ductile iron pipe is required in certain circumstances, such as installations in fill areas and when crossing other pipes. Ductile iron was selected over the PVC option due to the work being completed in previously developed areas and the need to work around existing utilities.

The duration of the global pandemic and its impact on construction material prices were unknown when the original project budget of \$4,675,000 was developed. The attached resolution amends JCSA's Fiscal Year 2022 Water Fund budget with an appropriation from Unrestricted Net Position to increase the Kingswood Water Main Replacement total project budget by \$425,000 to \$5,100,000 to accommodate the total project cost of \$4,880,893 and a contingency allowance. The resolution also authorizes the General Manager to execute the final project contract for the total project cost of \$4,880,893.

Staff recommends approval of the attached resolution.

MDP/md
KingswdWtrMain-mem

Attachment

RESOLUTION

BUDGET AMENDMENT AND FINAL CONTRACT AWARD - KINGSWOOD WATER

MAIN REPLACEMENT - \$4,880,893

WHEREAS, on May 11, 2021, the Board of Directors awarded the Kingswood Water Main Replacement initial design contract of \$280,555 to the design-build team of Toano Contractors, Inc., and Rummel, Klepper & Kahl, LLP and authorized the General Manager to execute the final project contract for the negotiated total project cost up to the budget amount of \$4,675,000; and

WHEREAS, the 70% design is complete and the original total project cost proposal of \$4,303,675 for design and ductile iron pipe increased to \$4,880,893 due to material cost increases of \$387,831 primarily due to increased demand and decreased production associated with the global pandemic and additional construction items of \$189,387; and

WHEREAS, the original project budget of \$4,675,000 requires amendment to accommodate the total project cost and a contingency allowance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby amends the Fiscal Year 2022 Water Fund budget as follows:

Revenue:

Unrestricted Net Position	<u>\$425,000</u>
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Expenditure:

Kingswood Water Main Replacement	<u>\$425,000</u>
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BE IT FURTHER RESOLVED that the Board of Directors authorizes the General Manager to execute the final contract with Toano Contractors, Inc. for the total project cost of \$4,880,893.

Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 11th day of January, 2022.

KingswdWtrMain-res

ITEM SUMMARY


DATE: 1/11/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: January Dashboard Report

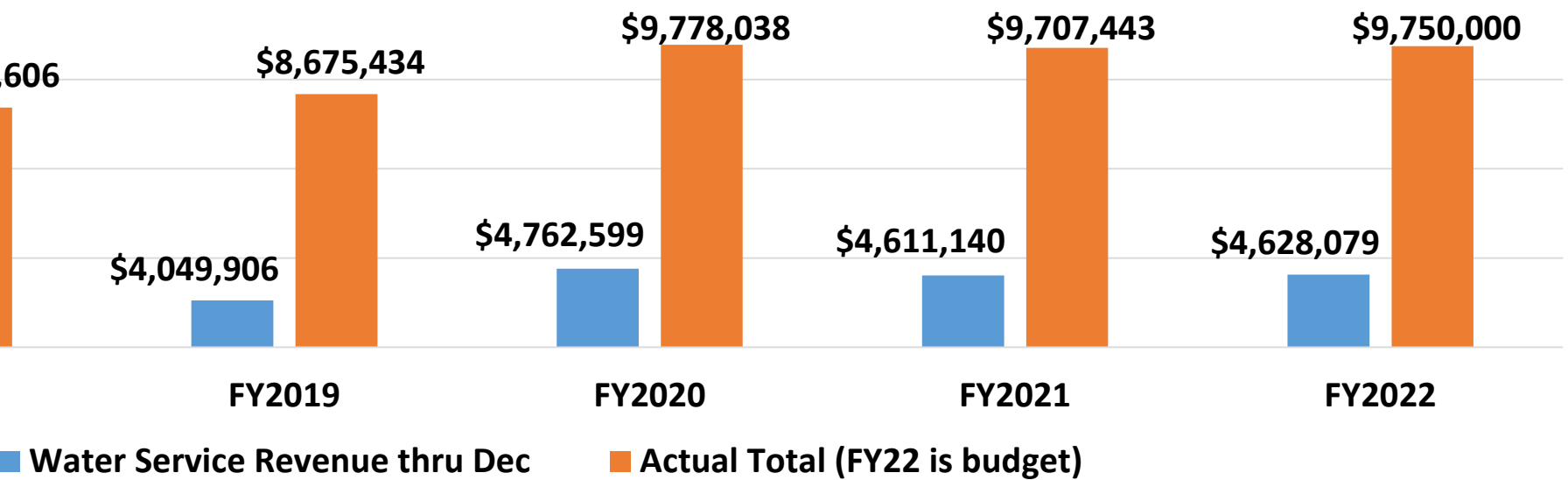
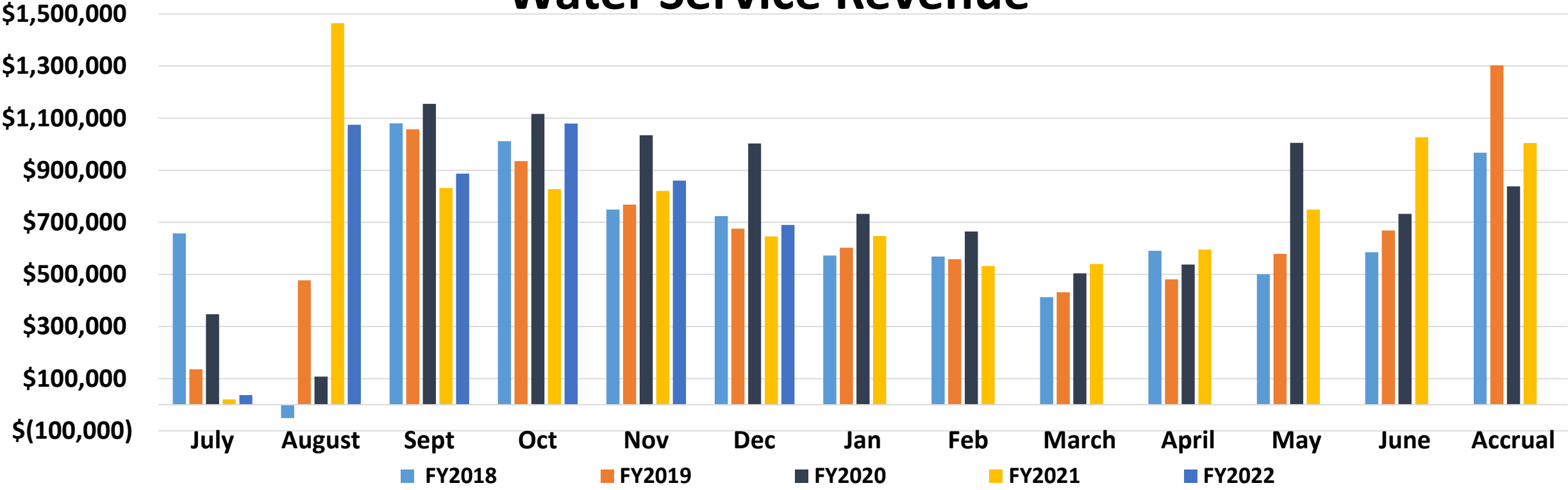
ATTACHMENTS:

	Description	Type
	Jan. Report	Exhibit

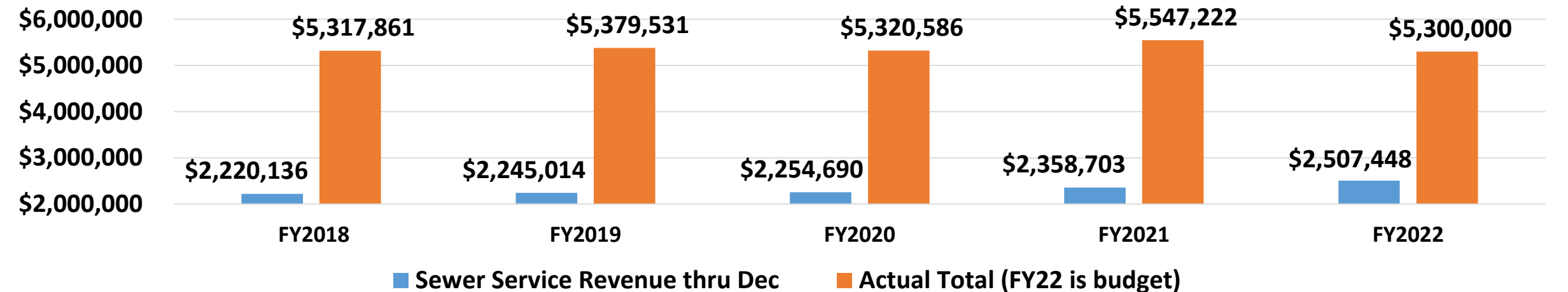
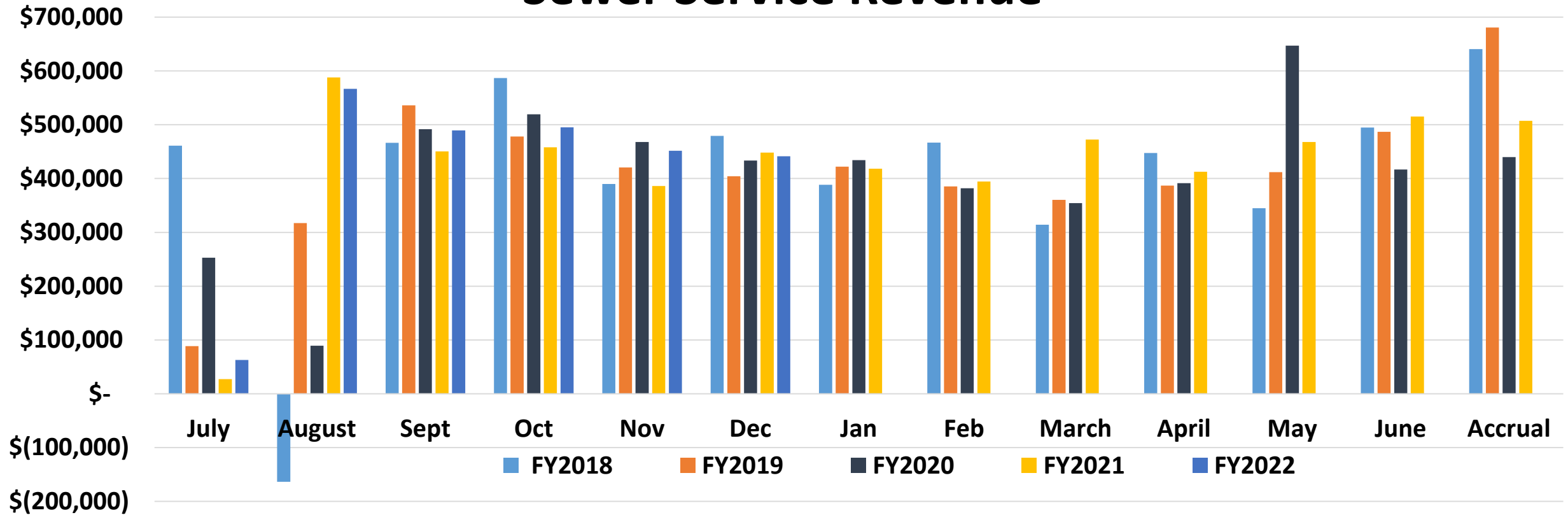
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/11/2022 - 9:14 AM

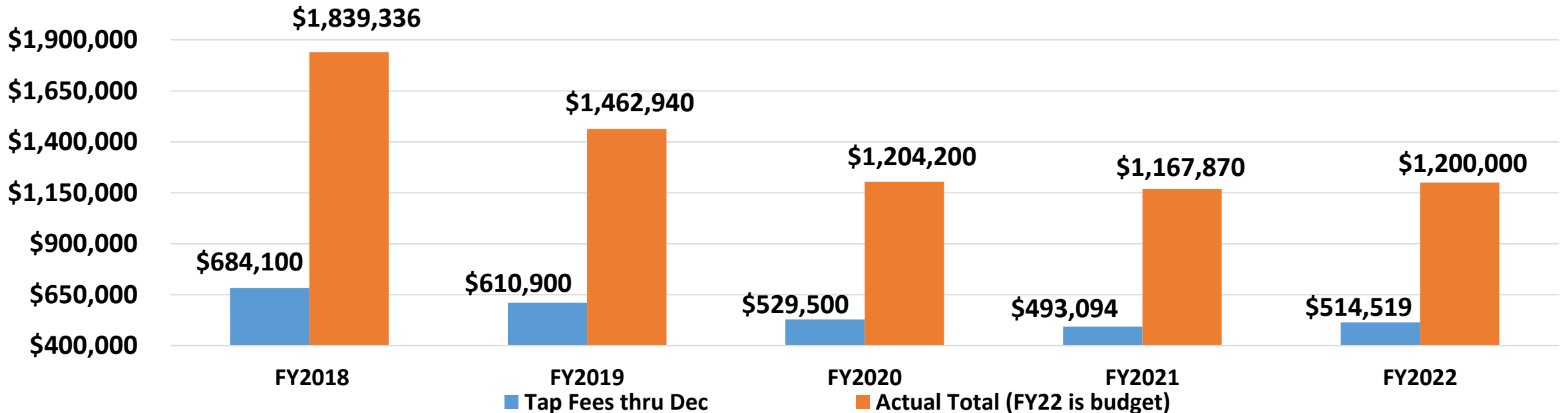
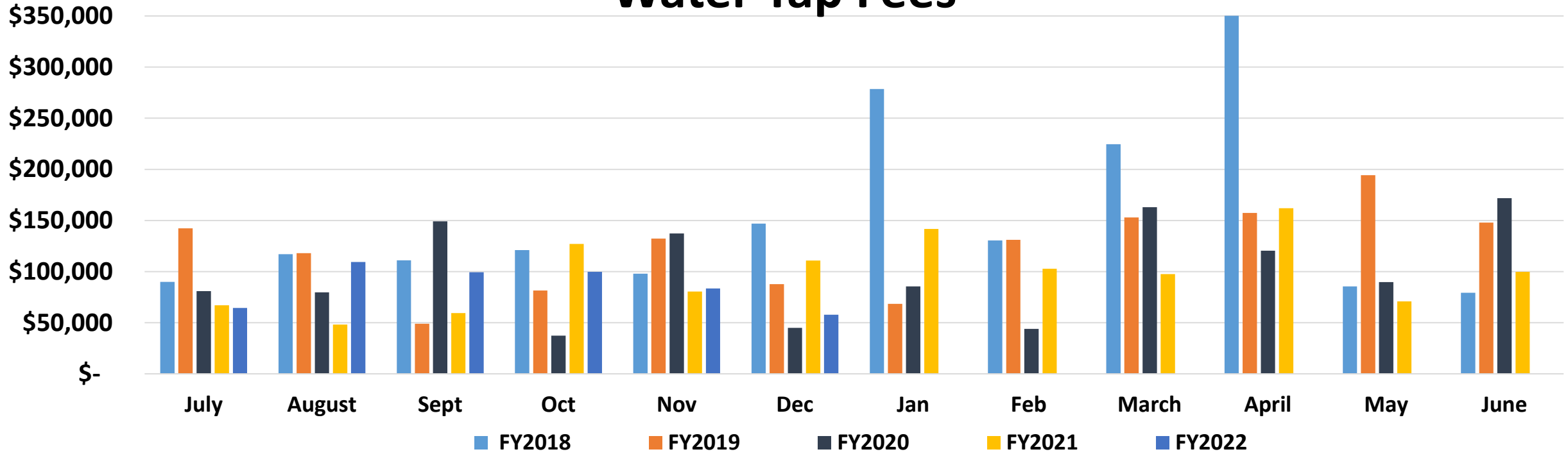
Water Service Revenue



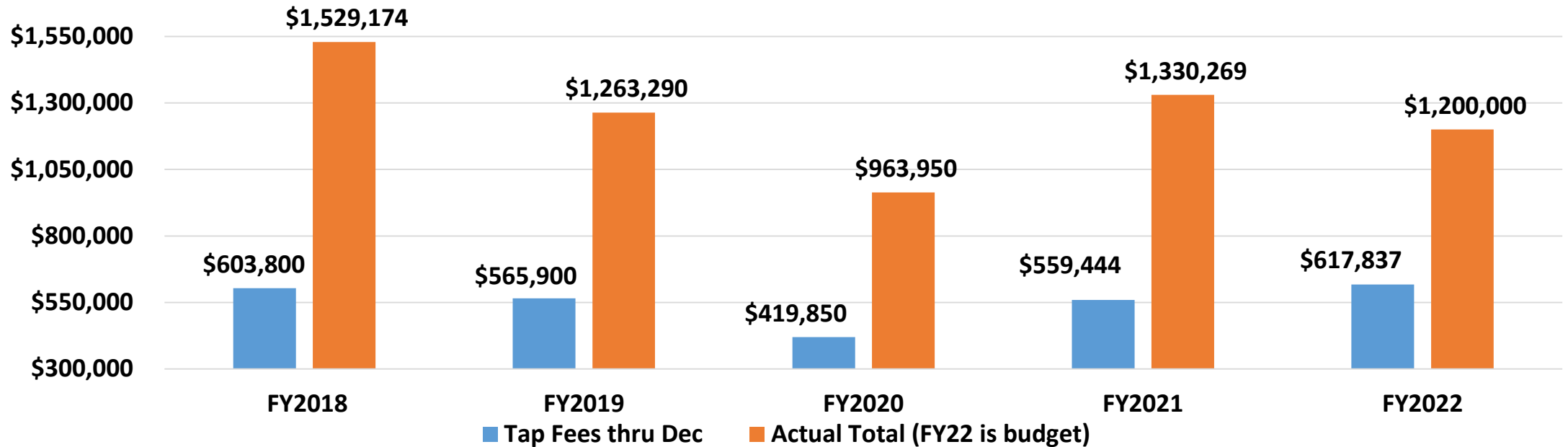
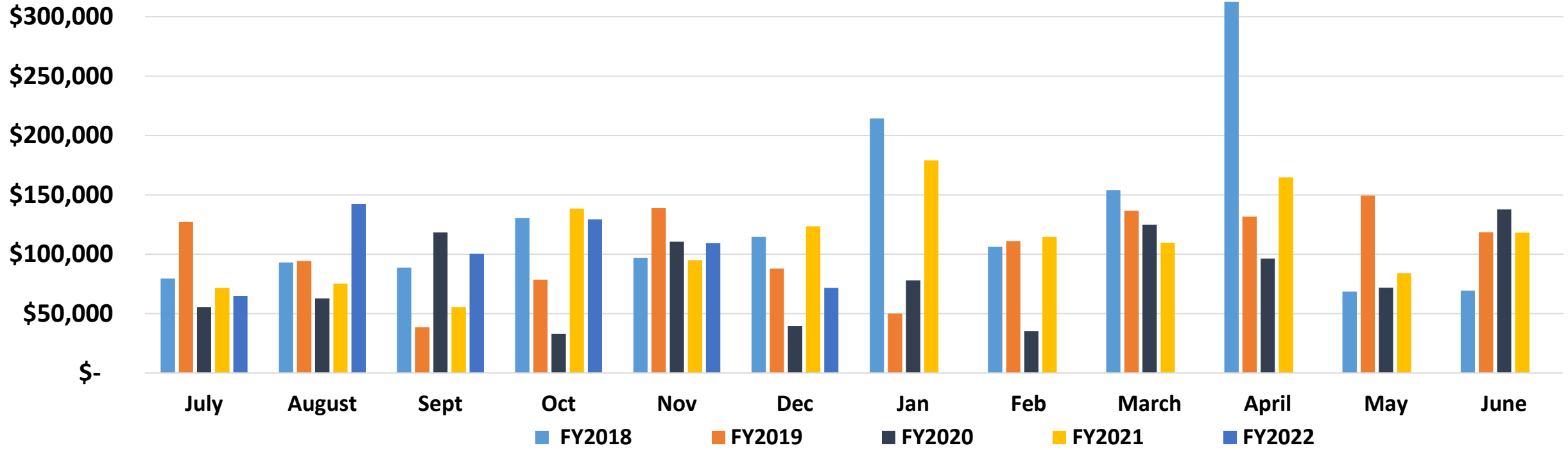
Sewer Service Revenue



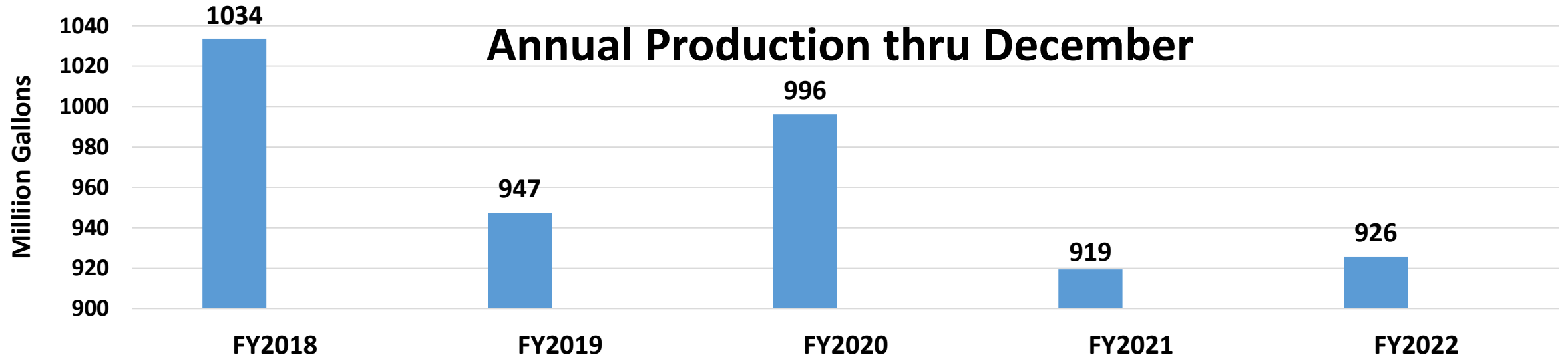
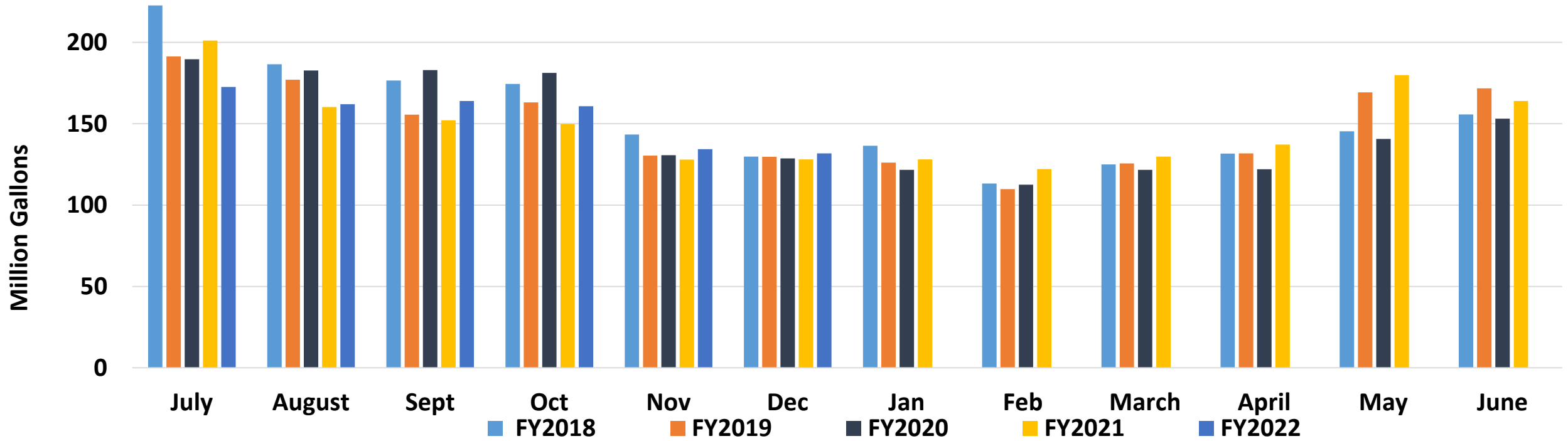
Water Tap Fees



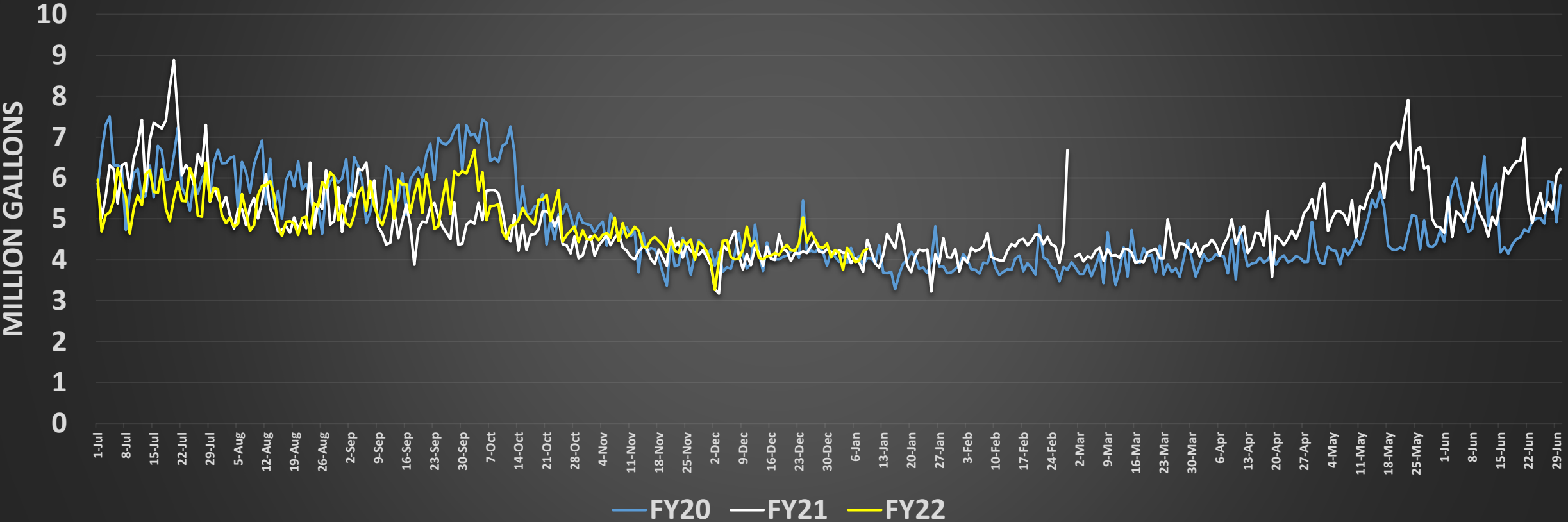
Sewer Tap Fees



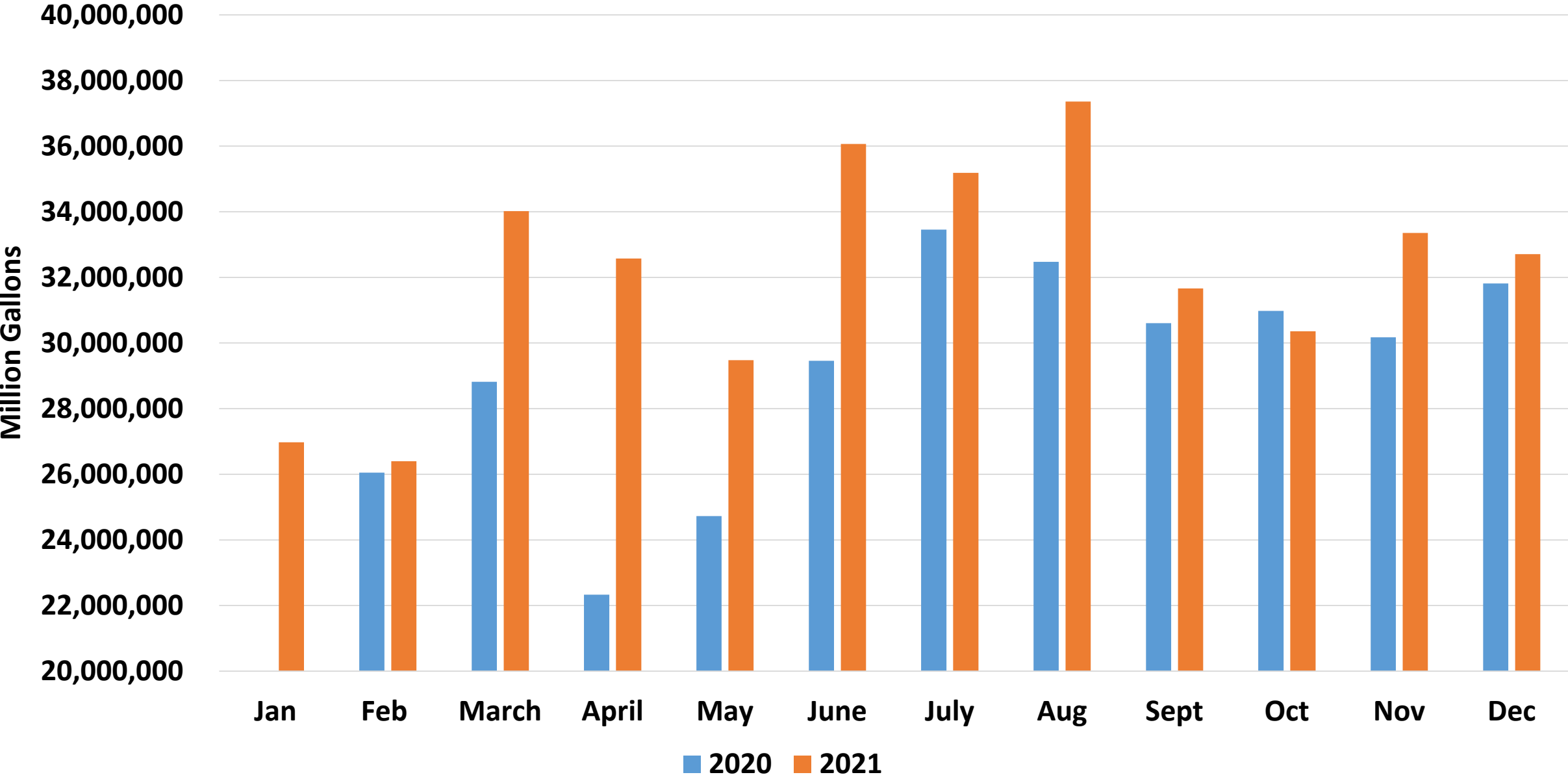
Monthly Water Production



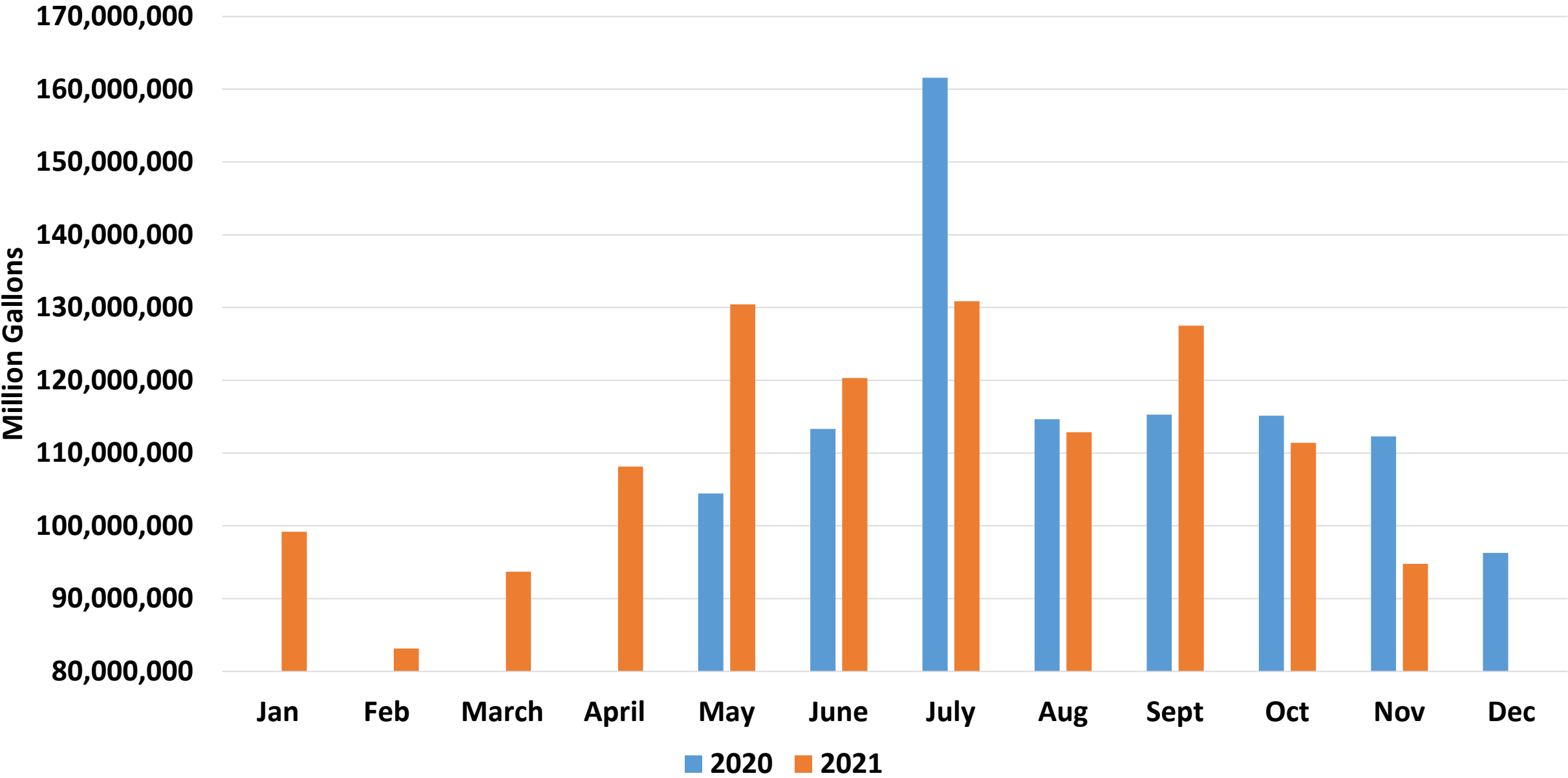
Daily Water Production



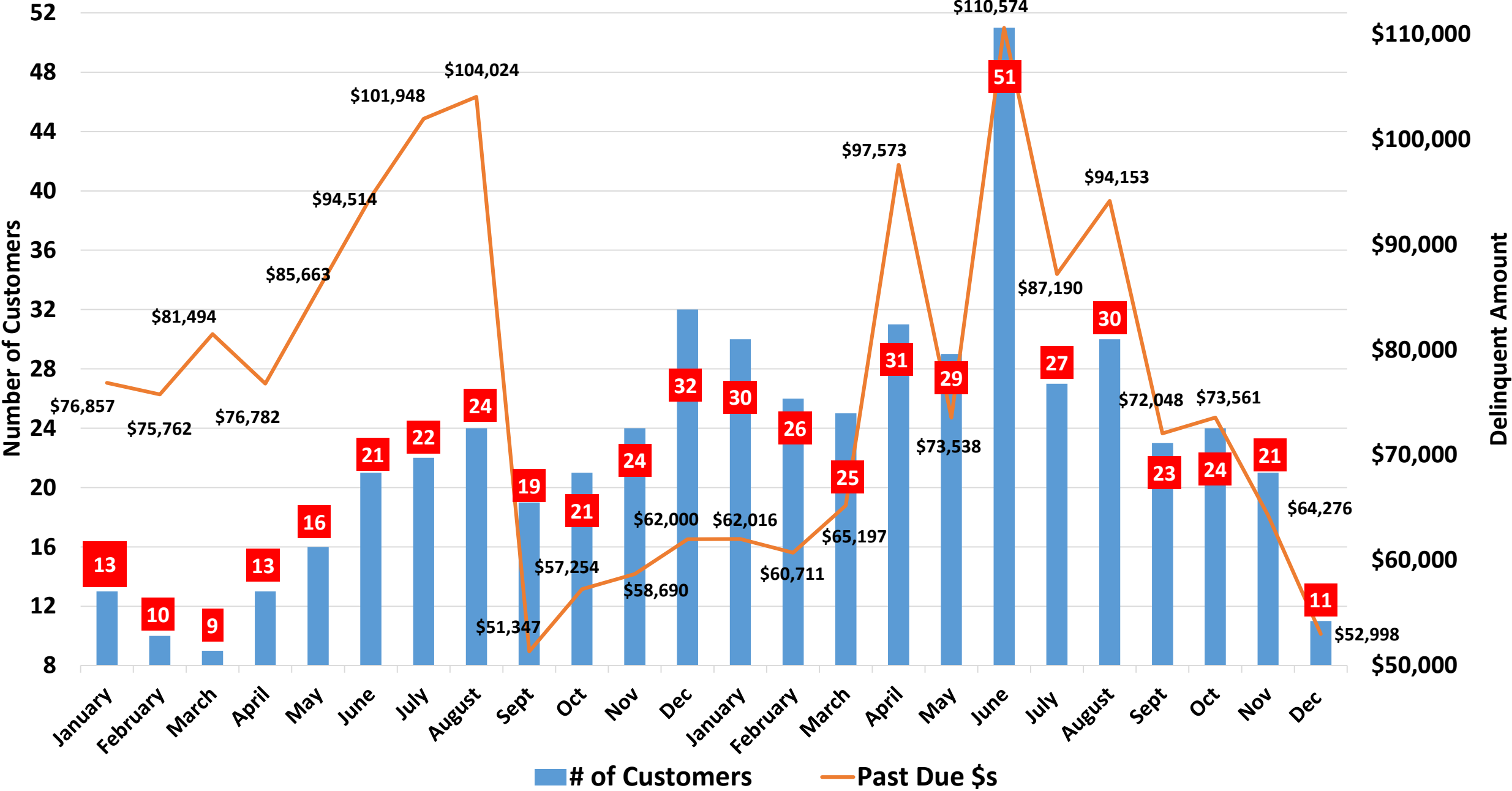
Commercial Consumption



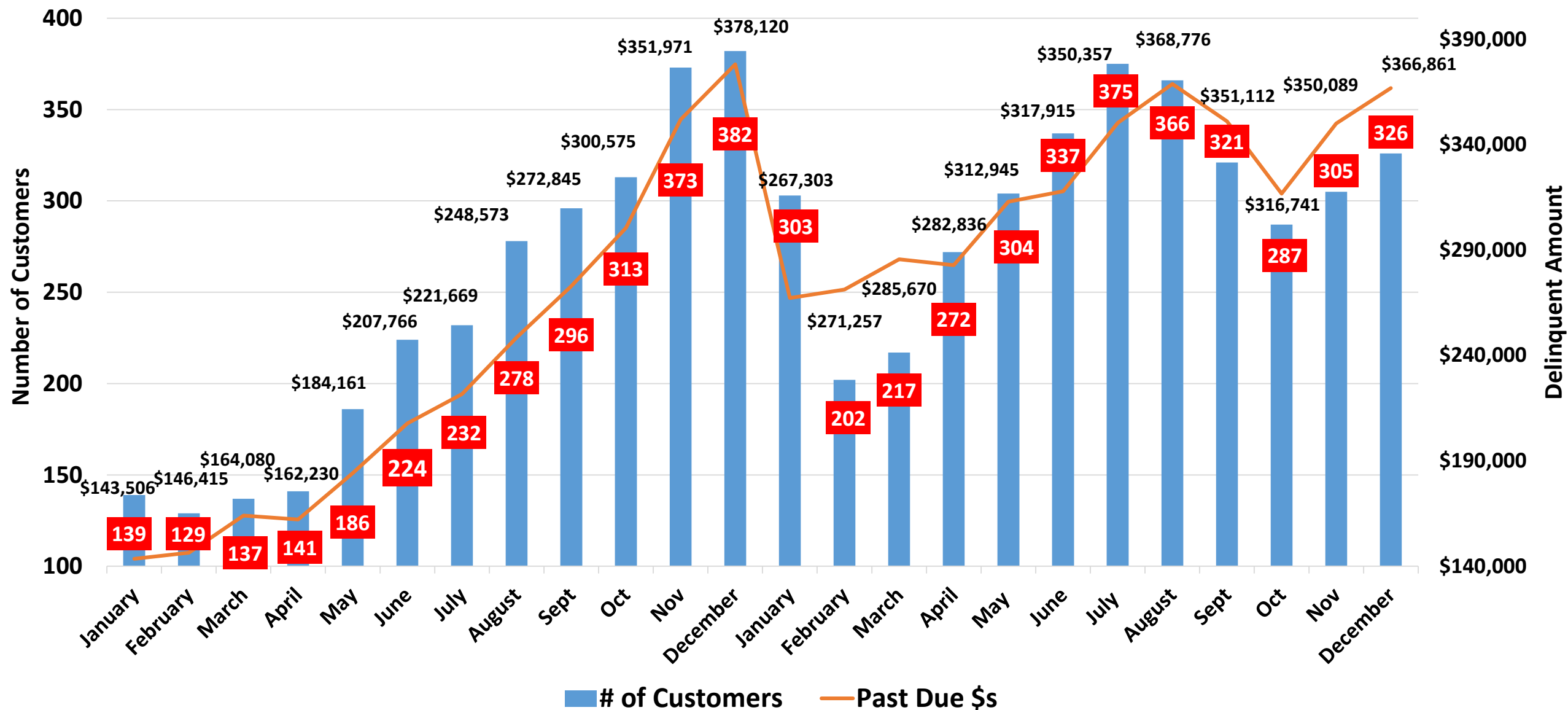
Residential Consumption



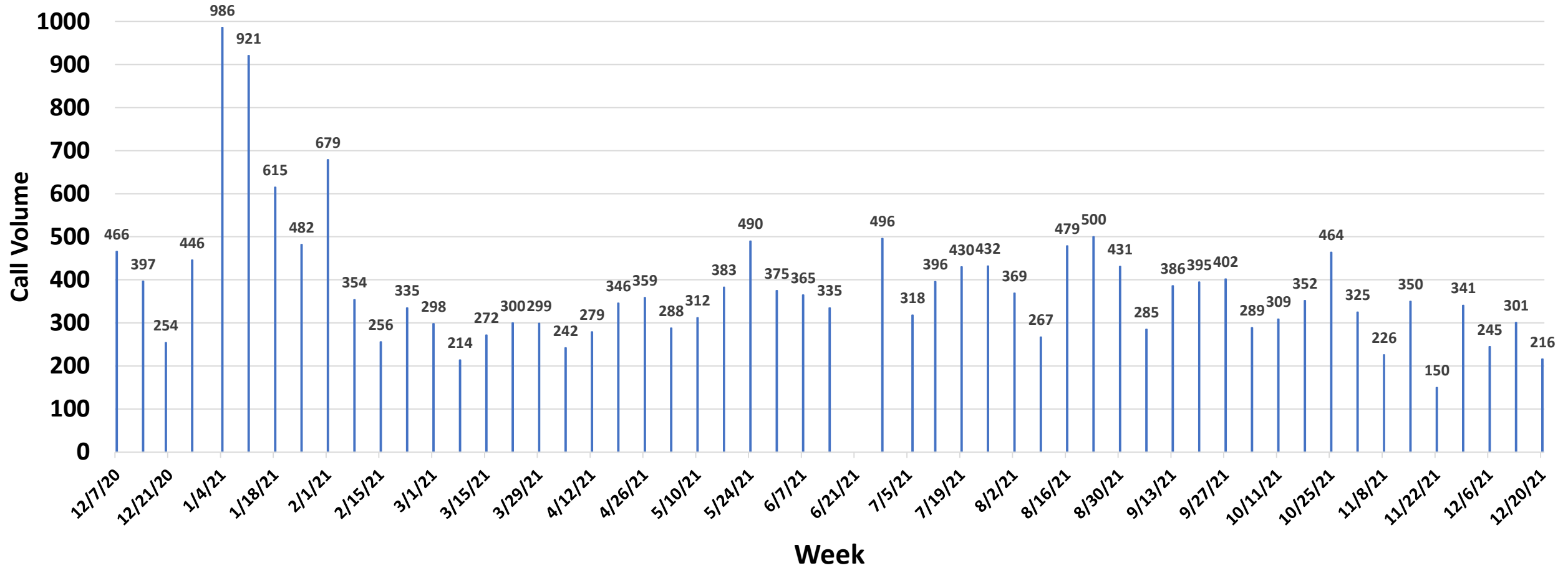
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 1/11/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Adjourn until 5 p.m. on February 8, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/4/2022 - 4:07 PM