

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 10, 2023
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 - \$2,334,700 - Central System Water Treatment Improvements for Corrosion Control

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. January Dashboard Report

J. ADJOURNMENT

1. Adjourn until ____ pm on February ____, 2023 for the Regular Meeting

ITEM SUMMARY

DATE: 1/10/2023
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	Dec. 13, 2022 Regular Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/3/2023 - 2:04 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 13, 2022
5:00 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 - via phone
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 requested a motion to allow Ms. Sadler to participate in the meeting remotely due to a medical condition that prevents her from attending in person.

A motion to Approve was made by John McGlennon, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

C. PRESENTATIONS

1. James City Service Authority Audit Report

A motion to Accept the Audit Report and findings 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

Ms. Larson noted a presentation would be conducted by Ms. Leslie Roberts, Partner at Brown Edwards & Company, LLP.

Mr. Powell introduced Ms. Roberts and turned it over to her to begin the presentation.

Ms. Roberts addressed the Board noting she conducted the audit for the James City Service Authority (JCSA). Ms. Roberts mentioned the audit went well, adding a significant Governmental Accounting Standards Board (GASB) 87 with relation to leases was implemented which required all County leases to be recorded on the balance sheet. Ms. Roberts stated the audit was a clean unmodified opinion. Ms. Roberts pointed out a change in

accounting principles which impacted various disclosures and financials. Ms. Roberts spoke about the Management's Discussion and Analysis in the Auditor's Report which was helpful for comparative and comprehensible purposes. Ms. Roberts mentioned JCSA's net position was robust which equated to approximately \$190.5 million and of that amount approximately 70% was a net investment in capital assets, which was not unusual for a service authority. Ms. Roberts highlighted JCSA's positive unrestricted net position of approximately 26%. Ms. Roberts discussed JCSA's statement of revenues, expenses, and changes in net position which remained flat over an annual basis regarding revenues and expenses; however, there was an investment loss generating a negative change to the net position. Ms. Roberts commented overall it was a break-even year. Ms. Roberts indicated no deficiencies and/or noncompliance issues were found in the audit report. Ms. Roberts concluded the audited financial section of the presentation and asked if any Board members had questions before moving on with the presentation. Ms. Roberts moved on to the next section of the report, the Management Letter. Ms. Roberts noted the auditor team members' contact information was available there. Ms. Roberts further noted any significant estimates the team wanted brought to the Board's attention would be listed there. Ms. Roberts mentioned details about the GASB 87 implementation were highlighted in this section. Ms. Roberts touched on significant estimates for the County included Other Postemployment Benefits (OPEB) liability, pension liability, and use life of capital assets. Ms. Roberts advised there were no uncorrected or corrected misstatements found. Ms. Roberts indicated GASB 87 training would be forthcoming to ensure County staff were educated on the new implementation. Ms. Roberts concluded the presentation and welcomed any questions the Board might have.

Ms. Larson asked if any Board members had questions.

Mr. McGlennon stated he did not have a question; however, he wanted to point out in the information packet provided to the Board under lowercase roman numeral three the Board of Supervisors Officials were listed opposed to the JCSA Officials.

Ms. Roberts remarked she would ensure that was corrected.

Mr. McGlennon mentioned the importance of citizens knowing who to contact.

Ms. Larson thanked Ms. Roberts.

Ms. Larson extended thanks to Mr. Powell and staff regarding the audit.

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 8, 2022, Regular Meeting

-November 22, 2022, Special Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell stated on behalf of JCSEA it commended the Board for its support this year and wished the Board a Merry Christmas.

J. ADJOURNMENT

1. Adjourn until 4 pm on January 10, 2023 for the Organizational 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 5:10 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 1/10/2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$2,334,700 - Central System Water Treatment Improvements for Corrosion Control

An Invitation for Bids was issued for the construction of the treatment improvements at seven Central System well sites.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	12/20/2022 - 12:07 PM
Publication Management	Pobiak, Amanda	Approved	12/20/2022 - 12:12 PM
Legal Review	Kinsman, Adam	Approved	1/3/2023 - 2:08 PM
Board Secretary	Saeed, Teresa	Approved	1/3/2023 - 2:10 PM
Board Secretary	Purse, Jason	Approved	1/3/2023 - 2:12 PM
Board Secretary	Saeed, Teresa	Approved	1/3/2023 - 2:13 PM

MEMORANDUM

DATE: January 10, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$2,334,700 - Central System Water Treatment Improvements for Corrosion Control

In 2018 the James City Service Authority (JCSA) completed a Corrosion Control Study to ensure continued compliance with the requirements of the United States Environmental Protection Agency’s Lead and Copper Rule that requires JCSA to test its water and control pipe corrosion. The study evaluated Central System source water entry points and water distribution system water quality to determine the effectiveness of current treatment processes. The study recommended adding corrosion inhibitor to all Central System well facilities. Currently corrosion inhibitor is used only at the Five Forks Water Treatment Plant (FFWTP). Engineering design to implement the corrosion control treatment recommendations was completed in 2022.

An Invitation for Bids was issued for the construction of the treatment improvements at seven Central System well sites. The scope of work consists of installing new equipment such as chemical feed pumping skids, tanks, piping and modifying existing buildings, sites, industrial controls, electrical systems, and plumbing for the new chemical feed systems.

Two firms submitted bids and were considered for the contract award:

<u>Firm</u>	<u>Amount</u>
American Contracting & Environmental Services, Inc.	\$3,125,000
Shaw Construction, Corp.	\$2,334,700

Shaw Construction, Corp. was determined to be the lowest responsive and responsible bidder and has successfully completed projects for JCSA.

The duration of the global pandemic and its impact on prices and material availability were not fully known when the original construction budget of \$1,250,000 was developed. In addition, construction material and labor costs increased significantly over the past year due to rising inflation. The attached resolution awards the contract to Shaw Construction, Corp. and authorizes a transfer of \$1,084,700 from the FFWTP Lower Potomac (LP) Wells Four and Five construction budget to the Corrosion Control project. The LP Four and Five project to drill two new deep production wells at FFWTP is on hold pending development of alternative sources to groundwater as required by the JCSA’s current groundwater withdrawal permit with the Virginia Department of Environmental Quality that expires in 2027.

Staff recommends approval of the attached resolution.

MDP/ap
CA-CenSysCCT-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$2,334,700 - CENTRAL SYSTEM WATER

TREATMENT IMPROVEMENTS FOR CORROSION CONTROL

WHEREAS, an Invitation for Bids for Central System Water Treatment Improvements for Corrosion Control was publicly advertised and two bids were received; and

WHEREAS, Shaw Construction, Corp. was determined to be the lowest responsive and responsible bidder; and

WHEREAS, a budget transfer is required to fully fund the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following transfer in the Water Fund Capital Projects budget:

Transfer:

From:

Five Forks Water Treatment Plant
Lower Potomac Wells Four and Five \$1,084,700

To:

Corrosion Control \$1,084,700

??????????

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>
ICENHOUR	___	___	___	___
HIPPLE	___	___	___	___
MCGLENNON	___	___	___	___
SADLER	___	___	___	___
LARSON	___	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of January, 2023.

ITEM SUMMARY

DATE: 1/10/2023
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: January Dashboard Report

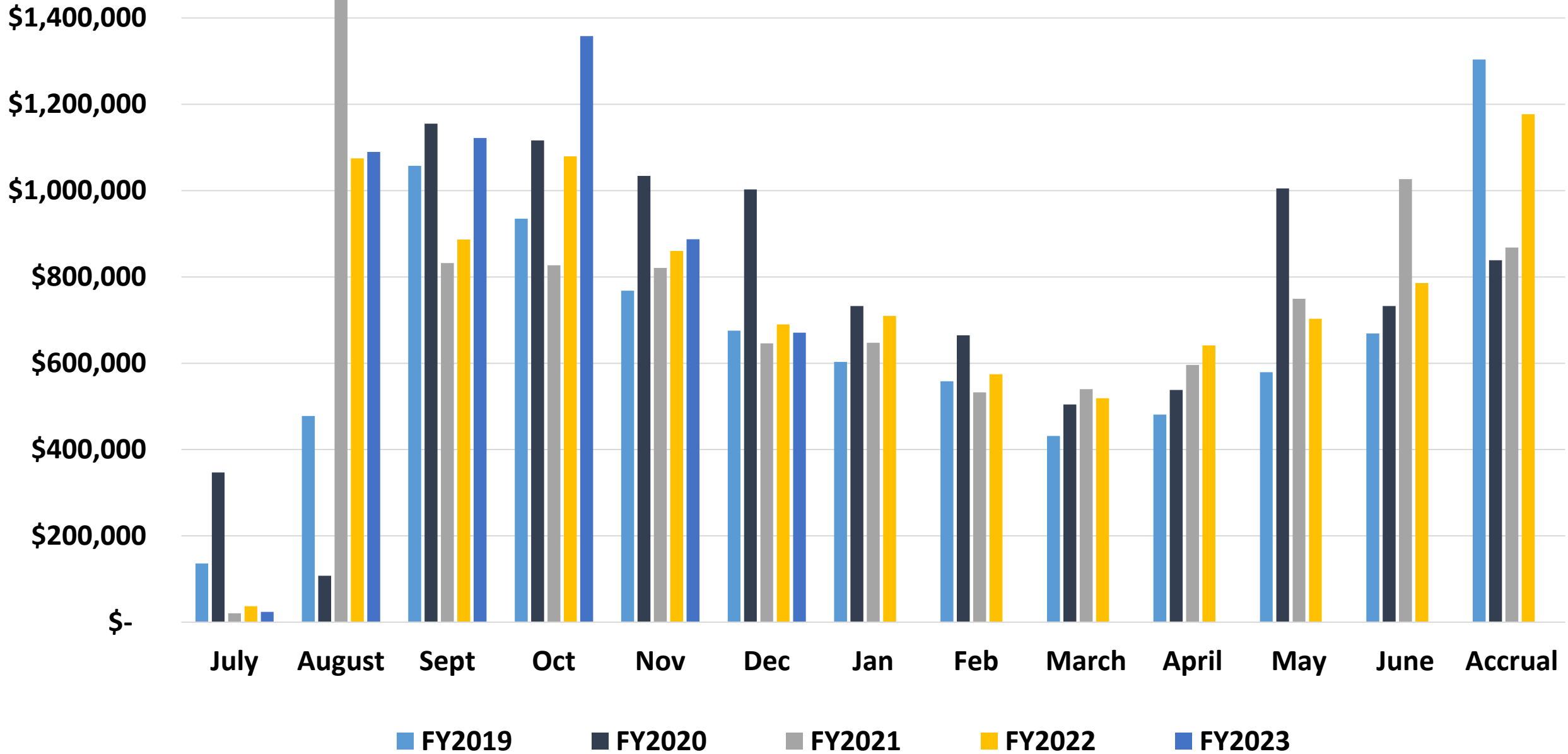
ATTACHMENTS:

	Description	Type
📎	January Report	Exhibit

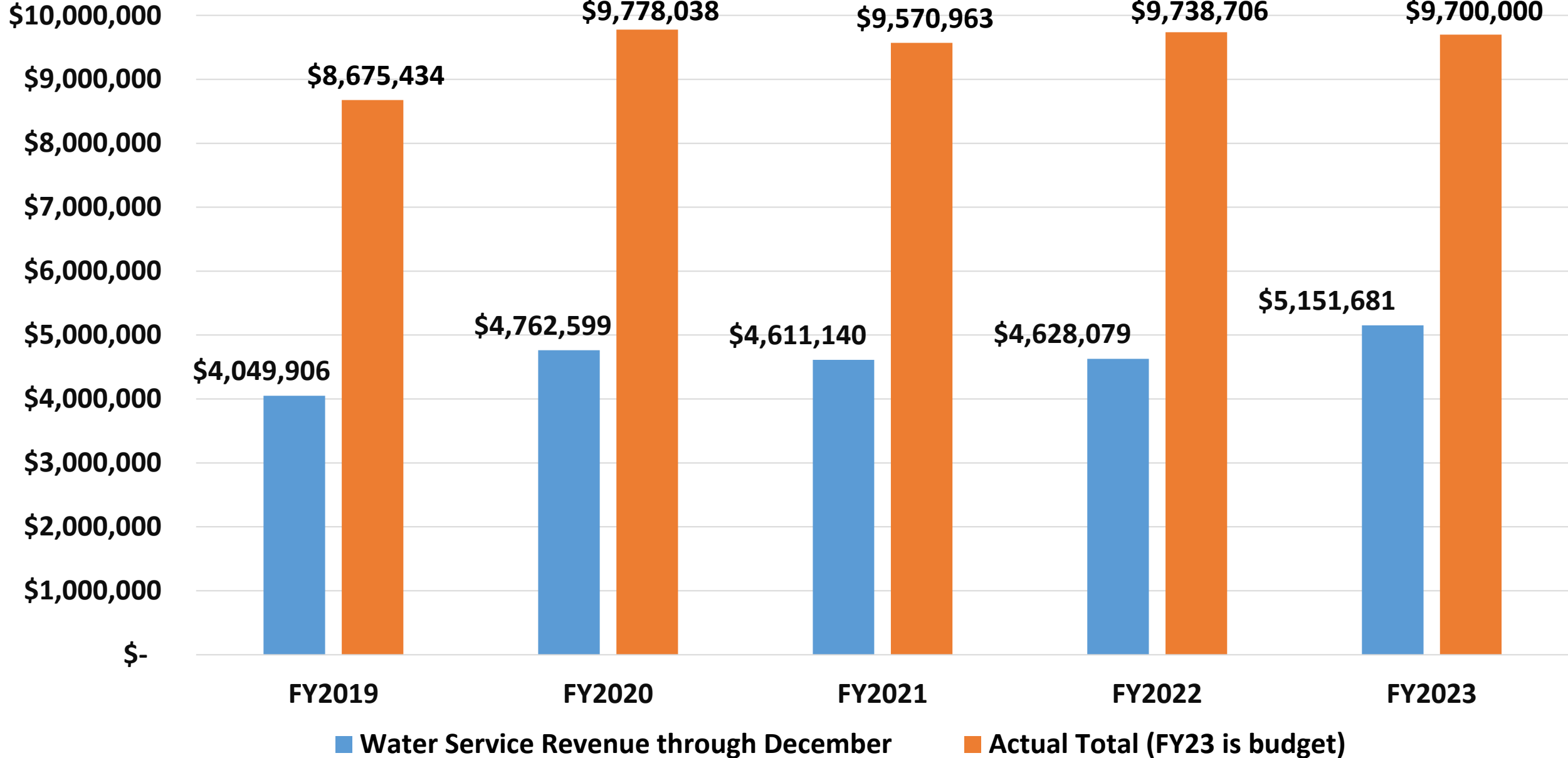
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/9/2023 - 2:50 PM

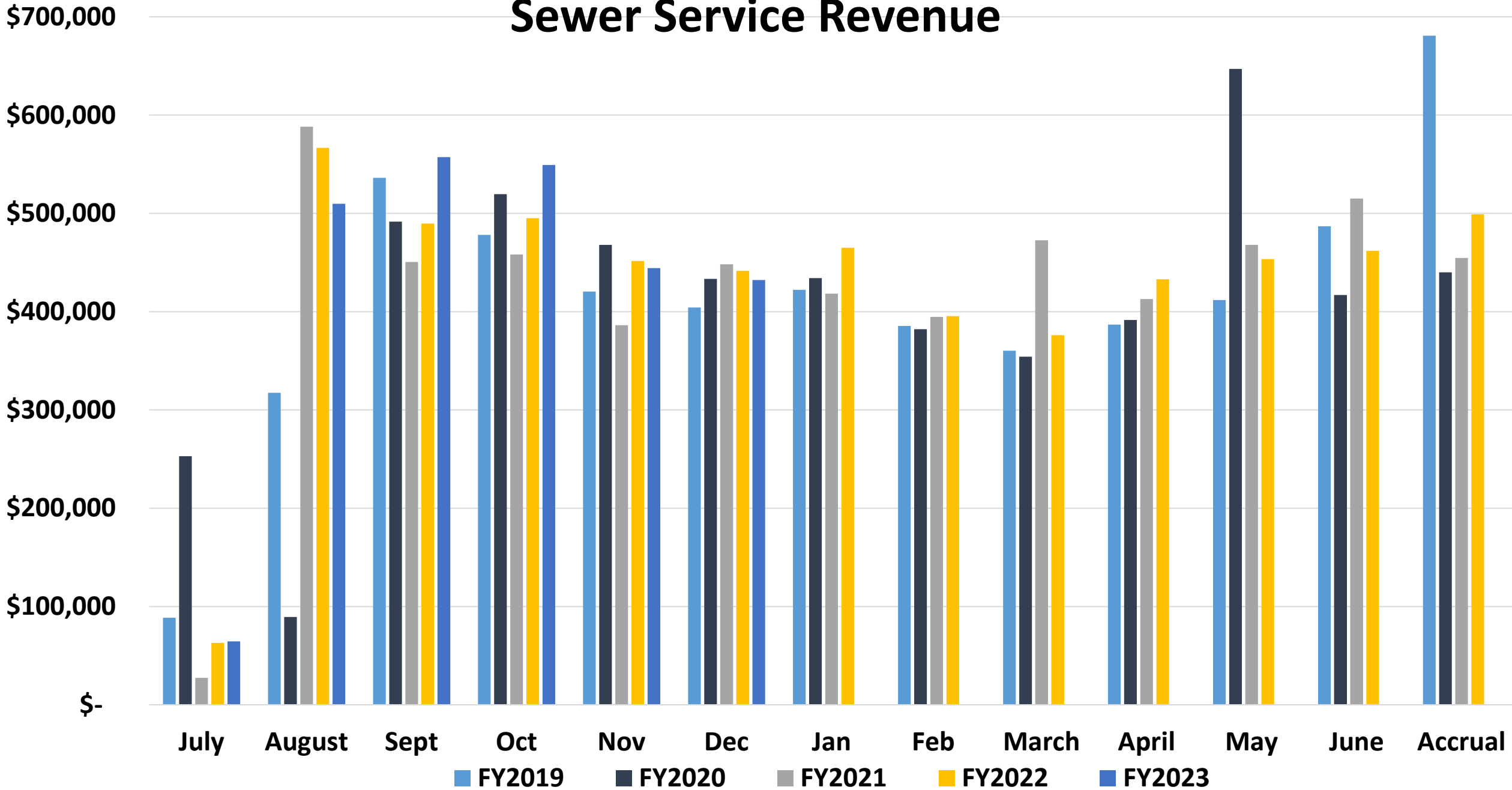
Water Service Revenue



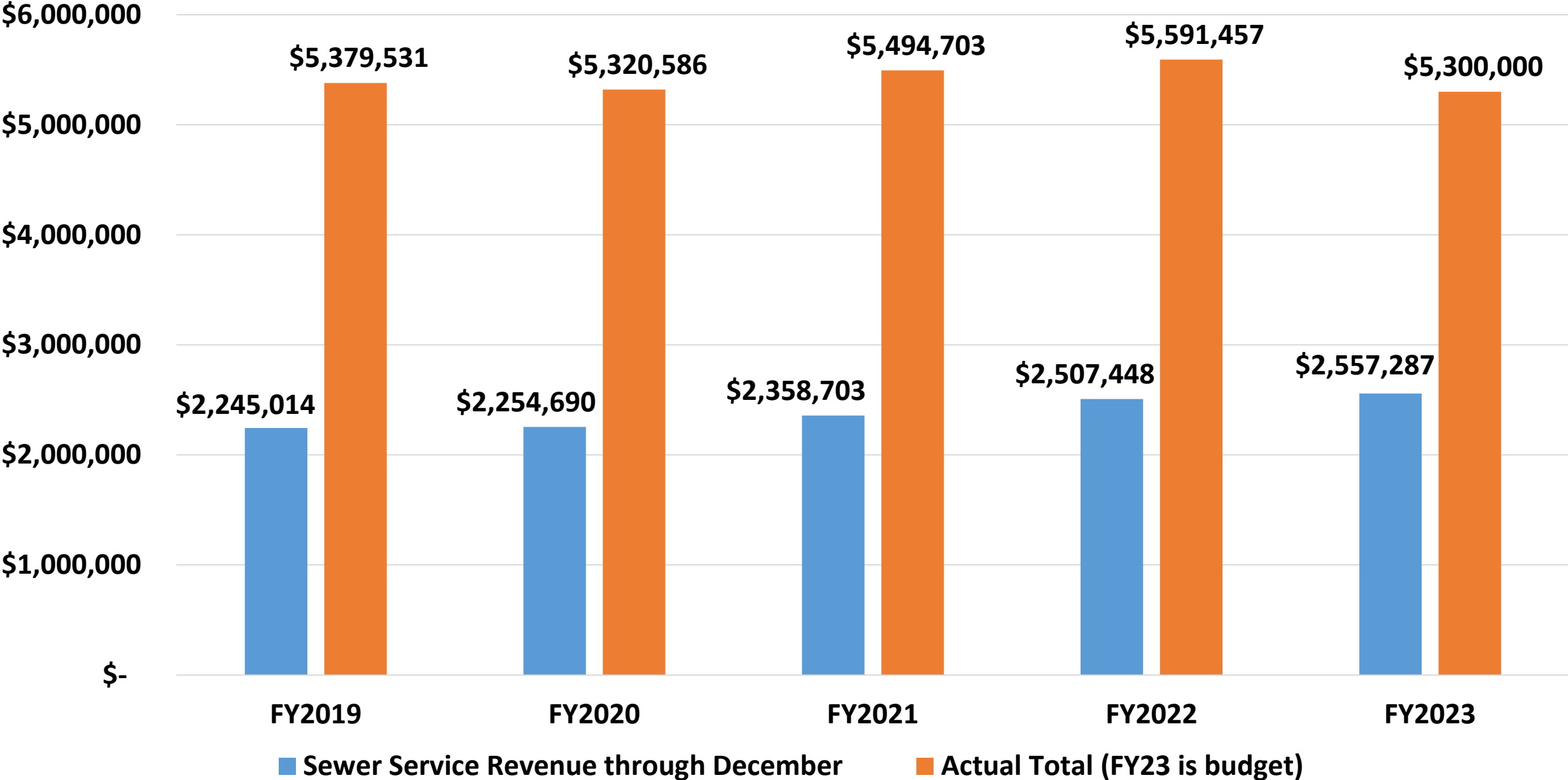
Water Service Revenue through December



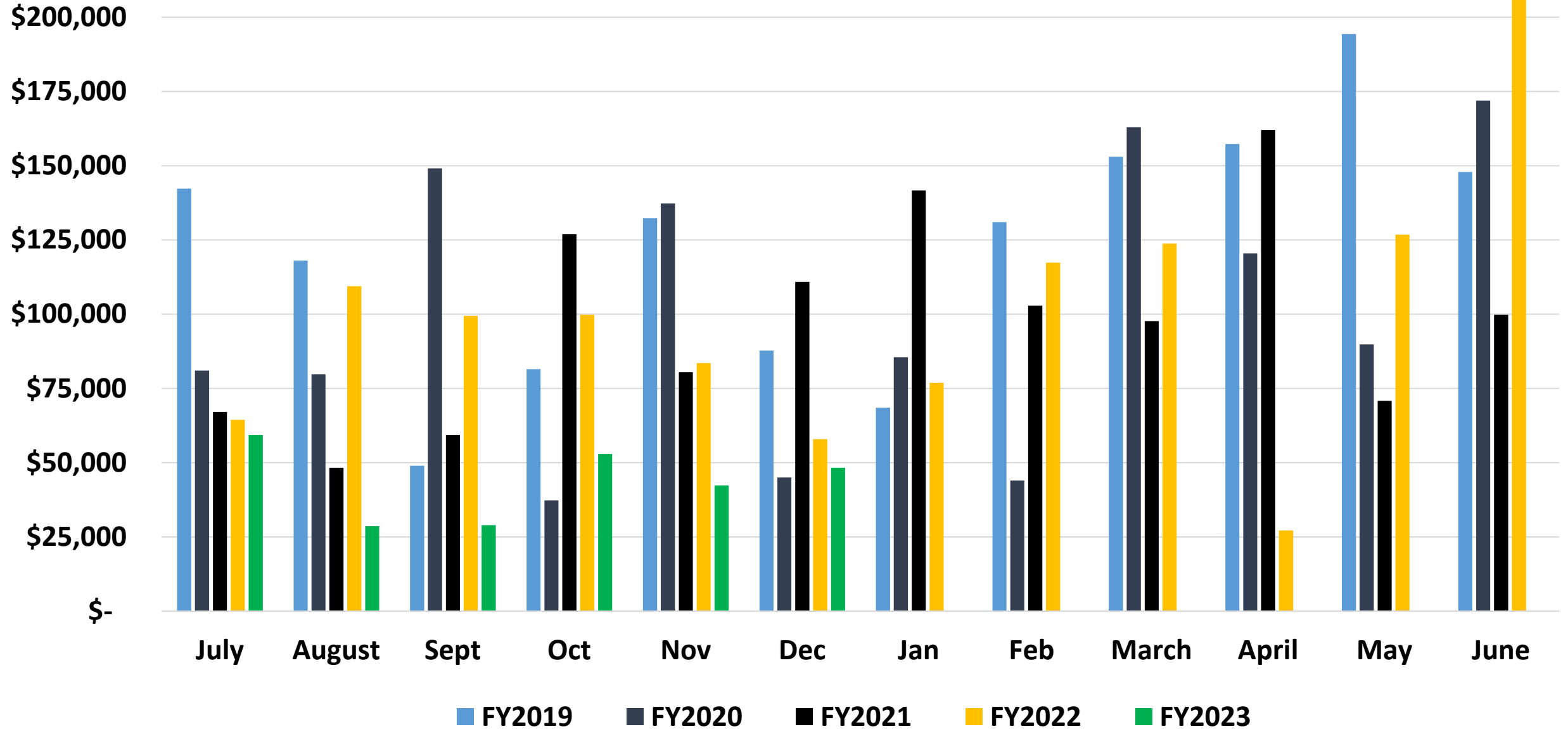
Sewer Service Revenue



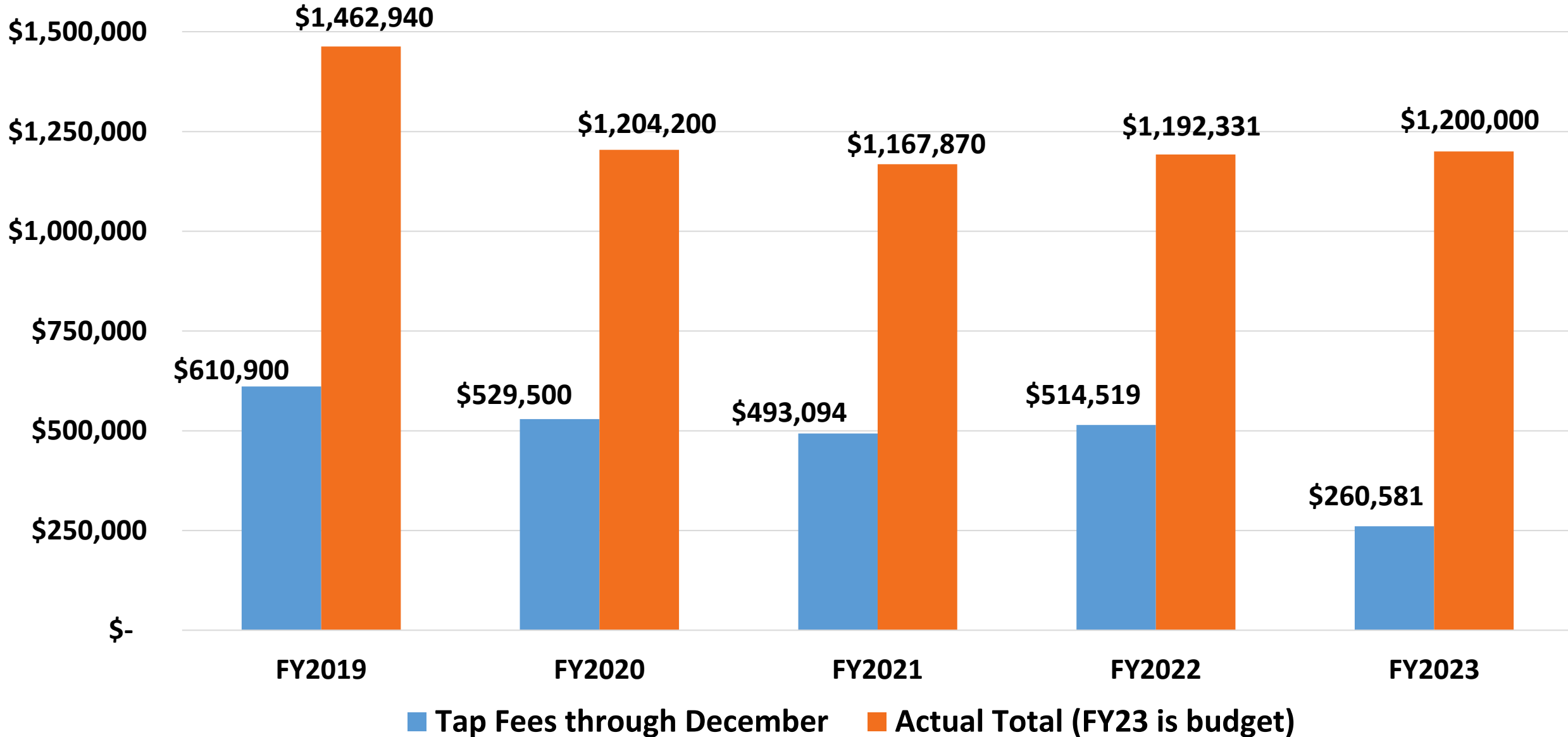
Sewer Service Revenue through December



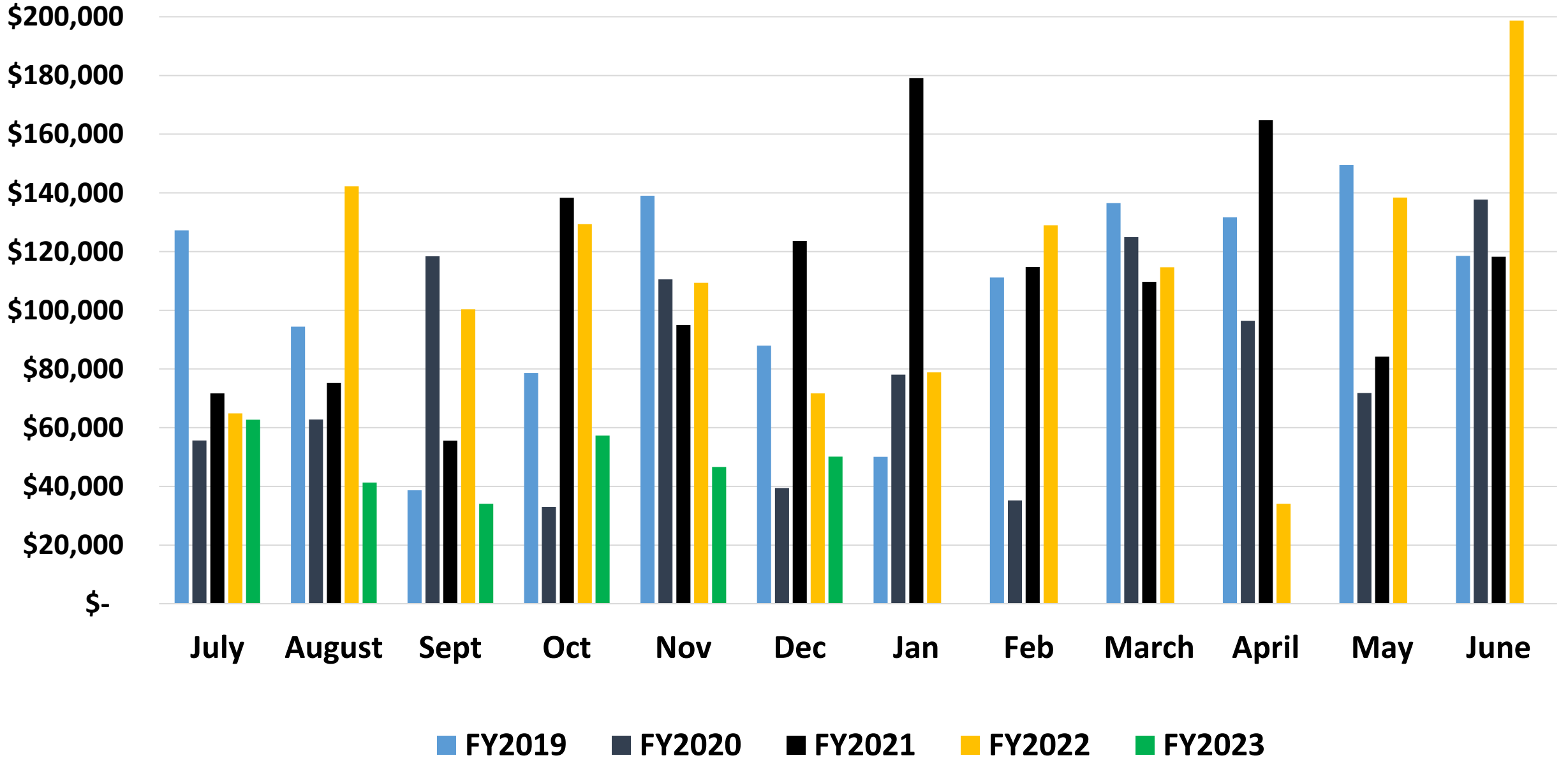
Water Tap Fees



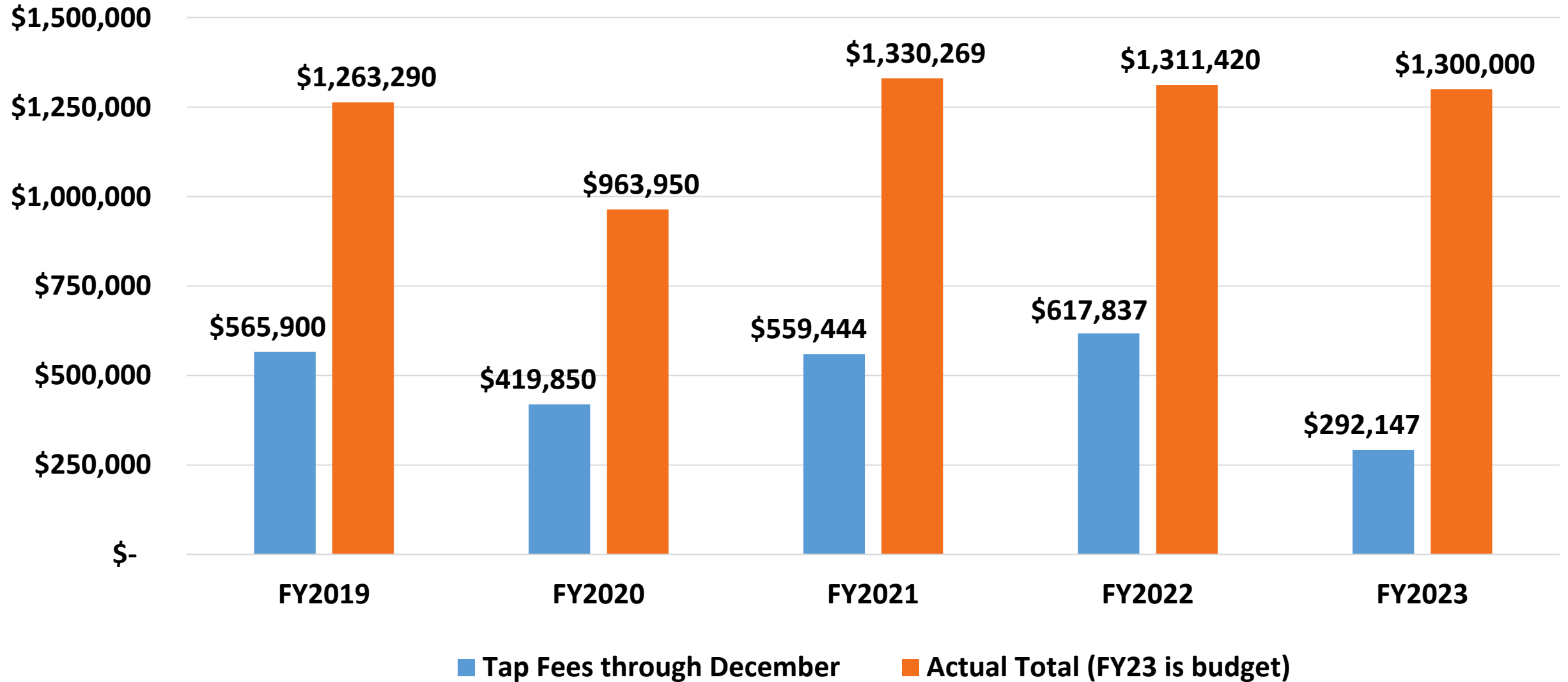
Water Tap Fees through December



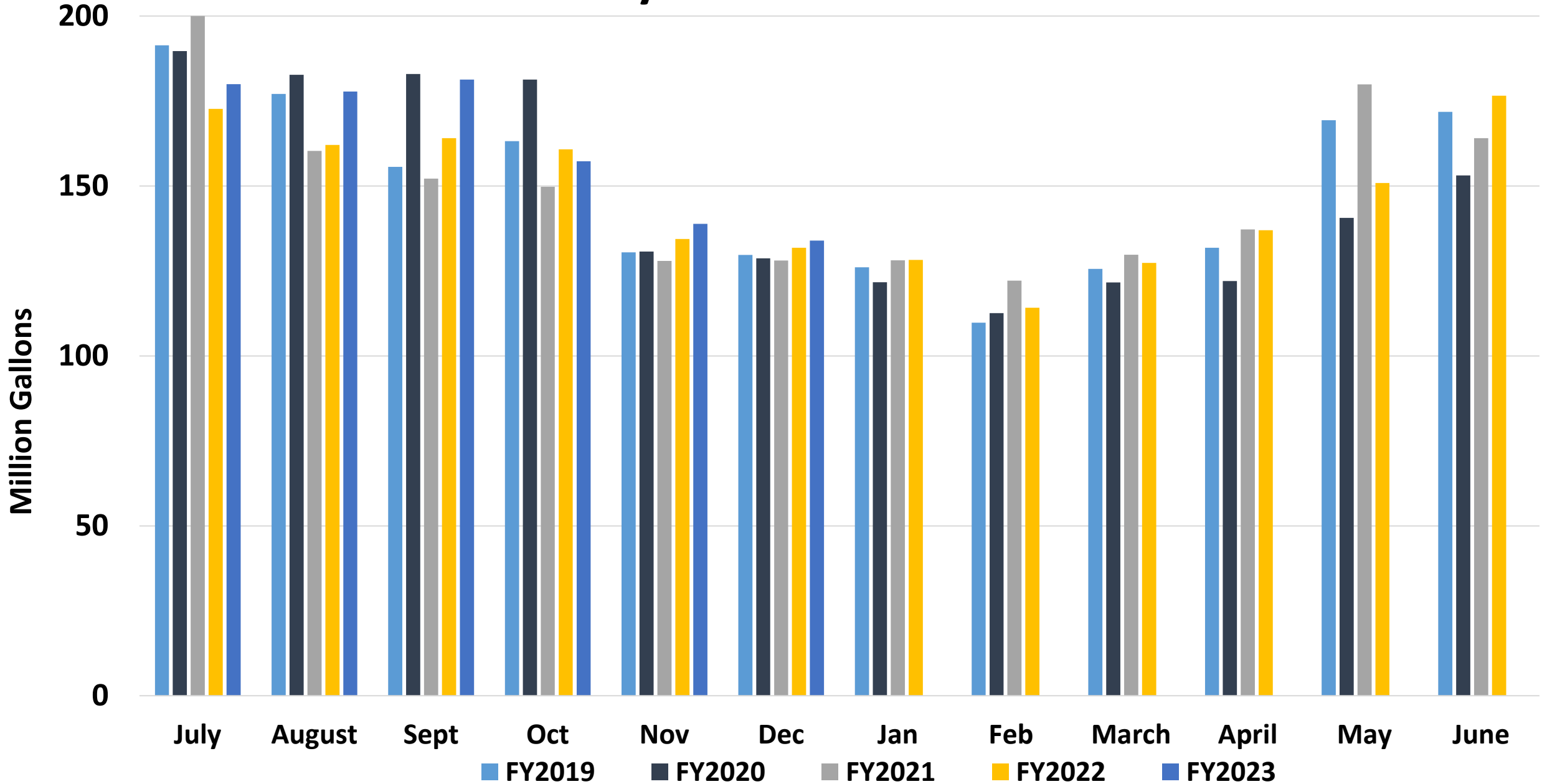
Sewer Tap Fees



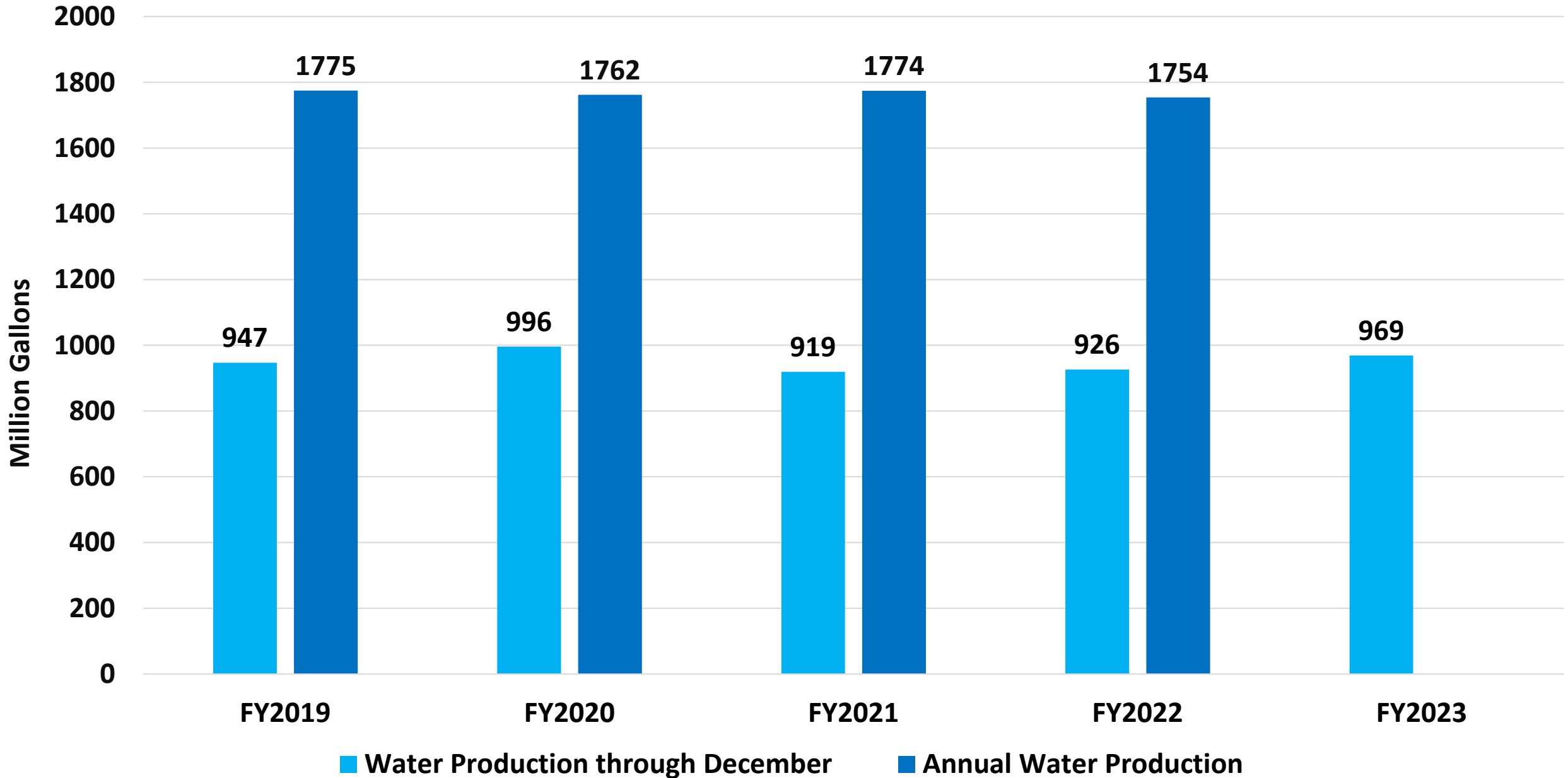
Sewer Tap Fees through December



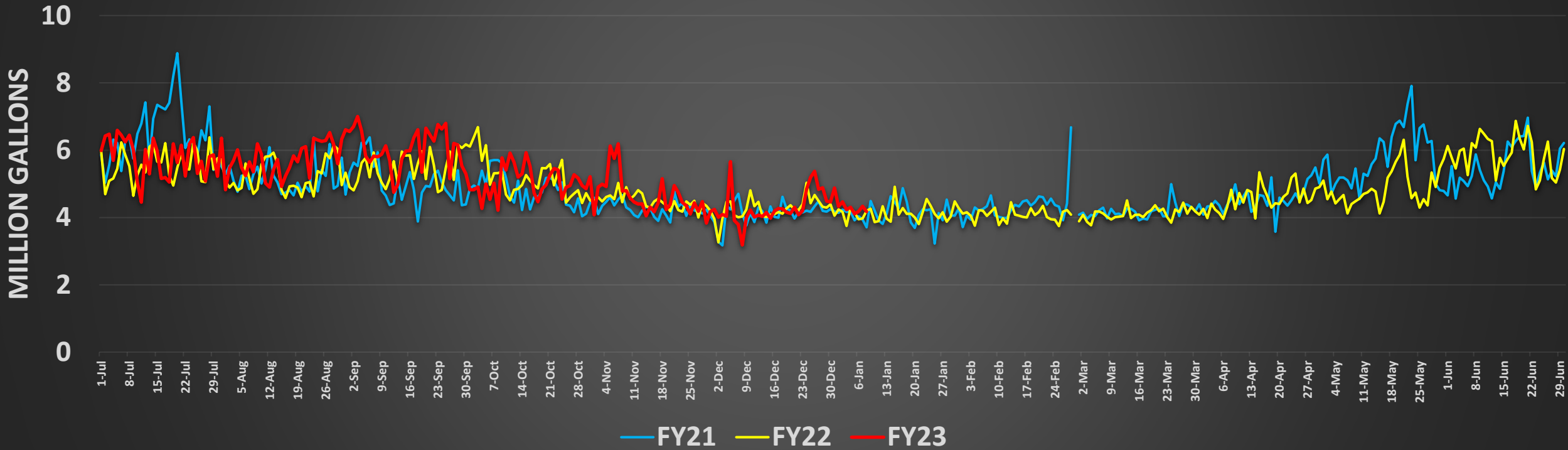
Monthly Water Production



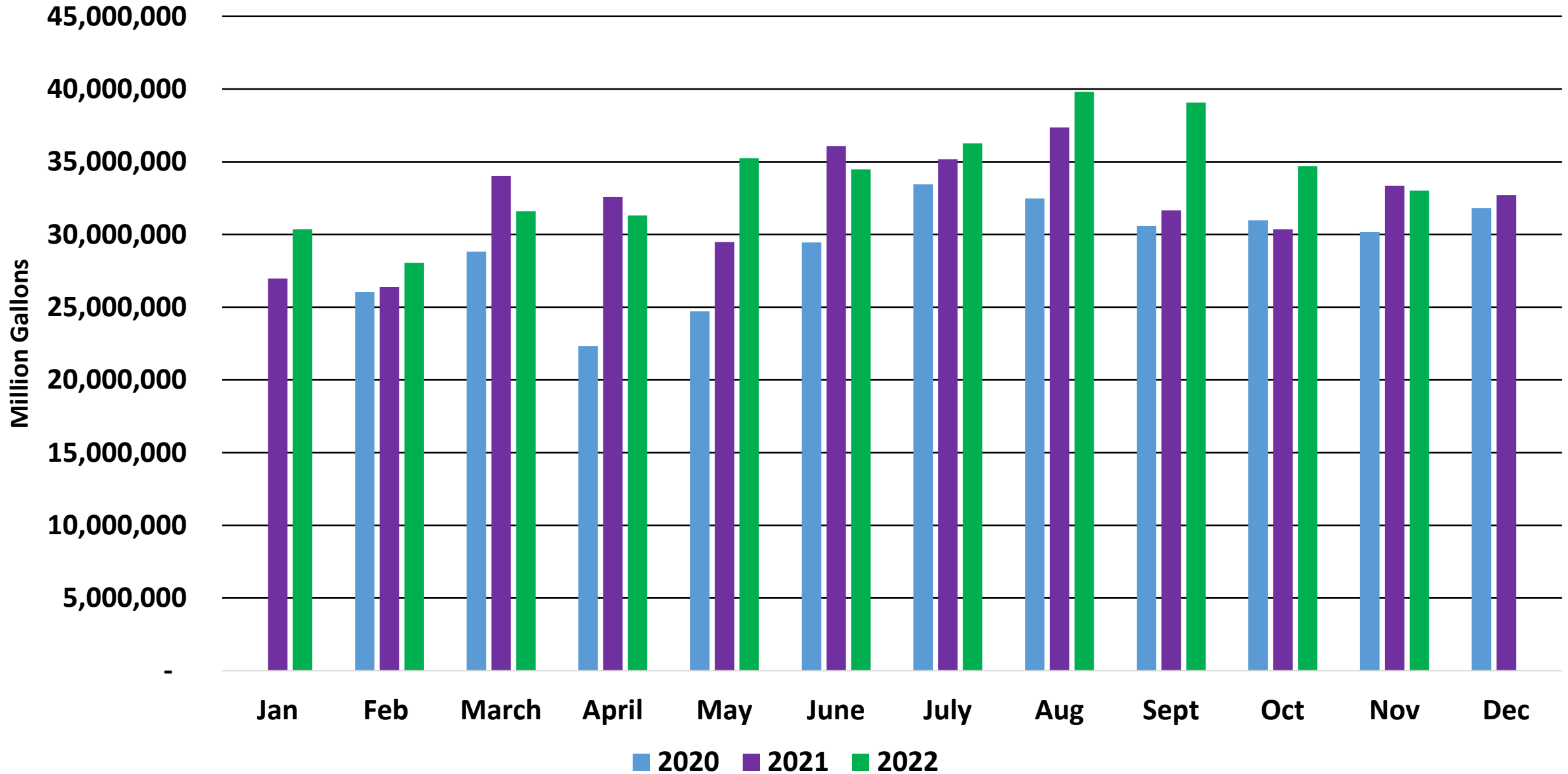
Water Production through December



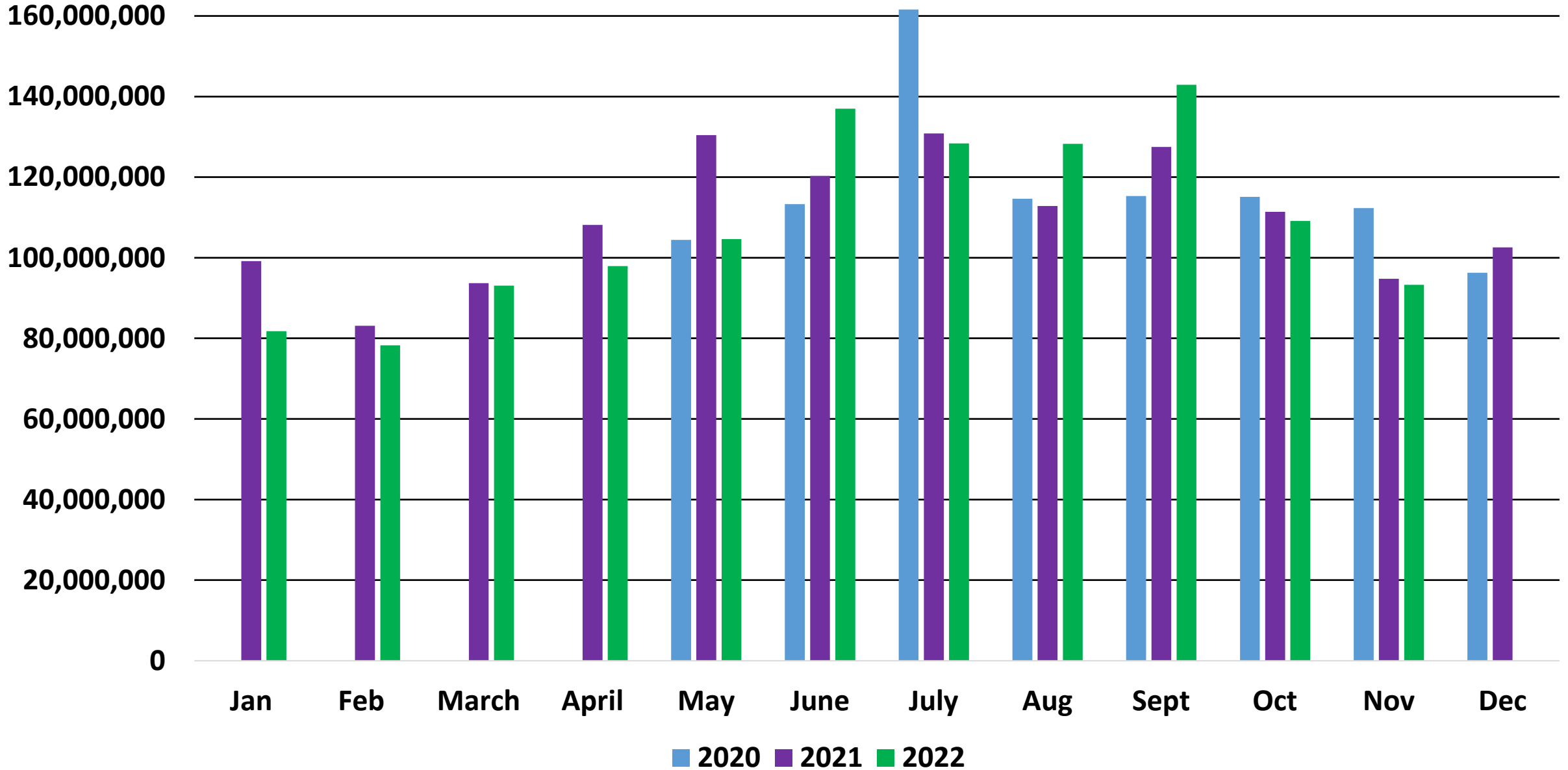
Daily Water Production



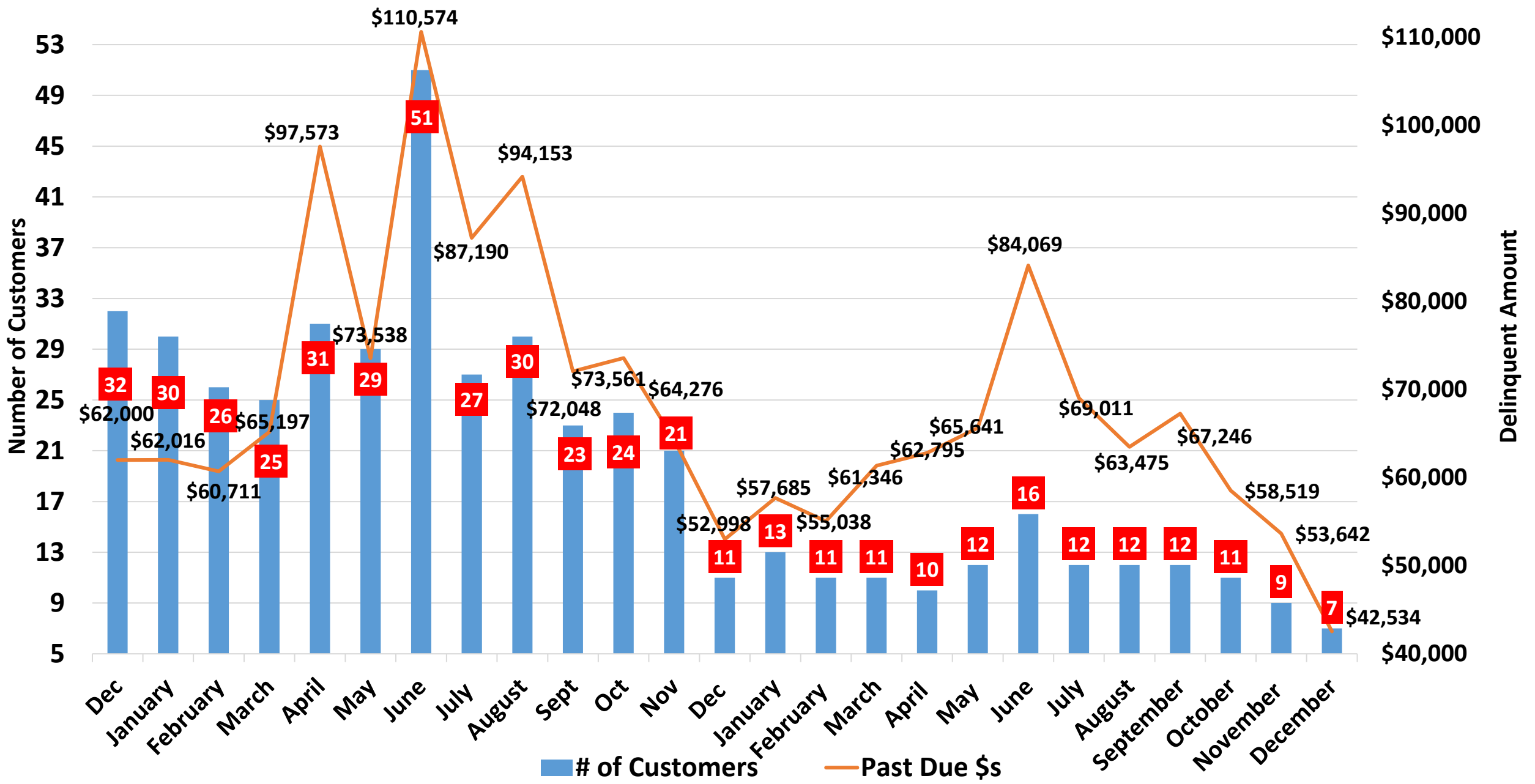
Commercial Consumption



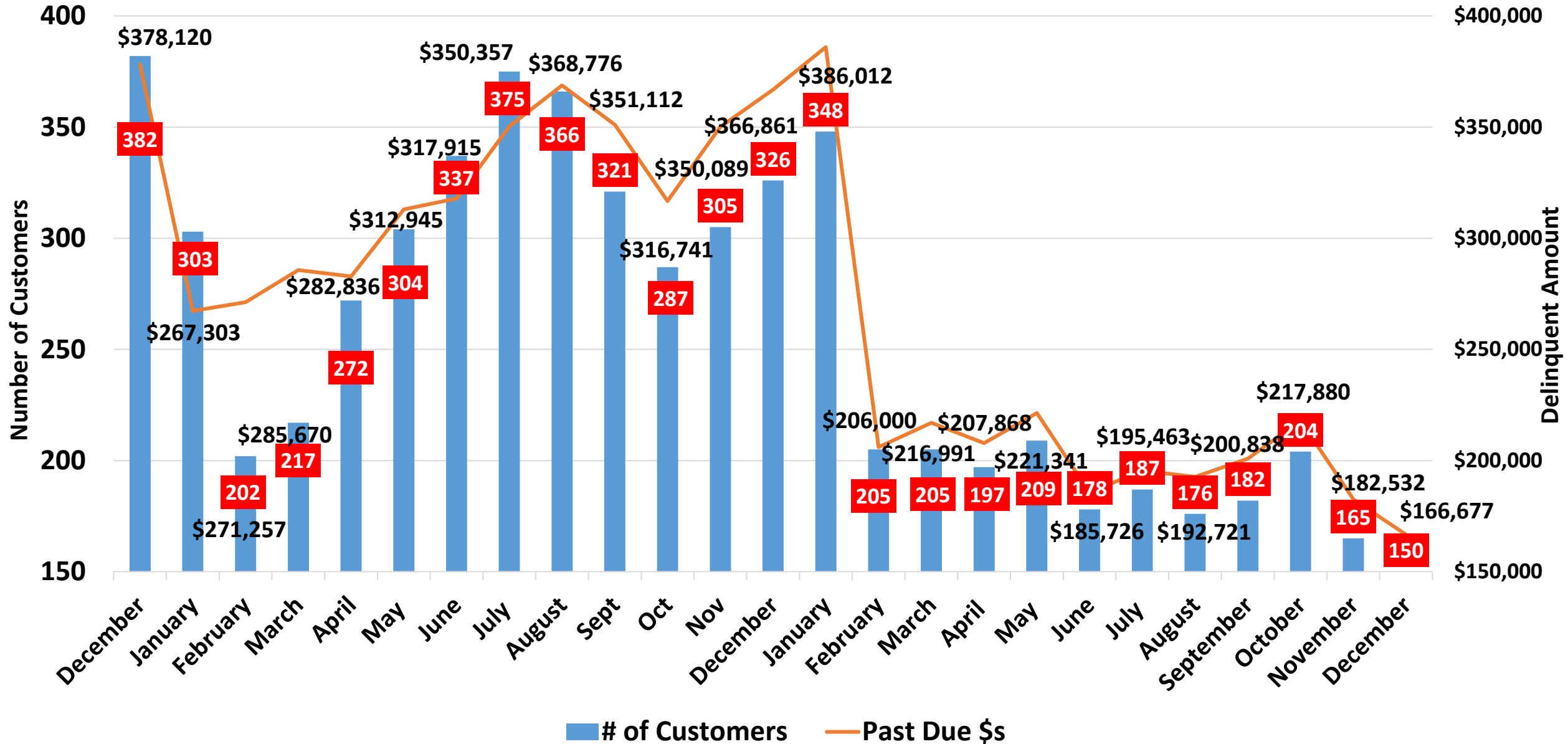
Residential Consumption



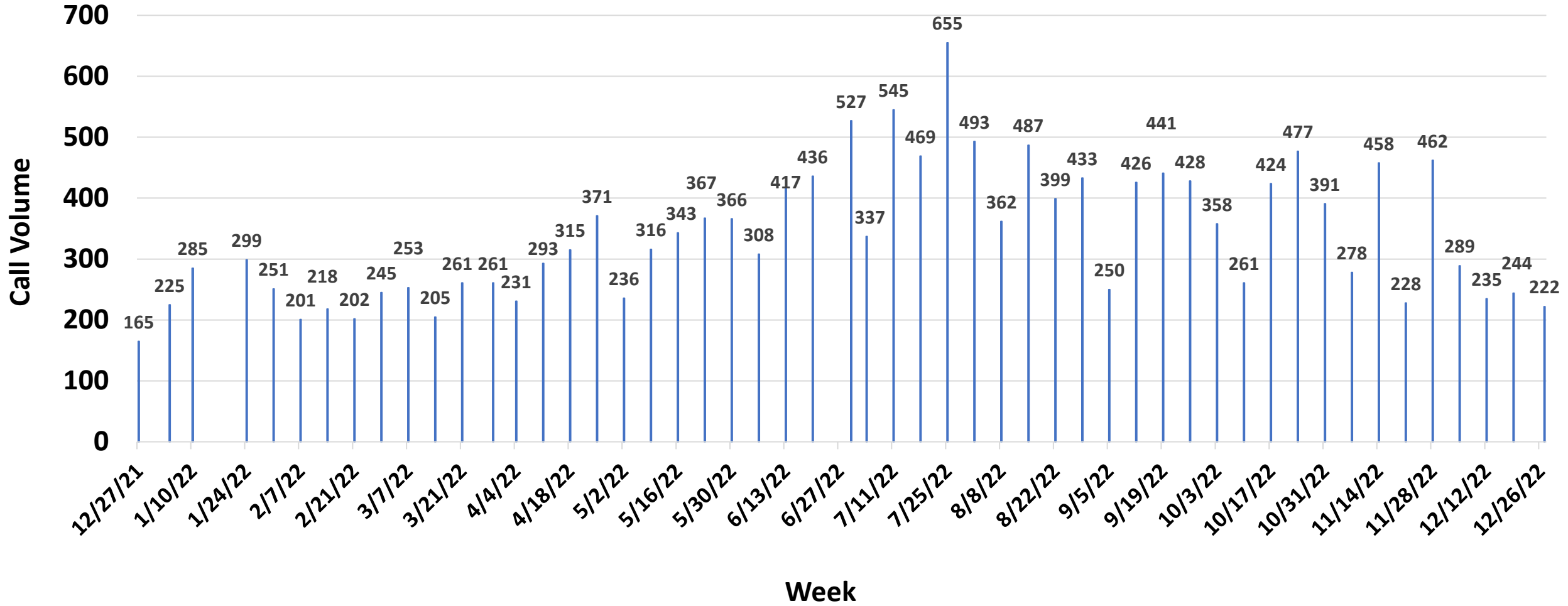
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 1/10/2023
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Adjourn until ____ pm on February ____, 2023 for the Regular Meeting

Adjournment will be determined by the adoption of the BOD Meeting Calendar during the Organizational Meeting.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	1/3/2023 - 2:00 PM