

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
September 13, 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. Contract Award and Budget Amendment - \$774,900 - Enterprise Software System

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. Dashboard Report - September 2022

J. ADJOURNMENT

1. Adjourn until 5 pm on October 11, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 9/13/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	July 12 Regular Meeting Minutes	Minutes
☐	July 26 Special Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	9/6/2022 - 11:14 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 12, 2022
5:00 PM

A. CALL TO ORDER

Mr. Hipple called the meeting to order at approximately 6:12 p.m. following the James City County Board of Supervisors Regular Meeting.

B. ROLL CALL

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

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

Mr. McGlennon requested a motion to allow Ms. Larson to participate electronically.

A motion to allow Ms. Larson to participate electronically was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Ms. Larson requested that Mr. Hipple, as the Vice Chairman of the James City Service Authority (JCSA) Board of Directors, be the presiding officer for today's meeting.

Mr. Hipple replied yes.

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:

-June 14, 2022, Regular Meeting

F. PUBLIC HEARING(S)

1. General Manager's Authorization to Convey James City Service Authority's Easement Interests in Property Equal to or Less Than One-Half Acre

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 addressed the Board noting JCSA routinely accepted easements from other parties to facilitate the installation of utilities, adding occasionally development plans changed in which the easements granted were no longer necessary. Mr. Powell stated in those instances it was in JCSA's best interest to abandon those easements and return them to the original owner. Mr. Powell mentioned the current policy was for the Board to consider those easement abandonments after a public hearing was held; however, the resolution before the Board would authorize the General Manager to approve easement abandonments of up to one-half acre. Mr. Powell remarked this would allow for a more expedited process, adding staff recommended approval.

Mr. Hipple asked if any Board members had questions.

Mr. McGlennon asked how many cases were there typically.

Mr. Powell replied approximately two or three annually, adding the vast majority were under one-half acre.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no speakers.

G. BOARD CONSIDERATION(S)

1. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2022

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

Mr. Powell noted the Board's annual formal acceptance of the water and sewer systems. Mr. Powell mentioned staff recommended approval of the resolution.

Mr. Hipple noted a joint Closed Session for the Board of Directors and the Board of Supervisors.

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

A motion to Enter a Closed Session 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 6:16 p.m., the Board of Directors entered Closed Session.

At approximately 6:50 p.m., the Board of Directors and the Board of Supervisors re-entered Open Session.

A motion to Certify the Closed Session of the combined Boards only spoke about those items indicated that it would speak about in Closed Session 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

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted for year-end purposes JCSA had an accrual period in which not all funds were collected for the services provided and water sold for the month of June. Mr. Powell expressed he believed that based on the historical trends of the accrual period that JCSA should meet the revenue projections in relation to the Water Fund; however, if JCSA was slightly below the revenue projections for water, it would be offset due to the sewer revenues. Mr. Powell informed the Board operating revenues were good. Mr. Powell explained it was the same instance with the water tap fees; however, the sewer tap fees would offset any deficiency.

J. ADJOURNMENT

1. Adjourn until 5 pm on September 13, 2022 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 6:51 p.m., Mr. Hipple adjourned the Board of Directors.

MINUTES
JAMES CITY COUNTY BOARD OF DIRECTORS
SPECIAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 26, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

James O. Icenhour, Jr., Jamestown District
Michael J. Hipple, Vice Chairman, Powhatan District
John J. McGlennon, Roberts District
P. Sue Sadler, Stonehouse 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. BOARD DISCUSSIONS

1. Revisions to the Contract of the General Manager

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

Mr. Kinsman addressed the Board regarding the specifics of the General Manager's contract revisions. He noted the memorandum and resolution were in the Board's Agenda Packet.

D. CLOSED SESSION

None.

E. ADJOURNMENT

1. Adjourn until 5 pm on September 13, 2022 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 1:02 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 9/13/2022

TO: The Board of Directors

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

SUBJECT: Contract Award and Budget Amendment - \$774,900 - Enterprise Software System

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	8/25/2022 - 11:35 AM
Publication Management	Daniel, Martha	Approved	8/25/2022 - 11:41 AM
Legal Review	Parman, Liz	Approved	8/26/2022 - 2:12 PM
Board Secretary	Saeed, Teresa	Approved	8/29/2022 - 10:28 AM
Board Secretary	Rinehimer, Bradley	Approved	8/29/2022 - 10:33 AM
Board Secretary	Saeed, Teresa	Approved	8/29/2022 - 10:42 AM

MEMORANDUM

DATE: September 13, 2022

TO: The Board of Directors

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

SUBJECT: Contract Award and Budget Amendment - \$774,900 - Enterprise Software System

The James City Service Authority's (JCSA) Capital Improvement Plan (CIP) budget contains funds to replace separate software systems currently used for asset management, customer billing and information, maintenance management and work orders. This replacement will improve the level of service provided to JCSA customers and increase the efficiency and effectiveness of field operations, business processes, data collection, data exchange, reporting, and system upgrades.

JCSA staff worked with the County's Information Resources Management (IRM) and Purchasing staff to release a Request for Information (RFI) to vendors to thoroughly research new technologies. Results from the RFI process and associated software demonstrations guided the development of an extensive technical requirements matrix describing JCSA's specific software needs and desired functionality with an emphasis on mobile applications. The matrix was incorporated into a Request for Proposals (RFP) that was publicly advertised.

Seven firms responded to the RFP describing their qualifications, experience in performing similar work, ability to meet the technical requirements, availability, methodology, and proposed pricing. A team of staff members representing JCSA, IRM, and Purchasing evaluated the proposals, conducted reference checks, and selected three firms to demonstrate their solutions to a wide audience of JCSA staff. Based on the feedback from the demonstrations, two firms were selected to provide in-depth demonstrations. The Evaluation Committee subsequently selected SpryPoint as the most fully qualified firm that best met JCSA's needs as defined in the RFP.

SpryPoint's software is cloud-based and accessed through a secure internet connection. No on-site hardware is required and system upgrades are delivered automatically via the internet. The County has successfully implemented several cloud-based software systems including Parks and Recreation's Xplor registration, billing, and payment system.

Founded in 2011, SpryPoint is a Canadian software vendor specializing in the municipal utility field. They serve approximately 40 municipalities throughout the United States and Canada including 35 public utilities in 15 states.

The negotiated total contract price of \$774,900 includes implementation at \$592,900 and an annual subscription at \$182,000. The attached resolution awards the contract to SpryPoint and amends JCSA's 2023 Water and Sewer Fund budgets. The budget amendments consist of a \$219,845 transfer from the Water Fund's Mirror Lakes Dam Mitigation budget made possible due to project cancellation and a \$55,055 transfer from the Sewer Fund's Consent Order Report Preparation budget due to funds remaining after project completion. These transfers supplement the existing \$500,000 CIP Enterprise Software budget.

Staff recommends adoption of the attached resolution.

MDP/md
CA-BA-EntprSftwr-mem

Attachment

RESOLUTION

CONTRACT AWARD AND BUDGET AMENDMENT - \$774,900 -

ENTERPRISE SOFTWARE SYSTEM

WHEREAS, a Request for Proposals (RFP) for an Enterprise Software System was publicly advertised and evaluated; and

WHEREAS, seven firms submitted proposals and SpryPoint was selected as the most fully qualified firm that best met James City Service Authority's (JCSA) needs as defined in the RFP; and

WHEREAS, JCSA's Fiscal Year 2023 Water and Sewer Fund budgets require amendment to accommodate the total purchase price of \$774,900.

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 2023 Water and Sewer Fund budgets as follows:

Water Fund Transfer:

From:

Mirror Lakes Dam Mitigation \$219,845

To:

Enterprise Software \$219,845

Sewer Fund Transfer:

From:

Consent Order Overflow Report Preparation \$55,055

To:

Enterprise Software \$55,055

BE IT FURTHER RESOLVED that the Board of Directors hereby awards the contract for the JCSA Enterprise Software System to SpryPoint in the amount of \$774,900.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

ICENHOUR
HIPPLE
MCGLENNON
SADLER
LARSON

VOTES

AYE NAY ABSTAIN ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 13th day of September, 2022.

ITEM SUMMARY

DATE: 9/13/2022

TO: The Board of Directors

FROM: M. Douglas Powell, JCSA General Manager

SUBJECT: Dashboard Report - September 2022

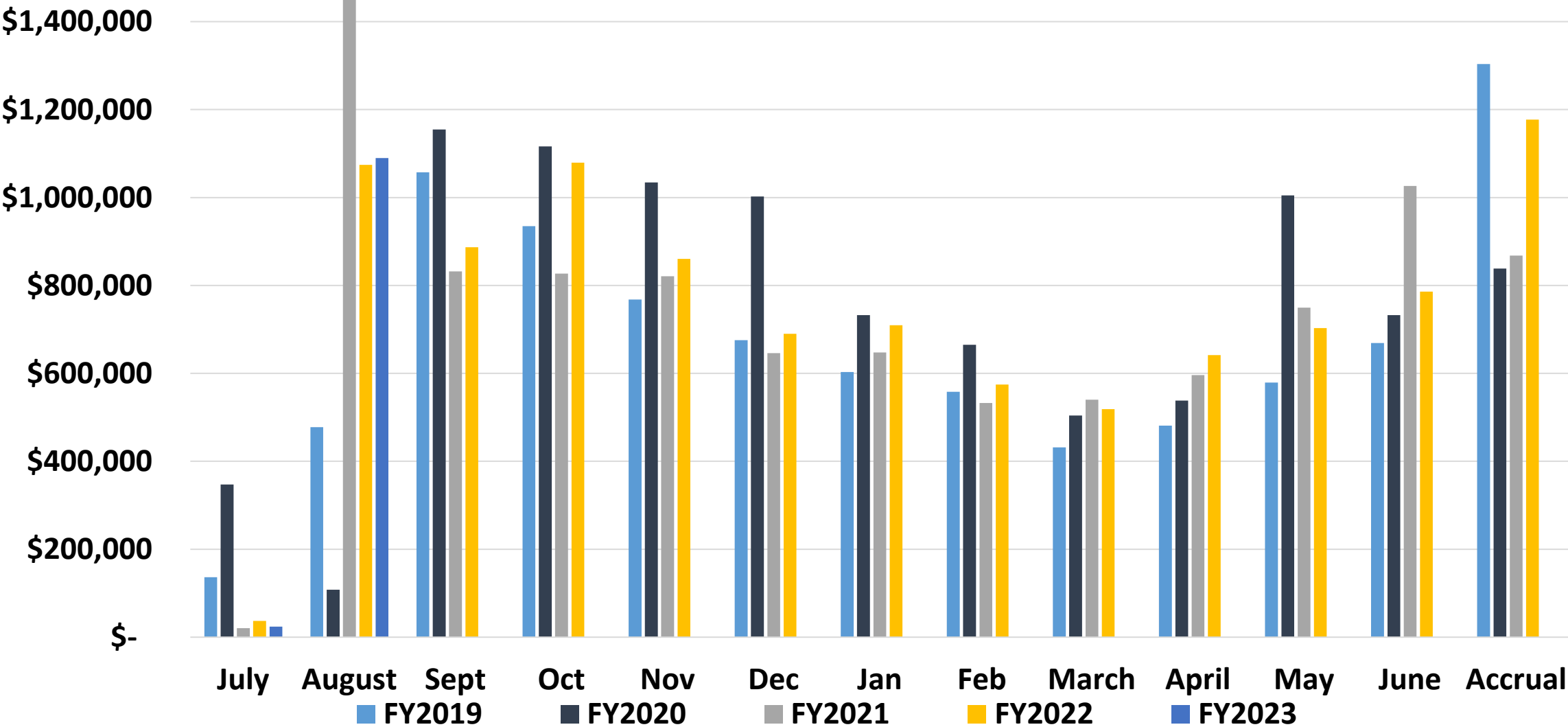
ATTACHMENTS:

	Description	Type
	Dashboard Report	Exhibit

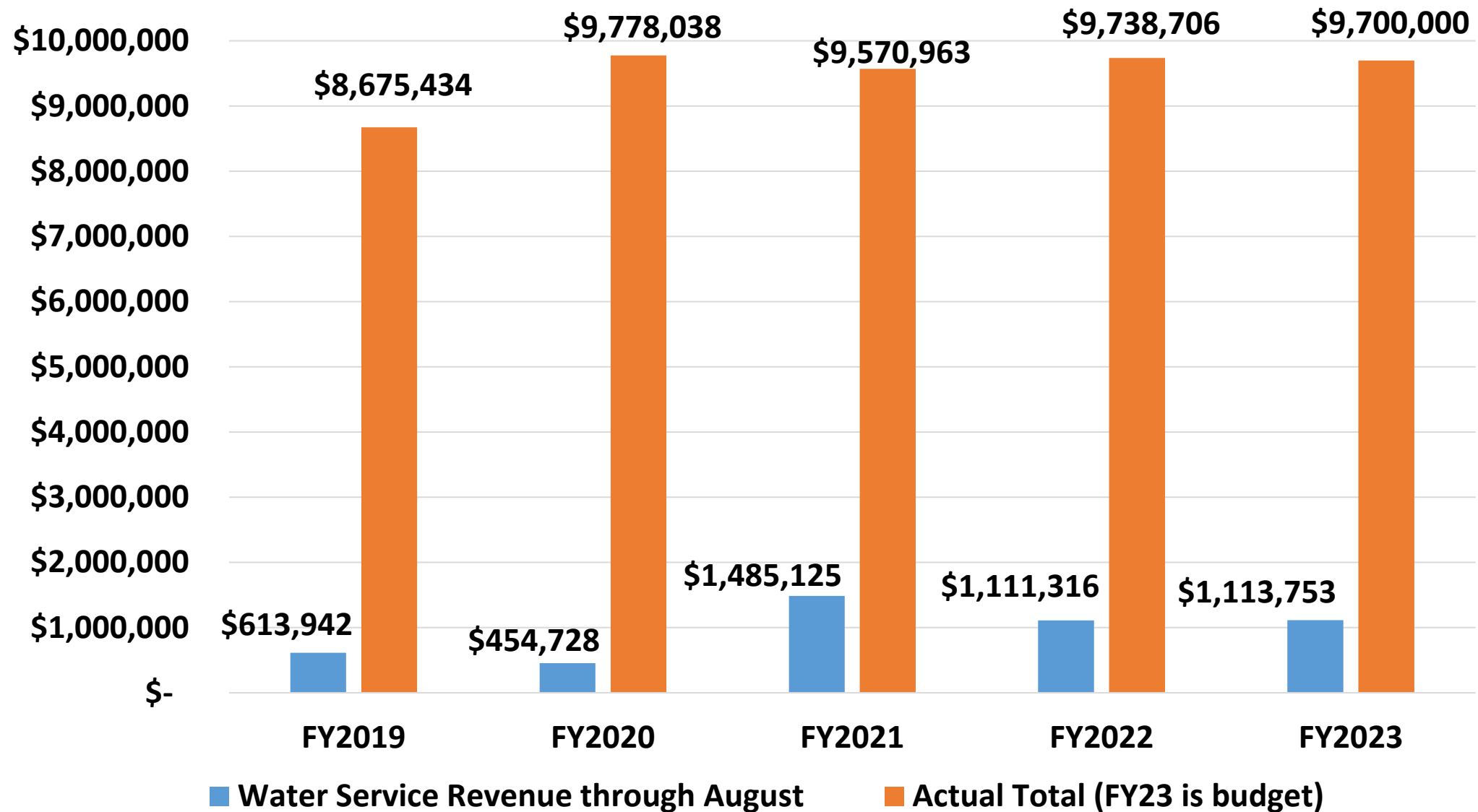
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	9/12/2022 - 2:07 PM

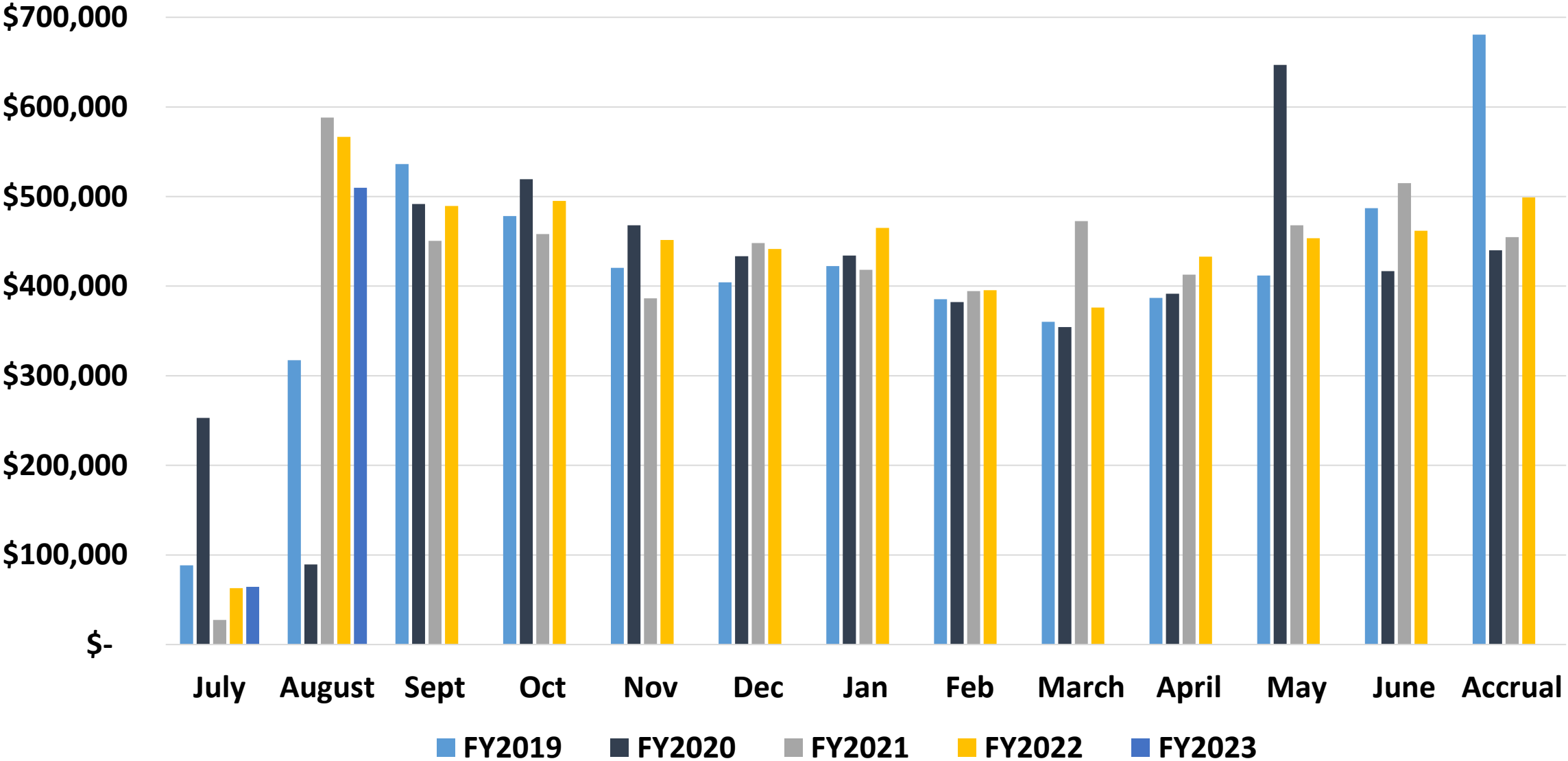
Water Service Revenue



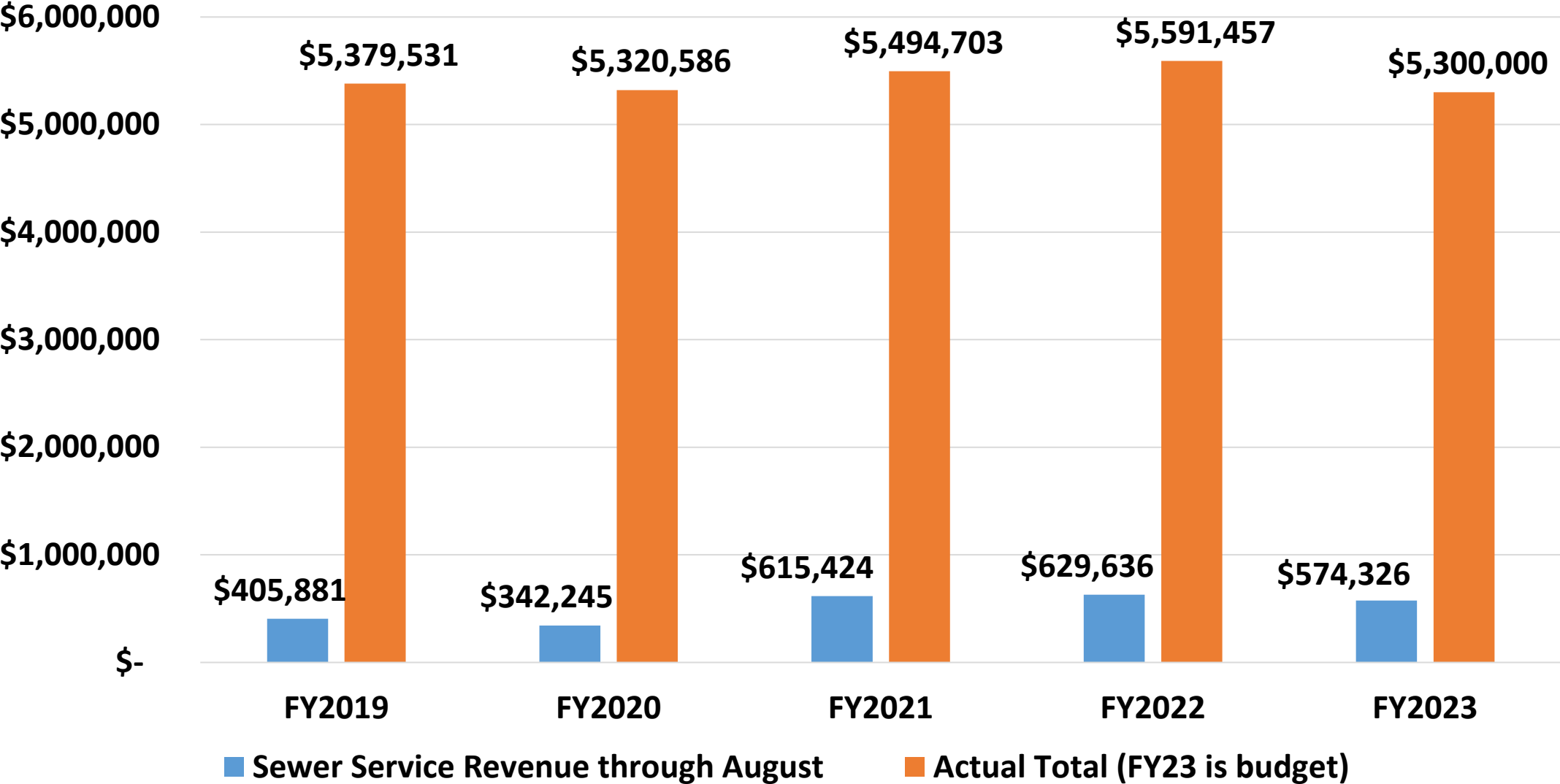
Water Service Revenue through August



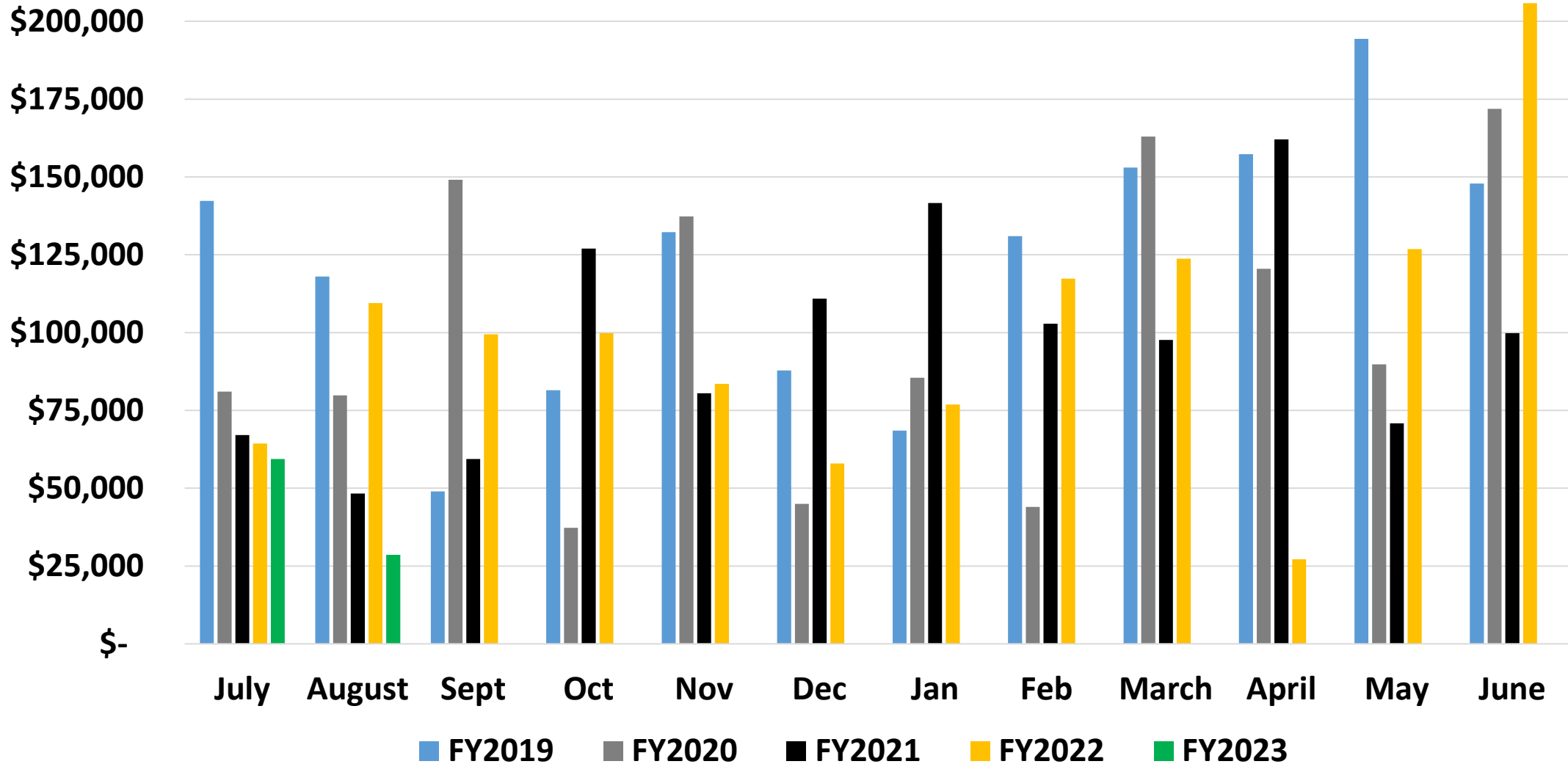
Sewer Service Revenue



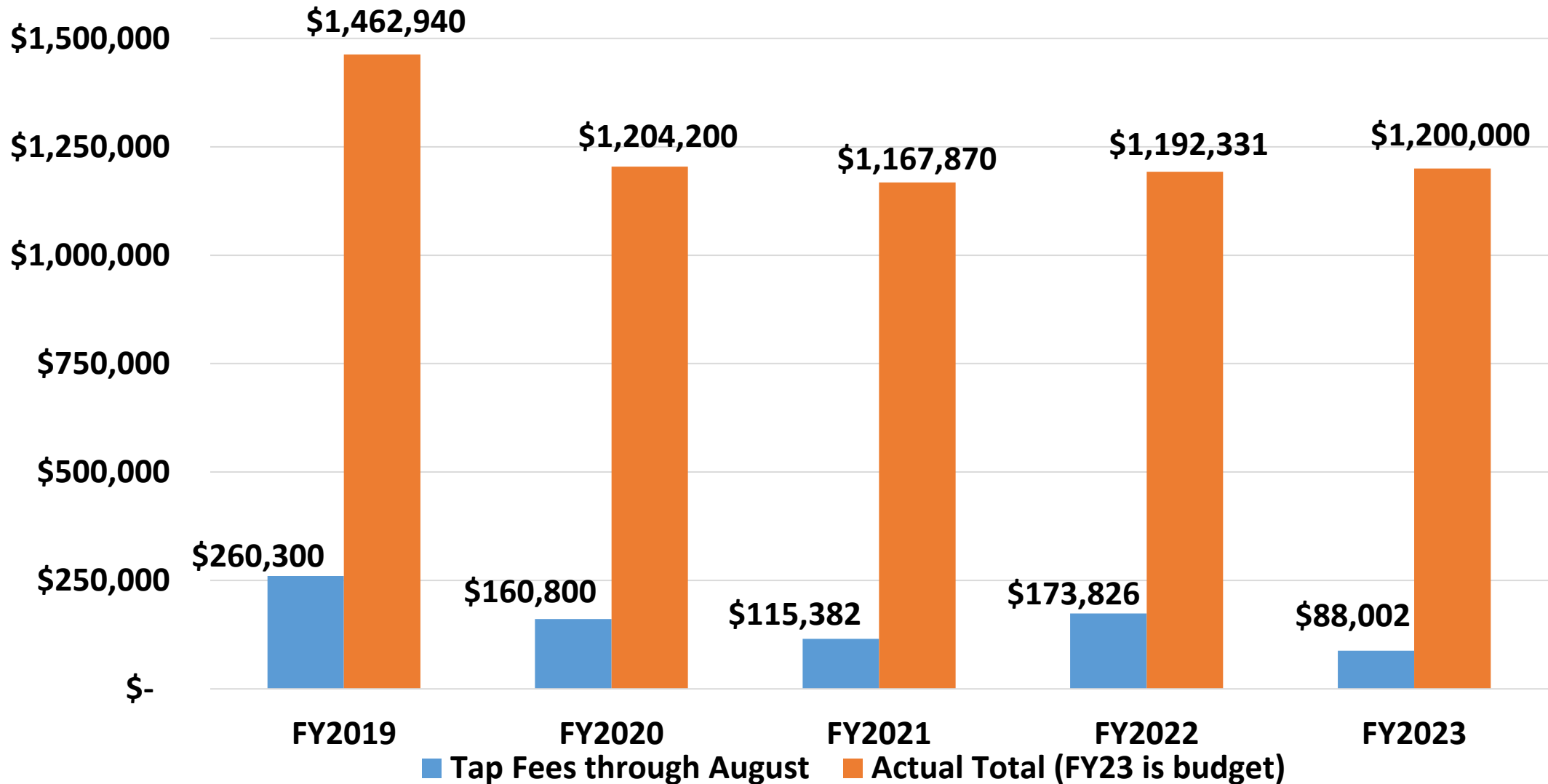
Sewer Service Revenue through August



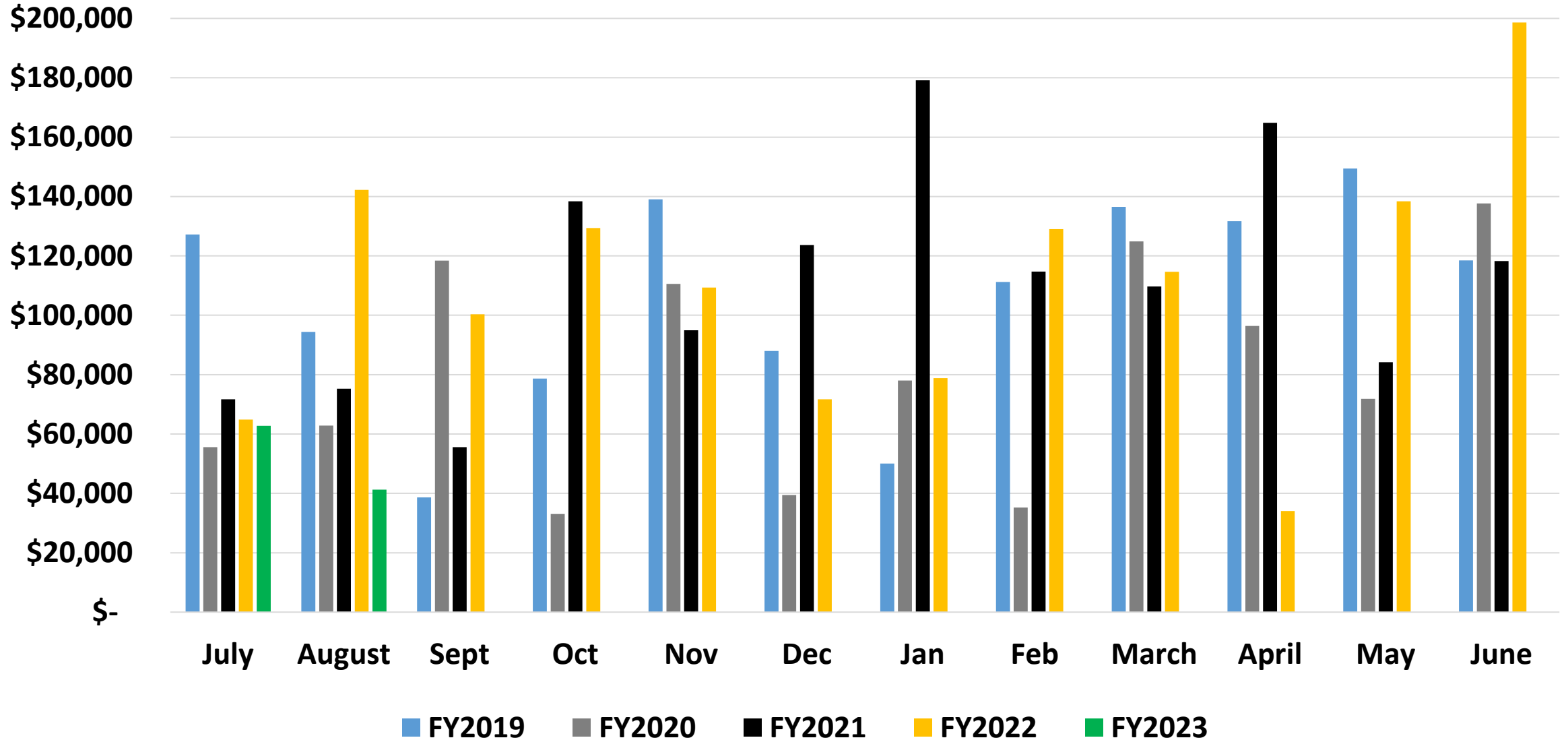
Water Tap Fees



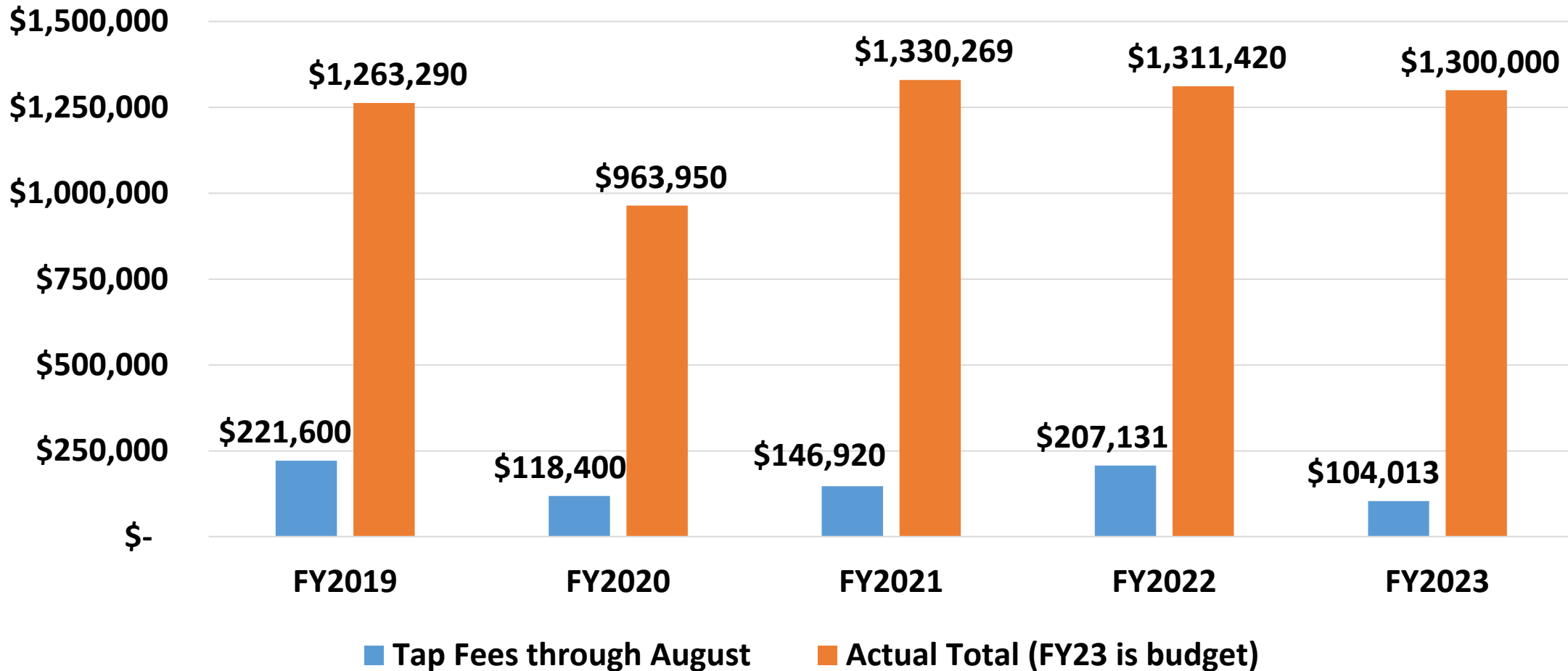
Water Tap Fees through August



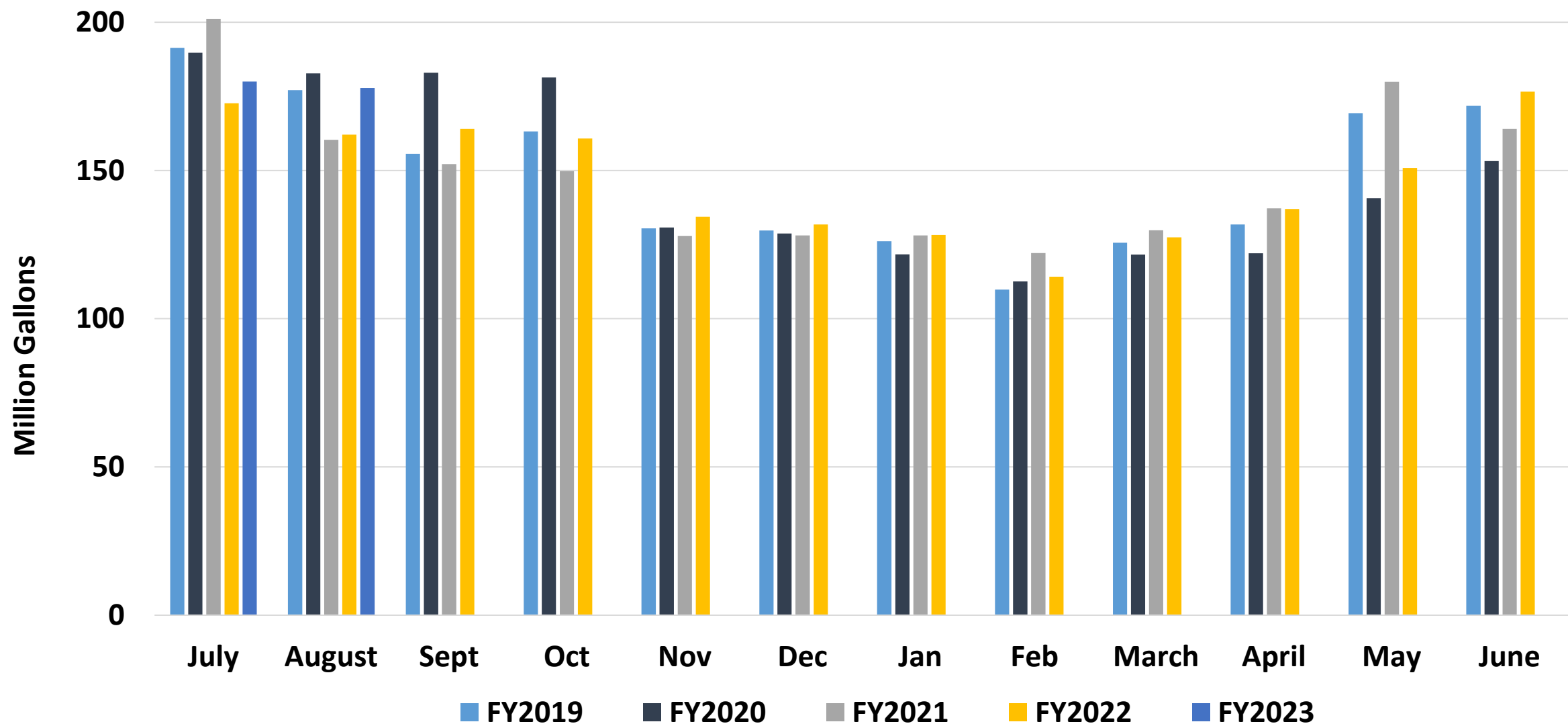
Sewer Tap Fees



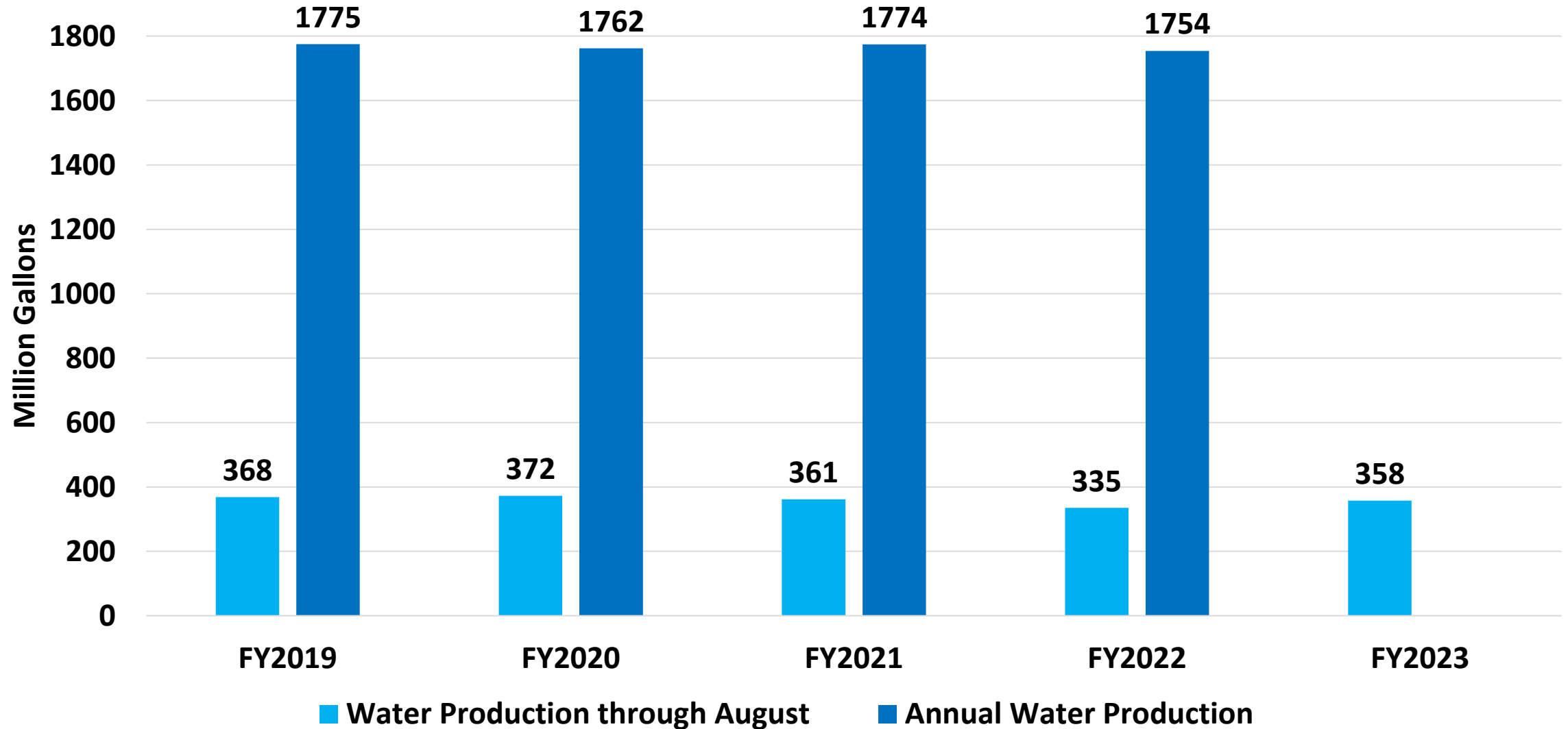
Sewer Tap Fees through August



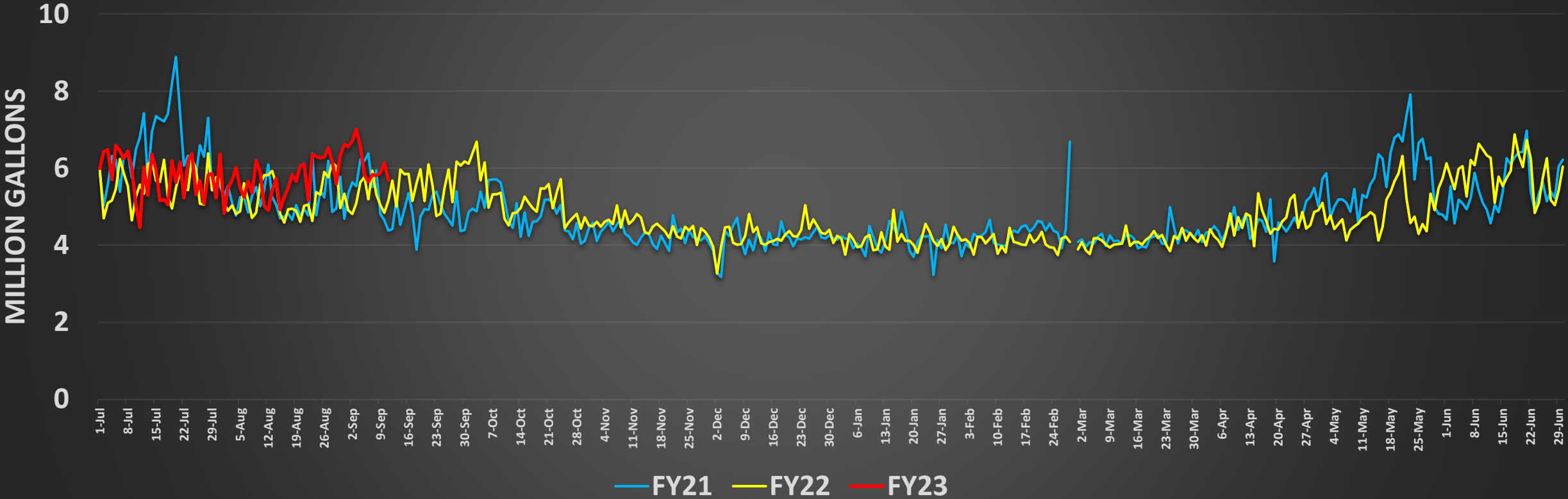
Monthly Water Production



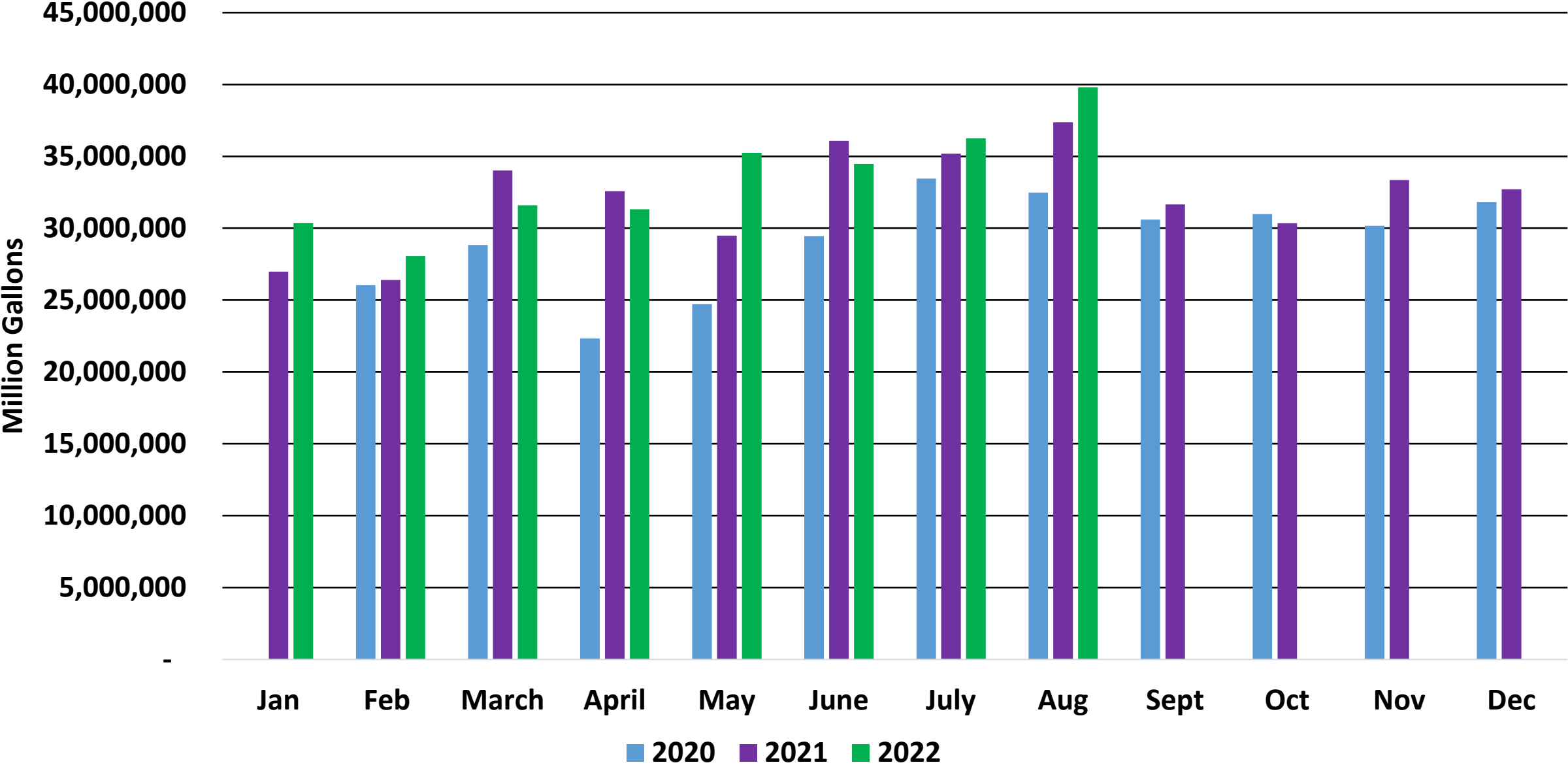
Water Production through August



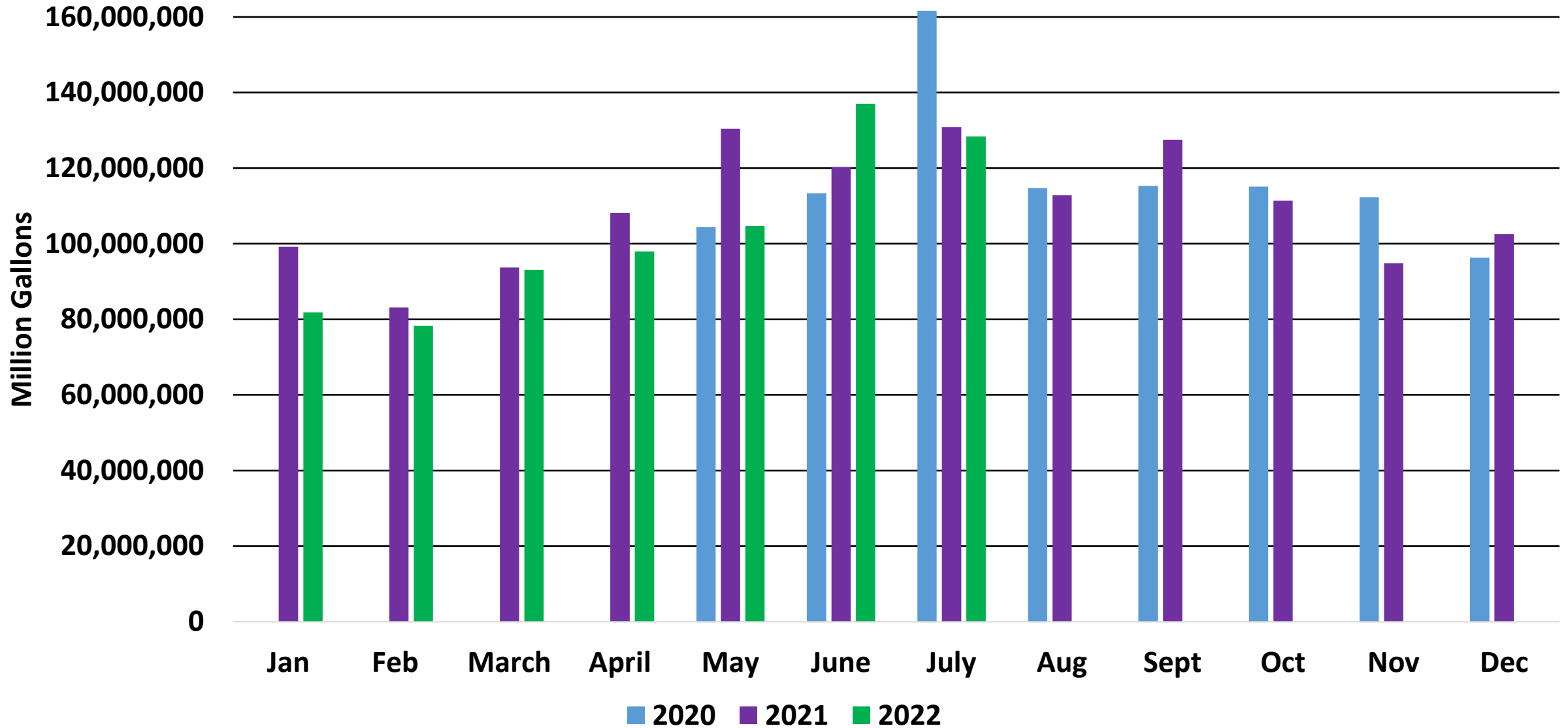
Daily Water Production



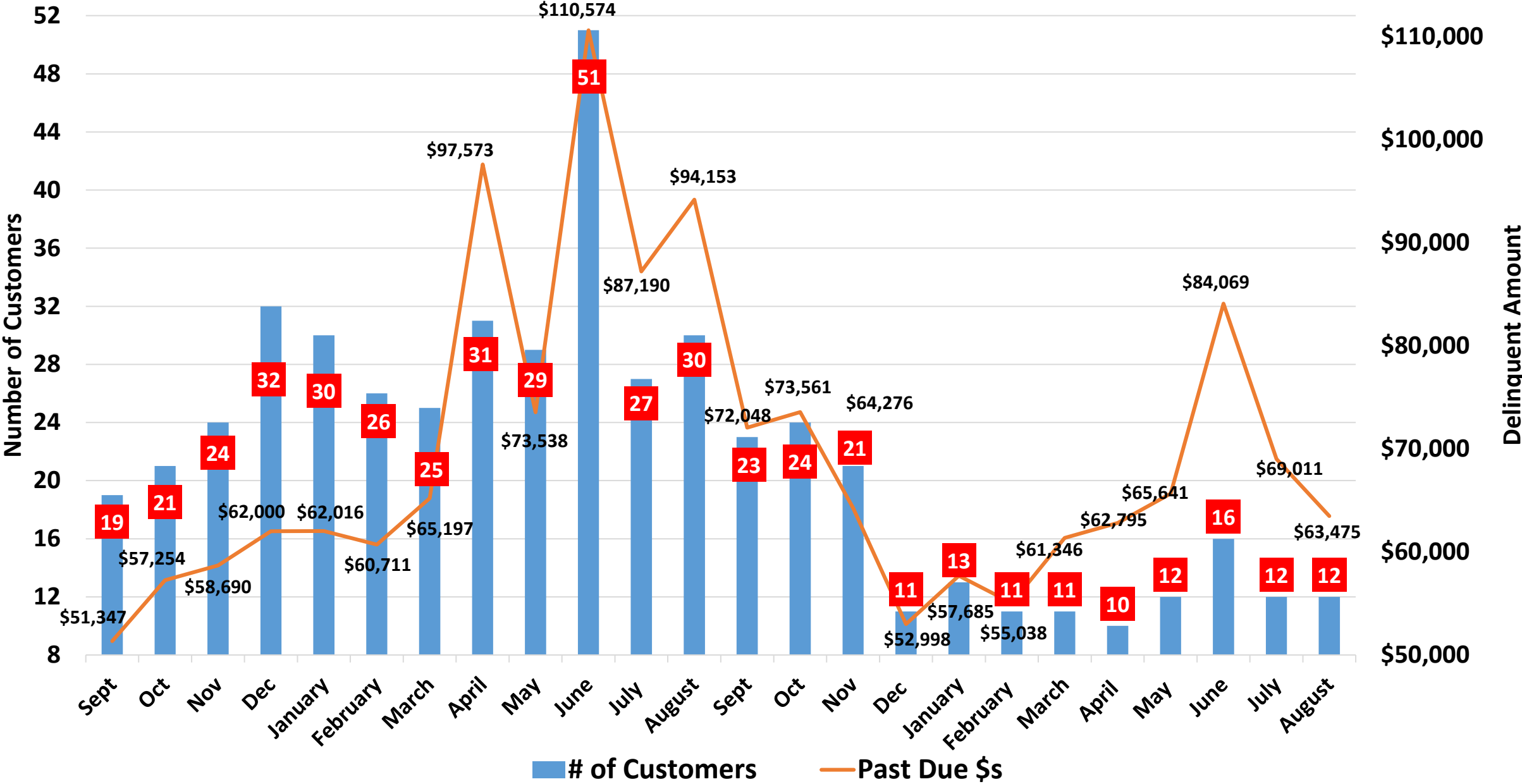
Commercial Consumption



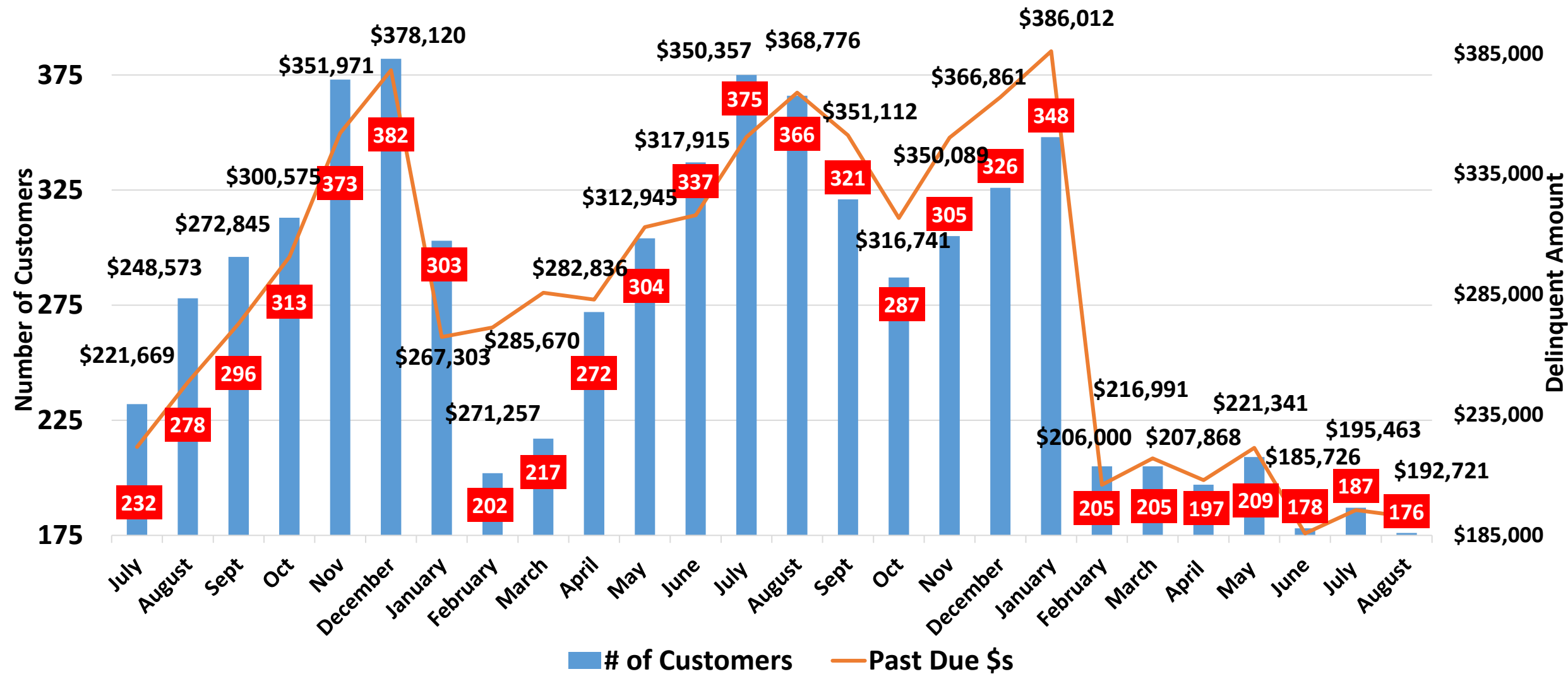
Residential Consumption



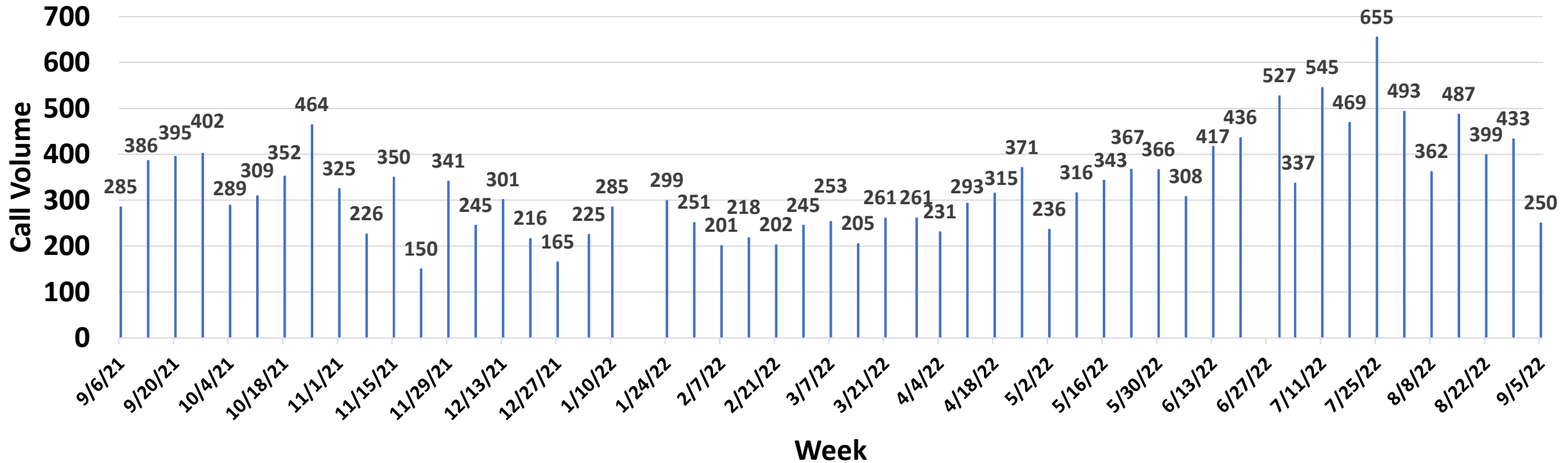
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 9/13/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Adjourn until 5 pm on October 11, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	9/6/2022 - 11:18 AM