

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
April 11, 2023
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Contract Award - Audit Services
2. Minutes Adoption

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2024 James City Service Authority Budget

G. BOARD CONSIDERATION(S)

1. Contract Award - Water Tank Engineering Services
2. Amend BOD Meeting Calendar

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. April 2023 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 1 pm on April 25, 2023 for the Budget Business Meeting

ITEM SUMMARY

DATE: 4/11/2023

TO: The Board of Directors

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

SUBJECT: Contract Award - Audit Services

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Audit Services for James City Service Authority (JCSA), James City County, Williamsburg-James City County Schools, and several other entities where James City County serves as the fiscal agent.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/4/2023 - 10:24 AM
Publication Management	Daniel, Martha	Approved	4/4/2023 - 10:27 AM
Legal Review	Parman, Liz	Approved	4/4/2023 - 10:34 AM
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 10:39 AM
Board Secretary	Rinehimer, Bradley	Approved	4/4/2023 - 10:55 AM
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 10:55 AM

MEMORANDUM

DATE: April 11, 2023
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award - Audit Services

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Audit Services for James City Service Authority (JCSA), James City County, Williamsburg-James City County Schools, and several other entities where James City County serves as the fiscal agent.

Four firms responded to the RFP by describing their qualifications, experience in performing similar work, methodology, schedule, and proposed pricing. A team of staff members representing JCSA, James City County, Williamsburg-James City County Schools, and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Cherry Bekaert as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Cherry Bekaert has successfully completed audit engagements for a significant number of Virginia counties, cities, and school divisions and the firm received satisfactory professional references.

A five-year contract with an initial annual fee of \$24,800 for JCSA's audit was negotiated with Cherry Bekaert. The contract contains the option for five additional one-year renewals. The estimated value of all possible contract years is over \$100,000 and requires Board approval for contract award.

Staff recommends adoption of the attached resolution authorizing award of the Audit Services contract to Cherry Bekaert.

MDP/md
CA-JCSAAuditServ-mem

Attachment

RESOLUTION

CONTRACT AWARD - AUDIT SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Audit Services; and

WHEREAS, four firms submitted proposals and Cherry Bekaert 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, a five-year contract term with an initial annual fee of \$24,800 was negotiated with Cherry Bekaert with the option for five additional one-year renewal periods.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Audit Services contract to Cherry Bekaert.

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>
_____	_____	_____	_____
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 11th day of April, 2023.

ITEM SUMMARY

DATE: 4/11/2023
TO: The Board of Directors
FROM: Teresa Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	March 14, 2023 Regular Meeting Minutes	Minutes
☐	March 28, 2023 Continuation of Regular Meeting Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 4:36 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 14, 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 meeting:

-February 14, 2023, Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. March 2023 Dashboard Report

Mr. Powell addressed the Board noting he had sent correspondence to the Directors regarding a possible James City Service Authority Board of Directors Retreat in late April. He noted he wanted the Board's feedback on several items in addition to providing more detailed updates on some other items. Mr. Powell further noted he was flexible on the date, time, and location in late April, but he wanted input from the Board.

Ms. Larson asked when that retreat would be scheduled.

Mr. Powell stated it would probably be tomorrow with starting the process.

Ms. Larson and Ms. Sadler thanked Mr. Powell.

Mr. Powell requested the Board of Directors continue the current meeting to March 28, 2023, rather than adjournment, to discuss an item related to employee compensation.

J. ADJOURNMENT

1. Continue the Regular Meeting until 1 pm on March 28, 2023

A motion to Continue 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 the Board would see Mr. Powell on March 28, 2023.

Mr. Powell thanked the Board.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 28, 2023
1:00 PM
Continuation of March 14, 2023 Regular Meeting

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

Ms. Sadler stated this meeting was a continuation from the Board of Directors' March 14, 2023, Regular Meeting and therefore would begin with Item No. 1 under Board Considerations.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

None.

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Authorization of \$1,500 General Wage Increase and Budget Amendment

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 addressed the Board noting consideration of an employee \$1,500 pay increase at the Board of Supervisors March 10, 2023, Retreat. He noted the increase would be effective April 1, 2023, for employees. Mr. Powell further noted this item was on the Board of Supervisors' March 28, 2023, Business Meeting as a Consent Calendar item but required a

separate vote from the Directors. He stated staff's recommendation for approval, adding he hoped this increase would address ongoing recruitment and retention issues.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted the James City Service Authority (JCSA) proposed budget was available for each Board member at the dais. He further noted a possible date for the Board of Directors Retreat was Friday, April 28, 2023. Mr. Powell asked about the time of day.

The Board's consensus was for a morning meeting.

Ms. Sadler asked the time.

Mr. Powell noted a 9 a.m. start time at the JCSA Operations Building.

J. ADJOURNMENT

1. Adjourn until 5 pm on April 11, 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 1:02 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 4/11/2023

TO: The Board of Directors

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

SUBJECT: Public Hearing on Fiscal Year 2024 James City Service Authority Budget

The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2024 Budget.

ATTACHMENTS:

	Description	Type
□	Memo	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/16/2023 - 11:58 AM
Publication Management	Daniel, Martha	Approved	3/16/2023 - 12:01 PM
Legal Review	Kinsman, Adam	Approved	3/17/2023 - 12:21 PM
Board Secretary	Saeed, Teresa	Approved	3/20/2023 - 10:04 AM
Board Secretary	Rinehimer, Bradley	Approved	3/20/2023 - 10:46 AM
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 10:41 AM

MEMORANDUM

DATE: April 11, 2023
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Public Hearing on Fiscal Year 2024 James City Service Authority Budget

The purpose of the Public Hearing is to invite public comment on any aspect of the proposed Fiscal Year 2024 Budget.

Any public comments received could become part of the agenda for the upcoming budget work session at the direction of the Board of Directors. The budget work session is scheduled for April 25, 2023. Staff expects to ask the Board to adopt the budget, as amended during the work session, at its meeting on May 9, 2023.

No action is requested of the Board at this meeting.

MDP/md
PH-FY24JCSABdgt-mem

ITEM SUMMARY

DATE: 4/11/2023

TO: The Board of Directors

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

SUBJECT: Contract Award - Water Tank Engineering Services

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Water Tank Engineering Services for all of James City Service Authority's (JCSA) elevated ground and pressure water storage tanks.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	3/24/2023 - 2:38 PM
Publication Management	Pobiak, Amanda	Approved	3/24/2023 - 2:52 PM
Legal Review	Kinsman, Adam	Approved	3/27/2023 - 9:17 AM
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 10:39 AM
Board Secretary	Rinehimer, Bradley	Approved	4/4/2023 - 10:54 AM
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 10:55 AM

MEMORANDUM

DATE: April 11, 2023
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award - Water Tank Engineering Services

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Water Tank Engineering Services for all of James City Service Authority's (JCSA) elevated ground and pressure water storage tanks. The JCSA has 39 water storage tanks ranging in size from 5,000 to 1.25 million gallons. The scope includes inspections, rehabilitation, or repair design assistance, and updating the JCSA's long-term Tank Maintenance Plan.

Six firms responded to the RFP by describing their qualifications, experience in performing similar work, methodology, and proposed pricing. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Tank Industry Consultants as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Tank Industry Consultants has previously completed satisfactory tank evaluation work for JCSA.

An initial one-year contract containing a time and materials rate schedule was negotiated with Tank Industry Consultants. The contract contains the option for four additional one-year renewals. A purchase order referencing the contract terms and conditions will be issued for each individual project. Project costs will be calculated using the negotiated rate schedule. The estimated value of all possible contract years is over \$100,000 and requires Board approval for contract award.

Staff recommends adoption of the attached resolution authorizing award of the Water Tank Engineering Services contract to Tank Industry Consultants.

MDP/ap
CA-WtrTkEng-mem

Attachment

RESOLUTION

CONTRACT AWARD - WATER TANK ENGINEERING SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Water Tank Engineering Services; and

WHEREAS, six firms submitted proposals and Tank Industry Consultants 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 Tank Industry Consultants with the option for four additional one-year renewal periods.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Water Tank Engineering Services contract to Tank Industry Consultants.

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 11th day of April, 2023.

CA-WtrTkEng-res

ITEM SUMMARY

DATE: 4/11/2023
TO: The Board of Directors
FROM: M. Douglas Powell, JCSA General Manager
SUBJECT: Amend BOD Meeting Calendar

The Board needs to amend their adopted meeting calendar to add the BOD Retreat scheduled for April 28, 2023 at 9 am, and to be held in the JCSA Training Room, 119 Tewning Road, Williamsburg, VA.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 11:14 AM

ITEM SUMMARY

DATE: 4/11/2023
TO: The Board of Directors
FROM: M. Douglas Powell, JCSA General Manager
SUBJECT: April 2023 Dashboard Report

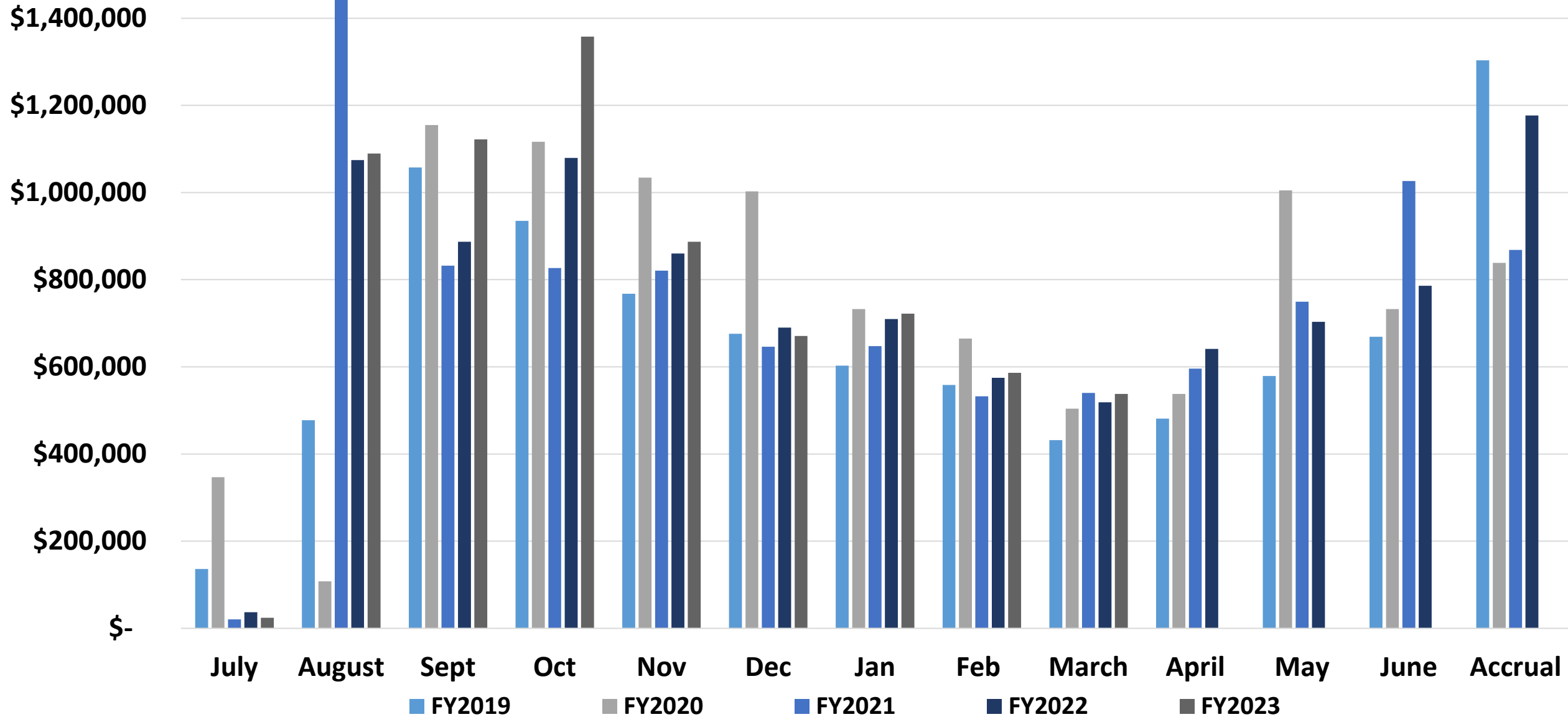
ATTACHMENTS:

	Description	Type
📎	April 2023 Dashboard Report	Exhibit

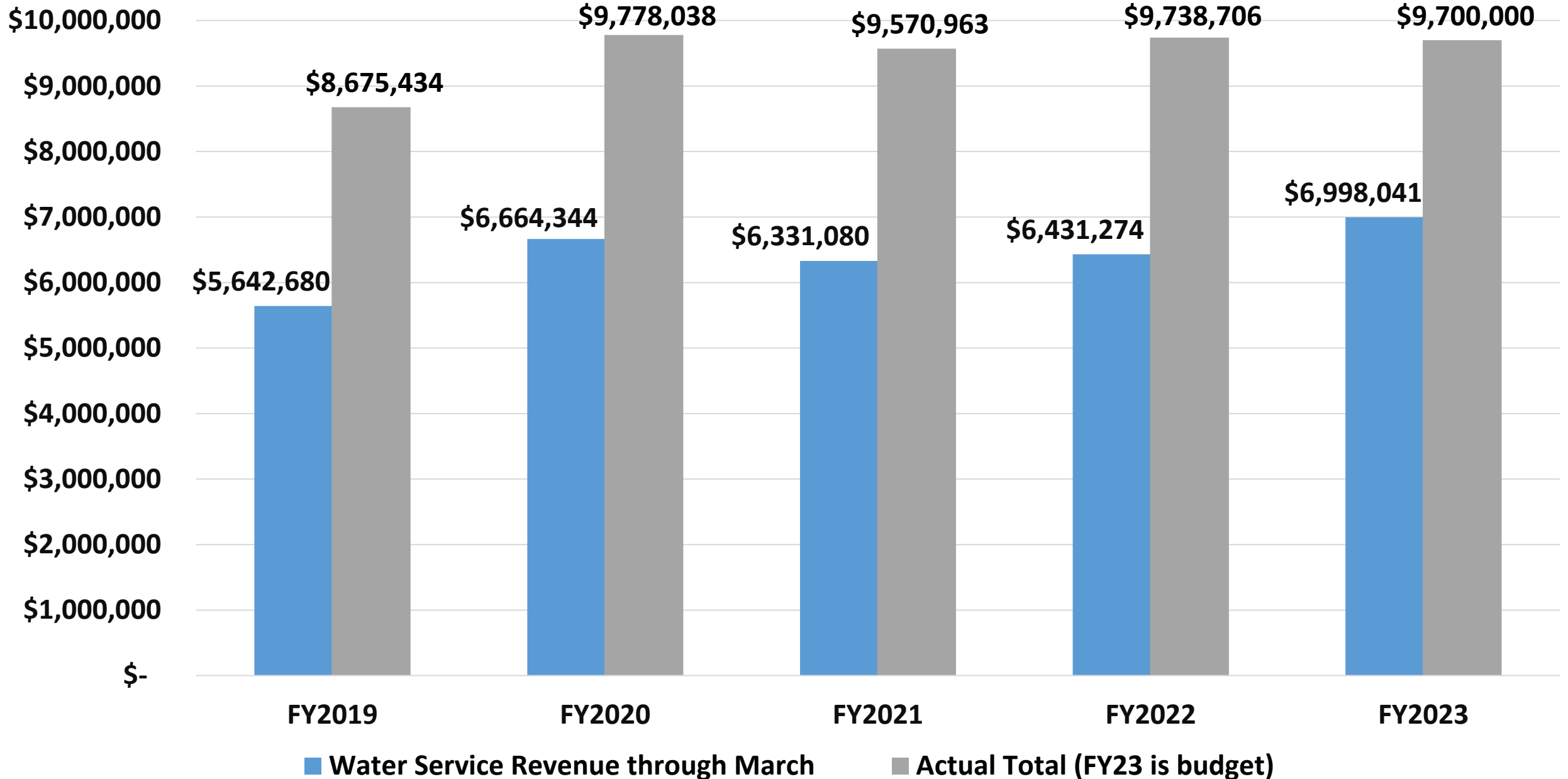
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/10/2023 - 11:22 AM

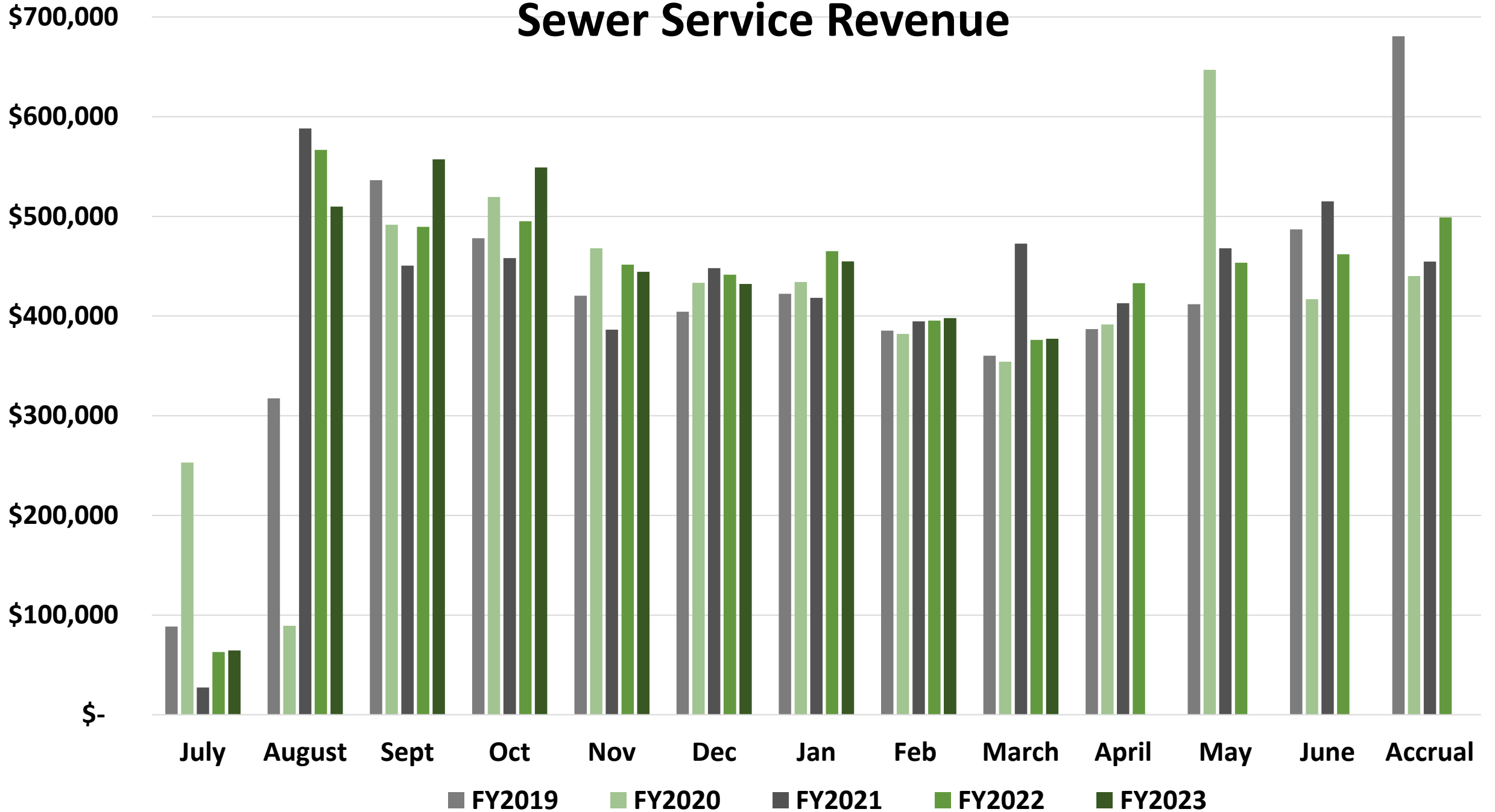
Water Service Revenue



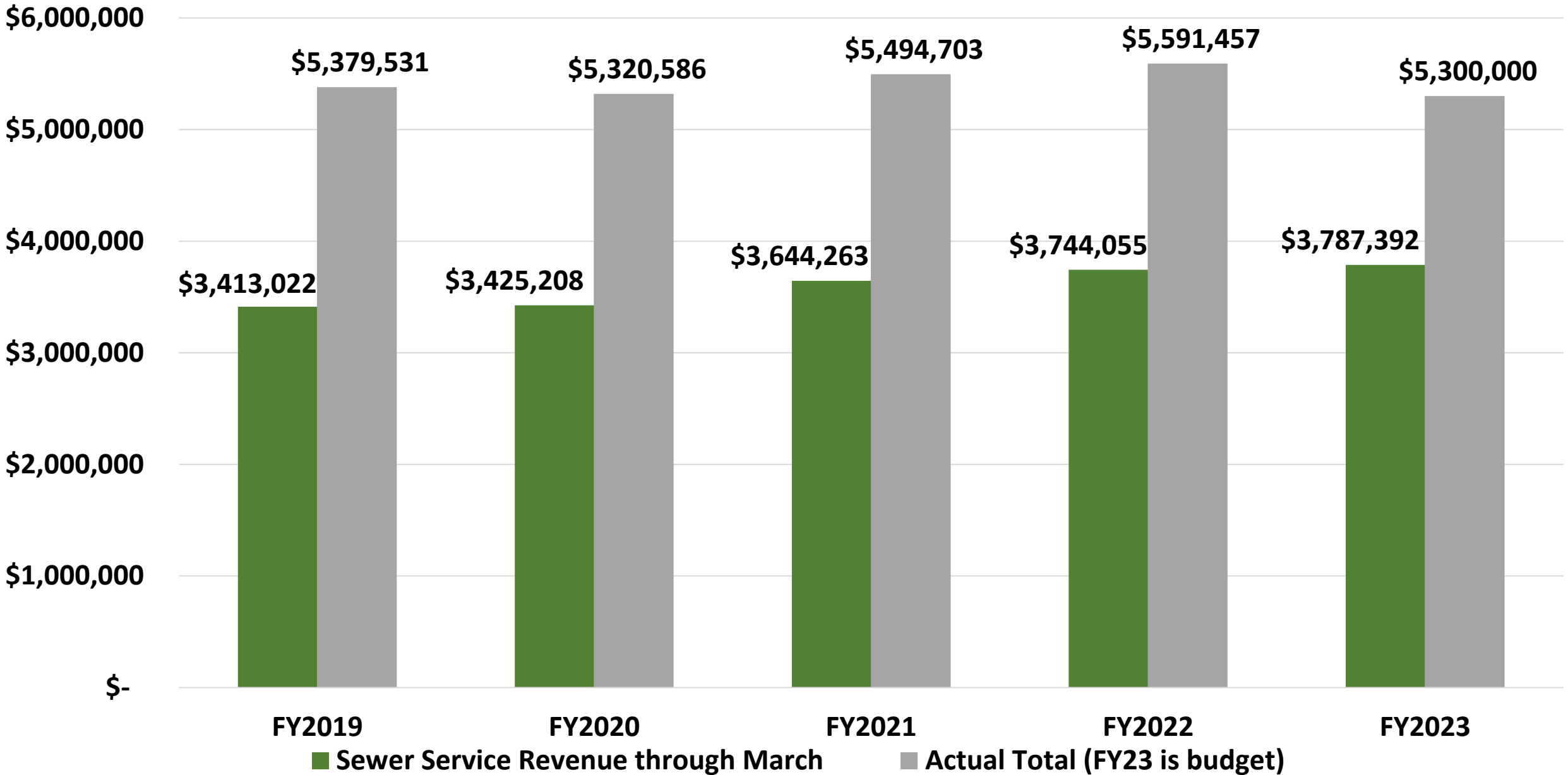
Water Service Revenue through March



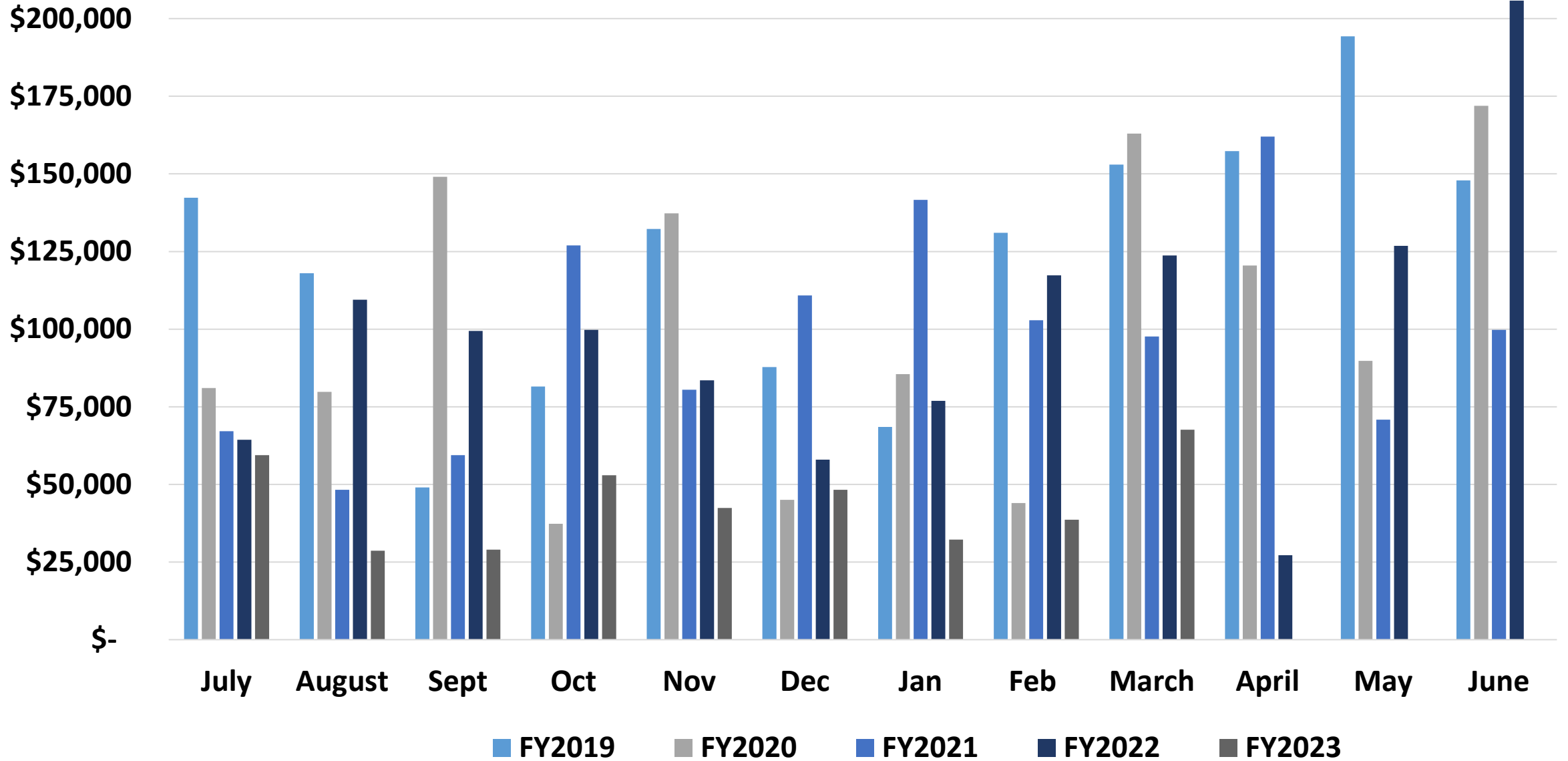
Sewer Service Revenue



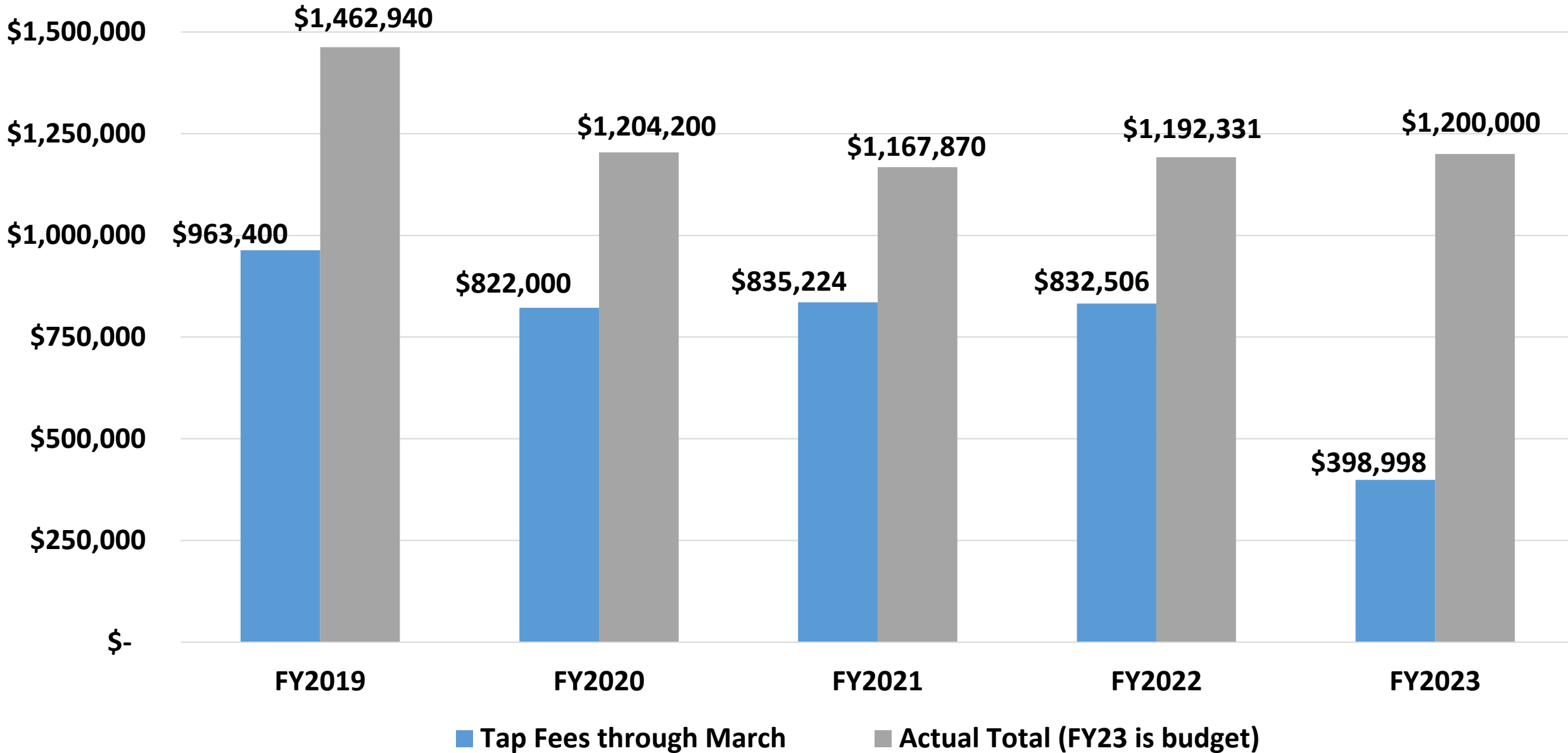
Sewer Service Revenue through March



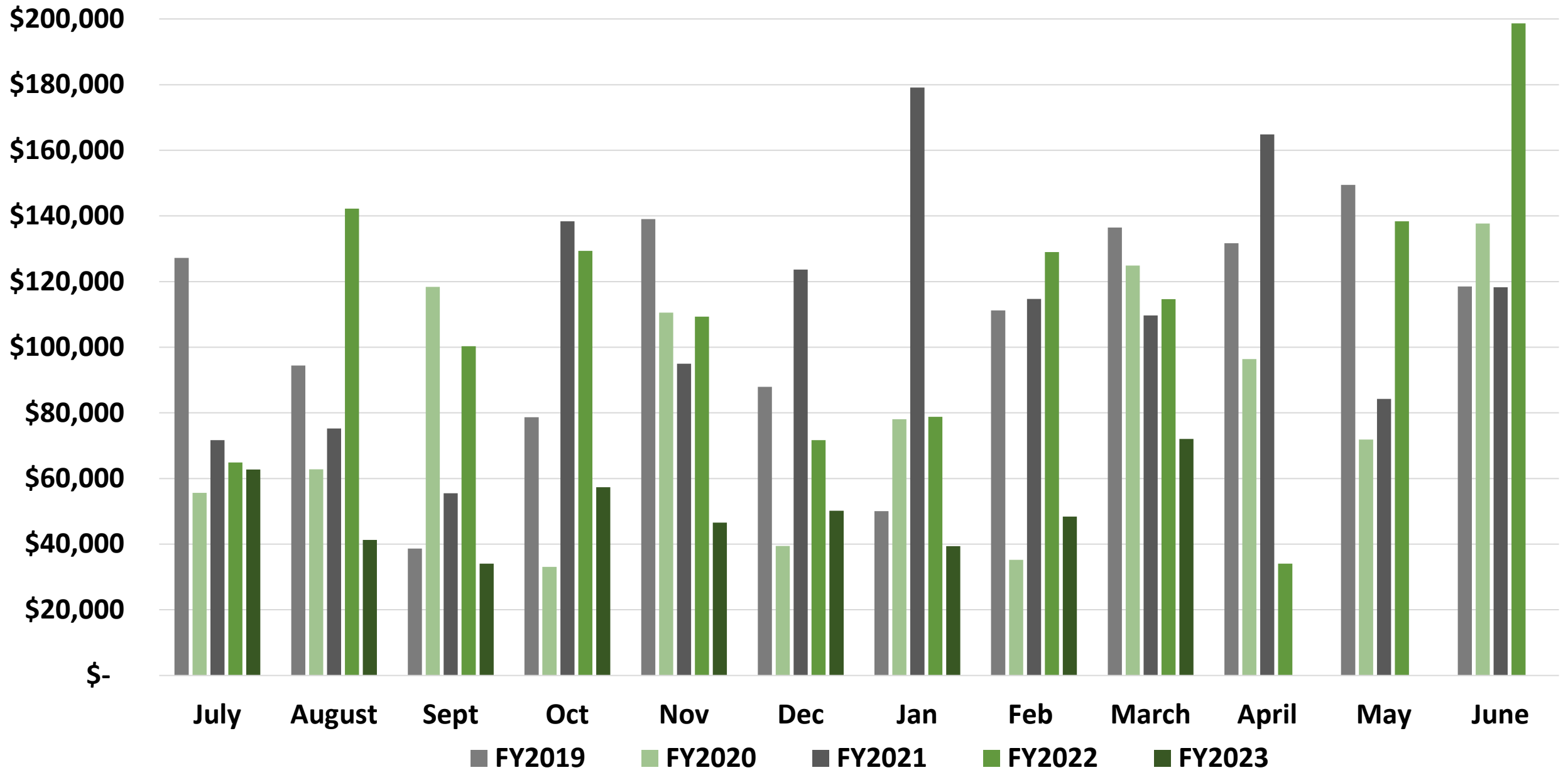
Water Tap Fees



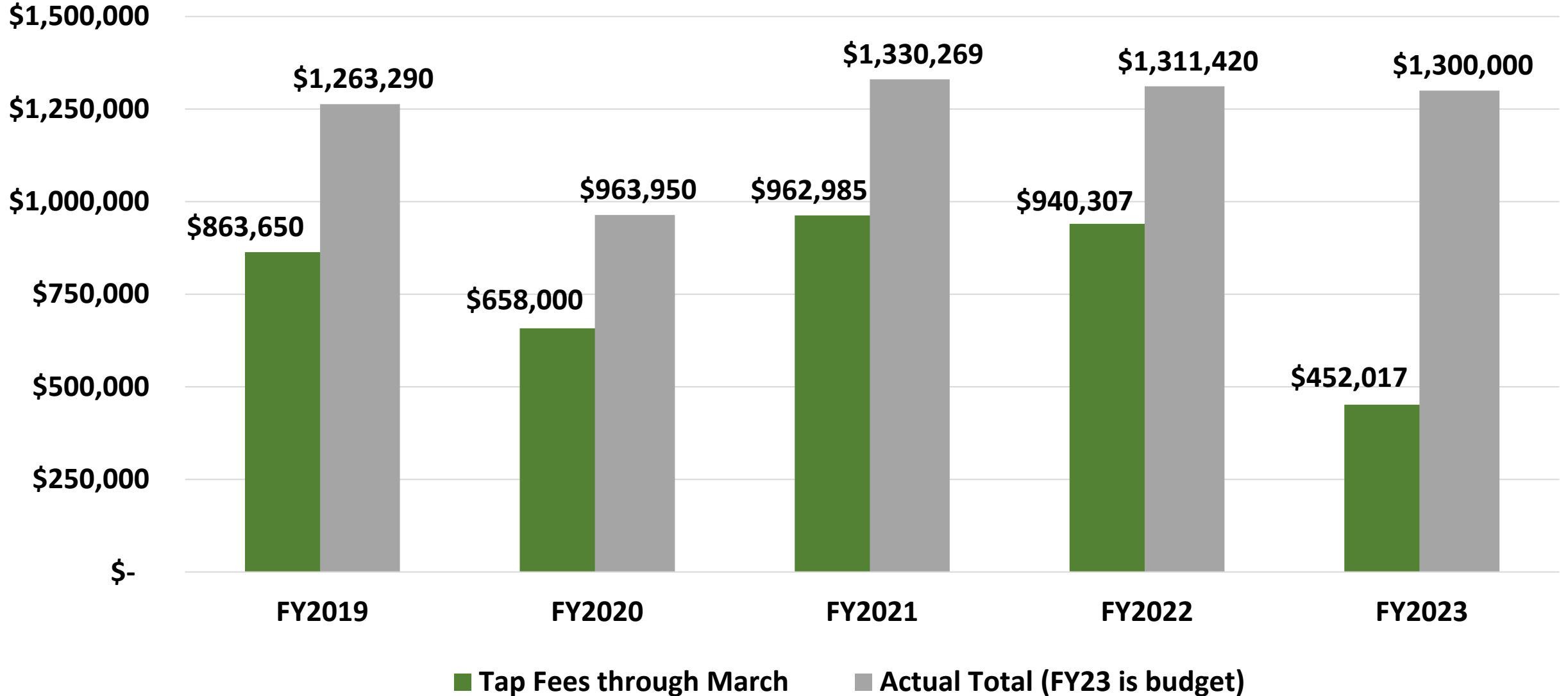
Water Tap Fees through March



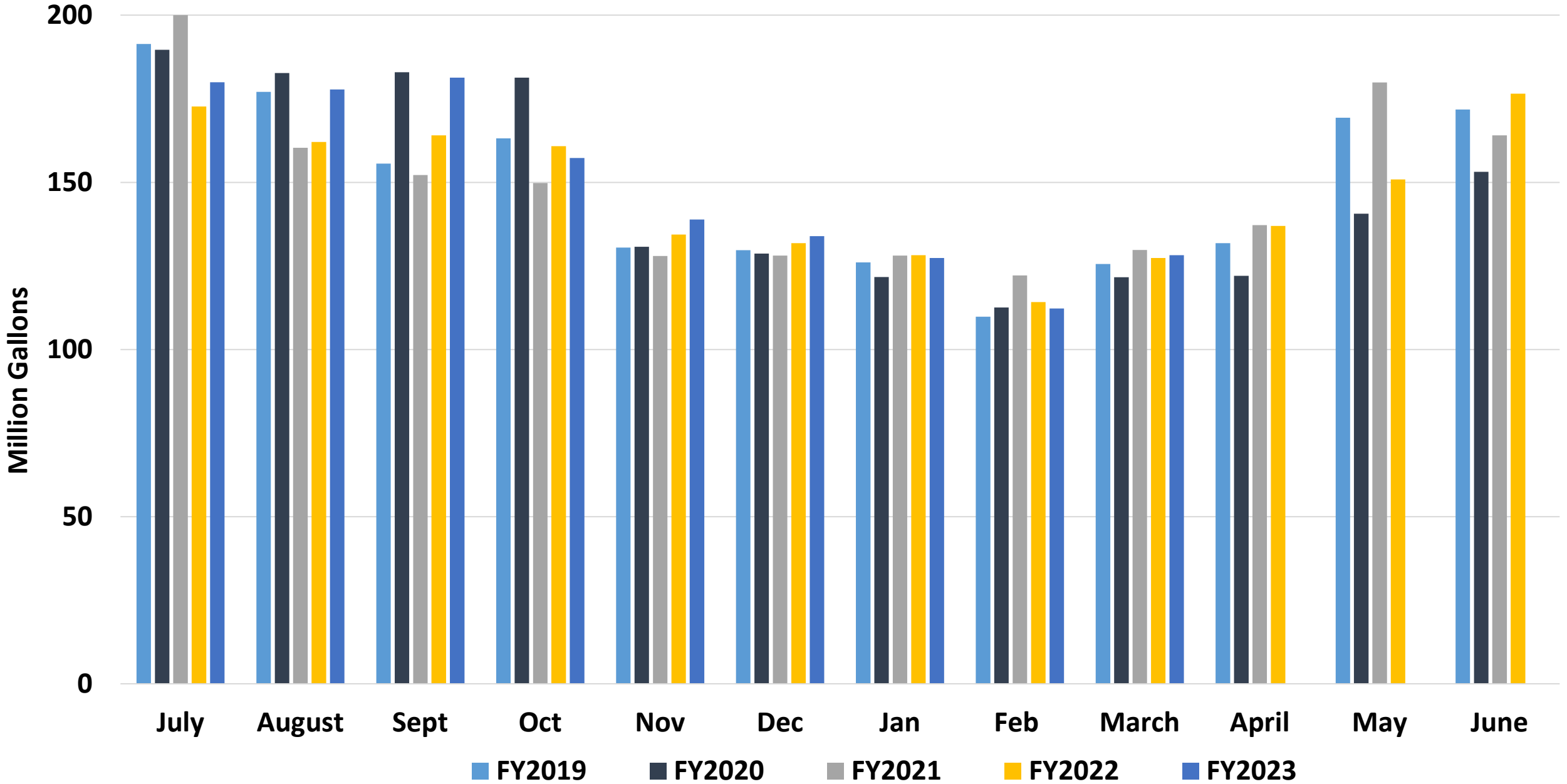
Sewer Tap Fees



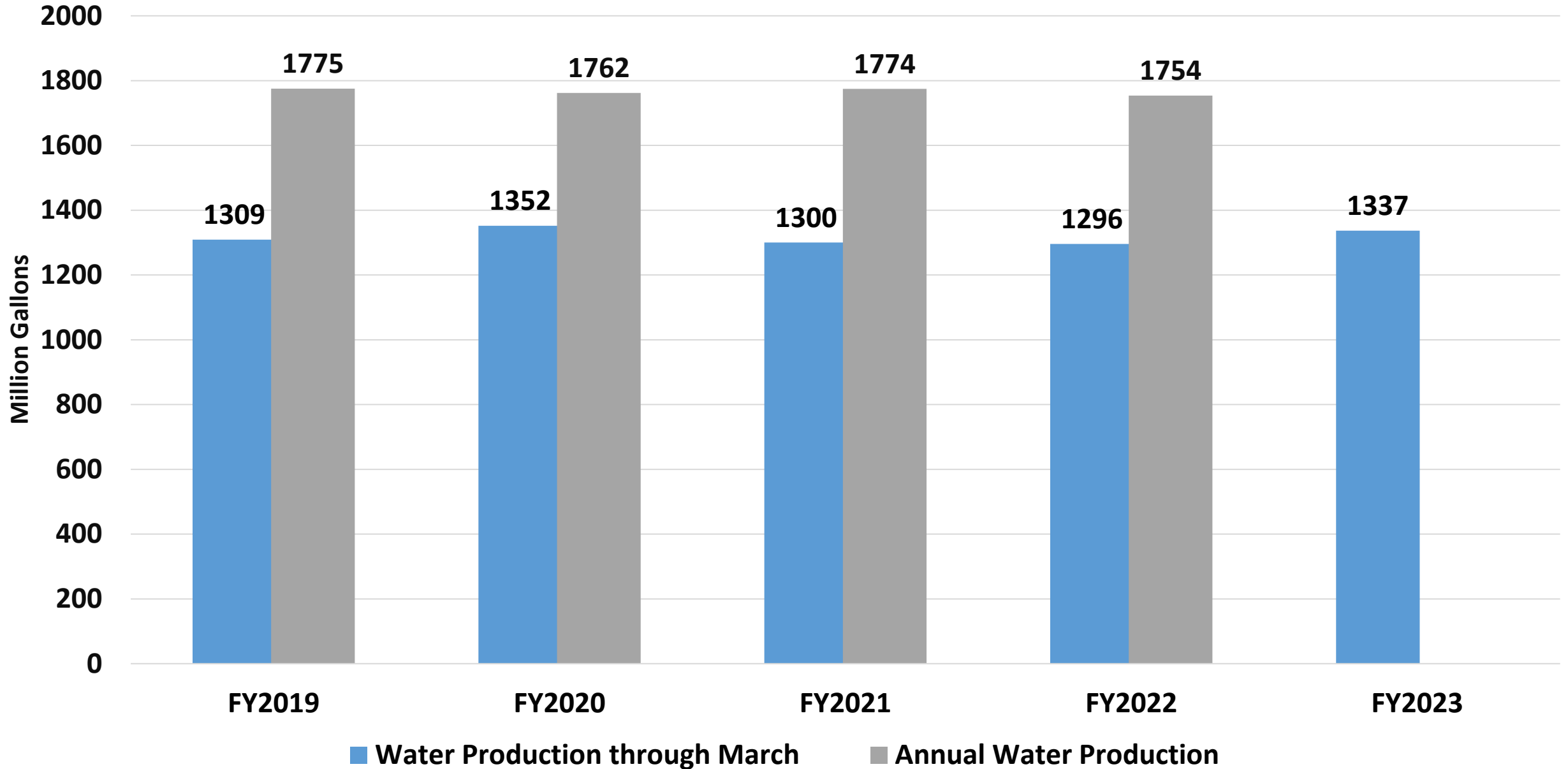
Sewer Tap Fees through March



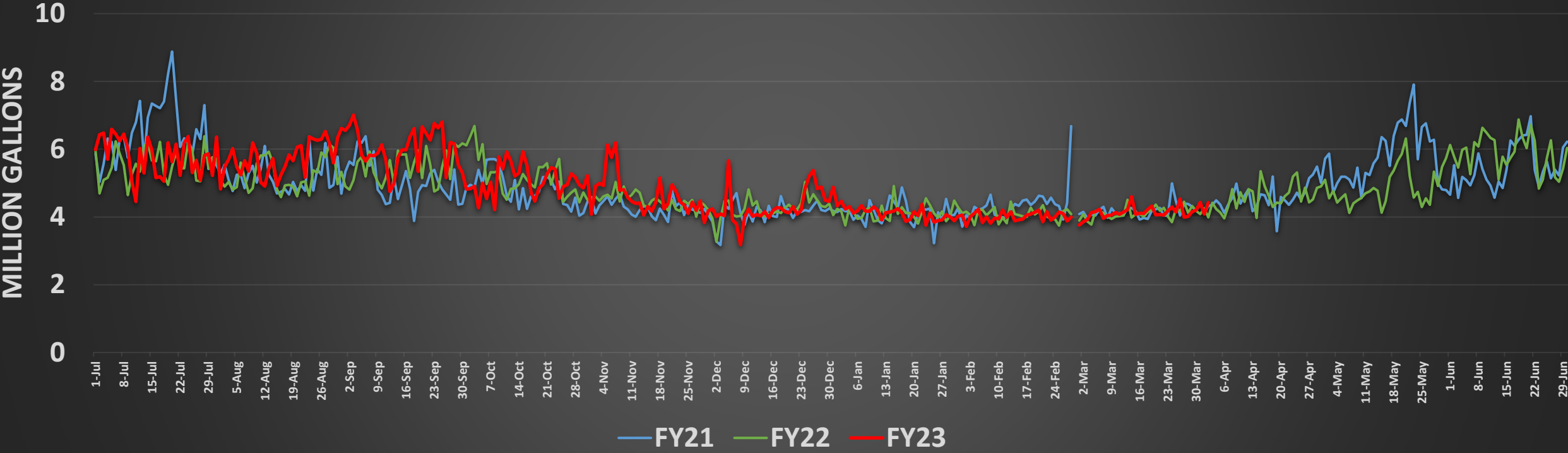
Monthly Water Production



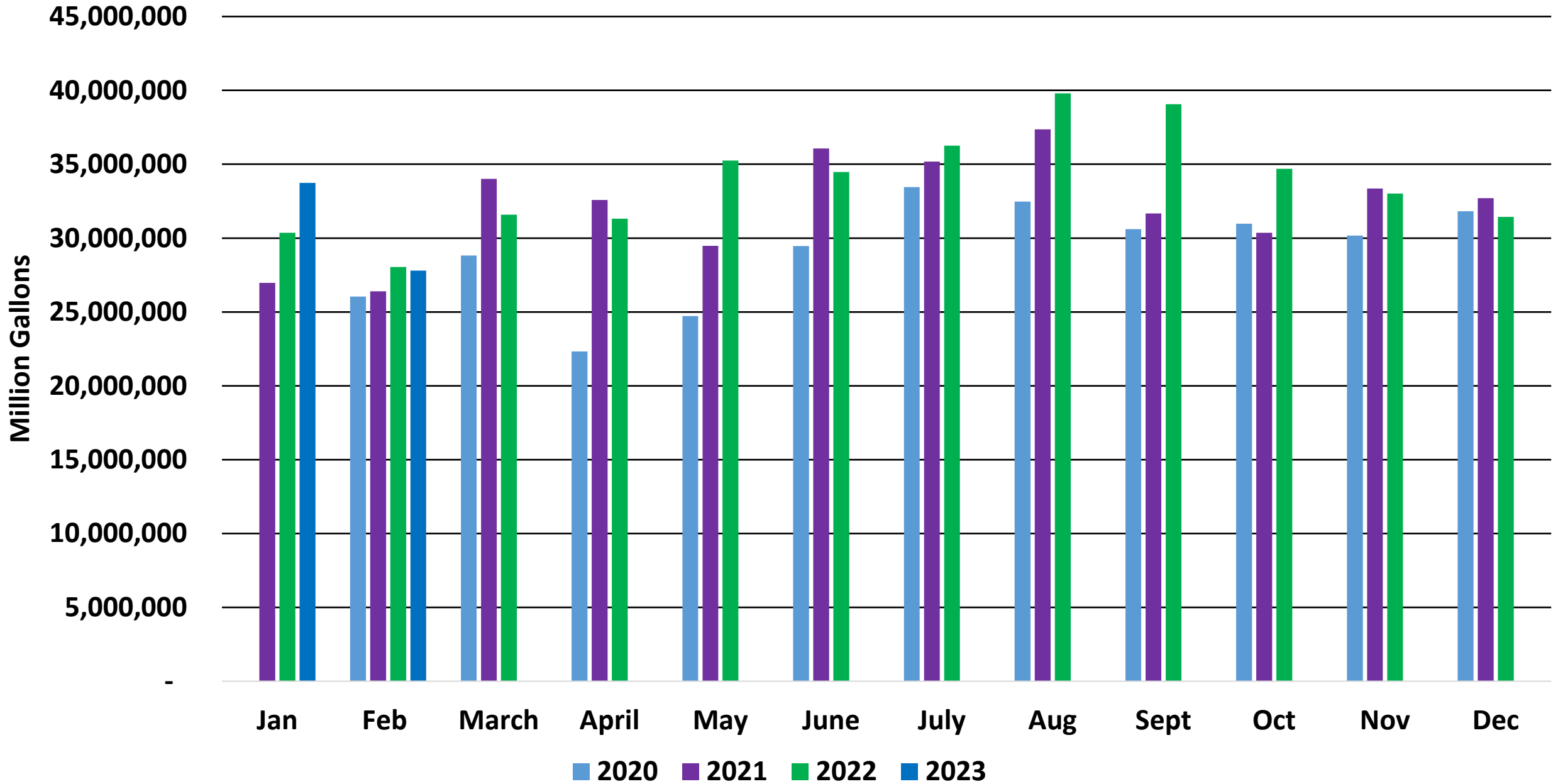
Water Production through March



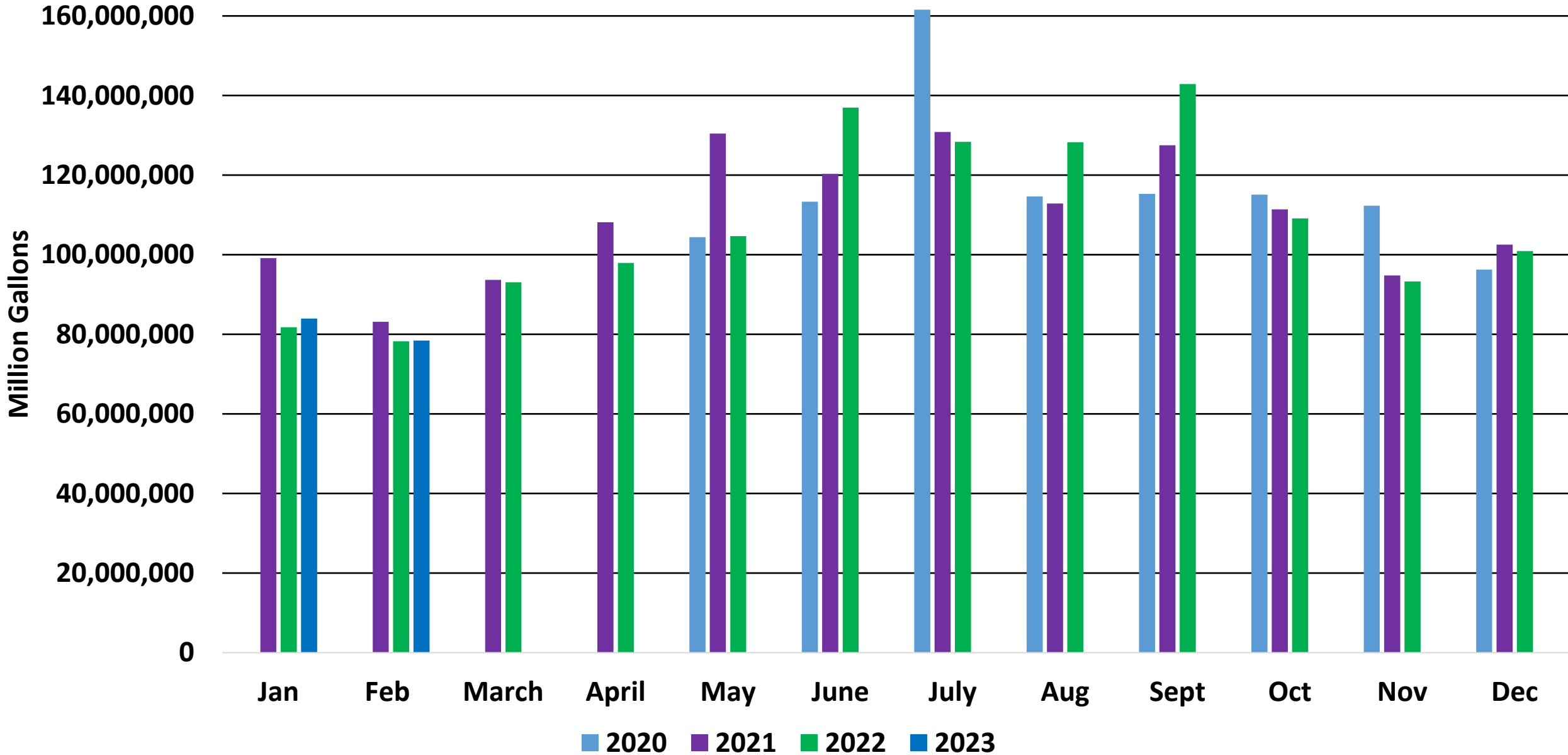
Daily Water Production



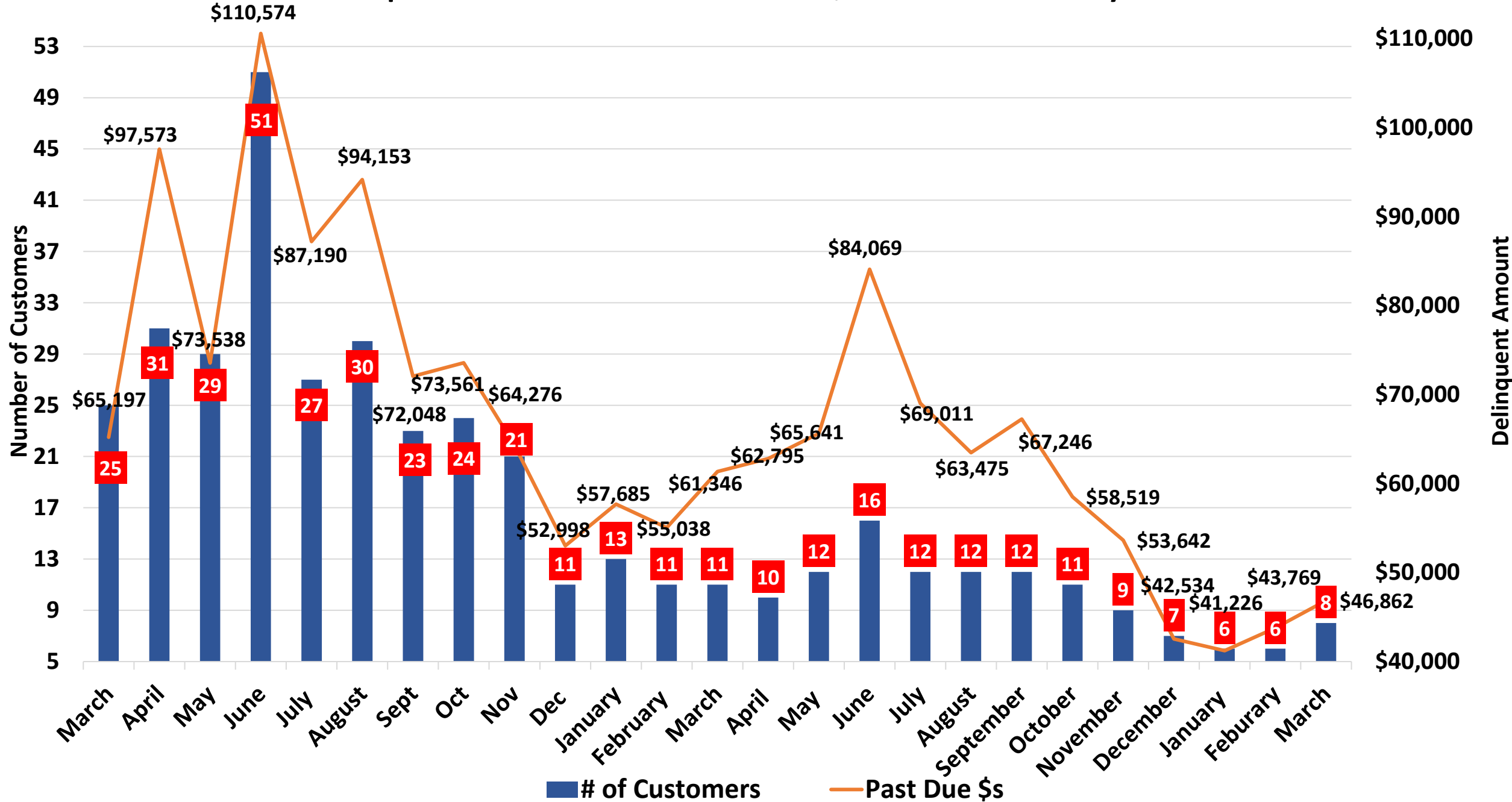
Commercial Consumption



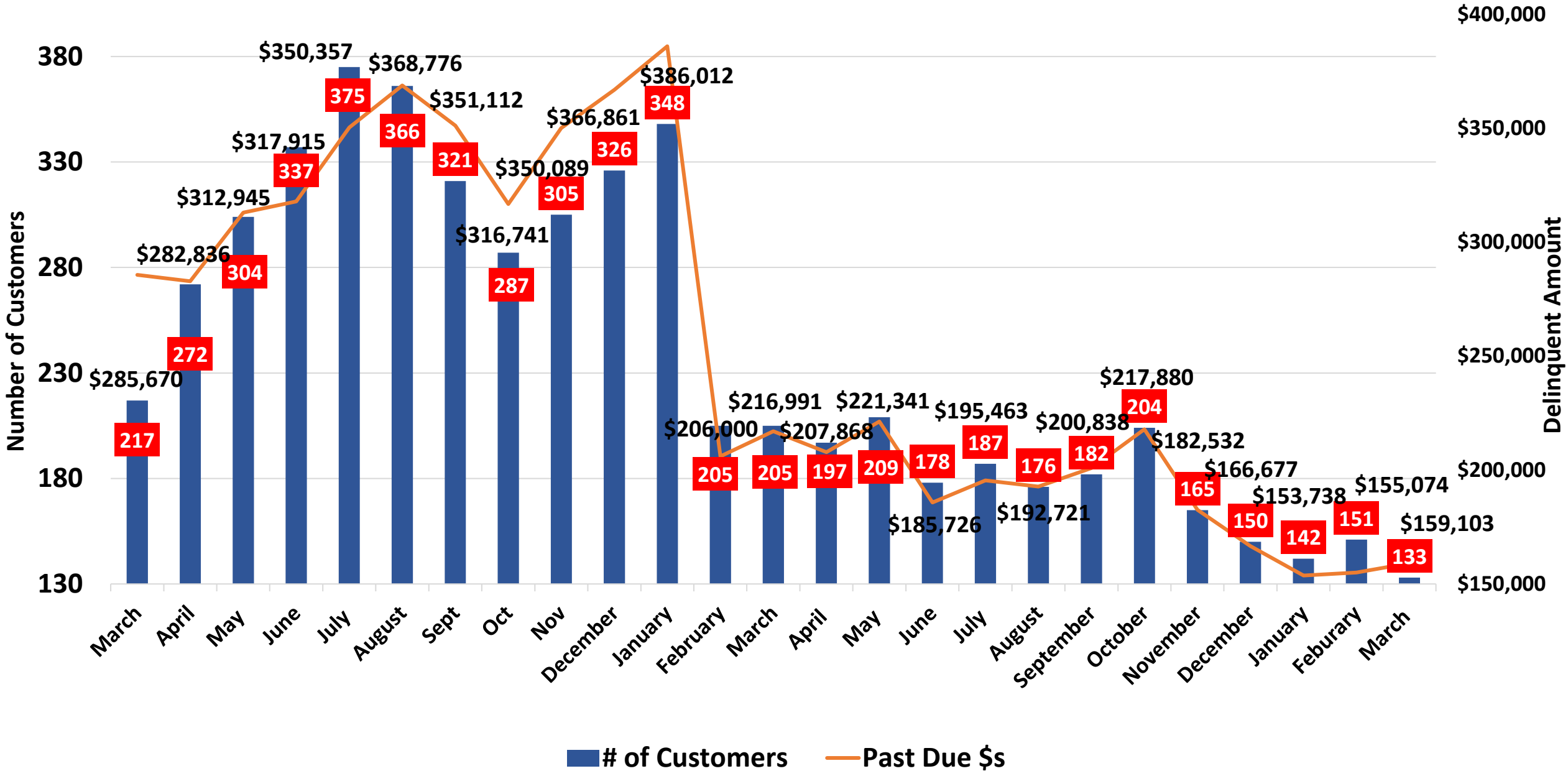
Residential Consumption



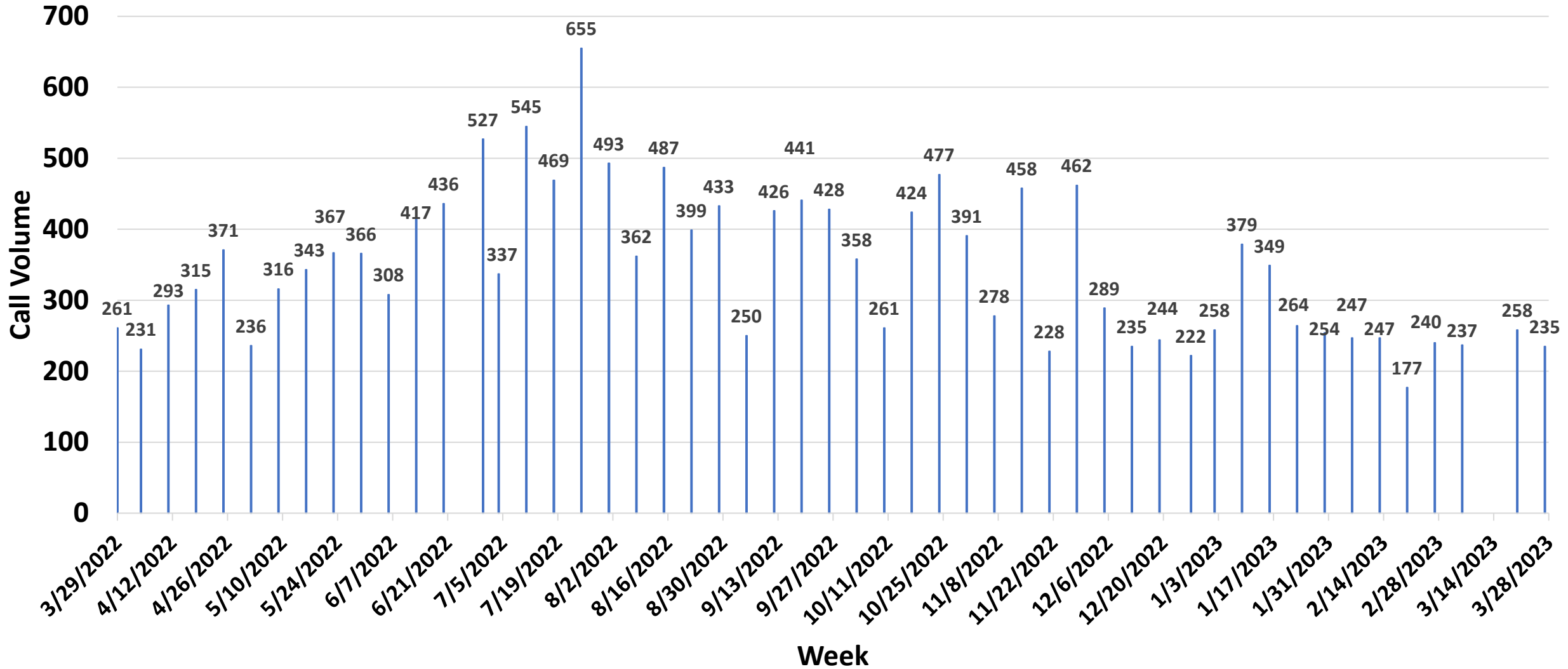
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 4/11/2023

TO: The Board of Directors

FROM: Teresa Saeed, Deputy Secretary

SUBJECT: Adjourn until 1 pm on April 25, 2023 for the Budget Business Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	4/4/2023 - 10:57 AM