

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
July 11, 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)

1. Regulations Governing Utility Service Updates - Public Hearing and Adoption

G. BOARD CONSIDERATION(S)

1. Contract Award - \$776,300 - Lift Station 2-4 Electrical Equipment, Pump and Piping Replacement
2. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2023

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. July 2023 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 pm on September 12, 2023 for the Regular Meeting

ITEM SUMMARY

DATE: 7/11/2023
TO: The Board of Directors
FROM: Teresa Saeed, Deputy Secretary
SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	Minutes - June 13, 2023 Regular Meeting	Minutes
☐	Minutes - June 27, 2023 Continuation of Regular Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2023 - 8:21 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 13, 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

Ms. Sadler sought a motion to Amend the Agenda to add an Item under Board Considerations for a request to establish a permanent Full-Time Utility Locator position. A motion to Amend the Agenda 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

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

Ms. Sadler mentioned Mr. Powell had a correction to address regarding the minutes.

Mr. Powell noted the original set of minutes for the April 28, 2023, Board Retreat, had the wrong location; however, the error had been corrected.

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:

- April 28, 2023, Board Retreat
- May 9, 2023, Regular Meeting

2. Resolution to Allow the General Manager to Settle Certain Claims

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

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Contract Award - \$171,870 - Sewer Lift Station Wet Well Cleaning

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Powell addressed the Board noting 75 of James City Service Authority's (JCSA) sewer lift stations had wet wells that required annual cleaning. He stated an Invitation for Bids was publicly advertised and three bids were submitted. Mr. Powell advised East Coast Infrastructure, Inc. was determined to be the lowest responsive and responsible bidder and had successfully completed work for JCSA in the past. He noted staff recommended approval of the resolution included in the Board's Agenda Packet.

2. Setting a Public Hearing - Regulations Governing Utility Service Updates

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Powell addressed the Board noting the purpose of the resolution before the Board was to authorize the advertisement of a public hearing at the Board's July 11, 2023, Regular Meeting, regarding four changes to the regulations. He mentioned two of the proposed changes were discussed at the Board's April 28, 2023, Retreat. Mr. Powell spoke about the establishment of a sewer cap for single-family residential wastewater collection customers. He noted the sewer cap would eliminate the need for an irrigation submeter, adding customers would no longer need to read their submeter and submit their data. Mr. Powell further noted that if approved the effective date would be February 1, 2024, to coincide with the implementation of the SpryPoint Enterprise Software system. He discussed the proposed change regarding the fire protection line fee which would better align with JCSA's charges with neighboring jurisdictions and accounted for the system capacity investment required to provide water on demand to meet the fire protection needs of customers with designated fire protection connections. Mr. Powell elaborated further on that point and explained the calculations associated with the fire protection line fees. He spoke about disconnections and the implementation of the new billing system. Mr. Powell advised JCSA customers would receive their water and sewer collection bill directly from JCSA, replacing the current joint bill issued

by Hampton Road Utility Billing Services. Mr. Powell stated at that time JCSA would resume in-house delinquency notifications, service disconnections, and service restorations currently performed by Hampton Roads Sanitation District. He mentioned the proposed changes to the service restoration charge and addition of the delinquency notification and meter damage/accessibility related charges would cover the operational costs associated with this process change and would become effective February 1, 2024. Mr. Powell noted the remaining proposed change was to increase the hydrant meter rental deposit fees to better match the program's current equipment, labor, and administrative costs which would become effective July 12, 2023, if approved. He further noted staff recommended approval of the resolution.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. June 2023 Dashboard Report

Mr. Powell had no update.

J. ADJOURNMENT

1. Continuation of the meeting until 1 pm on June 27, 2023 for the General Manager's Evaluation

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 5:09 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
June 27, 2023
1:00 PM
Continuation of June 13, 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 called the James City Service Authority (JCSA) Board of Directors Regular Meeting to order. She noted the Board of Directors meeting would remain open and the Board of Supervisors Regular Meeting would be called to order by Mr. Hipple.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

None.

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 1:28 p.m., the Board of Directors entered a Closed Session.

At approximately 3:18 p.m., the Board of Directors re-entered Open Session.

A motion to Certify the Board only spoke about those matters indicated that it would speak about in Closed Session 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

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

Ms. Sadler sought a motion to Adopt the resolution for approval of the 5% wage increase for the JCSA General Manager.

A motion to Adopt the 5% wage increase resolution 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

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

None.

J. ADJOURNMENT

1. Adjourn until 5 pm on July 11, 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 3:21 p.m., Ms. Sadler adjourned the Board of Directors.

ITEM SUMMARY

DATE: 7/11/2023

TO: The Board of Directors

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

SUBJECT: Regulations Governing Utility Service Updates - Public Hearing and Adoption

The proposed changes to the James City Service Authority (JCSA) Regulations Governing Utility Service implement the sewer cap and dedicated fire protection line fee revision discussed at the April 28, 2023, Board Retreat, update fees associated with performing in-house delinquency notifications and service disconnections for implementation of the SpryPoint Enterprise Software customer billing system, and revise hydrant meter rental fees to reflect current costs.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Exhibit July 11 2023 Public Hearing Updates to Regulations	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/15/2023 - 10:06 AM
Publication Management	Daniel, Martha	Approved	6/15/2023 - 10:10 AM
Legal Review	Kinsman, Adam	Approved	6/26/2023 - 9:16 AM
Board Secretary	Saeed, Teresa	Approved	6/29/2023 - 8:22 AM
Board Secretary	Rinehimer, Bradley	Approved	6/29/2023 - 12:07 PM
Board Secretary	Saeed, Teresa	Approved	7/5/2023 - 8:04 AM

MEMORANDUM

DATE: July 11, 2023

TO: The Board of Directors

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

SUBJECT: Regulations Governing Utility Service Updates - Public Hearing and Adoption

The proposed changes to the James City Service Authority (JCSA) Regulations Governing Utility Service implement the sewer cap and dedicated fire protection line fee revision discussed at the April 28, 2023, Board Retreat, update fees associated with performing in-house delinquency notifications and service disconnections for implementation of the SpryPoint Enterprise Software customer billing system, and revise hydrant meter rental fees to reflect current costs.

The sewer cap will only apply to single-family residential wastewater collection customers. Wastewater collection usage will be capped at 8,000 gallons per monthly billing period. Usage above 8,000 gallons is assumed to be for irrigation and usage under 8,000 gallons is assumed to be for domestic use. The cap eliminates the need for an irrigation submeter, saving considerable staff time and simplifying the process for customers who will no longer need to read their submeter and submit their data. The effective date would be February 1, 2024, after the current irrigation season and coinciding with implementation of the SpryPoint Enterprise Software system.

When the new billing system is implemented, JCSA customers will receive their water and sewer collection bill directly from JCSA, replacing the current joint bill issued by Hampton Roads Utility Billing Services for JCSA water, JCSA sewer collection, and Hampton Roads Sanitation District (HRSD) sewer treatment. Since JCSA will have different payment deadlines and billing cycles from HRSD, JCSA will resume the in-house delinquency notifications, service disconnections, and service restorations currently performed by HRSD. The proposed changes to the service restoration charge and addition of the delinquency notification and meter damage/accessibility related charges will cover the operational costs associated with this process change and would be effective February 1, 2024.

If the software implementation is delayed, the February 1, 2024, effective date may be extended at the General Manager's discretion.

The dedicated fire protection line fee revision better aligns JCSA's charges with neighboring jurisdictions and accounts for the system capacity investment required to provide water on demand to meet the fire protection needs of customers with designated fire protection connections. The effective date would be July 12, 2023.

The remaining proposed change is an increase to the hydrant meter rental fees to better match the program's current equipment, labor, and administrative costs and would be effective July 12, 2023.

At its June 13, 2023, meeting, the Board approved setting a public hearing on July 11, 2023, for the proposed rate changes. The purpose of the public hearing is to invite public comment on the proposed rate changes as described in the attachments. Any public comments received can be incorporated in subsequent Board discussions on adoption of the proposed changes.

A resolution is attached adopting changes to the Regulations Governing Utility Service as presented in the attachments.

MDP/ap
PH-RegUtilServ-mem

Attachment

RESOLUTION

REGULATIONS GOVERNING UTILITY SERVICE UPDATES -

PUBLIC HEARING AND ADOPTION

WHEREAS, the Board of Directors of the James City Service Authority (the “Board”) conducted a public hearing on July 11, 2023, for proposed rate changes to the Regulations Governing Utility Service as presented in the attachments.

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 the Regulations Governing Utility Service as summarized in the attachments, which will become effective on the respective dates indicated in the attachments.

BE IT FURTHER RESOLVED that the attachments 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 11th day of July, 2023.

PH-RegUtilServ-res

voluntarily terminated. Upon termination, the Authority placard must be returned within 10 business days.

5. User will notify the Authority when the meter is no longer in use in the Authority's water system. Failure to provide notification may preclude future permit approvals.
6. User-furnished meters will only be used at the specific work site identified in the permit. User will not use meters at other work sites unless approved by the Authority.
7. Upon issuance of permit, user will present the meter device to a location designated by the Authority so that an official Authority placard may be placed on the device. This placard may only be removed by an Authority employee. Tampering/removal of the placard by user may result in fees, confiscation of device, and future loss of hydrant meter privileges.
8. Hydrant meters cannot be used in the Authority's independent water systems without written approval from the Authority.

b. Authority-furnished hydrant meters

1. User shall pay a deposit, fifty dollars (\$50) of which is non-refundable, and receive a written permit issued by the Authority prior to receiving a hydrant meter. Meters provided by the Authority will be issued on a first come, first serve basis. The device will have an official Authority placard attached to provide high visibility and proof of user authorization for use. This placard may only be removed by an Authority employee. Tampering/removal of the placard by user may result in confiscation of device, and possible future loss of hydrant meter privileges. Deposit fees are as follows:

3-inch hydrant meter -	\$2,125 \$1,700
5/8 x 3/4 inch hydrant meter -	\$950 \$750

(\$50 of deposit is non-refundable)

2. Permit shall be good for 30 days. If user needs the meter more than 30 days, user shall have the permit renewed in 30-day increments for a maximum of 90 days total. Customers requiring a meter longer than 90 days will be encouraged to purchase their own meter. Customers will not be able to rent another meter until 30 days has elapsed since any prior meter rental. In the event that the meter is not functioning properly, it shall be returned to the Authority for exchange immediately or customer will be assessed a minimum daily charge of 300 gallons per day. Permits will not be renewed beyond 90 days of the original permit date. Any meter retained past the due date may incur a late fee of \$20 a day, which will be deducted from the deposit.

Revised July 12, 2023 ~~July 1, 2022~~

- (2) Volumetric Charge – The wastewater service charge shall be based upon a volumetric consumption (of water) charged as follows:

<u>Volume</u>	<u>Collection</u>
Per 1,000 gallons of water consumed	\$3.11
Per 100 cubic feet of water consumed	\$2.33

Wastewater volumetric charges may be reduced by a sub-metered reading if an irrigation sub-meter is registered with the Authority. Sub-meter reading adjustments will only be allowed up to the consumption in the current billing period and must be submitted by the required due date.

All single family residential wastewater collection bills dated February 1, 2024 and later shall be capped at a maximum consumption of 8,000 gallons per monthly billing period and shall not be subject to reduction by a sub-metered reading. The February 1, 2024 effective date may be extended at the General Manager’s discretion.

- (b) Unmetered water source.

Where no meter exists or where meter readings are not made available by the water supplier to the Authority, then the following estimated charges shall be assessed:

<u>Activity, use</u>	<u>Unit</u>	<u>Collection-Monthly</u>
Single-family residences	Each	\$ 14.00
Single-family mobile homes	Each	\$ 14.00
Mobile homes in parks	Each lot	\$ 12.42
Duplex, apartments and townhouses	Each	\$ 12.42
Manufacturing	1,000 square feet	\$ 3.70
Minimum		\$ 18.62
Warehouses	1,000 square feet	\$ 2.48
Minimum		\$ 15.50
Restaurants	Seat	\$ 1.65
Minimum		\$ 18.62
Commercial	1,000 square feet	\$ 6.18
Minimum		\$ 18.62
Churches	Each	\$ 13.55

Commercial condensate discharged to the sanitary sewer system, when approved by HRSD and the Authority, shall be billed at the current wastewater collection volumetric rate. The bill shall be based on an estimated condensate volume prepared in accordance with HRSD’s criteria and shall be agreed upon by HRSD and the Authority.

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

B. Water charges.

1. System facilities charge. A system facilities charge for water service to be furnished through each new separate service connection which is to be made to the Authority’s water system shall be paid by each applicant for service prior to the installation of the water service connection, as follows:

Meter Size	Water System Facilities Fee	Designated Fire Protection Connection Size	Designated Fire Protection Connection Fee
5/8”	\$3,219	5/8”	\$ 837
3/4”	\$4,829	3/4”	\$ 1,256
1”	\$8,048	1”	\$ 2,092
1 ½”	\$16,095	1 ½”	\$ 4,185
2”	\$25,752	2”	\$ 6,696
3”	\$56,333	3”	\$ 14,647
4”	\$96,570	4”	\$ 25,108
6”	\$217,283	6”	\$ 56,494
8”	\$257,520	8”	\$ 66,955
10”	\$370,185	10”	\$ 96,248

- (a) The system facilities charge for compound meters shall be based on the largest meter size.
- (b) The system facilities charge for a designated fire protection connection **as shown above** shall be based on the connection size rather than the meter size.
- (c) A meter installation charge of \$50, plus the meter cost if the meter is provided by the Authority, shall be paid by each applicant for each new service connection and meter installation prior to the connection being made.
- (d) Additional system facility charges shall apply for additions to existing structures requiring an increase in meter size. The additional charge shall consist of the incremental increase from the original meter size to the new meter size. No credit shall be granted for a decrease in meter size.
- (e) System Facilities Charge Exemption. Any lots created after August 10, 2004, which are to be served by an Independent Water System, shall be exempt from the Water System Facilities Charge.

The purpose of the system facilities charge is to defray in part the cost of providing major supply, transmission main, booster pumping, distribution storage tanks, and

1. Account charge. An account charge of \$20.00 shall be paid by each applicant for a new account or for a transfer of account, for water and/or wastewater service.

The purpose of this charge is to defray the cost incurred in clerical and bookkeeping activities, the turning on of services, and meter reading required for each new account or transfer of account.

2. Transaction charge for late payment. A transaction charge for late payment of 1.5% will be assessed on the balance due once the bill is delinquent and then every 30 days thereafter. The late charge will be added to a bill in the event the bill is not paid within twenty-one (21) days following the date thereof.

The purpose of this charge is to defray the cost associated with the rebilling of accounts not paid on a prompt basis.

3. Interest charge for late payments with a lien. An interest charge for late payment of 8 percent simple interest on the principal (delinquent amount) due, shall be added to any account when a lien has been placed upon real estate. Such lien on any real estate may be discharged by the payment to the Authority of the total lien amount, penalty, and the interest which has accrued to the date of the payment.

4. Restoration of service charge. Where service has been terminated due to nonpayment of any bill, a restoration of service charge of \$30.00 shall be paid. **On February 1, 2024 the restoration of service charge shall increase to \$50.00 during regular Authority operating hours or \$100 outside regular Authority operating hours. The February 1, 2024 effective date may be extended at the General Manager's discretion.**

The purpose of this charge is to defray the expenses of terminating and restoring service, including clerical and bookkeeping activities.

5. Meter test fee. A test of a water meter shall be done at the request of a water customer upon payment of a meter test fee. The meter test fee shall be determined by meter size, as follows:

<u>Meter size</u>	<u>Meter test fee</u>
5/8" to 1"	\$75
Greater than 1"	\$100

When the meter is found to have registered three percent or greater increase between the meter reading and calibrated testing device, the customer shall receive a refund of the overcharge as a credit against future charges for the period that the meter was in use, but not to exceed six months. In addition, the fee remitted with the application for test shall be refunded in full.

No refund of the fee shall be made when the meter registration is less than three percent between the meter reading and calibrated testing device.

6. Temporary service charge. An applicant for temporary service shall pay, upon application, for the estimated costs of installing, replacing, and removing the infrastructure which is required to furnish such services plus an allowance of 33 percent

The purpose of the above fees are to defray in part the cost of providing major supply, transmission main, booster pumping, and distribution storage facilities required to meet irrigation demands.

N. Required deposit. At the discretion of the Authority deposits may be required in the following circumstances.

1. The applicant is a tenant and the owner does not execute an application for service and contract.
2. The applicant has previously had service terminated for nonpayment or had been assessed a transaction charge for late payment three times during the last 24-months of prior service.
3. The applicant currently has a utility bill that is past due.
4. The applicant desires temporary service for any purpose other than at a construction site.
5. Service is terminated and the customer requests that the service be reinstated.

If the Authority holds a deposit of a customer who has service terminated as a result of nonpayment, the deposit will not be applied to the outstanding balance if the customer desires service to be reinstated. In addition, a second deposit will be required before service is reinstated under the provisions of these Regulations. The Authority will hold no more than two deposits at any given time for the same customer account.

O. Returned payment charge. A charge of thirty dollars (\$30.00) plus any applicable bank or other charges incurred by the Authority as a result of the returned payment shall be assessed for any payment of a utility bill that is returned for insufficient or uncollected funds, or drawn on a closed or nonexistent account. If such payment was presented in order to avoid termination of service for nonpayment of a utility bill, or to have service restored after such termination, utility service shall be terminated and this charge, as well as all others due and payable, shall be submitted in cash, cashier's check, certified check, or money order before utility service is restored.

P. Disconnection & Delinquency Notification Fees. Effective February 1, 2024, the following fees shall apply. The February 1, 2024 effective date may be extended at the General Manager's discretion.

1. A \$15 fee shall be billed when the Authority provides onsite notification of impending disconnection or disconnects the customer's meter due to delinquent charges.
2. Meter locking or meter removal required to enforce disconnection shall incur a \$50 fee. Deliberately blocking access to the meter shall incur a \$50 fee.
3. Removal of or damage to the meter lock placed for disconnection shall incur a \$100 fee. Damage to the meter or antenna shall incur a \$250 fee plus the cost of the replacement parts.

ITEM SUMMARY

DATE: 7/11/2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$776,300 - Lift Station 2-4 Electrical Equipment, Pump and Piping Replacement

Lift Station 2-4, located at 75 Jan Rae Circle, serves the Windy Hills Mobile Home Park, the Virginia Peninsula Regional Jail, and the Merrimac Juvenile Detention Center, and has the third highest wastewater flows in the James City Service Authority’s (JCSA) wastewater collection system of 77 lift stations. The station’s electrical system and pumps are at the end of their service lives and require replacement to maintain service levels, mechanical efficiency, and safety.

An Invitation for Bids was publicly advertised for replacement of all interior electrical equipment, pumps, and associated suction and discharge piping.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/14/2023 - 1:53 PM
Publication Management	Pobiak, Amanda	Approved	6/14/2023 - 2:35 PM
Legal Review	Kinsman, Adam	Approved	6/15/2023 - 10:17 AM
Board Secretary	Saeed, Teresa	Approved	6/16/2023 - 12:00 PM
Board Secretary	Rinehimer, Bradley	Approved	6/20/2023 - 7:19 AM
Board Secretary	Saeed, Teresa	Approved	6/20/2023 - 3:00 PM

MEMORANDUM

DATE: July 11, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$776,300 - Lift Station 2-4 Electrical Equipment, Pump and Piping Replacement

Lift Station 2-4, located at 75 Jan Rae Circle, serves the Windy Hills Mobile Home Park, the Virginia Peninsula Regional Jail, and the Merrimac Juvenile Detention Center, and has the third highest wastewater flows in the James City Service Authority's (JCSA) wastewater collection system of 77 lift stations. The station's electrical system and pumps are at the end of their service lives and require replacement to maintain service levels, mechanical efficiency, and safety.

An Invitation for Bids was publicly advertised for replacement of all interior electrical equipment, pumps, and associated suction and discharge piping. Two bids were submitted and two were considered eligible for award as listed below.

<u>Firm</u>	<u>Amount</u>
Waco, Inc.	\$ 776,300
Shaw Construction, Inc.	\$1,081,000

Waco, Inc. was determined to be the lowest responsive and responsible bidder and has successfully completed work for the JCSA in the past.

Staff recommends approval of the attached resolution awarding the \$776,300 contract for Sewer Lift Station 2-4 Electrical Equipment, Pump and Piping Replacement to Waco, Inc.

MDP/ap
CA-LftSt2-4-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$776,300 - LIFT STATION 2-4 ELECTRICAL EQUIPMENT,

PUMP AND PIPING REPLACEMENT

WHEREAS, an Invitation for Bids for Lift Station 2-4 Electrical Equipment, Pump and Piping Replacement was publicly advertised and two bids were received and considered for award; and

WHEREAS, Waco, 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 Lift Station 2-4 Electrical Equipment, Pump and Piping Replacement to Waco, Inc. in the amount of \$776,300.

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 July, 2023.

CA-LftSt2-4-res

ITEM SUMMARY

DATE: 7/11/2023

TO: The Board of Directors

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

SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2023

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year (FY) 2023.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	6/15/2023 - 9:40 AM
Publication Management	Daniel, Martha	Approved	6/15/2023 - 9:44 AM
Legal Review	Kinsman, Adam	Approved	6/15/2023 - 10:17 AM
Board Secretary	Saeed, Teresa	Approved	6/16/2023 - 12:00 PM
Board Secretary	Rinehimer, Bradley	Approved	6/20/2023 - 7:19 AM
Board Secretary	Saeed, Teresa	Approved	6/20/2023 - 3:00 PM

MEMORANDUM

DATE: July 11, 2023
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Formal Acceptance of Water and Sewer Systems - Fiscal Year 2023

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during Fiscal Year (FY) 2023. The resolution lists the value of the infrastructure at the time of completion. The total value of \$4,068,010 will be included in the net capital asset calculations for JCSA's FY 2023 Annual Comprehensive Financial Report pending the Board of Directors' acceptance of the systems. JCSA had net capital assets totaling \$154,481,909 in the FY 2022 Annual Report.

Staff recommends adoption of the attached resolution accepting the dedication of the infrastructure.

MDP/md
FY23JCSAInfrastr-mem

Attachment

RESOLUTION

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS - FISCAL YEAR 2023

WHEREAS, certain water and sewer infrastructure has been constructed by developers and dedicated to the James City Service Authority (JCSA); and

WHEREAS, this water and sewer infrastructure has been constructed in accordance with technical requirements of JCSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby formally accepts the dedication of the water and sewer systems listed below, as of June 30, 2023:

Water Dedications

<i><u>Development</u></i>	<i><u>Value</u></i>
Colonial Heritage - Phase 3, Section 2A	\$555,650
Colonial Heritage - Phase 3, Section 2B	330,900
Colonial Heritage - Phase 3, Section 2C	188,700
King of Glory Church	108,150
New Town - Section 7C	269,225
Stonehouse Tract 3 - Parcel A	<u>364,575</u>
Total:	<u>\$1,817,200</u>

Sewer Dedications

<i><u>Development</u></i>	<i><u>Value</u></i>
Colonial Heritage - Phase 3, Section 2A	\$718,875
Colonial Heritage - Phase 3, Section 2B	431,275
Colonial Heritage - Phase 3, Section 2C	290,375
New Town - Section 7C	318,060
Stonehouse Tract 3 - Parcel A	<u>492,225</u>
Total:	<u>\$2,250,810</u>

Water and Sewer Total: \$4,068,010

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 July, 2023.

ITEM SUMMARY

DATE: 7/11/2023
TO: The Board of Directors
FROM: M. Douglas Powell, JCSA General Manager
SUBJECT: July 2023 Dashboard Report

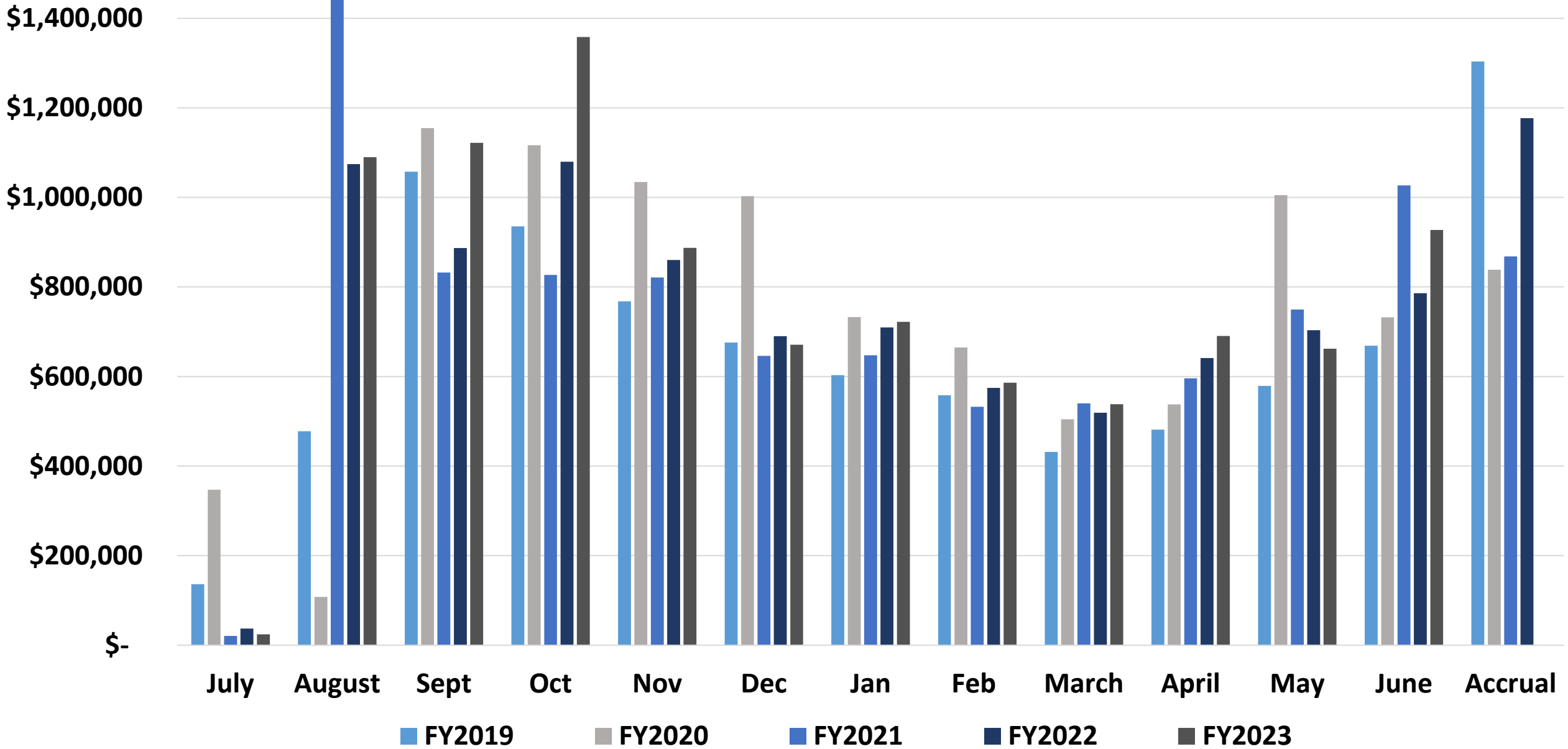
ATTACHMENTS:

	Description	Type
📎	July 2023 Dashboard Report	Exhibit

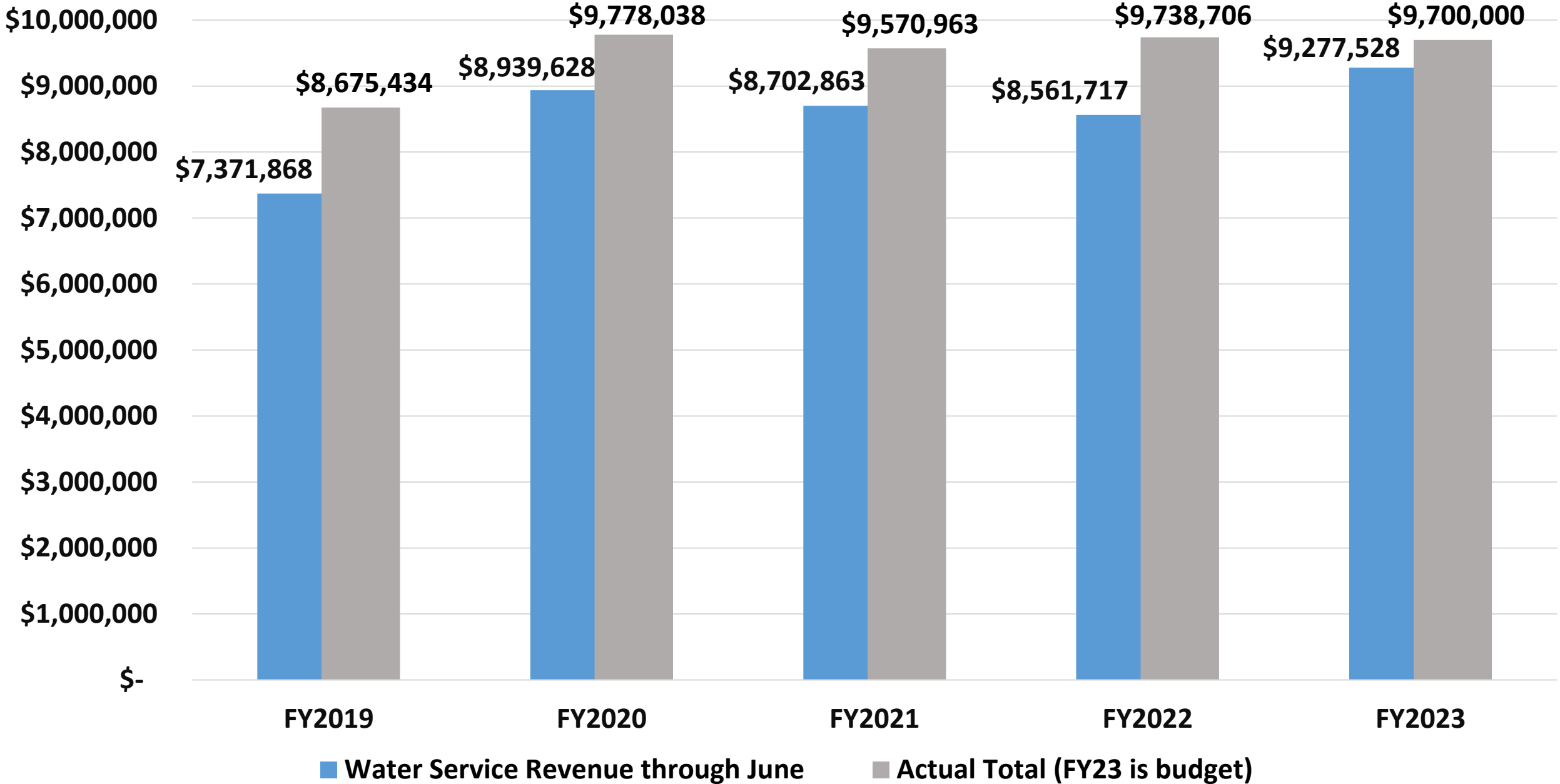
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/7/2023 - 1:18 PM

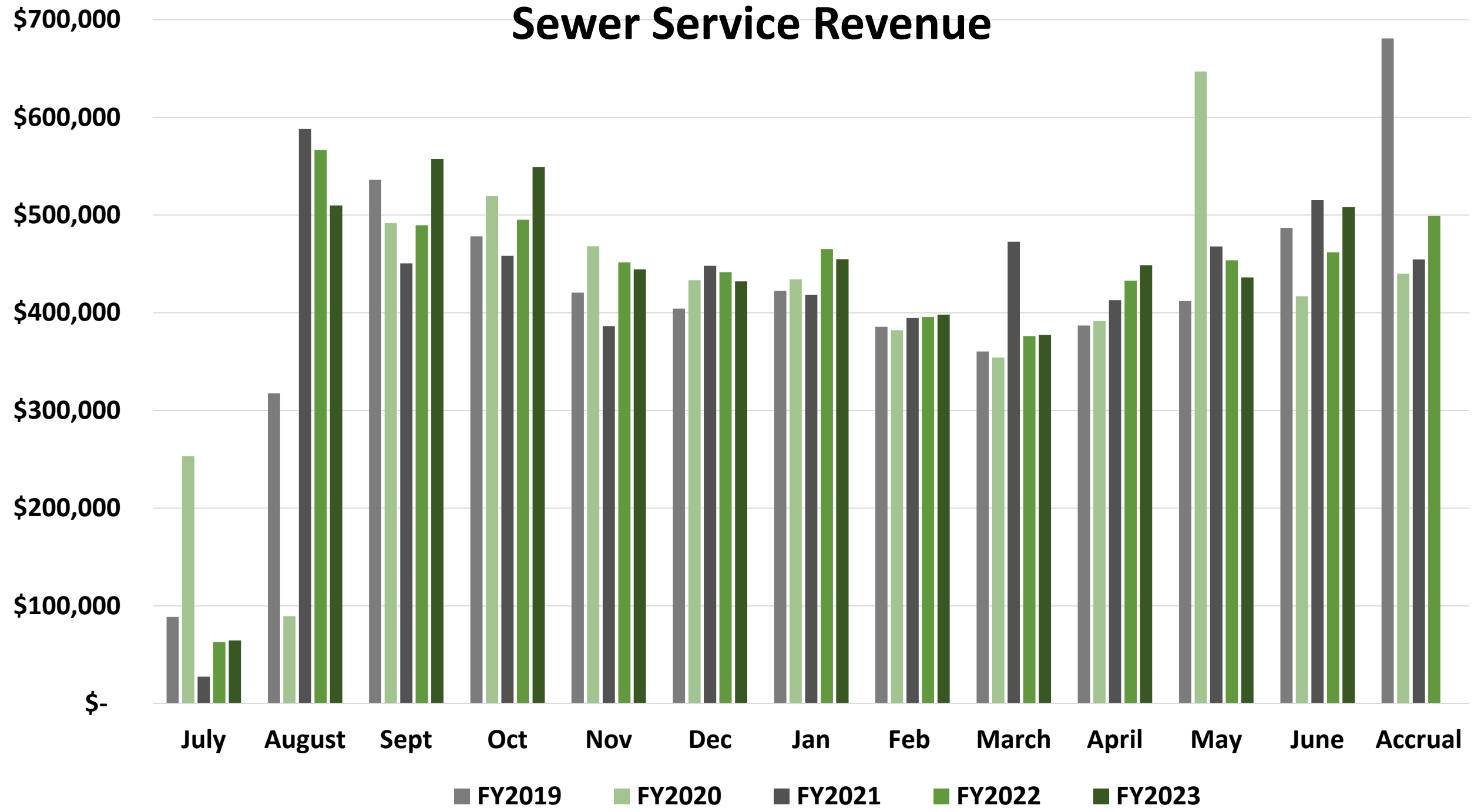
Water Service Revenue



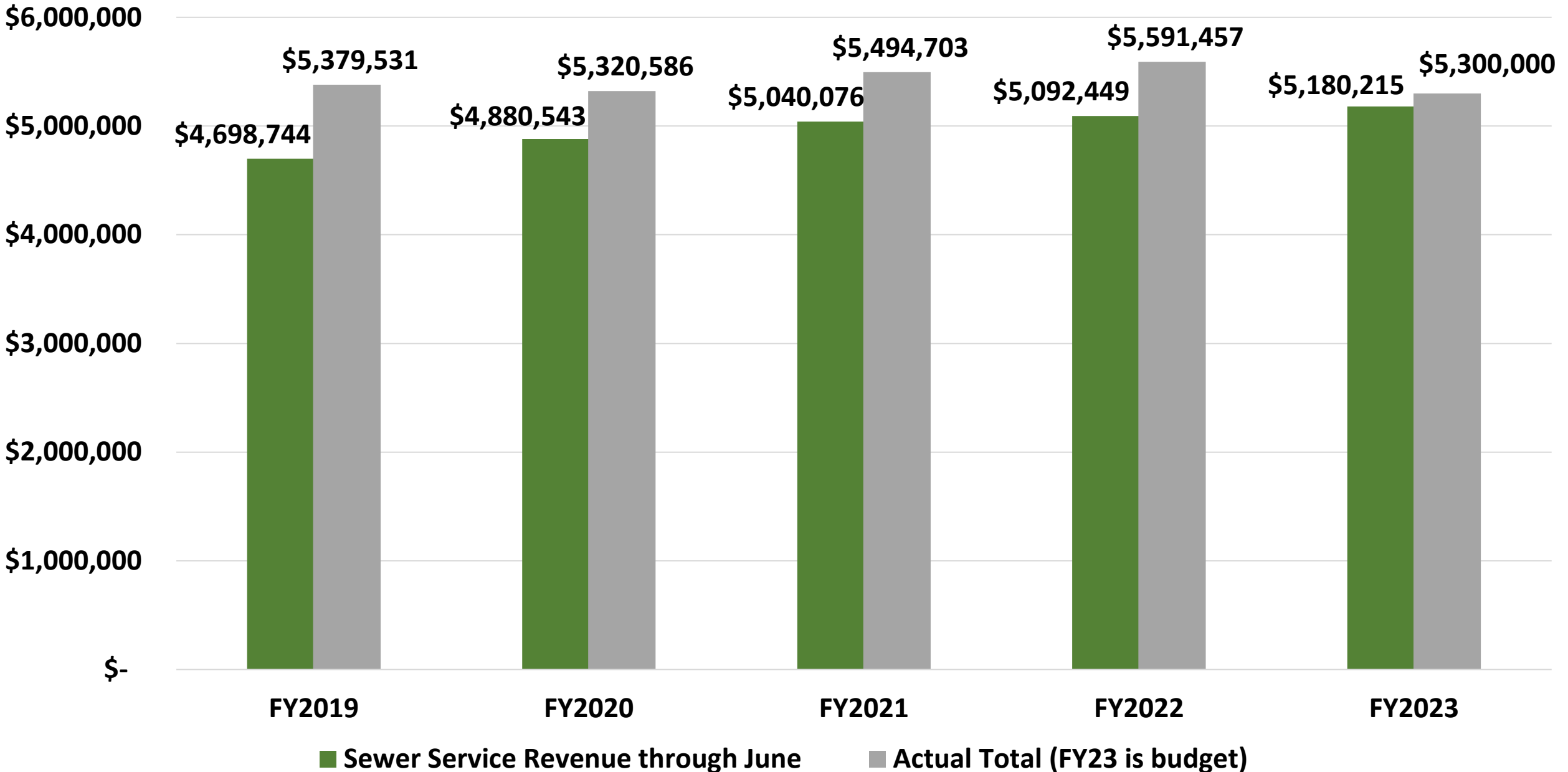
Water Service Revenue through June



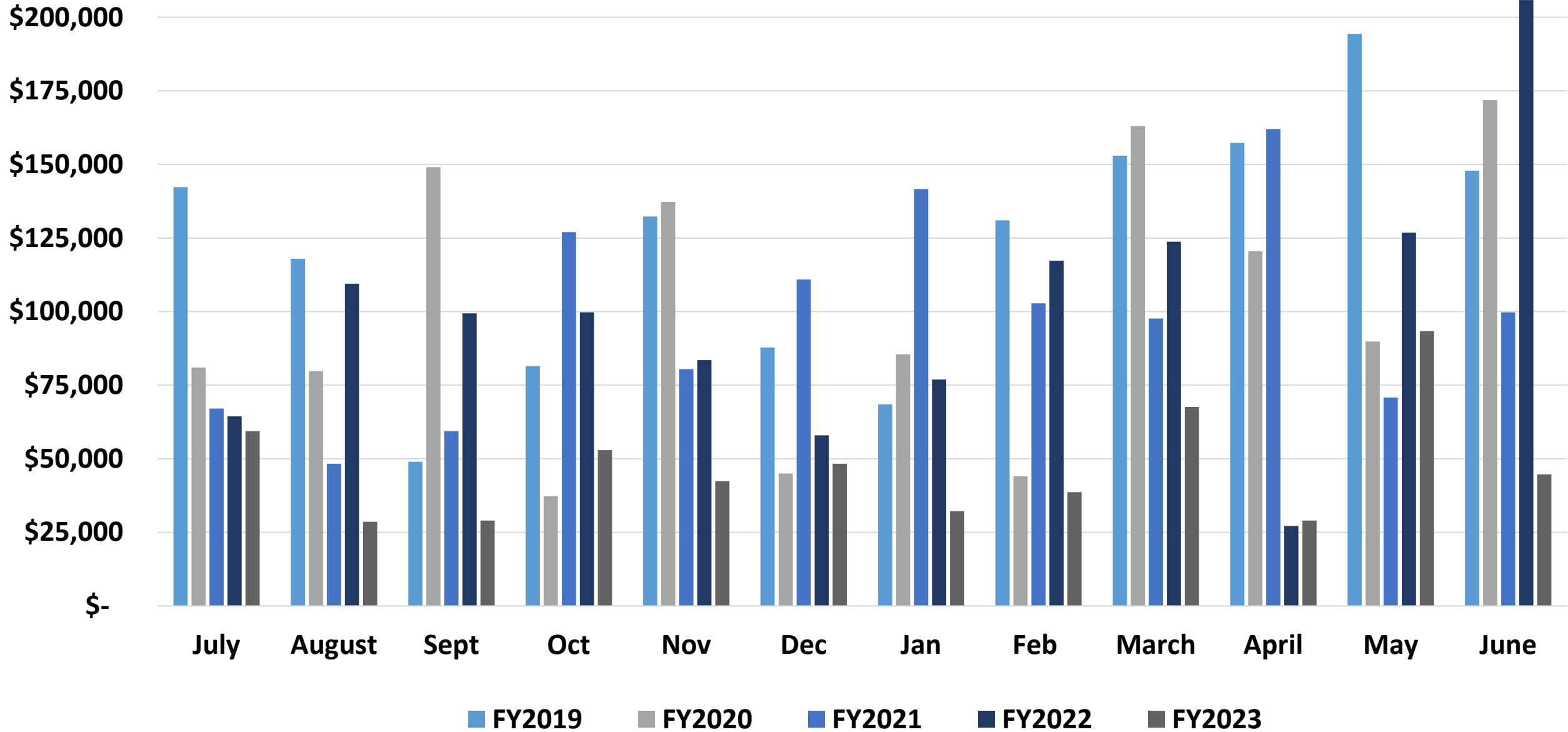
Sewer Service Revenue



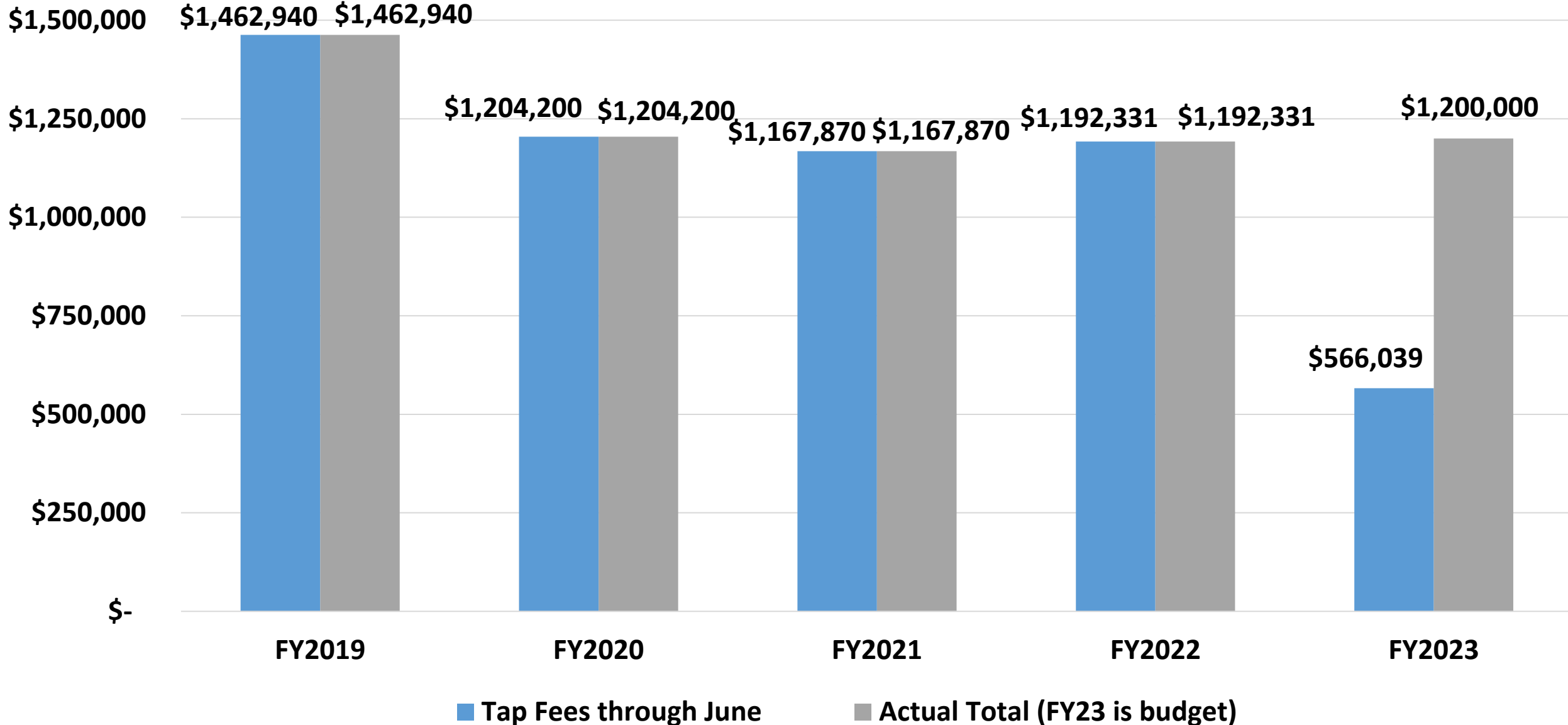
Sewer Service Revenue through June



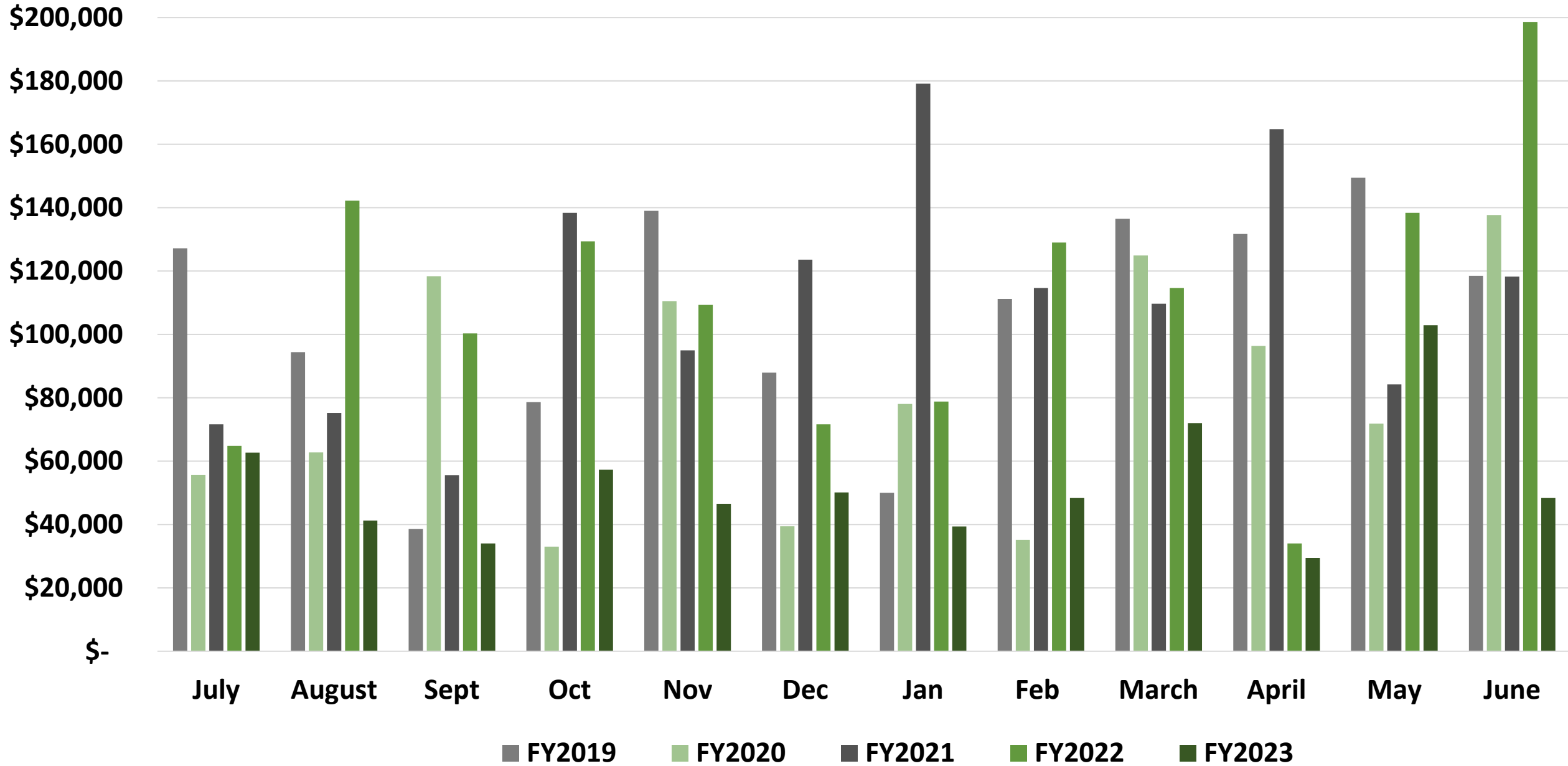
Water Tap Fees



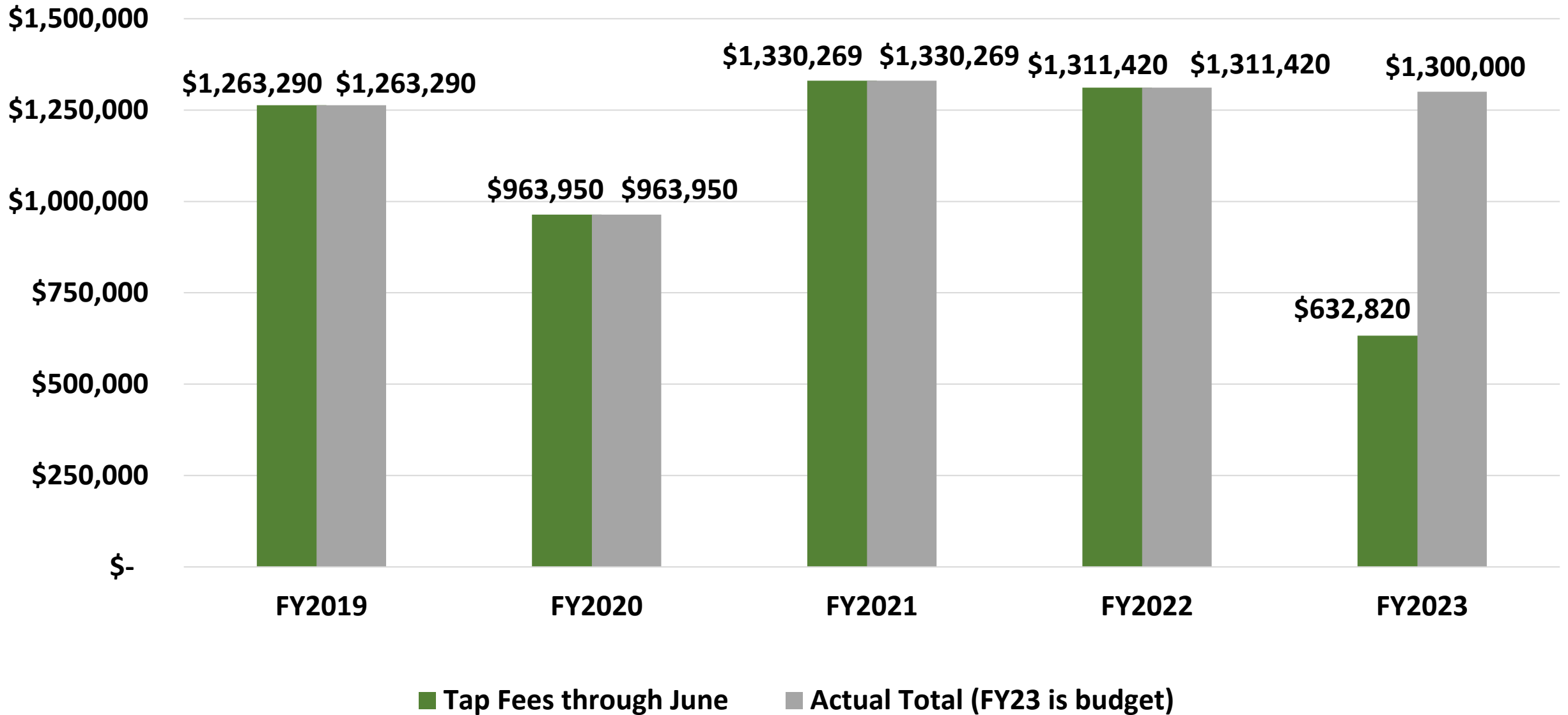
Water Tap Fees through June



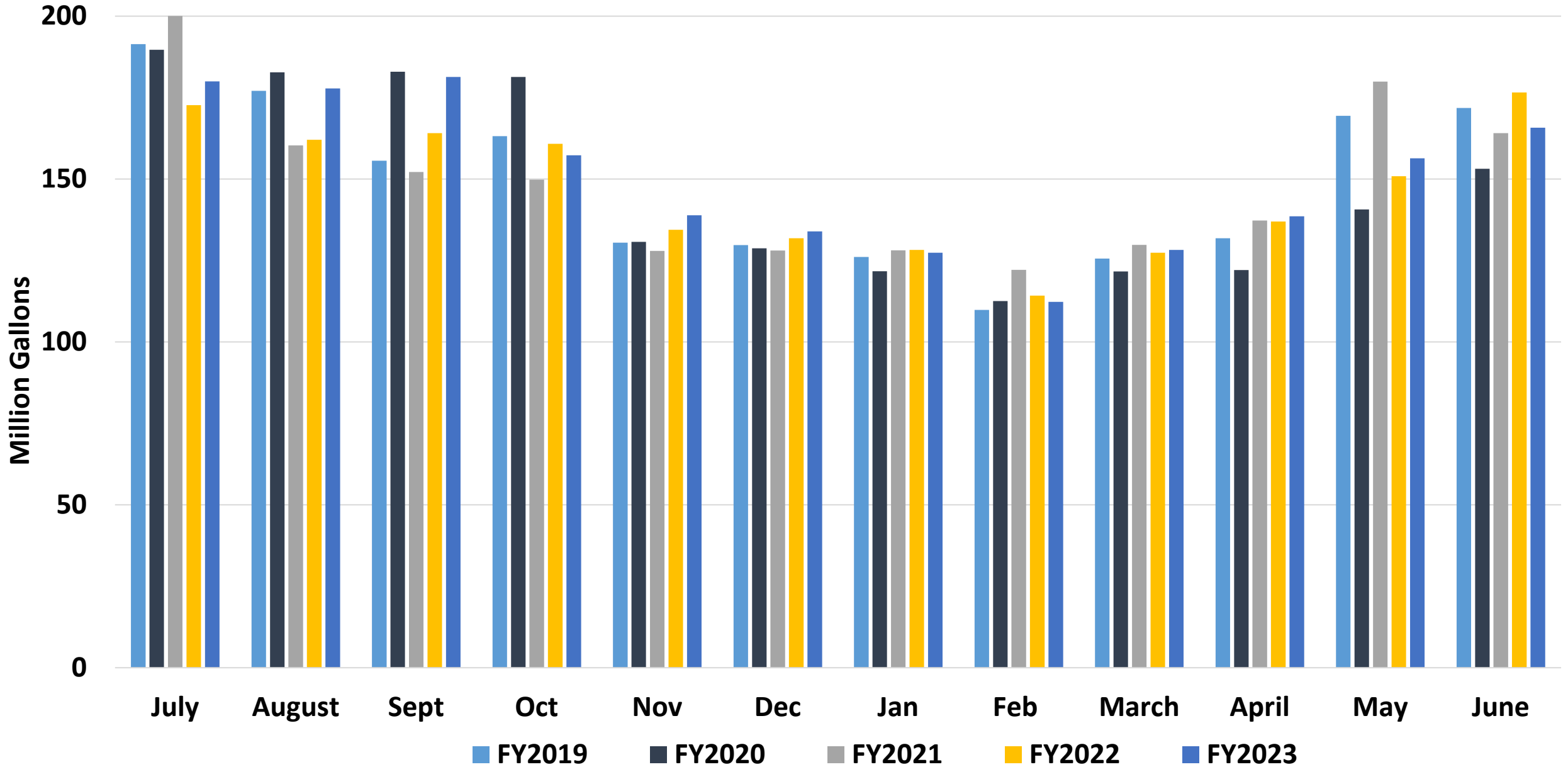
Sewer Tap Fees



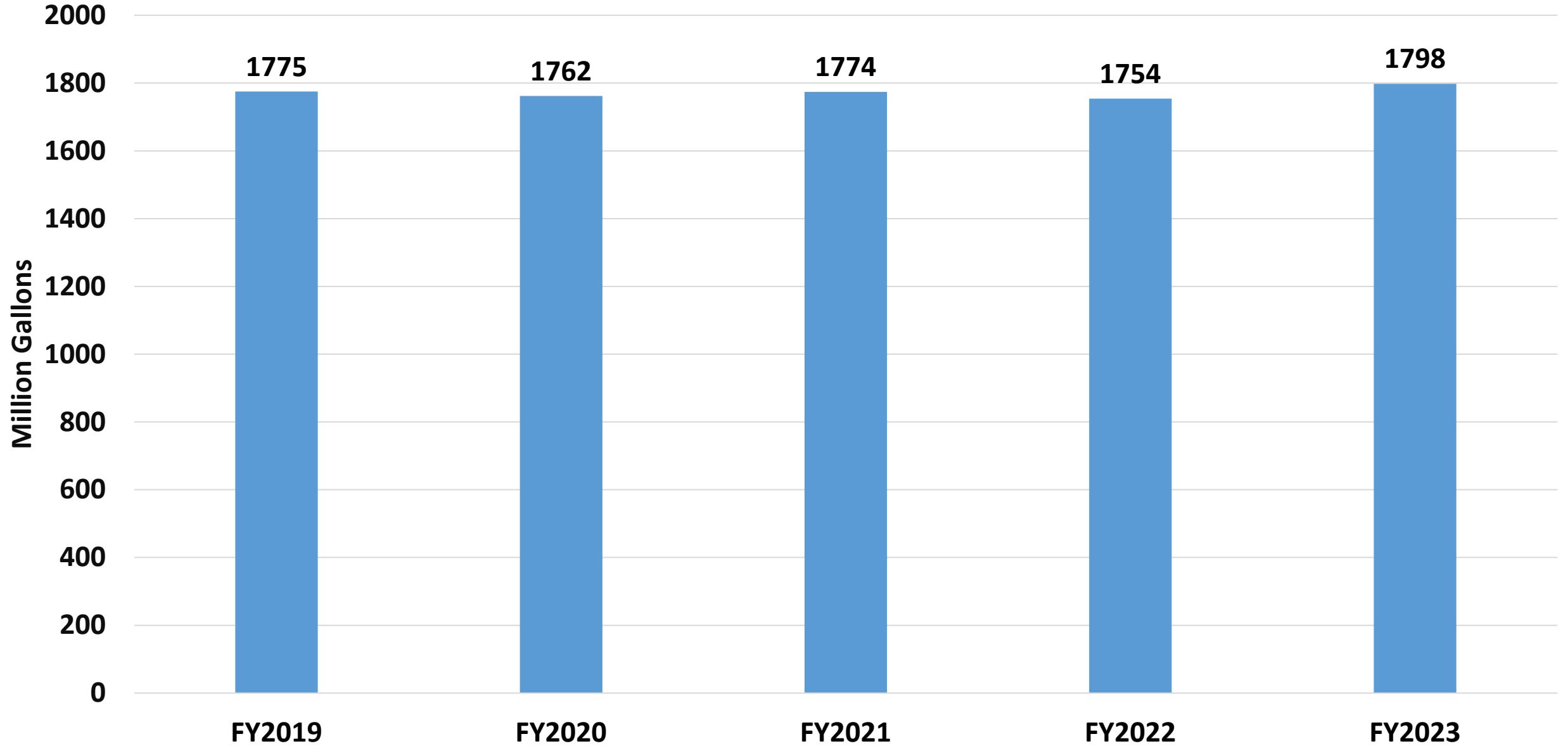
Sewer Tap Fees through June



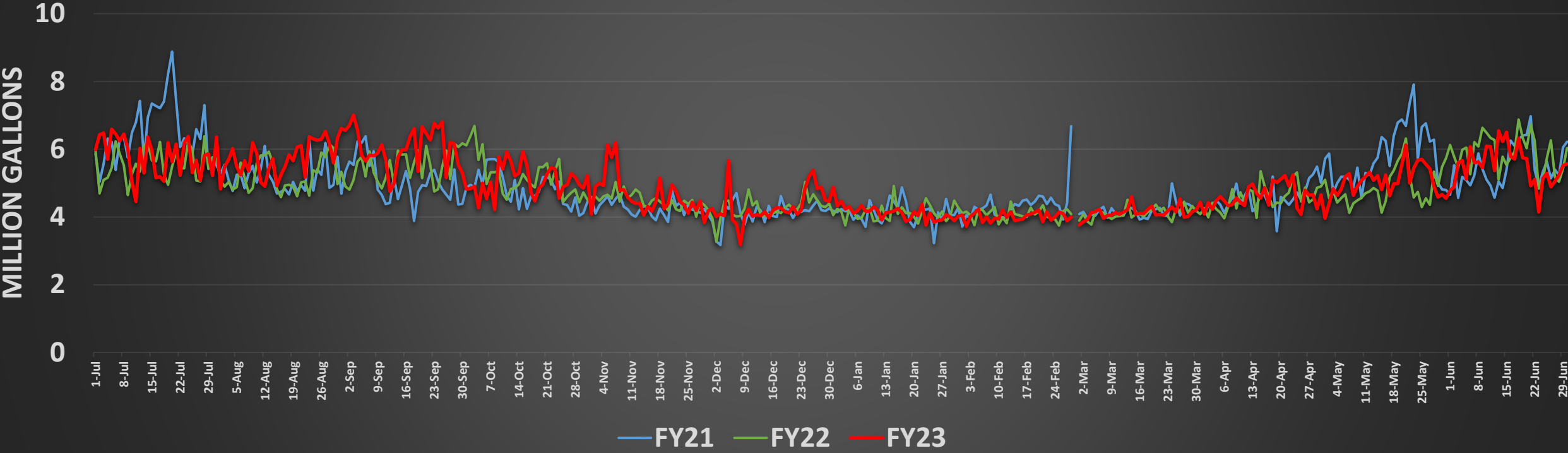
Monthly Water Production



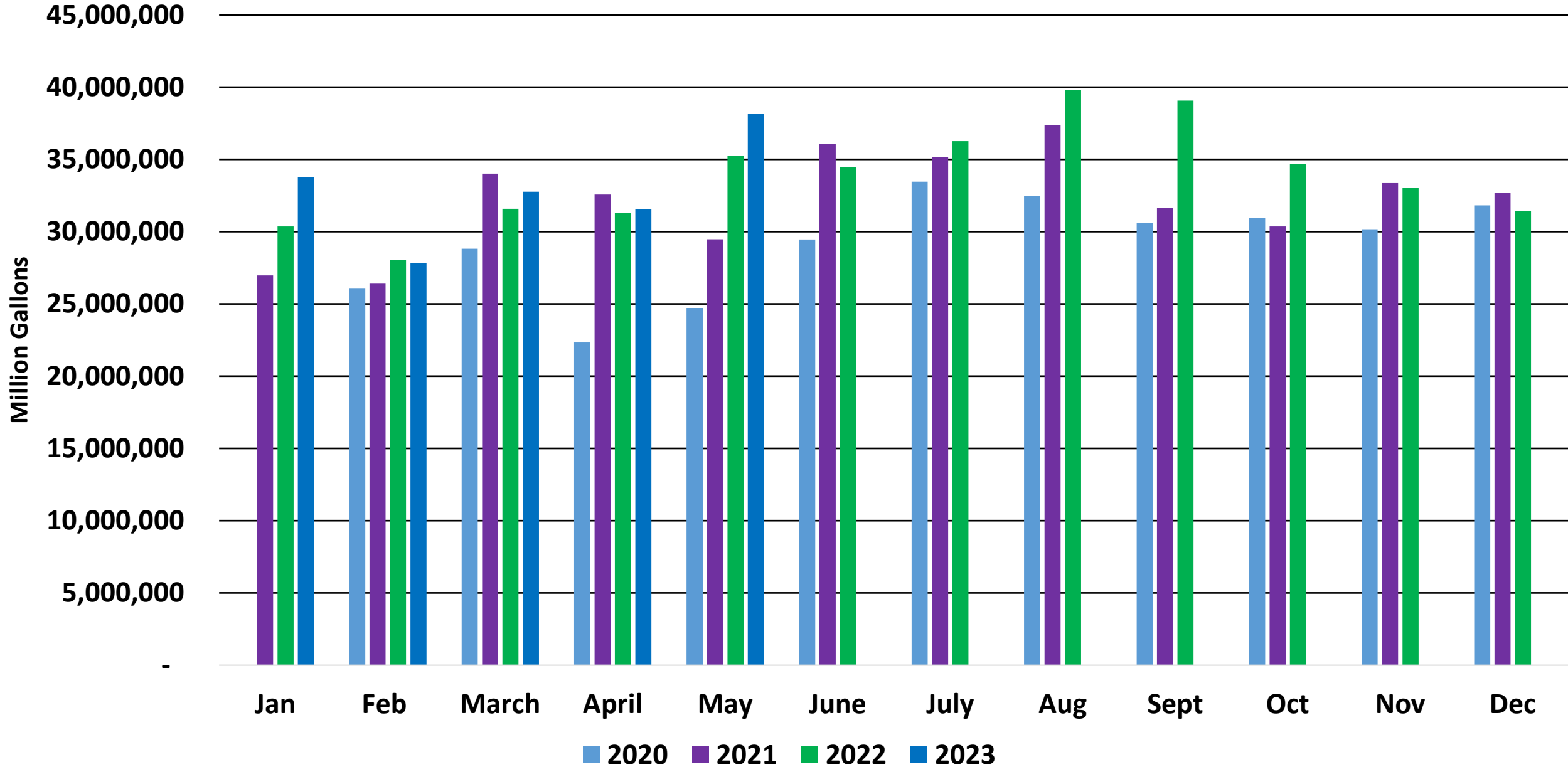
Annual Water Production



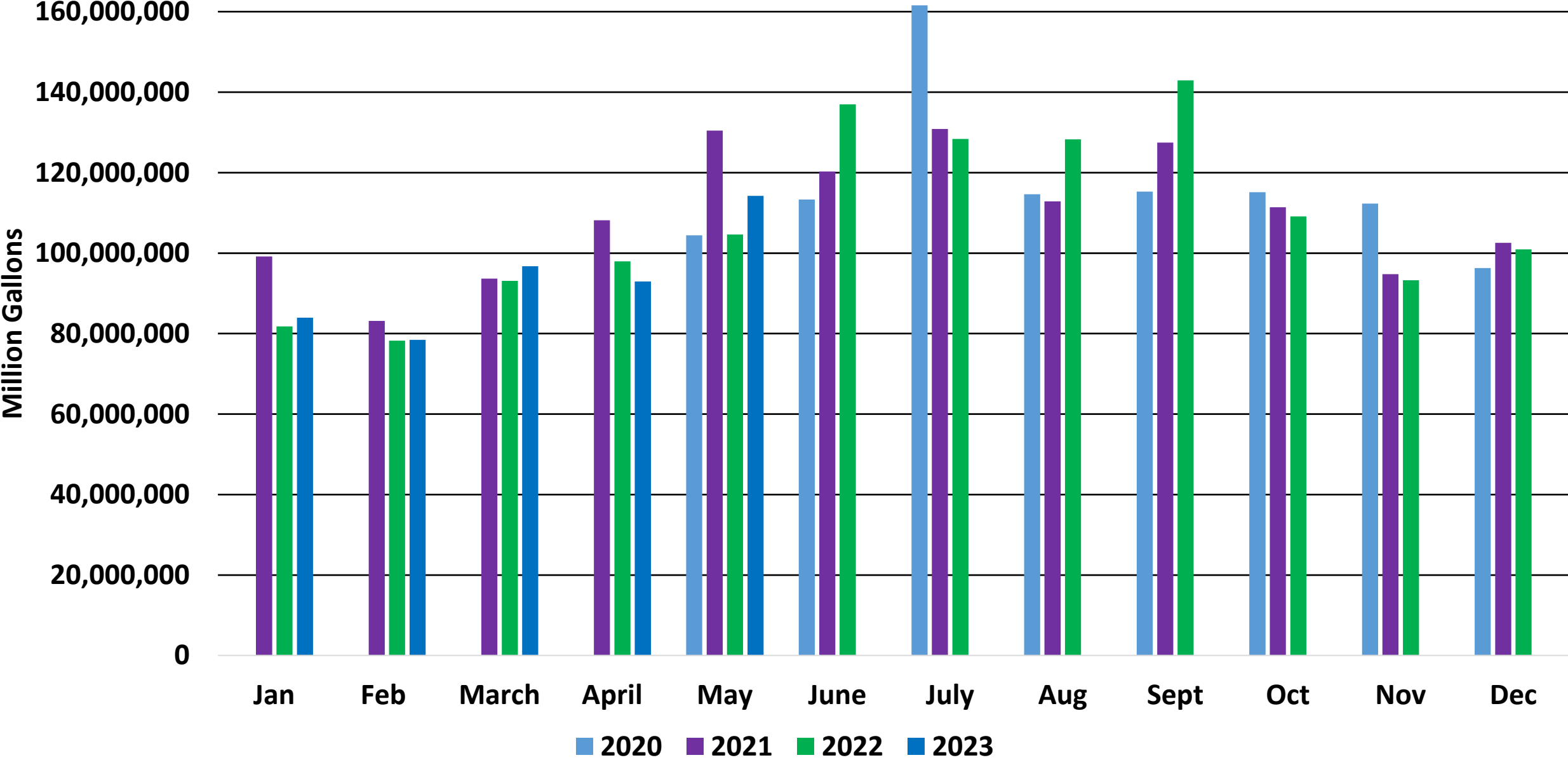
Daily Water Production



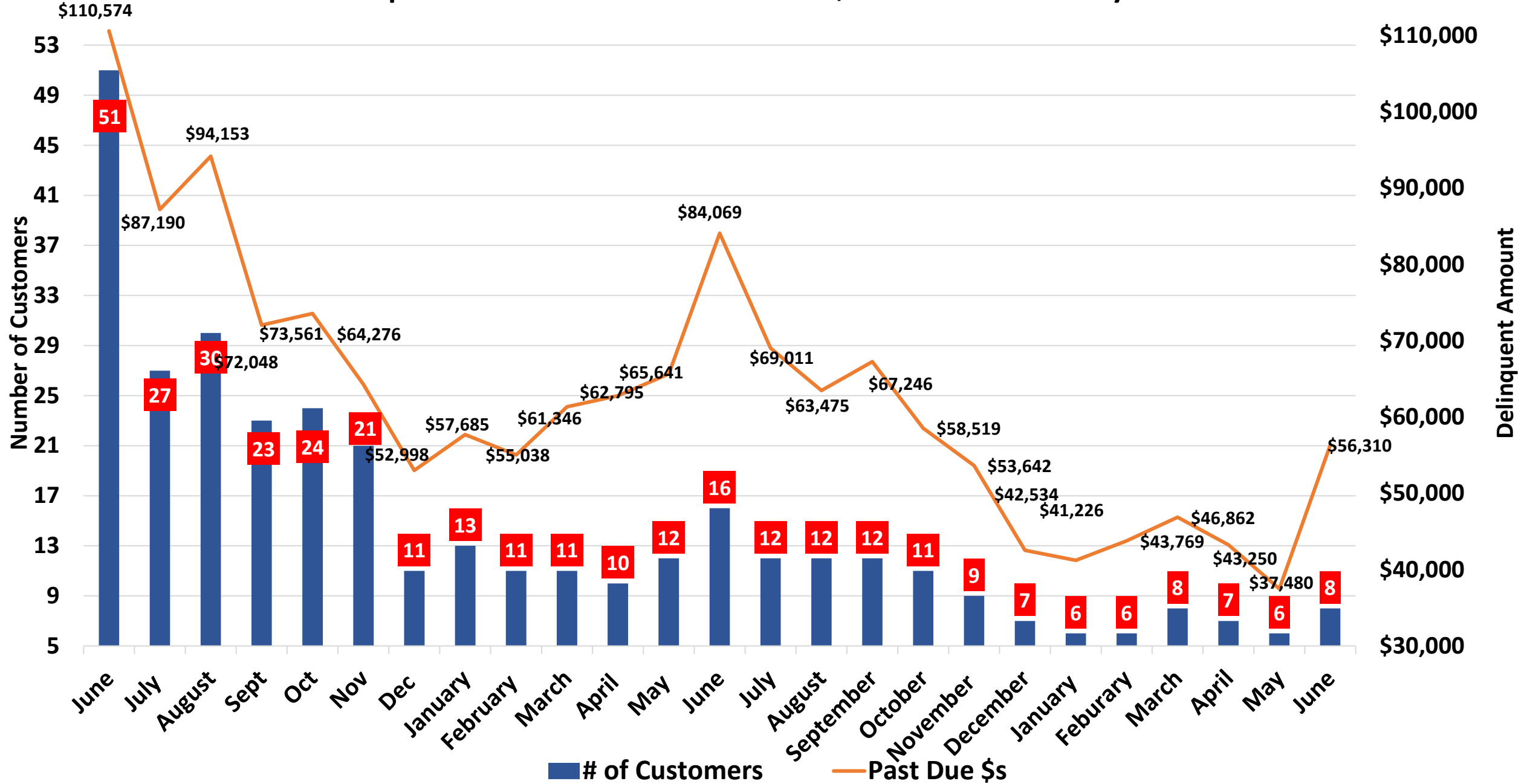
Commercial Consumption



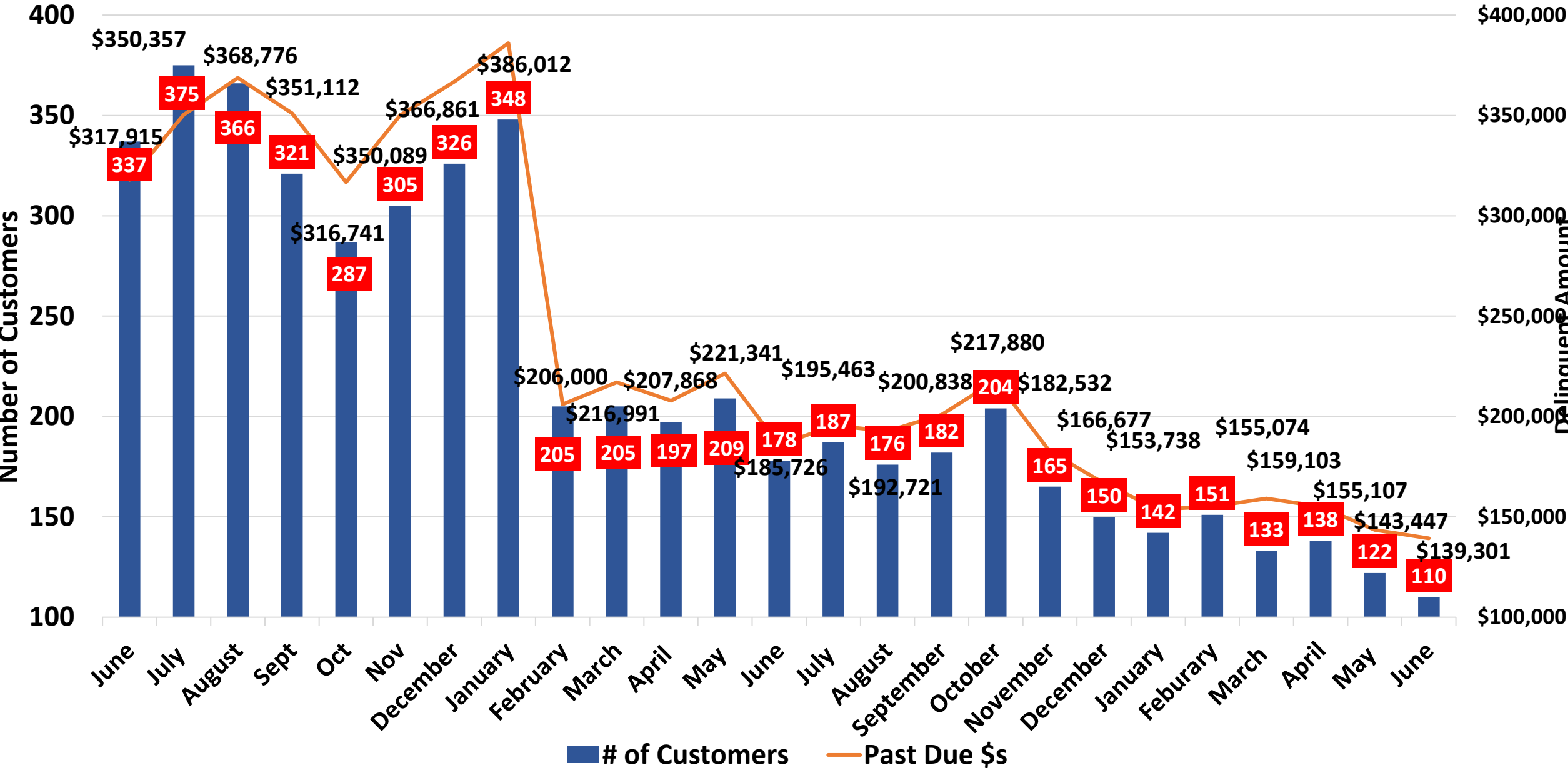
Residential Consumption



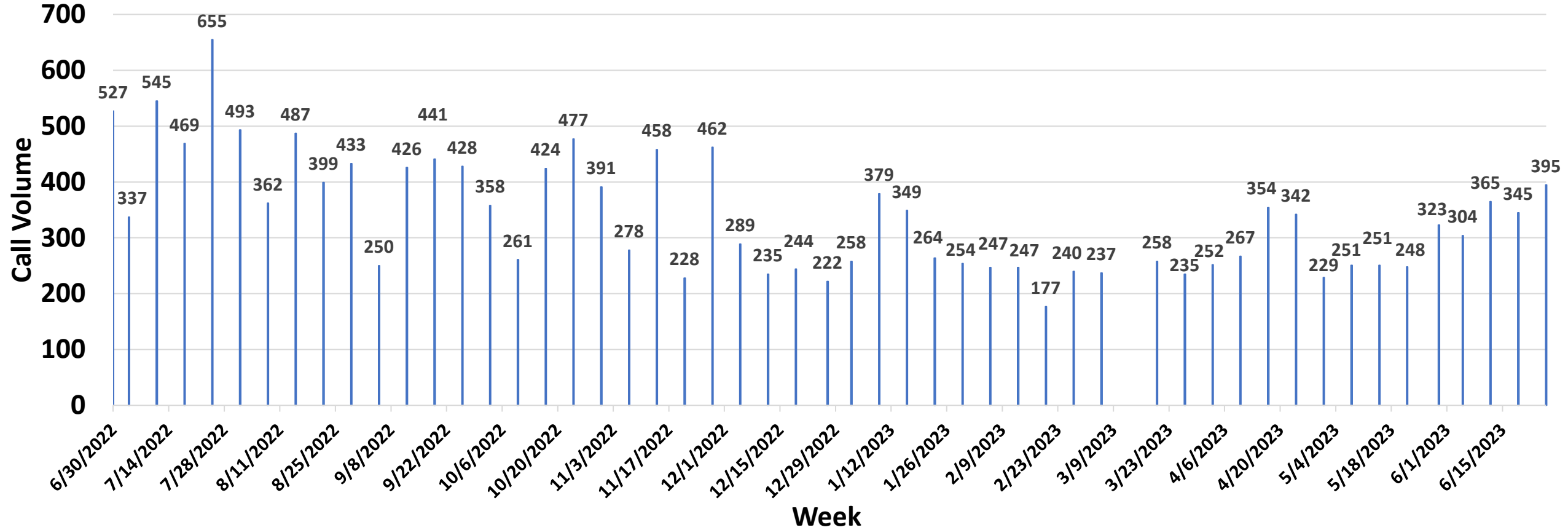
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 7/11/2023
TO: The Board of Directors
FROM: Teresa Saeed, Deputy Secretary
SUBJECT: Adjourn until 5 pm on September 12, 2023 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	7/5/2023 - 8:22 AM