

**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**  
**May 9, 2023**  
**5:00 PM**

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**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. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2024 Budget
2. Contract Award - \$551,308 - Variable Frequency Drives Replacement - Systems East Inc.
3. Contract Award - \$158,000 - Water Main Replacement Along Jack L. Massie Bridge at College Creek and Authorization for General Manager to Execute Final Contract
4. Contract Award - Fire Hydrant Inspections and Maintenance

**H. BOARD REQUESTS AND DIRECTIVES**

**I. GENERAL MANAGER'S UPDATE**

1. May 2023 Dashboard Report

**J. ADJOURNMENT**

1. Adjourn until 5 pm on June 13, 2023 for the Regular Meeting

**ITEM SUMMARY**

DATE: 5/9/2023  
TO: The Board of Directors  
FROM: Teresa J. Saeed, Deputy Secretary  
SUBJECT: Minutes Adoption

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**ATTACHMENTS:**

	Description	Type
☐	April 11, 2023 Regular Meeting	Minutes
☐	April 25, 2023 Special Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 3:44 PM

**MINUTES**  
**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**

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. Contract Award - Audit Services

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

2. 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 meeting:

-March 14, 2023, Regular Meeting  
-March 28, 2023, Continuation of Regular Meeting

**F. PUBLIC HEARING(S)**

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

Mr. Powell noted he was pleased to present the James City Service Authority's (JCSA)

proposed budget for Fiscal Year (FY) 2024. He added FY24 was the second year of a two-year budget which continued to address the six key areas established in the current year's budget. Mr. Powell noted the six areas were sustainable long-term water supply, resource conservation and protection, modernizing infrastructure, facilities, and technology, succession management, regulatory compliance, and affordability and financial resilience. He continued the PowerPoint presentation with an overview of the adopted FY23 budget, the FY24 plan budget, and the FY24 proposed budget. Mr. Powell highlighted the 2.1% increase in the FY24 proposed budget as compared to the adopted FY23 budget. He noted the consistency of the budget's bottom line in relation to the plan budget from the previous year. Mr. Powell continued the PowerPoint highlighting major differences from FY23. He stated the two major areas were facility fee revenue and interest income. Mr. Powell noted the reduction in facility fee revenue and the adjustments made for FY24 based on that point while the increased interest income projection could offset the revenue reduction. He further noted additional differences included additional Water Fund Service Charge increases, salary and benefit increases, software implementation costs, and other points. Mr. Powell compared revenue and expenses in the presentation. He highlighted the decreased daily residential water consumption trend over the past 10 years. Mr. Powell addressed the proposed overall 3.5% increase in water charges with no proposed increase for sewer charges. He cited the rate increase based on usage in the PowerPoint presentation. Mr. Powell added if the proposed rates were approved, JCSA would continue to have the lowest water rate in the region for a 5,000-gallon per month residential customer and the third lowest rate for a combined water and sewer bill among the 18 Hampton Roads localities. Mr. Powell emphasized the budget demonstrated JCSA's motto of "Working today to protect tomorrow." He added the Board would have a Budget Work Session in two weeks with the budget adoption slated for the May 9, 2023, Regular Meeting. Mr. Powell asked if any Board member had questions.

Mr. McGlennon noted the decrease in residential development and its impact on fees. He further noted the decrease was due to the current economic situation and the adoption of recent Board policies which he added were positive ones. Mr. McGlennon commented on the reduction in household water usage with water-efficient appliances and other items. He encouraged incentives for people to use those efficient products.

Mr. Powell added the grinder pump maintenance fee was proposed to increase from \$400 to \$425 this year. He noted the fee had been gradually increasing over the past few years.

Ms. Sadler asked if there were any speakers for the Public Hearing.

Mr. Powell responded no.

Ms. Sadler closed the Public Hearing as there were no speakers. She noted no Board action was required at this time and the budget was slated for adoption at the Board's May 9, 2023, Regular Meeting.

## **G. BOARD CONSIDERATION(S)**

### **1. Contract Award - Water Tank Engineering Services**

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 stated the specifics of the contract award and the Request for Proposal (RFP) regarding the water tank engineering services. He noted JCSA had 39 tanks of varying sizes adding the scope of work involved with the project. Mr. Powell further noted six firms

responded to the RFP with Tank Industry Consultants receiving the contract award. He stated staff recommended approval of the contract award resolution.

2. Amend BOD Meeting Calendar

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Sadler noted an amendment to the Board's meeting calendar was in order.

Mr. Powell replied yes adding the Board had decided a Retreat would be held on April 28 at 9 a.m. at the JCSA Operations Building. He recommended the Board amend its calendar accordingly.

## **H. BOARD REQUESTS AND DIRECTIVES**

Mr. Icenhour referenced a contractor complaint about a connection for firefighting. He asked the status on that point with the rate study consultant regarding the timeframe.

Mr. Powell noted he had spoken with the rate study consultant and was hopeful the material would be ready for the Board to review at its upcoming Retreat. Mr. Powell added he was hopeful for that date, but had no definitive promise.

Mr. Icenhour thanked Mr. Powell.

## **I. GENERAL MANAGER'S UPDATE**

1. April 2023 Dashboard Report

Mr. Powell noted he had no additional updates.

## **J. ADJOURNMENT**

1. Adjourn until 1 pm on April 25, 2023 for the Budget Business 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 5:08 p.m., Ms. Sadler 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**  
**April 25, 2023**  
**1:00 PM**  
**BUDGET BUSINESS MEETING**

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**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. BOARD DISCUSSIONS**

1. Fiscal Year 2024 Budget

Mr. Powell addressed the Board noting he presented the proposed Fiscal Year 2024 Budget at its April 11, 2023, Regular Meeting. He stated the purpose of this meeting was to welcome any questions and/or comments regarding the budget proposal.

Ms. Sadler asked if any Board members had questions. She indicated no Board action was required at this meeting.

**D. CLOSED SESSION**

None.

**E. ADJOURNMENT**

1. Adjourn until 9 am on April 28, 2023 for the Board Retreat

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 1:01 p.m., Ms. Sadler adjourned the Board of Directors.

**ITEM SUMMARY**

DATE: 5/9/2023

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2024 Budget

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Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2024 budget.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Appropriation Resolution	Resolution
☐	Resolution	Resolution
☐	Exhibit 1 FY24 Budget JCSA Regulations Changes	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/21/2023 - 8:52 AM
Publication Management	Daniel, Martha	Approved	4/21/2023 - 9:27 AM
Legal Review	Kinsman, Adam	Approved	4/24/2023 - 10:11 AM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 10:54 AM
Board Secretary	Rinehimer, Bradley	Approved	5/2/2023 - 12:16 PM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 2:16 PM

## MEMORANDUM

DATE: May 9, 2023

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2024 Budget

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Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2024 budget. At its February 14, 2023, meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 11, 2023. The changes to the Regulations Governing Utility Service and the FY 24 Budget would become effective July 1, 2023.

Staff recommends approval of both resolutions.

MDP/ap  
FY24RegGovUtilServ-mem

Attachments



**RESOLUTION**

**JAMES CITY SERVICE AUTHORITY FISCAL YEAR 2024 BUDGET**

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2023; and

WHEREAS, the Board of Directors has considered said budget and does now propose to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts and appropriates the following amounts for operations and activities as shown below:

1. The following amounts are hereby appropriated in the **Water Fund**:

Water Fund - Revenues

Service Charges	\$12,424,222
Facility Charges	870,000
Interest Income	1,061,850
Miscellaneous	<u>256,975</u>
	<u>\$14,613,047</u>

Water Fund - Expenses

Operating-Personnel	\$5,331,350
Operating-Non-personnel	4,495,242
Operating-Capital Outlay	227,000
Debt Service-Principal	1,335,000
Debt Service-Interest	743,455
Interfund Loan Reimbursement to Sewer Fund	250,000
Capital Projects	<u>2,231,000</u>
	<u>\$14,613,047</u>

2. The following amounts are hereby appropriated in the **Sewer Fund**:

Sewer Fund - Revenues

Service Charges	\$6,142,815
Facility Charges	650,000
Grinder Pump Charges	183,000
Interest Income	1,061,850
Miscellaneous	218,283
Unrestricted Net Position	1,691,316
Interfund Loan Reimbursement from Water Fund	<u>250,000</u>
	<u>\$10,197,264</u>

Sewer Fund - Expenses

Operating-Personnel	\$4,753,476
Operating-Non-personnel	2,906,788
Operating-Capital Outlay	236,000
Operating-Grinder Pump	286,000
Capital Projects	<u>2,015,000</u>
	<u>\$10,197,264</u>

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P. Sue Sadler  
Chairman, Board of Directors

ATTEST:

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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 9th day of May, 2023.

FY24BdgtApprop-res

**RESOLUTION**

**CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE**

**FOR FISCAL YEAR 2024 BUDGET**

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 11, 2023, for proposed 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, hereby adopts the changes to Section 17, General Rate Policy and Rate Schedule, Regulations Governing Utility Service as summarized in the attachment, which will become effective for all bills mailed on or after July 1, 2023.

BE IT FURTHER RESOLVED that the attachment showing the proposed changes be made part of this resolution.

\_\_\_\_\_  
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 9th day of May, 2023.

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 <del>5.74</del>
3/4"	\$ 9.03 <del>8.56</del>
1"	\$ 15.04 <del>14.26</del>
1-1/2"	\$ 30.10 <del>28.53</del>
2"	\$ 48.16 <del>45.65</del>
3"	\$ 105.35 <del>99.86</del>
4"	\$ 180.59 <del>171.18</del>
6"	\$ 406.35 <del>385.17</del>
8"	\$ 481.61 <del>456.50</del>
10"	\$ 692.30 <del>656.21</del>

(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
<b>Rate Per 1,000 Gallons</b>	<del>\$3.98</del> <b>\$3.86</b>	<del>\$7.22</del> <b>\$7.01</b>	<del>\$14.45</del> <b>\$14.03</b>	<del>\$22.39</del> <b>\$21.74</b>

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

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: 5/9/2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$551,308 - Variable Frequency Drives Replacement - Systems East Inc.

---

Fifty-seven Toshiba VFDs at 10 water production wells and 18 wastewater lift stations are approaching the end of their useful lives. To maintain reliable operations, these units will be replaced with Yaskawa VFDs that meet current James City Service Authority (JCSA) design specifications.

JCSA and County Purchasing staff examined different options and determined the most efficient procurement method was a cooperative purchasing contract for General SCADA Installation, Repair, and Preventive Maintenance Services issued by Prince William County Service Authority to Systems East Inc. after a competitive procurement process.

**ATTACHMENTS:**

Description	Type
☐ Memo	Cover Memo
☐ Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/21/2023 - 1:18 PM
Publication Management	Pobiak, Amanda	Approved	4/21/2023 - 1:30 PM
Legal Review	Kinsman, Adam	Approved	4/24/2023 - 10:11 AM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 10:54 AM
Board Secretary	Rinehimer, Bradley	Approved	5/2/2023 - 12:18 PM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 2:17 PM

## MEMORANDUM

DATE: May 9, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$551,308 - Variable Frequency Drives Replacement - Systems East Inc.

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A variable frequency drive (VFD) is a hardware and software package that controls electric motor speed and power in pump and motor assemblies. Fifty-seven Toshiba VFDs at 10 water production wells and 18 wastewater lift stations are approaching the end of their useful lives. To maintain reliable operations, these units will be replaced with Yaskawa VFDs that meet current James City Service Authority (JCSA) design specifications.

JCSA and County Purchasing staff examined different options and determined the most efficient procurement method was a cooperative purchasing contract for General SCADA Installation, Repair, and Preventive Maintenance Services issued by Prince William County Service Authority to Systems East Inc. after a competitive procurement process. SCADA or Supervisory Control and Data Acquisition is the hardware, software, and communication network system that monitors and controls JCSA's 107 remote water and wastewater facilities. The contract contains wording allowing other public bodies to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy, and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes JCSA will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

Staff negotiated a turnkey package with Systems East Inc. to replace the VFDs for \$551,308. The pricing uses rates from the cooperative purchasing contract and consists of \$443,908 for materials and \$107,400 for labor. Systems East Inc. is a Yaskawa distributor authorized to both furnish and install the VFD units and has successfully completed similar work for JCSA in the past. Board approval is required because this purchase exceeds \$100,000.

The Water Fund Repair and Replacement Reserve and Sewer Fund Capital Improvements Program budgets contain funding to replace the VFDs.

Staff recommends adoption of the attached resolution authorizing award of the Variable Frequency Drives Replacement contract to Systems East Inc. for \$551,308.

MDP/md  
CA-VFDsRepl-mem

Attachment



**RESOLUTION**

**CONTRACT AWARD - \$551,308 - VARIABLE FREQUENCY DRIVES REPLACEMENT -**

**SYSTEMS EAST INC.**

WHEREAS, fifty-seven variable frequency drives (VFDs) at 10 water production wells and 18 wastewater lift stations are approaching the end of their useful lives and require replacement to maintain reliable operations; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy, and the Virginia Public Procurement Act, and the Prince William County Service Authority issued a cooperative purchasing contract for General SCADA Installation, Repair, and Preventive Maintenance Services after a competitive procurement process; and

WHEREAS, staff determined the cooperative purchasing contract includes the required equipment and services and negotiated a turnkey package price of \$551,308 with Systems East Inc. to furnish and install the replacement drives.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for the VFD replacement to Systems East Inc. in the amount of \$551,308.

\_\_\_\_\_  
P. Sue Sadler  
Chairman, Board of Directors

ATTEST:		VOTES			
		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
	HIPPLE	_____	_____	_____	_____
	ICENHOUR	_____	_____	_____	_____
_____ Teresa J. Saeed Deputy Secretary to the Board	MCGLENNON	_____	_____	_____	_____
	LARSON	_____	_____	_____	_____
	SADLER	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of May, 2023.

**ITEM SUMMARY**

**DATE:** 5/9/2023

**TO:** The Board of Directors

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

**SUBJECT:** Contract Award - \$158,000 - Water Main Replacement Along Jack L. Massie Bridge at College Creek and Authorization for General Manager to Execute Final Contract

---

The James City Service Authority's (JCSA) 16-inch diameter, 710-foot-long steel water main attached to the Jack L. Massie Bridge on Route 199 at College Creek is approaching 50 years in service and requires replacement.

Since the project requires extensive coordination with VDOT on both the pipe system design and construction sequencing, JCSA used the fixed price design-build procurement method with a two-step competitive negotiation process to select the design-build team.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/21/2023 - 1:25 PM
Publication Management	Pobiak, Amanda	Approved	4/21/2023 - 1:38 PM
Legal Review	Kinsman, Adam	Approved	4/24/2023 - 10:10 AM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 10:54 AM
Board Secretary	Rinehimer, Bradley	Approved	5/2/2023 - 12:17 PM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 2:16 PM

## MEMORANDUM

DATE: May 9, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$158,000 - Water Main Replacement Along Jack L. Massie Bridge at College Creek and Authorization for General Manager to Execute Final Contract

---

The James City Service Authority's (JCSA) 16-inch diameter, 710-foot-long steel water main attached to the Jack L. Massie Bridge on Route 199 at College Creek is approaching 50 years in service and requires replacement. The existing pipe installation does not meet current Virginia Department of Transportation (VDOT) standards for utility installations along bridges. The new pipe system requires specialty engineering design for enhanced structural support and attachment along the bridge.

Since the project requires extensive coordination with VDOT on both the pipe system design and construction sequencing, JCSA used the fixed price design-build procurement method with a two-step competitive negotiation process to select the design-build team. The design-build project delivery method promotes cooperation between the owner, engineer, contractor, and regulatory agency early in the design process, helps identify cost savings through the entire project, and expedites project completion.

For the first step, a Request for Qualifications was publicly advertised and one firm submitted a response documenting construction and design-build experience, proposed design-build team, and project understanding. An evaluation committee made up of JCSA engineering, inspection, and management staff, along with advisory members from James City County Purchasing and the County Attorney's Office, reviewed the qualifications. The firm was qualified to respond to the second step in the selection process consisting of a Request for Proposals (RFP).

One proposal was received consisting of: 1) a Technical Proposal with conceptual engineering plans, project narrative, experience descriptions, and schedule; and 2) a Cost Proposal with proposed design and construction fees. Henry S. Branscome, LLC, in partnership with Draper Aden Associates for design services, was selected as a fully qualified design-build team that met JCSA's needs as defined in the RFP.

The Henry S. Branscome, LLC proposed design included modifications to the bridge support system from JCSA's original high-level conceptual plans. An initial purchase order of \$81,600 was issued to Henry S. Branscome, LLC for additional design development to establish the feasibility of the proposed modifications and to obtain initial VDOT approval. VDOT recently issued preliminary approval of the conceptual design.

The contract award of \$158,000 consists of \$104,500 for surveying, structural investigation, geotechnical, and other field services to gather data required to develop the 70% submittal and \$53,500 for 70% design document and drawing preparation. The remaining fees and services for 70% design to completion, construction administration, and construction shall be finalized through negotiation at the 70% design stage. The proposed fees are summarized in the following table.

Contract Award - \$158,000 - Water Main Replacement Along Jack L. Massie Bridge at College Creek and  
Authorization for General Manager to Execute Final Contract

May 9, 2023

Page 2

<b>Item Description</b>	<b>Cost</b>
Field Services for 70% Design Data Gathering	\$ 104,500
70% Design	\$ 53,500
100% Design	\$ 15,400
Design Total	\$ 173,400
Construction	\$ 985,600
Total Project Cost: Design + Construction	\$1,159,000

The resolution authorizes the General Manager to execute the final project contract for the negotiated total project cost up to the budget amount of \$1,159,000. The 70% design stage is expected to be complete in the summer of 2023 and the entire project is expected to be complete in the summer of 2024.

Henry S. Branscome, LLC and Draper Aden Associates have successfully completed work for JCSA in the past.

Staff recommends approval of the attached resolution.

MDP/md  
CA-WtrMnRepJLMBrg-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - \$158,000 - WATER MAIN REPLACEMENT ALONG**

**JACK L. MASSIE BRIDGE AT COLLEGE CREEK AND AUTHORIZATION FOR**

**GENERAL MANAGER TO EXECUTE FINAL CONTRACT**

WHEREAS, a Request for Qualifications was publicly advertised for the Water Main Replacement along Jack L. Massie Bridge at College Creek and one firm submitted its qualifications; and

WHEREAS, one firm was selected to respond to the subsequent Request for Proposals (RFP) and Henry S. Branscome, LLC was determined to be a fully qualified design-build team that met the James City Service Authority’s needs as defined in the RFP; and

WHEREAS, the contract award of \$158,000 consists of \$104,500 for surveying, structural investigation, geotechnical, and other field services to gather data required to develop the 70% submittal and \$53,500 for 70% design document and drawing preparation; and

WHEREAS, the remaining fees and services for 70% design to completion, construction administration, and construction shall be finalized through negotiation at the 70% design stage; and

WHEREAS, the General Manager will execute the final project contract for the negotiated total project cost up to the budget amount of \$1,159,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the \$158,000 contract for the field services and design development to the 70% stage for the Water Main Replacement along Jack L. Massie Bridge at College Creek to Henry S. Branscome, LLC and authorizes the General Manager to execute the final contract with Henry S. Branscome, LLC for the negotiated total project cost up to the budget amount of \$1,159,000.

\_\_\_\_\_  
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 9th day of May, 2023.

**ITEM SUMMARY**

**DATE:** 5/9/2023

**TO:** The Board of Directors

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

**SUBJECT:** Contract Award - Fire Hydrant Inspections and Maintenance

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An Invitation for Bids for the annual inspections and maintenance of the James City Service Authority's (JCSA) approximately 2,864 fire hydrants was publicly advertised.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/21/2023 - 1:33 PM
Publication Management	Pobiak, Amanda	Approved	4/21/2023 - 2:54 PM
Legal Review	Kinsman, Adam	Approved	4/24/2023 - 10:11 AM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 10:54 AM
Board Secretary	Rinehimer, Bradley	Approved	5/2/2023 - 12:21 PM
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 2:17 PM

**MEMORANDUM**

DATE: May 9, 2023  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Contract Award - Fire Hydrant Inspections and Maintenance

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An Invitation for Bids for the annual inspections and maintenance of the James City Service Authority’s (JCSA) approximately 2,864 fire hydrants was publicly advertised. Three firms submitted bids and were considered for contract award. Bid unit prices are summarized below.

Item Description	Hyrdomax USA	M.E. Simpson Co. Inc.	Tideland Services Inc.
Inspection and Testing of Fire Hydrants, Each	\$67.00	\$94.00	\$29.50
Fire Hydrant Painting Each	\$185.00	\$150.00	\$3.85
Sandblasting and Painting Each	\$425.00	\$150.00	\$485.00

Tideland Services, Inc. was determined to be the lowest responsive and responsible bidder based on estimated quantities. Most of the contract work will be inspection and testing of fire hydrants and fire hydrant painting with sandblasting used on an as-needed basis.

Tideland Services, Inc. has successfully supplied other area municipalities such as the Cities of Newport News and Suffolk with hydrant inspections and maintenance and received satisfactory reference checks.

The initial contract term is one year with five possible renewals of one year each. JCSA’s Water Fund Fiscal Year 2023 operating budget contains \$125,000 for hydrant inspections and maintenance. Individual purchase orders referencing the contract unit prices and terms and conditions will be issued for specific quantities of work.

Staff recommends approval of the attached resolution awarding the fire hydrant inspections and maintenance contract to Tideland Services, Inc.

MDP/ap  
CA-FreHydInspMnt-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - FIRE HYDRANT INSPECTIONS AND MAINTENANCE**

WHEREAS, an Invitation for Bids for Fire Hydrant Inspections and Maintenance was publicly advertised and three bids were received and considered for award; and

WHEREAS, Tideland Services, Inc. was determined to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for Fire Hydrant Inspections and Maintenance to Tideland Services, Inc.

\_\_\_\_\_  
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 9th day of May, 2023.

CA-FreHydInspMnt-res



**ITEM SUMMARY**

DATE: 5/9/2023  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager  
SUBJECT: May 2023 Dashboard Report

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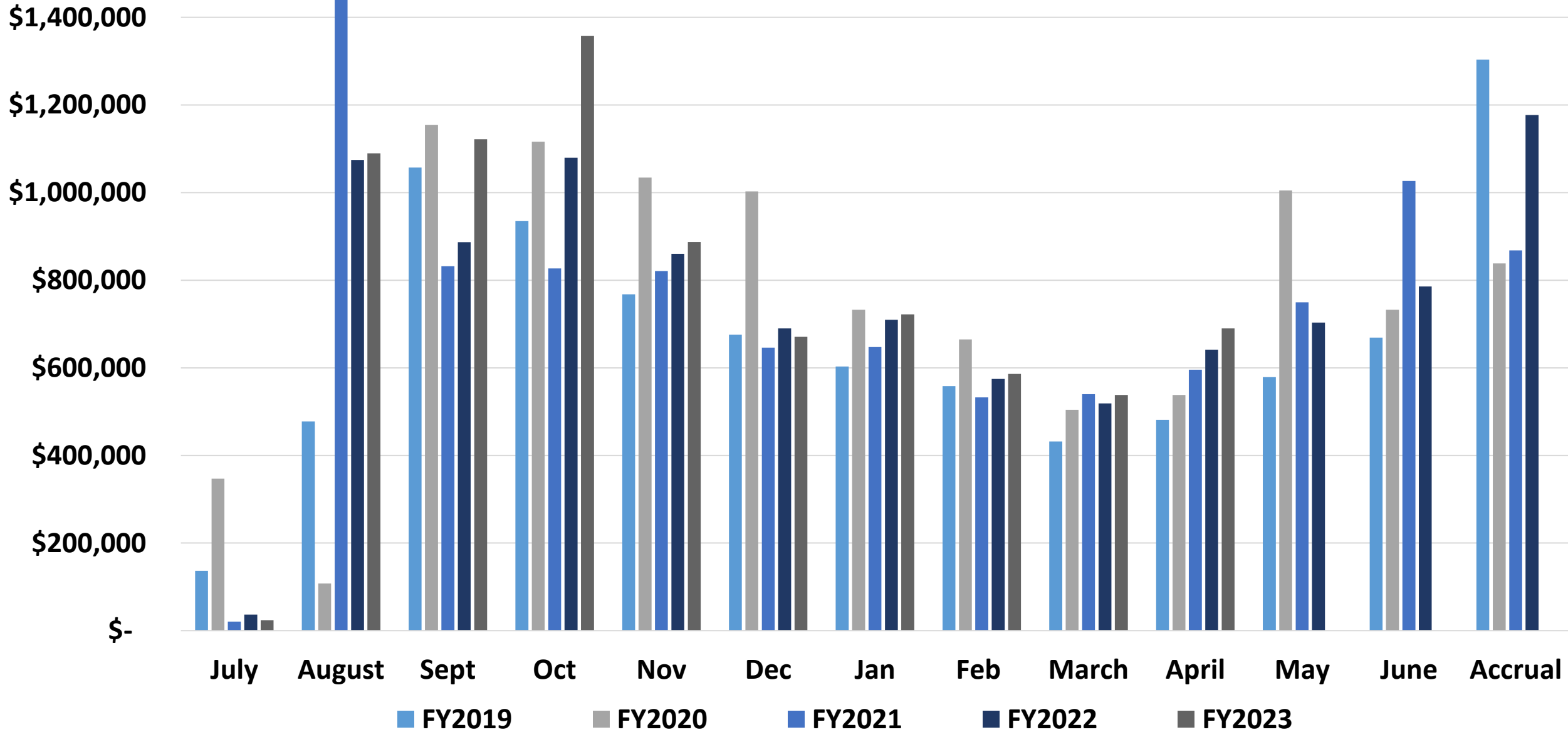
**ATTACHMENTS:**

	Description	Type
📎	May Dashboard Report	Exhibit

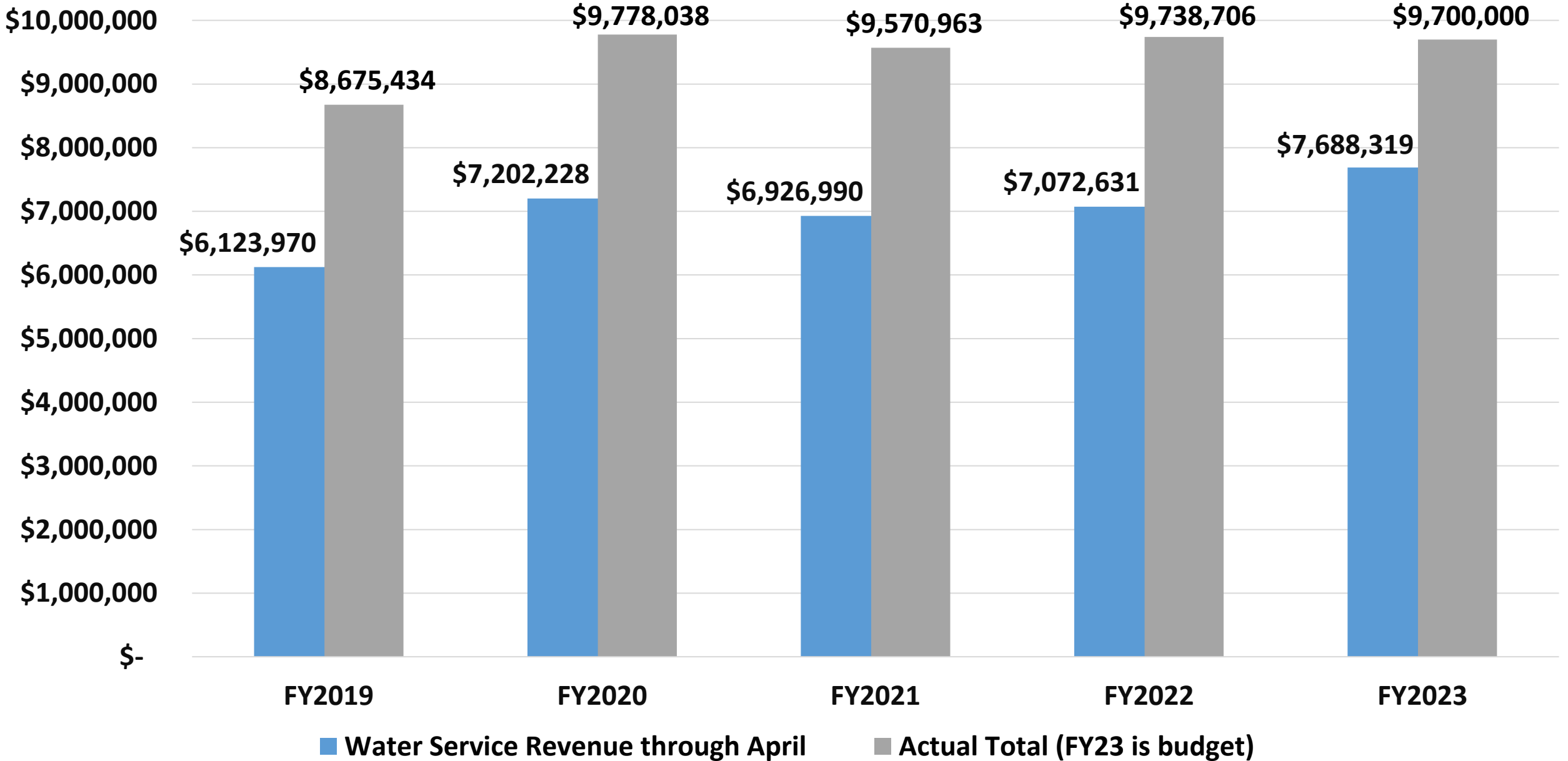
**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	5/9/2023 - 10:09 AM

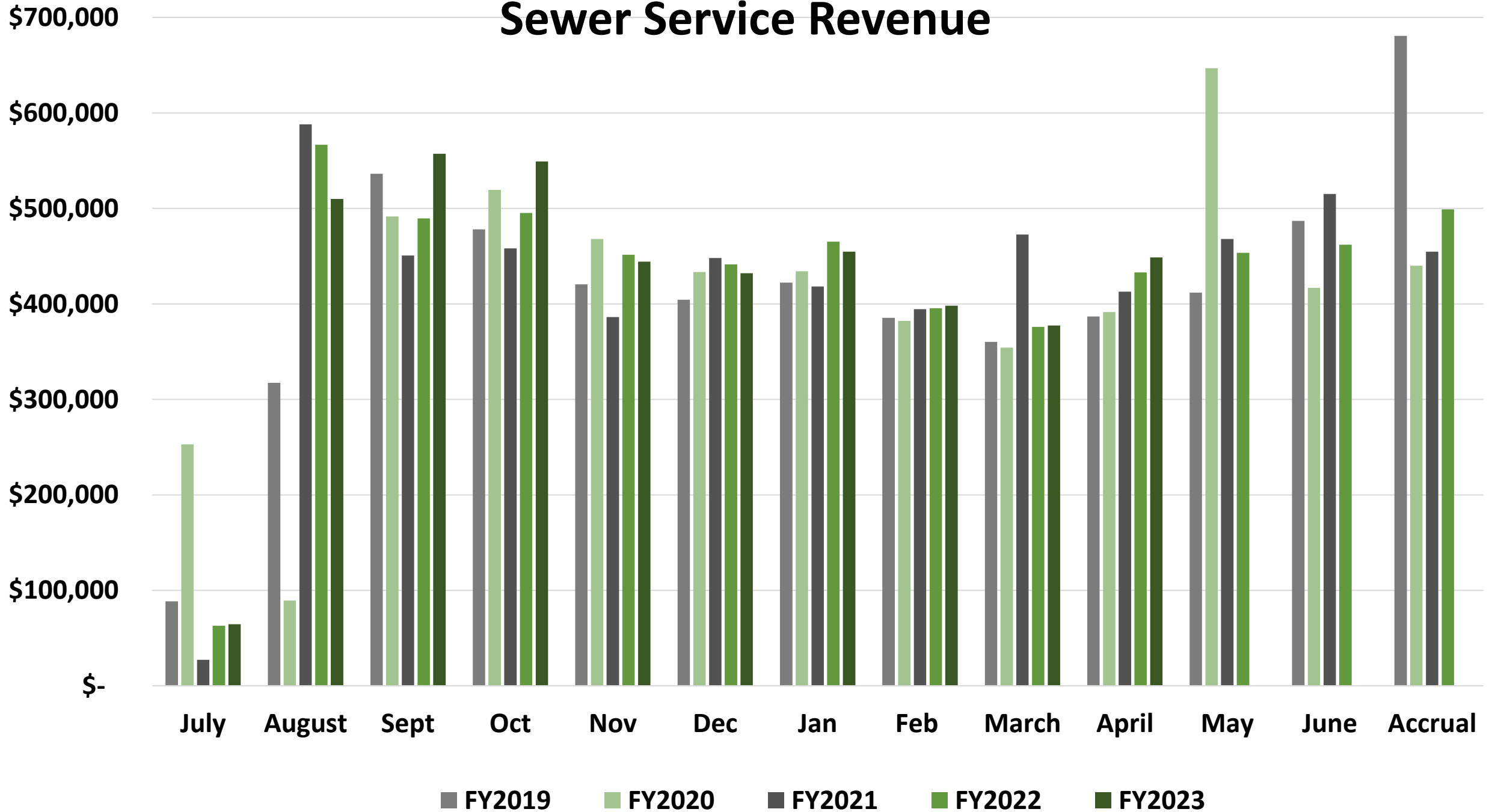
# Water Service Revenue



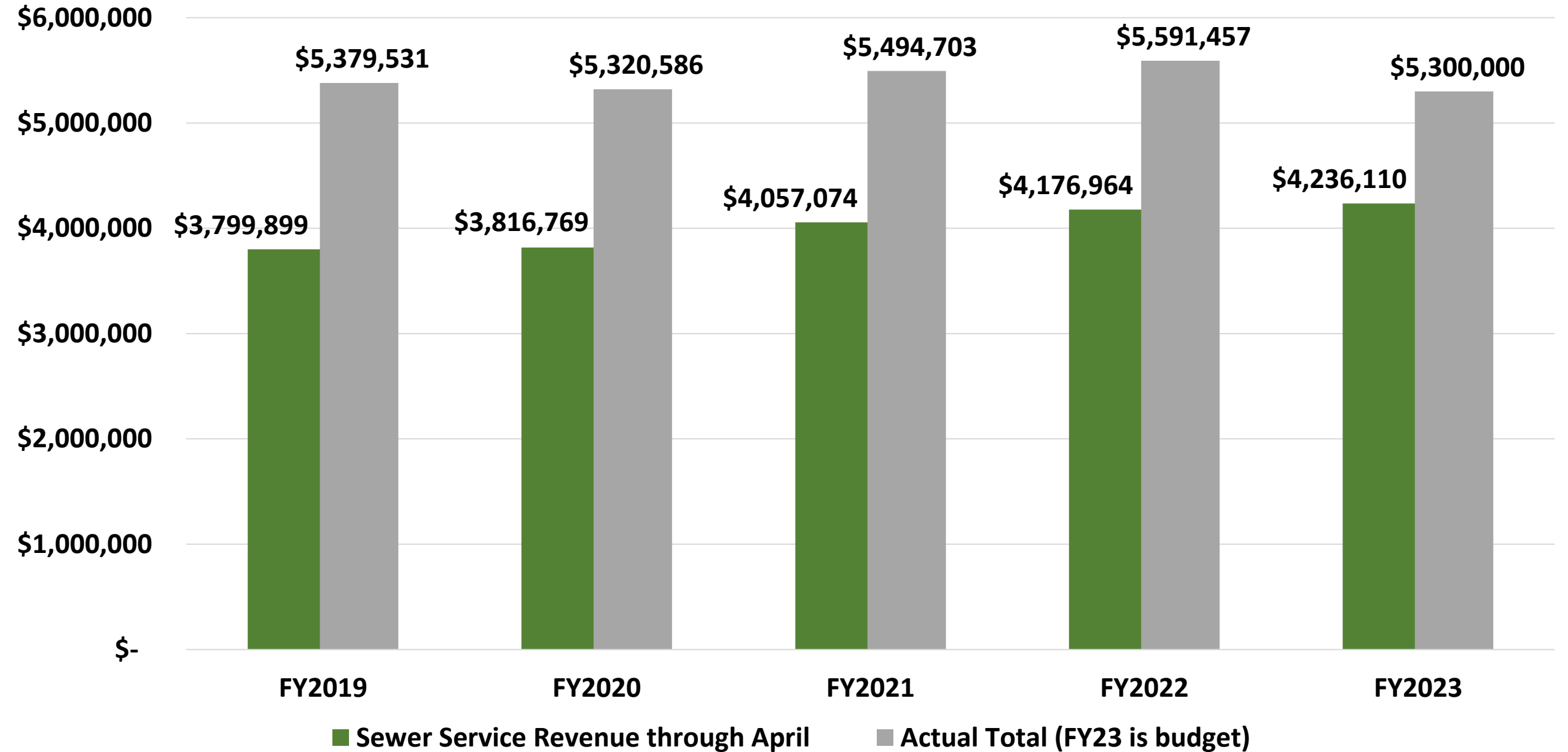
# Water Service Revenue through April



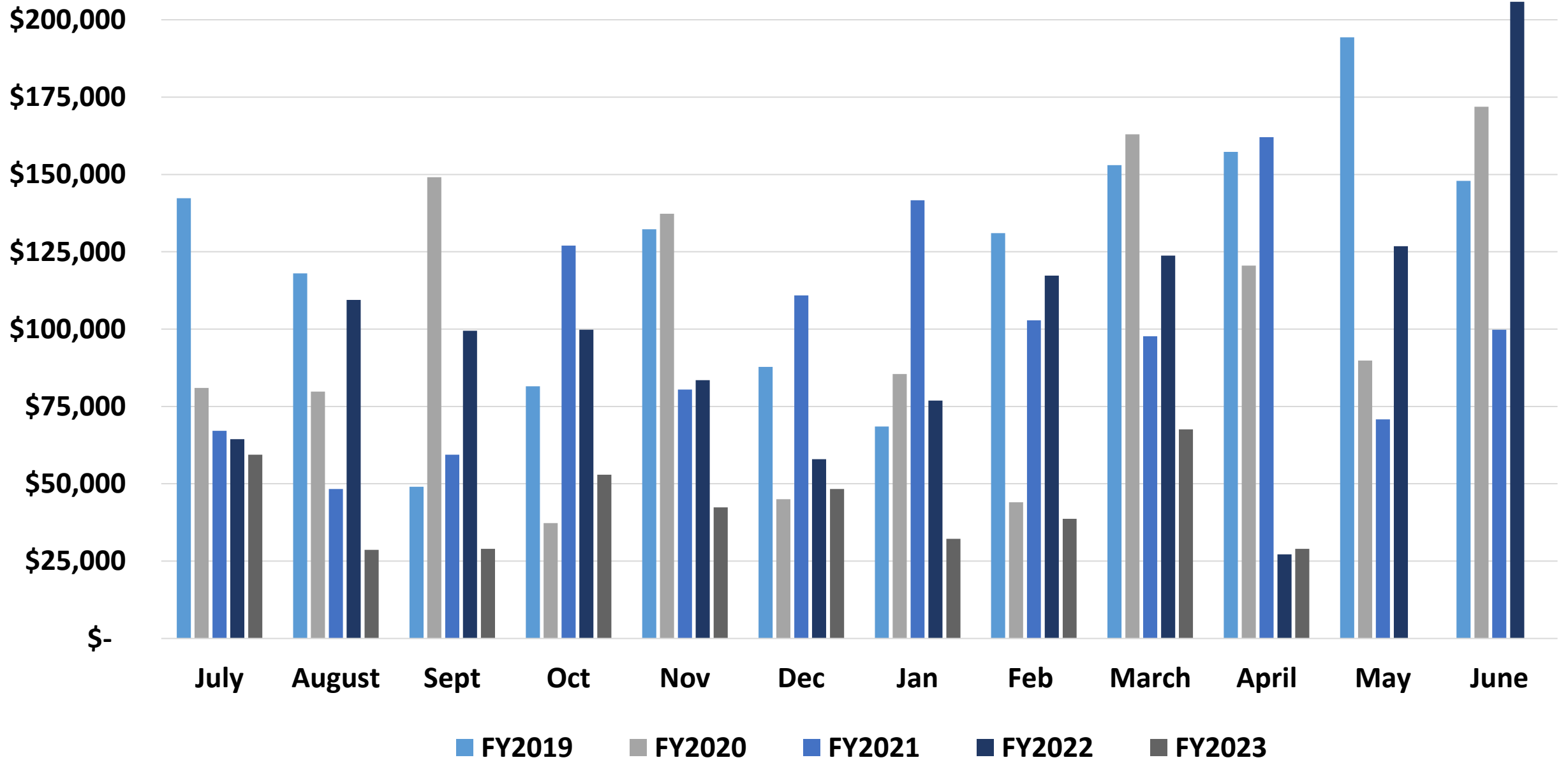
# Sewer Service Revenue



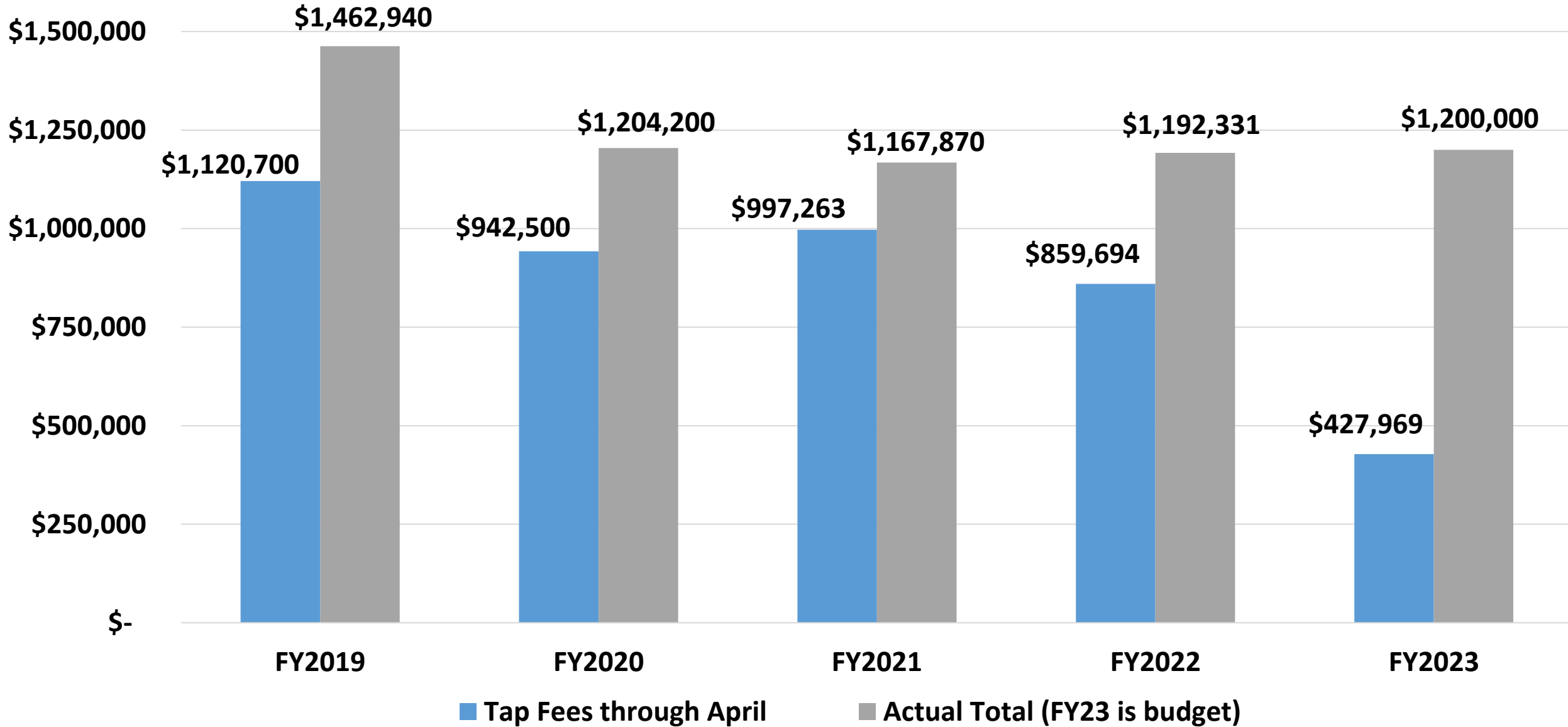
# Sewer Service Revenue through April



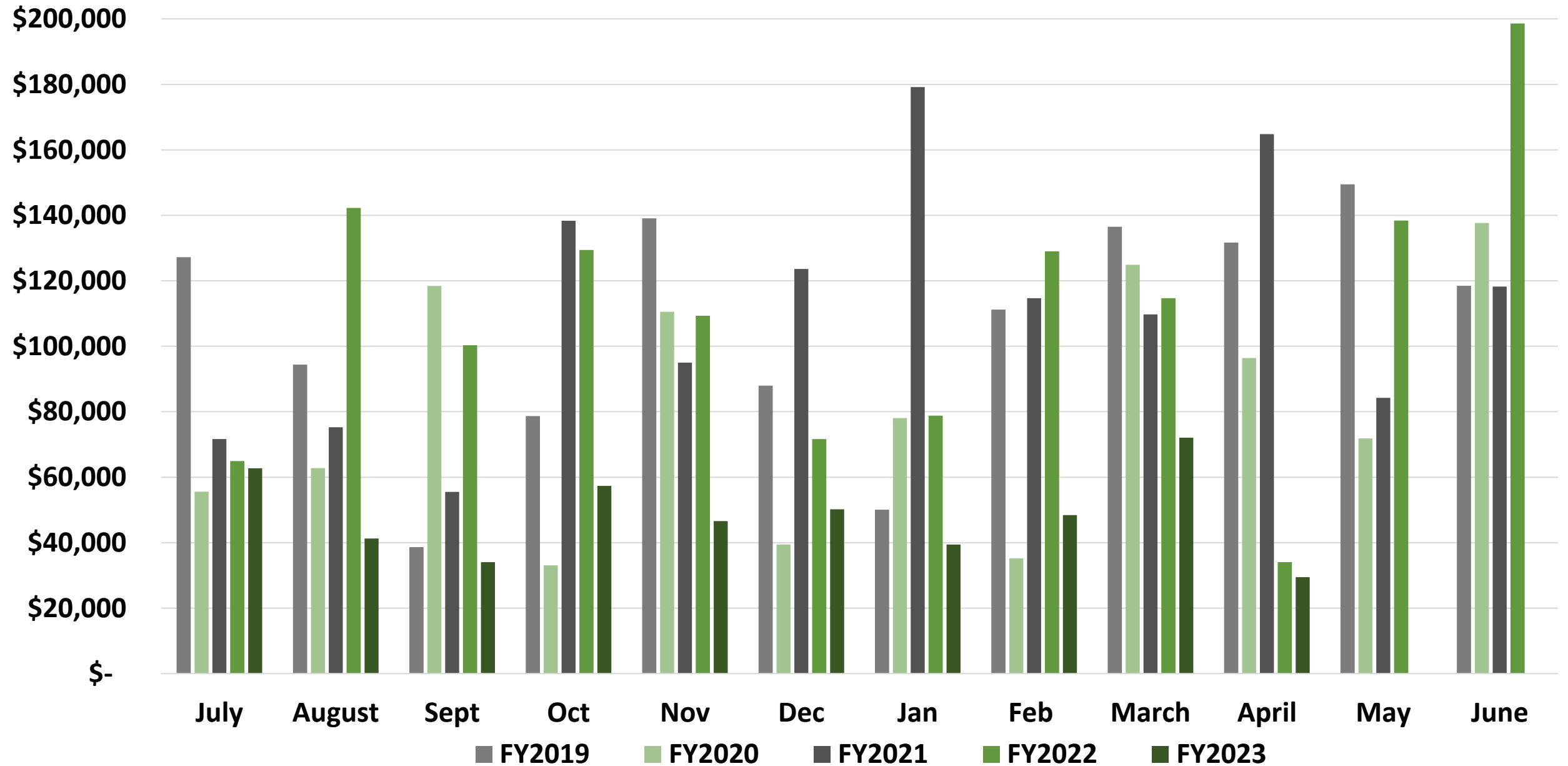
# Water Tap Fees



# Water Tap Fees through April

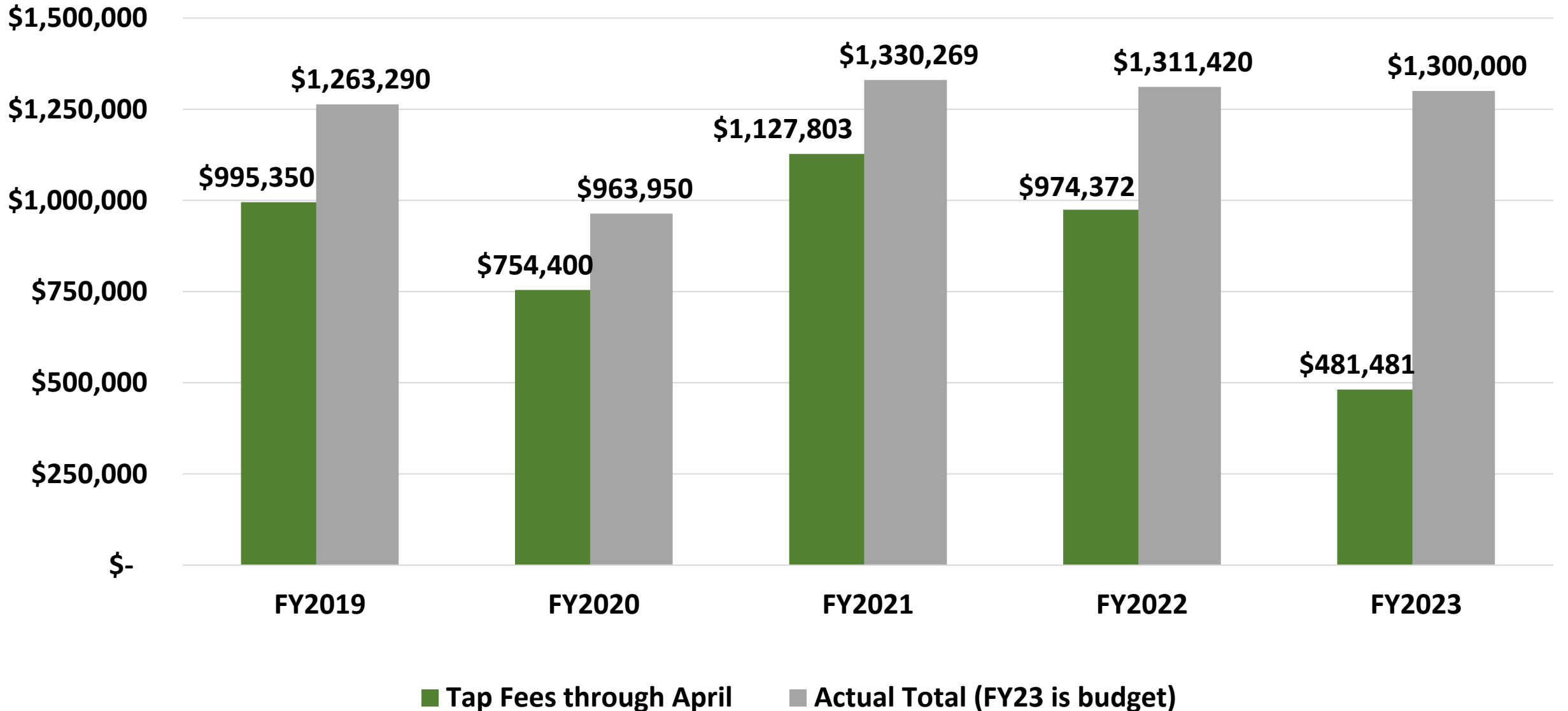


# Sewer Tap Fees

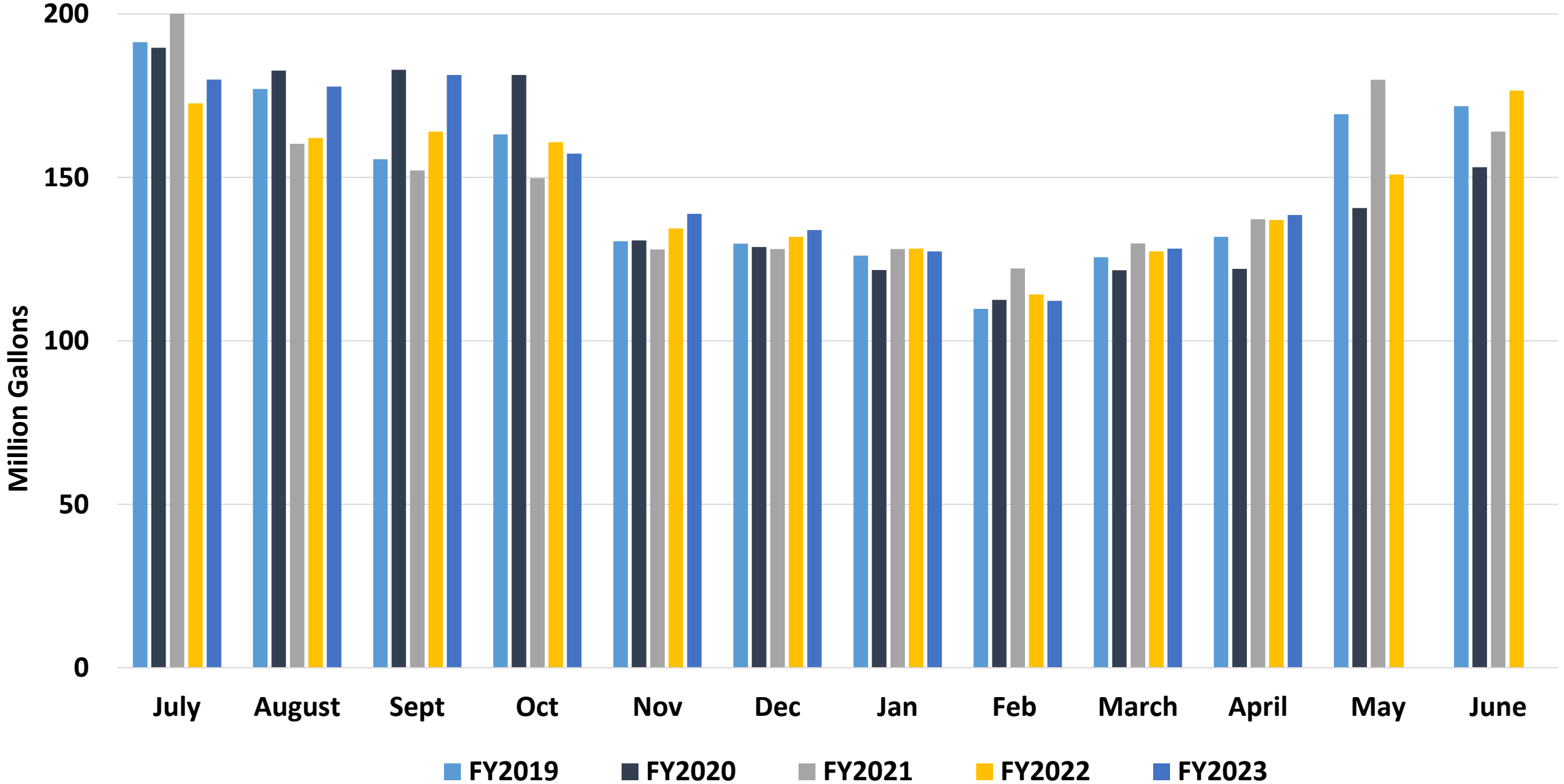




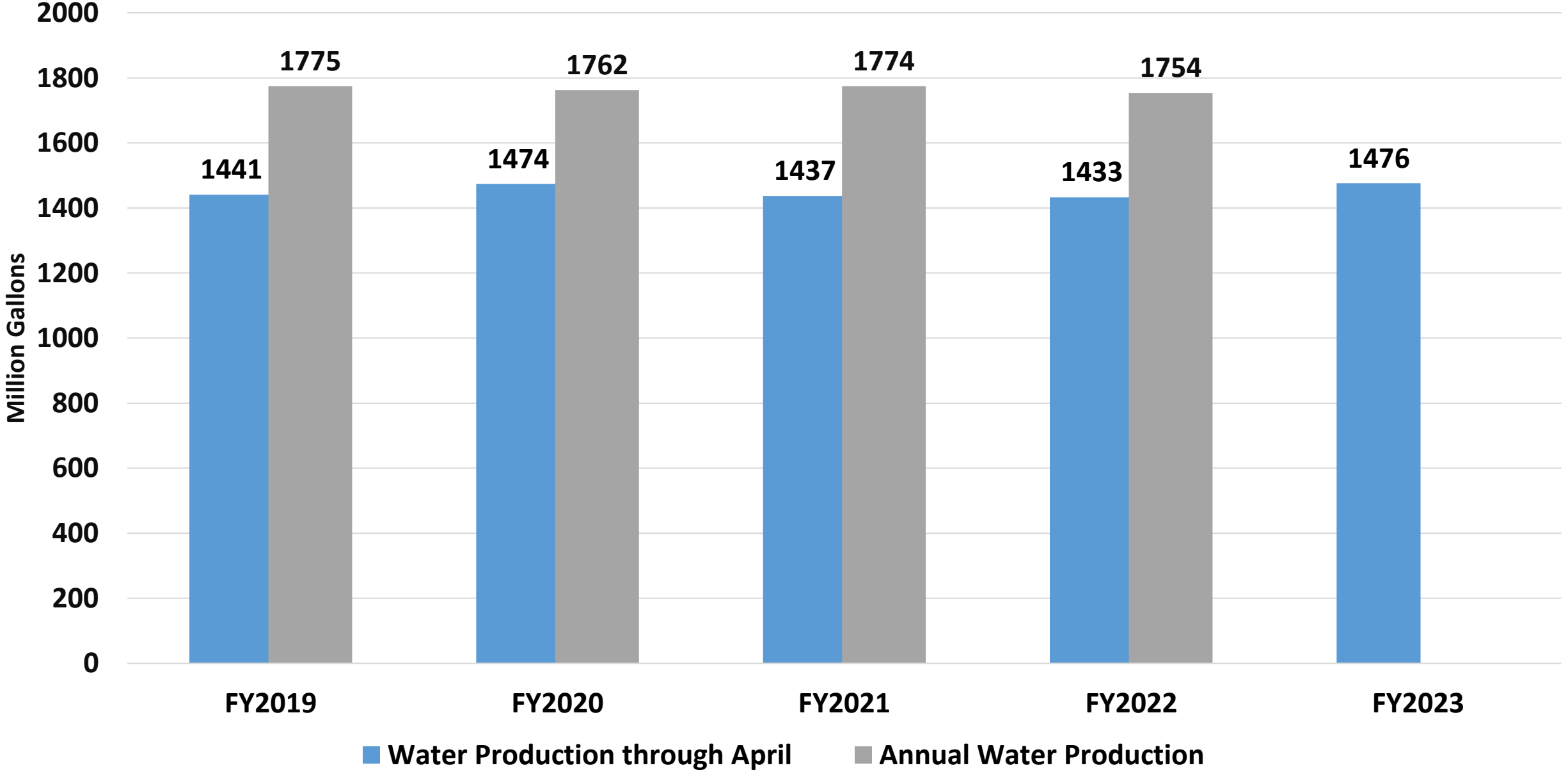
# Sewer Tap Fees through April



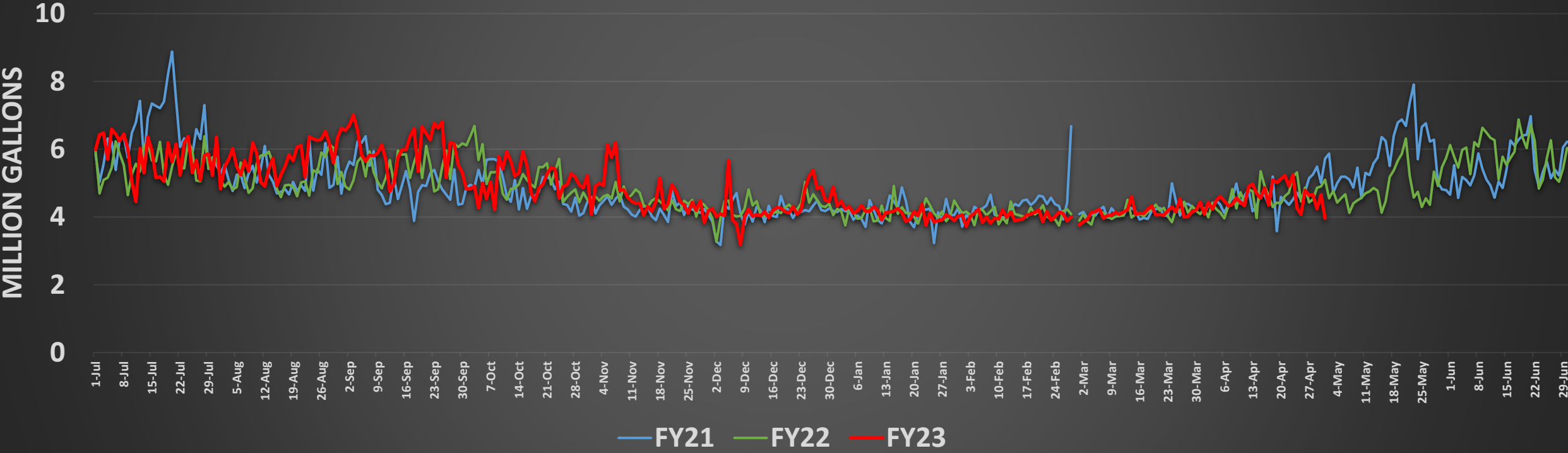
# Monthly Water Production



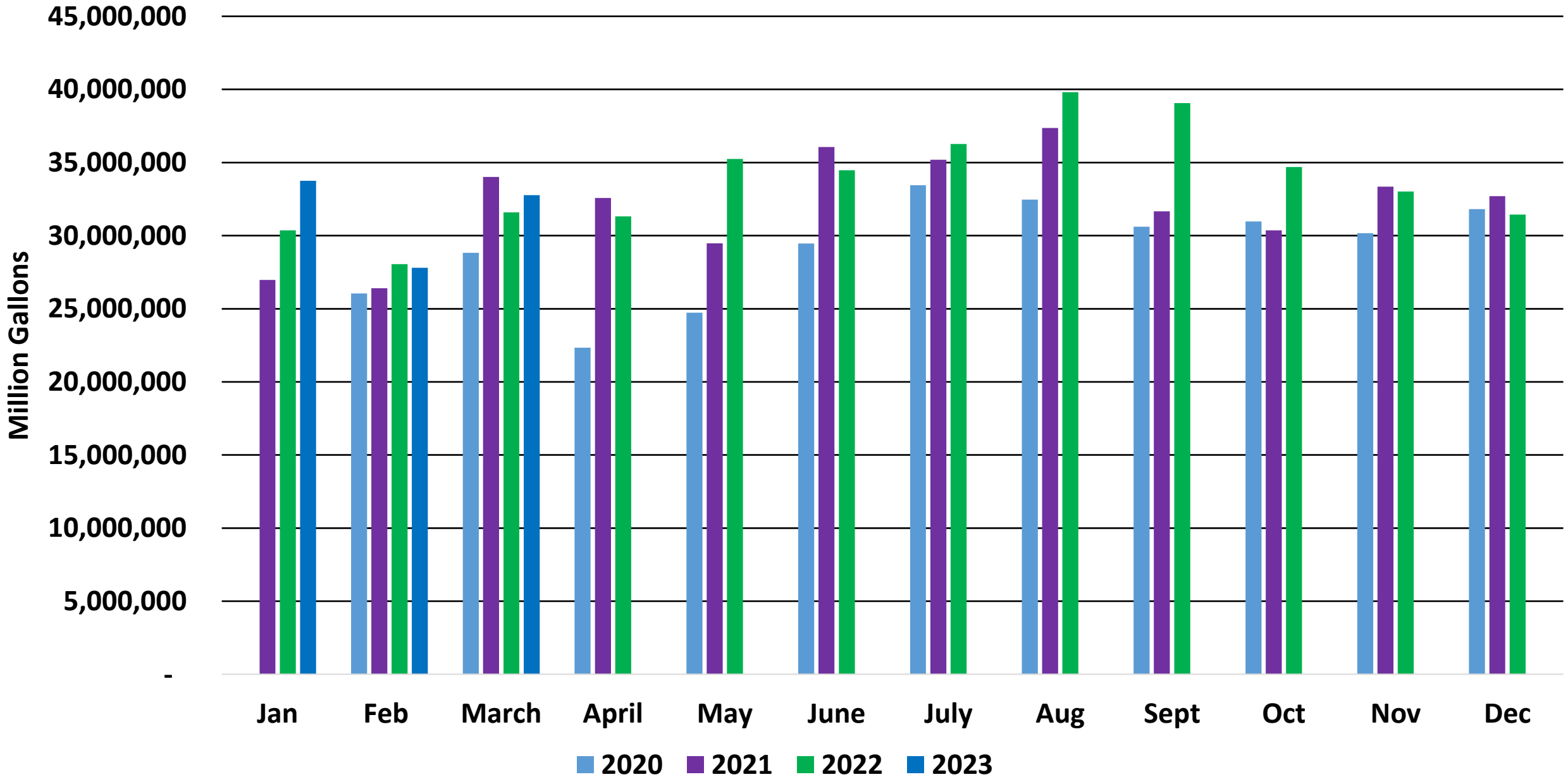
# Water Production through April



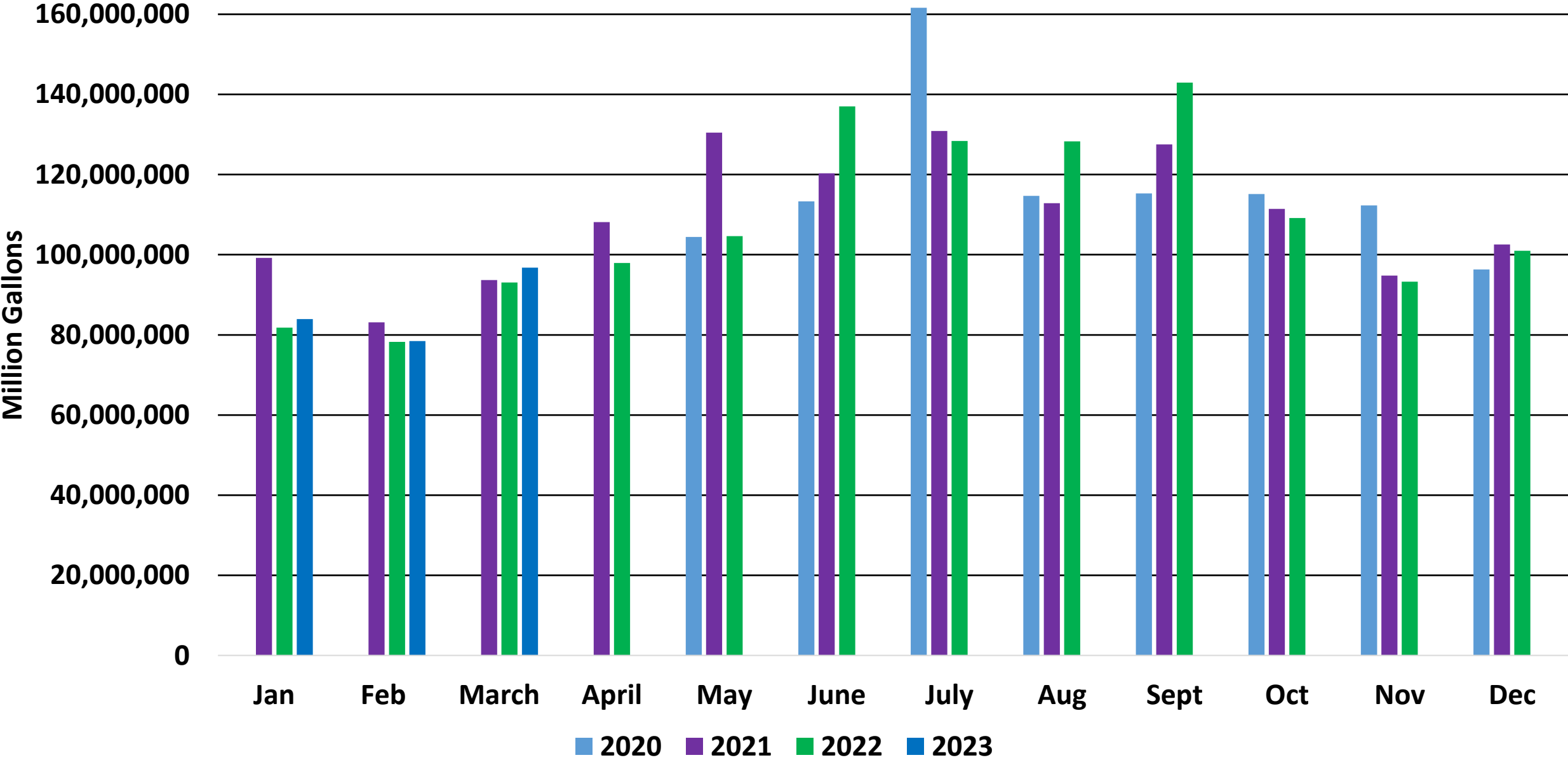
# Daily Water Production



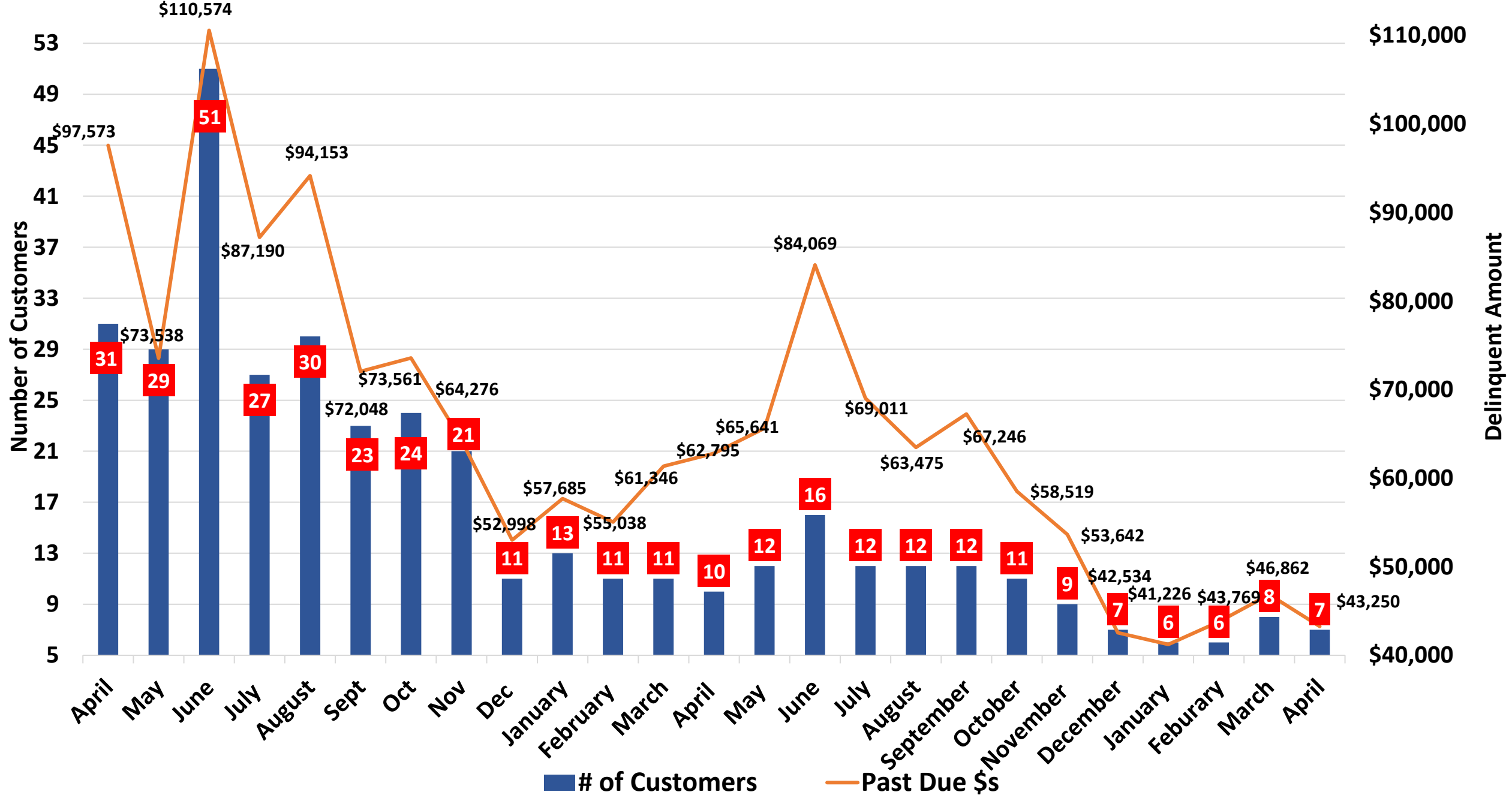
# Commercial Consumption



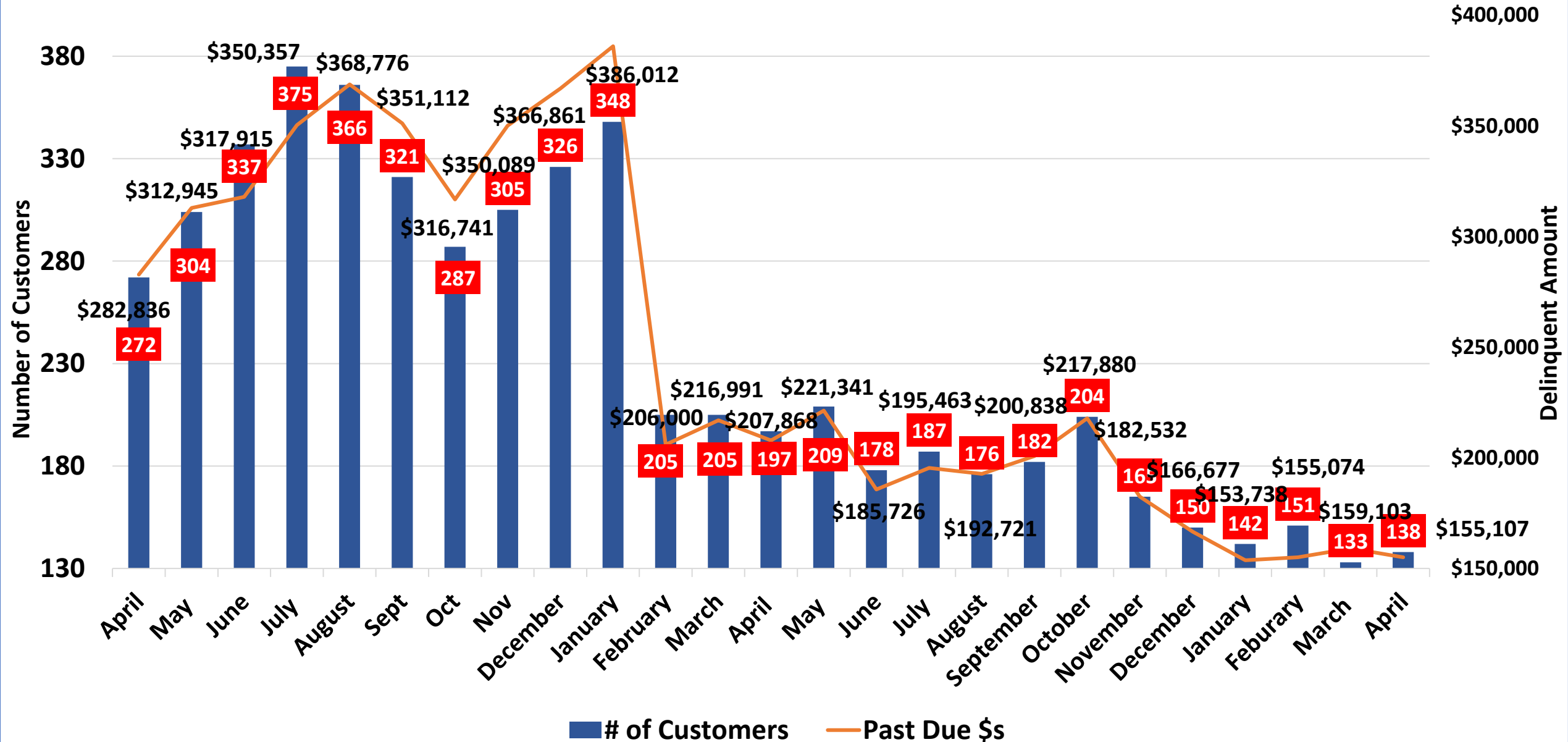
# Residential Consumption



# Delinquent Commercial Accounts Over \$500 and Over 90 Days

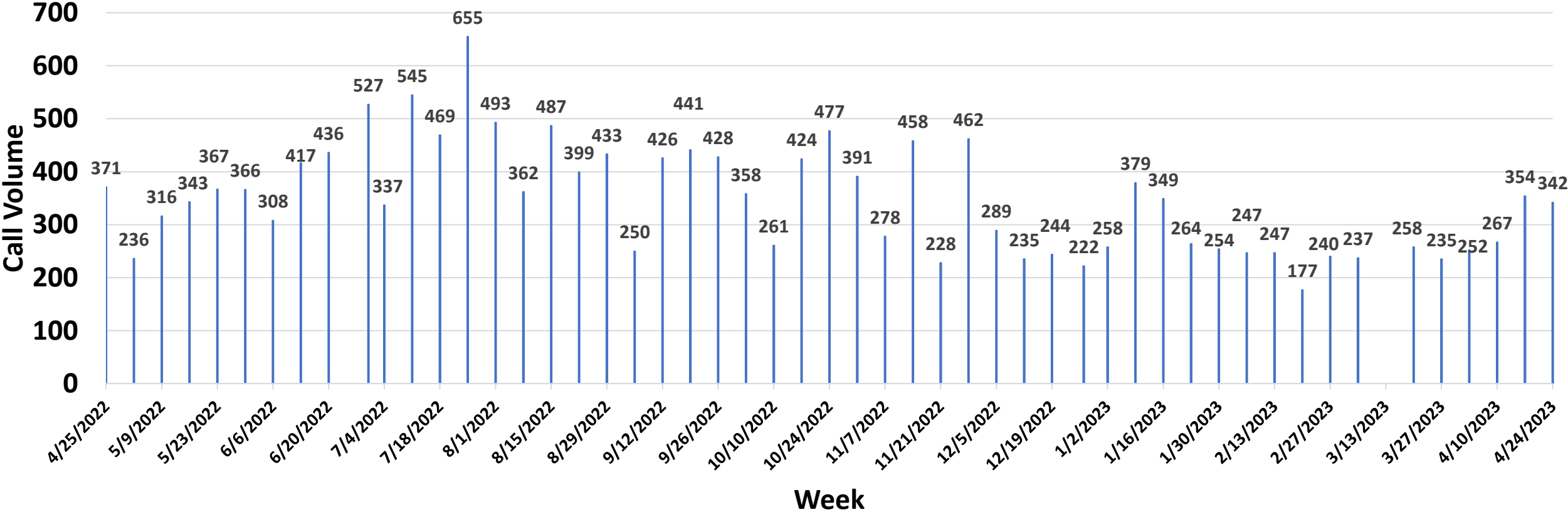


# Delinquent Residential Accounts Over \$300 and Over 90 Days





# Customer Service Call Volume



**ITEM SUMMARY**

DATE: 5/9/2023  
TO: The Board of Directors  
FROM: Teresa J. Saeed, Deputy Secretary  
SUBJECT: Adjourn until 5 pm on June 13, 2023 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	5/2/2023 - 3:48 PM