

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
February 14, 2023
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Lease Agreement with James City County for 107 Tewning Road
2. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. Setting a Public Hearing - Fiscal Year 2024 Utility Rates
2. Contract Award - \$101,590 - Grounds Maintenance Service for Lift Stations and Wells

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

1. Adjourn until 5 pm on March 14, 2023 for the Regular Meeting

ITEM SUMMARY

DATE: 2/14/2023

TO: The Board of Supervisors

FROM: Liz Parman, Deputy County Attorney

SUBJECT: Lease Agreement with James City County for 107 Tawning Road

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	draft lease	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	2/7/2023 - 10:34 AM
Publication Management	Pobiak, Amanda	Approved	2/7/2023 - 10:41 AM
Legal Review	Kinsman, Adam	Approved	2/7/2023 - 10:42 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 10:48 AM
Board Secretary	Purse, Jason	Approved	2/7/2023 - 10:49 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 10:49 AM

MEMORANDUM

DATE: February 14, 2023
TO: The Board of Directors
FROM: Liz Parman, Deputy County Attorney
SUBJECT: Lease of Real Property - 107 Tewning Road - Lease Agreement with James City County

James City Service Authority (“JCSA”) currently owns a building located in the County of James City at 107 Tewning Road and further identified as a portion of James City County Real Estate Tax Parcel No. 3910100003 (the “Building”). James City County wishes to lease the Building for office space.

If adopted, the County will pay \$46,851 annually for a five-year term.

The County or the JCSA may terminate the lease for any reason upon providing 90 days’ written notice to the other party.

A public hearing for the disposition of the Building is not required pursuant to Virginia Code § 15.2-1800(B).

Staff recommends approval of the attached resolution.

EP/ap
LseAgt107TewningRd-mem

Attachment

RESOLUTION

LEASE OF REAL PROPERTY - 107 TEWNING ROAD -

LEASE AGREEMENT WITH JAMES CITY COUNTY

WHEREAS, the James City Service Authority (“JCSA”) currently owns a building located in the County of James City at 107 Tewning Road and further identified as a portion of James City County Real Estate Tax Parcel No. 3910100003 (the “Building”); and

WHEREAS, James City County wishes to lease the Building for office space; and

WHEREAS, the Board of Directors is of the opinion that the JCSA should lease the Building to the County; and

WHEREAS, a public hearing is not required pursuant to Virginia Code § 15.2-1800(B).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby authorize and direct the Executive Director to execute those documents necessary for the lease of 107 Tewning Road to the County.

P. Sue Sadler
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>
HIPPLE	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of February, 2023.

LEASE AGREEMENT

OFFICE SPACE AT 107 TEWNING ROAD

This LEASE (“Lease”) is made this _____ day of _____, 2023, by and between the County of James City, Virginia, tenant, (the “County”) and the James City Service Authority, landlord, (the “JCSA”).

WITNESSETH:

That for and in consideration of the mutual covenants set forth herein, the parties agree as follows:

- 1) The County will pay \$13.58 per square foot per year for the lease of office space located at 107 Tewning Road, Williamsburg, Virginia 23188 (the “Leased Property”). The square footage of the Leased Property totals 3,450 square feet. The total annual amount of the rent for the Leased Property is \$46,851.00, paid in 12 equal monthly installments of \$3,904.25 (“Rent”). The Rent is due on the first day of each month.
- 2) JCSA leases from the County a portion of property located at 109 Tewning Road, Williamsburg, VA 23188 (“109 Tewning”). The amount of the lease for 109 Tewning is \$13,063.44 annually. The parties agree that Rent under this Lease will be reduced by the amount of rent for 109 Tewning. Rent under this Lease is therefore reduced to \$33,787.56 annually, paid in 12 equal monthly installments of \$2,815.63. The County will document the amount of the Rent reduction in a memorandum to the JCSA included with each of its Rent payments.
- 3) The County will pay for all utilities, maintenance, housekeeping, and custodial services for the Leased Property.
- 4) The term of the Lease will be 5 years, beginning March 1, 2023, and ending February 29, 2028.
- 5) Upon default, the County must be given notice of the default and an opportunity to cure the default within 10 days of the notice. Should the County fail to cure the default within 5 days of the notice, then the JCSA may terminate the Lease.
- 6) Notice

i. If to County, then to:

James City County Government Center
101-D Mounts Bay Road
Williamsburg, Virginia 23185

Attention: County Administrator

and

James City County Government Center
101-D Mounts Bay Road
Williamsburg, Virginia 23185
Attention: County Attorney

ii. If to JCSA, then to:

James City Service Authority
119 Tewing Road
Williamsburg, Virginia 23185
Attention: General Manager

- 7) The County is entitled to quiet enjoyment of the Leased Property.
- 8) Either party may terminate the Lease upon 90 days' written notice to the other party. The County and JCSA may also agree in writing to vacate and demolish the structure, in which case this Lease will be terminated.
- 9) Notwithstanding any provisions contained herein to the contrary, if on June 1 of any year of this Lease, the County has not appropriated monies necessary to continue the uses of the Leased Premises in the coming fiscal year, then this Lease will terminate as of 12:00 a.m., July 1 of the then-current year. In such event, JCSA will have no claims against the County due to early termination of this Lease. Should no monies be appropriated, the County must provide JCSA 25 days' prior written notice via hand delivery or certified mail of its intent to terminate.
- 10) All disputes must be negotiated between the County and JCSA; should those parties be unable to agree, the County Administrator or his designee and the JCSA General Manager or his designee will resolve the issues in dispute.
- 11) This Lease may only be amended upon written consent of both parties.
- 12) This Lease comprises the full agreement of the parties with regard to the Leased Property and supersedes and replaces any previous lease for the Leased Property signed by the parties.

WITNESS the following signatures and seals:

JAMES CITY SERVICE AUTHORITY

COUNTY OF JAMES CITY, VIRGINIA

BY: _____

BY: _____

M. Douglas Powell
General Manager

Scott Stevens
County Administrator

DATE: _____

DATE: _____

Approved as to form:

Approved as to form:

JCSA Attorney

County Attorney

ITEM SUMMARY

DATE: 2/14/2023
TO: The Board of Directors
FROM: Teresa J. Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	January 10, 2023 Organizational Meeting	Minutes
☐	January 10, 2023 Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 4:43 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 10, 2023
4:00 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. ORGANIZATIONAL MEETING

1. Board of Directors Organizational Meeting

Ms. Larson sought a nomination and motion for the Chair for the upcoming year.

A motion to Appoint Sue Sadler as Chair of the Board of Directors 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

Ms. Sadler thanked her fellow Board members.

Ms. Sadler sought a nomination and motion for the Vice Chair.

Mr. McGlennon nominated Mr. Icenhour as Vice Chair for the Board of Directors.

A motion to Appoint James Icenhour as Vice Chair of the Board of Directors 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

Ms. Sadler noted a motion was needed to adopt the Organizational Meeting resolution setting the meeting times and the associated calendar and any changes to the calendar.

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

D. CONSENT CALENDAR

Ms. Sadler asked if there were any items.

Mr. Powell noted there were no additional items on the Organizational Meeting Agenda.

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. ADJOURNMENT

1. Adjourn until 5 pm on January 10, 2023 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 4:01 p.m., Ms. Sadler adjourned the Board of Directors.

MINUTES
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

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

-December 13, 2022, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

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

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 gave an overview of the memorandum and resolution included in the Agenda Packet.

H. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour inquired on the status of the White Oaks project, adding a constituent contacted him regarding road concerns. Mr. Icenhour remarked he understood upon completion of the project the roads would need to be repaved.

Mr. Powell confirmed that was correct, adding he also received several inquiries regarding paving of the neighborhood. Mr. Powell indicated the White Oaks project was almost complete; however, there were a few ancillary items to be completed. Mr. Powell stated there were some paving requirements in Phases 3 and 4 of the project, which could only be conducted within certain temperature parameters. Mr. Powell noted the contractor was committed to the completion of the project based on weather permitting conditions. Mr. Powell further noted he anticipated the remaining paving work to be conducted next week.

Mr. McGlennon commended James City Service Authority (JCSA) staff for their hard work, especially around the holidays with the challenging weather conditions.

Mr. Powell thanked Mr. McGlennon.

Ms. Larson stated she had received an inquiry about the paving concerns as well which Mr. Powell helped address. Ms. Larson extended her thanks to JCSA staff for all efforts this past year.

Mr. Powell thanked Ms. Larson.

I. GENERAL MANAGER'S UPDATE

1. January Dashboard Report

Mr. Powell noted this dashboard represented the halfway mark of the current fiscal year. He stated all items were on trend with the exception of tap fees. Mr. Powell mentioned this was a trend exhibited the past few years, adding he did not believe JCSA would meet the estimate for this year. Mr. Powell noted staff was currently working on developing the budget for next year and he anticipated a significant reduction in the tap fee estimate. Mr. Powell advised as completion of the White Oaks Project approached, the Kingswood project would begin. He anticipated construction to begin by the week of January 23, 2023.

Ms. Sadler thanked Ms. Larson for her service as Chairman last year.

J. ADJOURNMENT

1. Adjourn until ____ pm on February ____, 2023 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 4:24 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 2/14/2023

TO: The Board of Directors

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

SUBJECT: Setting a Public Hearing - Fiscal Year 2024 Utility Rates

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Exhibit 1 Resolution Attachment JCSA Regulations Proposed FY24 Budget Rate Changes	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	1/27/2023 - 2:07 PM
Publication Management	Pobiak, Amanda	Approved	1/27/2023 - 2:26 PM
Legal Review	Kinsman, Adam	Approved	1/31/2023 - 2:56 PM
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 10:48 AM
Board Secretary	Purse, Jason	Approved	2/7/2023 - 10:48 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 10:50 AM

MEMORANDUM

DATE: February 14, 2023

TO: The Board of Directors

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

SUBJECT: Setting a Public Hearing - Fiscal Year 2024 Utility Rates

The proposed Fiscal Year (FY) 2024 changes to the water service rates and water fixed charge reflect the multi-year plan from the 2020 rate study, which is designed to maintain adequate revenue despite continued decreases in water usage. No changes are proposed to the current sewer service rate or sewer fixed charge.

The total monthly water and sewer bill for a typical 5,000 gallons per month residential user would increase by \$1 per month from \$45.71 to \$46.71. The combined bill would be the third lowest among the 18 Hampton Roads localities.

The remaining proposed change is an increase to the grinder pump maintenance fee to better match the program's current contract, inspection, and administrative costs.

In accordance with Section 15.2-5136 of the Code of Virginia, a public hearing for changes in fees requires a minimum 14-day notice from the time the second public notice of the hearing is printed in a local publication. James City Service Authority staff is currently preparing the FY 2024 budget and recommends the Board authorize staff to advertise a public hearing on April 11, 2023, for changes in the water and sewer service rates and charges effective July 1, 2023, as listed in the attached resolution. The Board can change the advertised charges and rates during its subsequent budget discussions.

MDP/ap
PH-FY24UtilRts-mem

Attachment

RESOLUTION

SETTING A PUBLIC HEARING - FISCAL YEAR 2024 UTILITY RATES

WHEREAS, the Board of Directors of the James City Service Authority desires to set a Public Hearing for proposed utility rate changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, will hold a Public Hearing on April 11, 2023, and request staff to review Section 17, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates as summarized in the attachments which will become effective July 1, 2023, if adopted.

BE IT FURTHER RESOLVED that the proposed amendment be made part of this resolution.

P. Sue Sadler
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

HIPPLE
ICENHOUR
MCGLENNON
LARSON
SADLER

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 14th day of February, 2023.

PH-FY24UtilRts-res

3. Grinder Pump Maintenance Charge.

- (a) Maintenance of sanitary sewer grinder pumps is the responsibility of the property owner, unless a residential property owner applies for and enters into a grinder pump service agreement with the Authority subject to compliance with the Authority’s current grinder pump policy. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless it is deemed to be in the best interest of the Authority.
- (b) If a residential grinder pump service agreement is entered into, an annual grinder pump maintenance charge of ~~\$425.00~~ ~~\$400.00~~ shall be paid for each separate connection to a grinder pump. The payment for this charge will be prorated in equal amounts in the customers’ utility service charge billing.
- (c) Existing grinder pump service agreements, contracts, or grandfathered grinder pump maintenance agreements between the property owner and the Authority are not transferable or assignable by the property owner and automatically terminate upon transfer of title or ownership of the property.

4. Retail service charge. The wastewater service charge shall be based on usage from a metered water source where available. For wastewater service on an unmetered water source a meter size equivalent shall be used, based upon an estimated charge. Wastewater service charges shall be as follows:

(a) Metered water source.

Charge for all collection of wastewater.

- (1) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the monthly fixed charge chart below. This fixed charge is for expenses associated with operating and maintaining the wastewater collection system.

Meter Size	Monthly Fixed Charge
5/8"	\$ 2.00
3/4"	\$ 3.00
1"	\$ 5.01
1-1/2"	\$ 10.01
2"	\$ 16.01
3"	\$ 32.02
4"	\$ 50.03
6"	\$ 100.06
8"	\$ 160.10
10"	\$ 230.14

distribution system. The charge shall be paid prior to the issuance of a plumbing permit from Building Safety and Permits.

2. Water service connection fee. A water service connection fee of \$1,436 for each separate connection to the Authority’s water system shall be paid by each applicant upon approval of the application for service, and prior to the issuance of a plumbing permit by Building Safety and Permits and making the connection.

If the service connection is required by the Authority, the water service connection fee shall be paid and the Authority shall provide the service connection. Exceptions are as follows:

- a. If the service connection is not required by the Authority, the service connection fee shall be waived and the applicant shall be required to make the connection at their own expense.
- b. If a service connection previously installed by a developer exists to the applicant’s property, the service connection fee is waived.
- c. Non-Residential properties are exempt from the service connection fee; however, the applicant must make the connection at their own expense.

The purpose of this charge is to defray in part the cost of installing water service connections where applicable.

4. Retail service charge. The water service charge shall be based on usage from a metered water source, as follows:

- (a) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the monthly fixed charge chart below. This fixed charge is for expenses associated with operating and maintaining the water distribution system.

Meter Size	Monthly Fixed Charge
5/8"	\$ 6.02 5.74
3/4"	\$ 9.03 8.56
1"	\$ 15.04 14.26
1-1/2"	\$ 30.10 28.53
2"	\$ 48.16 45.65
3"	\$ 105.35 99.86
4"	\$ 180.59 171.18
6"	\$ 406.35 385.17
8"	\$ 481.61 456.50
10"	\$ 692.30 656.21

(b) Volumetric Charge - Water service shall be based upon a volumetric consumption charge, as follows:

Single Family Residential				
	Tier 1	Tier 2	Tier 3	Tier 4
	(monthly use)	(monthly use)	(monthly use)	(monthly use)
	0-4,000 gallons	4,001-8,000 gallons	8,001-12,000 gallons	12,001+ gallons
Rate Per 1,000 Gallons	\$3.98 \$3.86	\$7.22 \$7.01	\$14.45 \$14.03	\$22.39 \$21.74

Multi-Family Residential and Non-Residential	
<u>All Meter Sizes</u>	<u>All Use</u>
Rate Per 1,000 Gallons	\$ 6.28 6.10

The purpose of the retail service charge is to defray all costs associated with operation and maintenance, and capital improvement for providing water treatment, transmission, and distribution for domestic, commercial, and industrial uses and for firefighting purposes, including replacement, renewals, and extensions, and the repayment of money borrowed to acquire or construct the water treatment, transmission, and distribution system.

D. Independent Water Systems Connection Fee. The developer of any subdivision that requires an Independent Water System to comply with the County Subdivision Ordinance, shall be required to pay to the Authority a connection fee as follows:

1. An independent water system approved by the County and the Authority prior to April 26, 2011, shall pay a fee of \$4,000 per lot or residential unit. Payment shall be made prior to final approval of a subdivision plat.
2. An independent water system approved by the County and the Authority after April 26, 2011, shall pay a fee of \$8,000 per lot or residential unit. Payment shall be made prior to the acceptance by the Authority of the independent water production and treatment facility.

The monies collected shall be placed in a dedicated account; the proceeds and investment returns will be used to offset the costs of operating the Independent Water Systems created after August 10, 2004. Should it become financially practical for the Authority to connect an Independent Water System constructed under these provisions to the Authority Central Water System and all necessary land use approvals are obtained from the County, then the monies deposited in the account for such system shall be used to offset the costs of constructing the infrastructure to connect the two water systems. Any balance of the funds will remain in the Authority account and will be used to offset the operating deficits of the Independent Water System created after August 10, 2004.

E. Billing and account charges. Where certain conditions are met, the following charges shall be assessed for any customer billed by the Authority.

ITEM SUMMARY

DATE: 2/14/2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$101,590 - Grounds Maintenance Service for Lift Stations and Wells

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	1/27/2023 - 2:11 PM
Publication Management	Pobiak, Amanda	Approved	1/27/2023 - 2:29 PM
Legal Review	Kinsman, Adam	Approved	1/31/2023 - 2:56 PM
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 10:47 AM
Board Secretary	Purse, Jason	Approved	2/7/2023 - 10:48 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 10:49 AM

MEMORANDUM

DATE: February 14, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$101,590 - Grounds Maintenance Service for Lift Stations and Wells

A Request for Proposals (RFP) for Grounds Maintenance Service for Lift Stations and Wells was publicly advertised. Two firms responded to the RFP by describing their qualifications, experience in performing similar work, available equipment, and proposed pricing. A team of staff members representing the James City Service Authority (JCSA) and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Howard Lawn Care as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Howard Lawn Care has successfully completed grounds maintenance work for the JCSA in the past.

An initial one-year contract term was negotiated with Howard Lawn Care for \$101,590. The contract has an initial term of one year and contains the option for five additional one-year renewal periods upon mutual agreement of both parties.

Staff recommends the Board approve the attached resolution authorizing award of the contract for Grounds Maintenance Service for Lift Stations and Wells to Howard Lawn Care for \$101,590.

MDP/md
CA-GMSLftStWells-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$101,590 - GROUNDS MAINTENANCE SERVICE

FOR LIFT STATIONS AND WELLS

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Grounds Maintenance Service for Lift Stations and Wells; and

WHEREAS, two firms submitted proposals and Howard Lawn Care was determined to be the most fully qualified firm that best met James City Service Authority’s needs as defined in the RFP; and

WHEREAS, an initial one-year contract term was negotiated with Howard Lawn Care for \$101,590 with the option for five additional one-year renewal periods upon mutual agreement of both parties.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Grounds Maintenance Service for Lift Stations and Wells contract to Howard Lawn Care in the amount of \$101,590.

P. Sue Sadler
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

HIPPLE
ICENHOUR
MCGLENNON
LARSON
SADLER

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 14th day of February, 2023.

CA-GMSLftStWells-res

ITEM SUMMARY

DATE: 2/14/2023

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Adjourn until 5 pm on March 14, 2023 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/7/2023 - 4:44 PM