

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
September 12, 2023
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

1. Easement Abandonment - Country Club Villas at Ford's Colony - 1051 Saint Andrews Drive, 1000 Eaglescliffe and 1101A Eaglescliffe

G. BOARD CONSIDERATION(S)

1. Contract Award - \$184,450 - Water Storage Tank Maintenance
2. Contract Award - \$125,985 - SCADA Software Maintenance
3. Sanitary Sewer Discharge Emergency Routing Agreement
4. Contract Award - Underground Utility Locating Services
5. Grinder Pump Service Agreement

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

1. Adjourn until 5 pm on October 10, 2023 for the Regular Meeting

MINUTES
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

Ms. Sadler called the meeting to order at approximately 7:22 p.m. following the James City County Board of Supervisors Regular Meeting.

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 Michael Hipple, 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 meetings:

-June 13, 2023, Regular Meeting
-June 27, 2023, Continuation of Regular Meeting

F. PUBLIC HEARING(S)

1. Regulations Governing Utility Service Updates - Public Hearing and 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

Mr. Powell noted the Board had authorized a public hearing at its June 13, 2023, Regular Meeting, which addressed proposed changes to the regulations governing utility service. He highlighted the four proposed changes included: the monthly 8,000-gallon sewer cap, designated fire protection line fee, James City Service Authority (JCSA) billing, and increased hydrant meter rental fees. Mr. Powell stated staff recommended approval of the four proposed changes.

Ms. Sadler opened the Public Hearing.

Ms. Sadler closed the Public Hearing as there were no speakers.

G. BOARD CONSIDERATION(S)

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

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 stated the details of the contract award for Lift Station 2-4 at 75 Jan Rae Circle. He noted Waco, Inc. was awarded the contract. Mr. Powell noted Waco, Inc. had done work for JCSA previously and staff recommended approval of the resolution.

2. Formal Acceptance of Water and Sewer Systems - Fiscal Year 2023

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 noted this information was presented to the Board on an annual basis. He further noted the resolution formally accepted infrastructure dedicated to JCSA by developers in the past year. Mr. Powell stated staff recommended approval of the resolution.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. July 2023 Dashboard Report

Mr. Powell noted he had no additional comments.

J. ADJOURNMENT

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

A motion to Adjourn 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

At approximately 7:25 p.m., Ms. Sadler adjourned the Board of Directors.

MEMORANDUM

DATE: September 12, 2023

TO: The Board of Directors

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

SUBJECT: Easement Abandonment - Country Club Villas at Ford's Colony - 1051 Saint Andrews Drive, 1000 Eaglescliffe and 1101A Eaglescliffe

Eaglescliffe I Condominium Association, Inc. and Country Club Villas at Ford's Colony, LLLP, owners of the parcels associated with the Country Club Villas at Ford's Colony project, requested the James City Service Authority (JCSA) abandon an existing 28,968-square-foot, or 0.67-acre, 20-foot-wide JCSA utility easement located at 1051 Saint Andrews Drive, 1000 Eaglescliffe and 1101A Eaglescliffe. The easement is no longer needed by JCSA because the water and sewer mains in the easement will be relocated.

Staff recommends the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached exhibit, dated August 5, 2022, and plat dated June 14, 2023, both prepared by AES Consulting Engineers.

MDP/ap
CCVFrdsColEsmtAbd-mem

Attachment

RESOLUTION

EASEMENT ABANDONMENT - COUNTRY CLUB VILLAS AT FORD’S COLONY -

1051 SAINT ANDREWS DRIVE, 1000 EAGLESCLIFFE AND 1101A EAGLESCLIFFE

WHEREAS, Eaglescliffe I Condominium Association, Inc. and Country Club Villas at Ford’s Colony, LLLP, owners of the parcels associated with the Country Club Villas at Ford’s Colony project, requested the James City Service Authority (JCSA) abandon an existing 28,968-square-foot, or 0.67-acre, 20-foot-wide JCSA utility easement located at 1051 Saint Andrews Drive, 1000 Eaglescliffe and 1101A Eaglescliffe as shown on the plat titled “Plat of Subdivision and Lot Line Extinguishment 1051 Saint Andrews Drive, 1000 Eaglescliffe Drive and 1101A Eaglescliffe Drive” dated June 14, 2023, and the exhibit titled “Easement Vacation Exhibit” dated August 5, 2022, both prepared by AES Consulting Engineers; and

WHEREAS, the easement is no longer needed by JCSA because the water and sewer mains in the easement will be relocated.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign the necessary documents to abandon the easement as described.

P. Sue Sadler
Chairman, Board of Directors

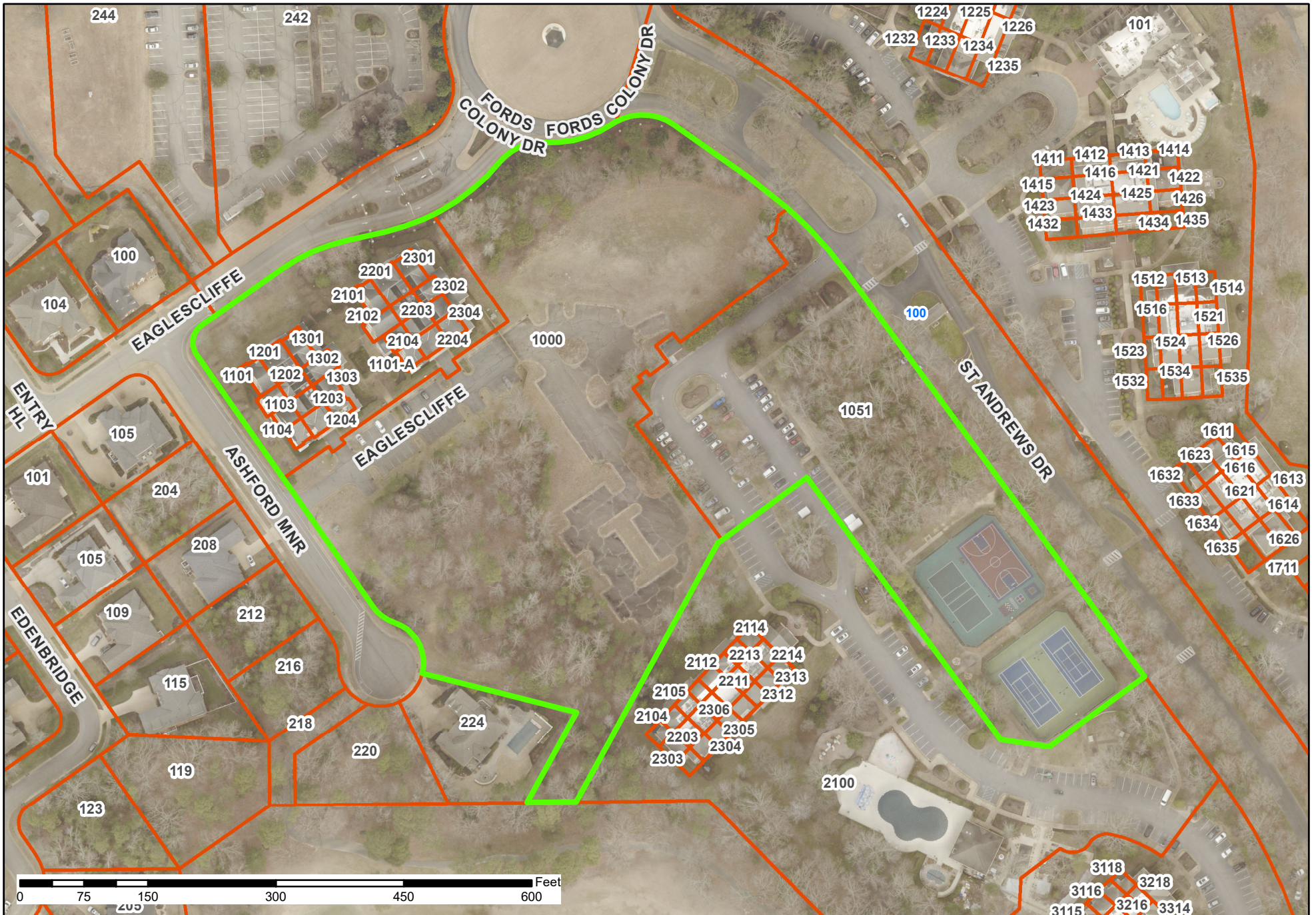
ATTEST:

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 12th day of September, 2023.

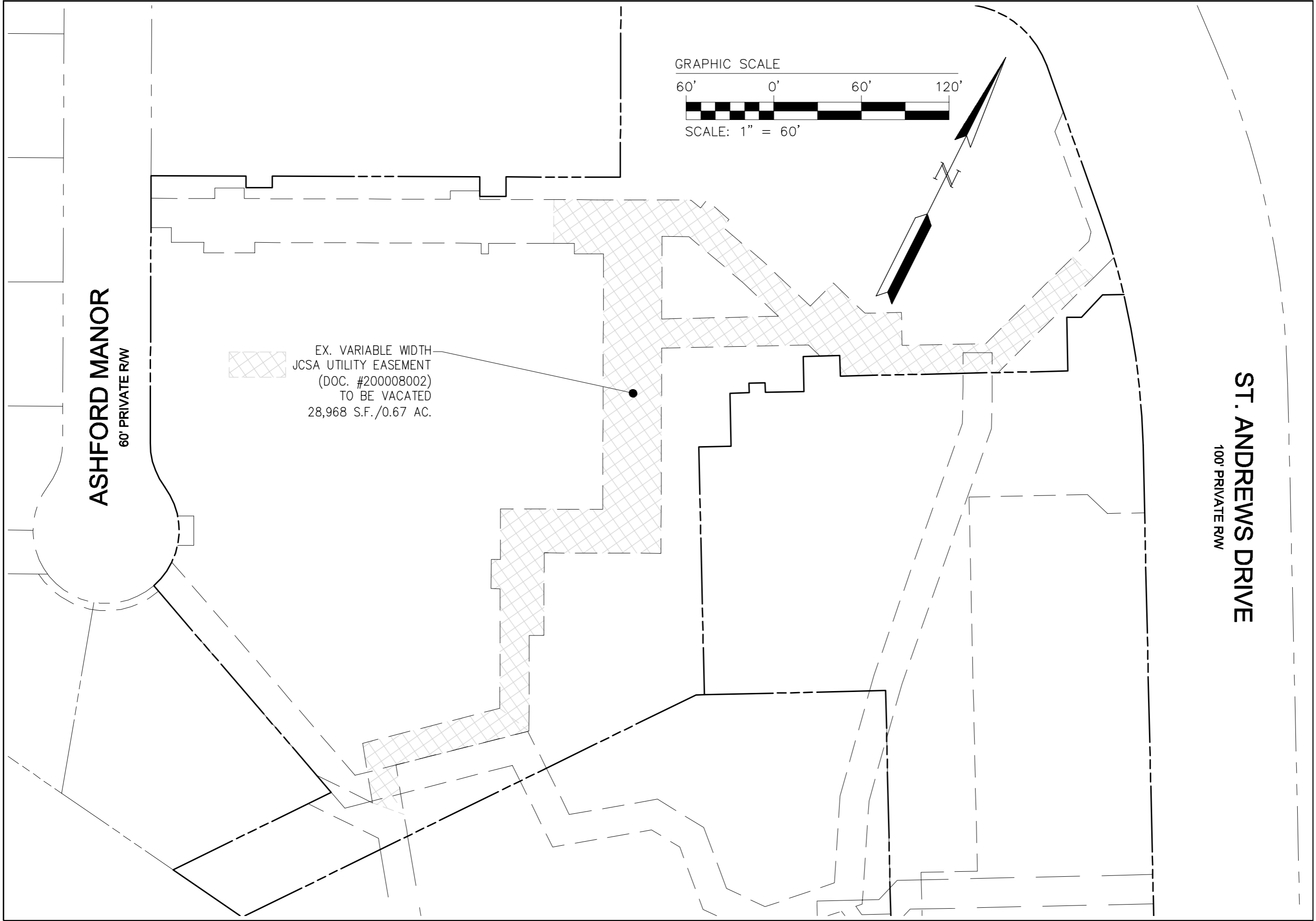
CCVFrdsColEsmtAbd-res



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

Vicinity Map - Country Club Villas Easement Abandonment





Rev.	Date	Description	Revised By

614 Marshfield Park Drive
 Richmond, Virginia 23228-3855
 Phone: (804) 350-3040
 Fax: (804) 350-8840
 www.aesve.com

CONSULTING ENGINEERS
 Hampton Roads | Central Virginia | Middle Peninsula

SITE PLAN
 FOR
COUNTRY CLUB VILLAS
 AT FORD'S COLONY
 POWHATAN DISTRICT - JAMES CITY COUNTY VIRGINIA

Project Contacts: AMR
 Project Number: 5652-33E
 Scale: 1"=60' Date: 8/5/2022
 Sheet Title:
**EASEMENT
 VACATION
 EXHIBIT**

CERTIFICATION OF SOURCE OF TITLE (#1101A EAGLESCLIFFE DRIVE)

THIS IS TO CERTIFY THAT THE LAND SHOWN HEREON WAS CONVEYED BY REDUS VA HOUSING, LLC, A VIRGINIA LIMITED LIABILITY COMPANY, AND DARILYN J. ABBOTT, TRUSTEE OF THE DARILYN J. ABBOTT REVOCABLE TRUST AGREEMENT DATED DECEMBER 6, 2004; YVONNE BRENDLEY, TRUSTEE OF THE YVONNE BRENDLEY REVOCABLE TRUST DATED SEPTEMBER 3, 2013; ROBERT D. BUCKLEY AND SHARON K. BUCKLEY, TRUSTEES OF THE BUCKLEY LIVING TRUST DATED MAY 10, 2005; ROBERT N. BURNS; ROBERT JUSTIN SIRACUSA AND KAREN NANCY SIRACUSA; GEORGE B. LEAGUE AND KIMBERLY P. LEAGUE; ALFRED GRAY COUNTS, JR. AND PATRICIA H. COLLINS; DOUGLAS E. CUMMINGS AND EILEEN E. CUMMINGS; MARIANNE T. DAIT; JOHN F. DELILLO AND LUCY A. DELILLO; HENRY J. GLISTA, TRUSTEE OF THE HENRY J. GLISTA TRUST AGREEMENT DATED MARCH 20, 1997; HELEN RUNSDORF GRECO; JAMES D. HARABEDIAN; THOMAS E. HEILMAN, TRUSTEE OF THE THOMAS E. HEILMAN REVOCABLE TRUST DATED SEPTEMBER 10, 1998, AS AMENDED AND RESTATED AUGUST 22, 2014 AND DOROTHY L. HEILMAN, TRUSTEE OF THE DOROTHY L. HEILMAN REVOCABLE TRUST DATED SEPTEMBER 10, 1998, AS AMENDED AND RESTATED AUGUST 22, 2014; CONSTANCE MARIE WILLETT AND CLIFFORD B. GILLMAN, GERALD P. HENSLEY AND PATRICIA A. HENSLEY, TRUSTEE OF THE PATRICIA ANNE HENSLEY REVOCABLE TRUST; JANICE GABRIEL LESLIE NANCY C. MYERS; EDITH ROSTRON HAECKER AND CAROL ANNE HAECKER; MYRA RAE POLSKY, TRUSTEE OF THE BARRY PAUL POLSKY REVOCABLE LIVING TRUST AGREEMENT DATED DECEMBER 19, 1996 AND MYRA RAE POLSKY TRUSTEE OF THE MYRA RAY POLSKY REVOCABLE LIVING TRUST AGREEMENT DATED DECEMBER 19, 1996; CARL A. UTZ AND DONNA L. UTZ; JUDITH LEE PORTER; PAUL A. ARMKNECHT, JR. AND CHERIE R. ARMKNECHT, TRUSTEES OF THE PAUL A. ARMKNECHT, JR. AND CHERIE R. ARMKNECHT LIVING TRUST DATED DECEMBER 19, 2005, AND ANY AMENDMENTS THERETO; WILLIAM S. BERNO TRUSTEE OF THE WILLIAM S. BER-NO TRUST TO EAGLESCLIFFE I CONDOMINIUM ASSOCIATION, INC BY DEED OF AMENDMENT TO THE AMENDED AND RESTATED DECLARATION, EAGLESCLIFFE I CONDOMINIUM DATED APRIL 29, 2020 AND RECORDED IN THE CLERK'S OFFICE OF THE CLERK OF THE CIRCUIT COURT OF THE COUNTY OF JAMES CITY AS DOCUMENT NO. 200008159.

OWNER'S CERTIFICATION

THE SUBDIVISION OF LAND AND LOT LINE EXTINGUISHMENT SHOWN ON THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS AND/OR TRUSTEES.

FOR EAGLESCLIFFE I CONDOMINIUM ASSOCIATION, INC

PRINTED NAME AND TITLE

DATE

CERTIFICATE OF NOTARIZATION

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF _____

I, _____ A NOTARY PUBLIC IN AND FOR THE CITY/COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT THE PERSON WHOSE NAME ARE SIGNED TO THE FOREGOING WRITING HAS ACKNOWLEDGED THE SAME BEFORE ME IN THE CITY/COUNTY AFORESAID.

GIVEN UNTO MY HAND THIS _____ DAY OF _____, 20____

MY COMMISSION EXPIRES: _____

NOTARY REGISTRATION NUMBER: _____

NOTARY PUBLIC SIGNATURE

CERTIFICATION OF SOURCE OF TITLE (1000 EAGLESCLIFFE DRIVE AND 1051 ST. ANDREWS DRIVE)

THIS IS TO CERTIFY THAT THE LAND SHOWN HEREON WAS CONVEYED BY NEVER4GET, LLC, A VIRGINIA LIMITED LIABILITY COMPANY TO COUNTRY CLUB VILLAS AT FORD'S COLONY, LLLP A VIRGINIA LIMITED LIABILITY LIMITED PARTNERSHIP BY DEED DATED AUGUST 4, 2022 AND RECORDED IN THE CLERK'S OFFICE OF THE CLERK OF THE CIRCUIT COURT OF THE COUNTY OF JAMES CITY AS DOCUMENT NO. 202213489.

OWNER'S CERTIFICATION

THE SUBDIVISION OF LAND AND LOT LINE EXTINGUISHMENT SHOWN ON THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS AND/OR TRUSTEES.

COUNTRY CLUB VILLAS AT FORD'S COLONY, LLLP

PRINTED NAME AND TITLE

DATE

GENERAL NOTES

- PROPERTY IS ZONED RESIDENTIAL PLANNED COMMUNITY, R-4, WITH PROFFERS.
- ALL LOTS ARE SERVED BY PUBLIC WATER AND SEWER.
- ALL UTILITIES SHALL BE PLACED UNDERGROUND.
- THIS PLAT IS BASED UPON A FIELD SURVEY PERFORMED BY AES CONSULTING ENGINEERS. THIS PLAT WAS PREPARED WITH THE BENEFIT OF A TITLE REPORT BY FIRST AMERICAN TITLE INSURANCE COMPANY COMMITMENT NO. 21120094HR DATED AUGUST 22, 2022 AT 8:00 AM..
- PROPERTY SHOWN HEREON IS ALL OF PID NO. 3130100053A BEING 1101A EAGLESCLIFFE DRIVE, ALL OF PID NO. 3131700001 BEING 1000 EAGLESCLIFFE AND ALL OF PID NO. 3130100053B BEING 1051 ST. ANDREWS DRIVE.
- ANY EXISTING UNUSED WELLS SHALL BE ABANDONED IN ACCORDANCE WITH STATE PRIVATE WELL REGULATIONS AND JAMES CITY COUNTY CODE.
- THIS PROPERTY IS IN FLOOD ZONE X AS SHOWN ON MAP NUMBER 51095C0116D, PANEL 0116, FOR COMMUNITY NUMBER 510201, DATED 12/16/2015 OF THE FLOOD INSURANCE RATE MAPS FOR JAMES CITY COUNTY COUNTY, ZONE X IS DEFINED AS AREAS TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN.
- UTILITY EASEMENTS DENOTED AS "JCSA UTILITY EASEMENTS" ARE FOR THE EXCLUSIVE USE OF THE JCSA AND THE PROPERTY OWNER. OTHER UTILITY SERVICE PROVIDERS DESIRING TO USE THESE EASEMENTS WITH THE EXCEPTION OF PERPENDICULAR UTILITY CROSSINGS MUST OBTAIN AUTHORIZATION FOR ACCESS AND USE FROM THE JCSA AND THE PROPERTY OWNER. ADDITIONALLY, JCSA SHALL NOT BE HELD RESPONSIBLE FOR ANY DAMAGE TO IMPROVEMENTS WITHIN THIS EASEMENT, FROM ANY CAUSE.
- ALL STREETS SHOWN ON THIS PLAT ARE PRIVATE RIGHT-OF-WAYS THAT SHALL NOT BE MAINTAINED BY THE COUNTY OR THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT).
- MONUMENTS SHALL BE SET IN ACCORDANCE WITH SECTIONS 19-34 THROUGH 19-36 OF THE COUNTY CODE.
- THIS PROPERTY IS SUBJECT TO CONDITIONS ASSOCIATED WITH JCC CASE NO. Z-0005-2001.
- SETBACKS AND MAXIMUM BUILDING HEIGHT ARE PER THE JAMES CITY COUNTY CODE OF ORDINANCES/CHAPTER 24 -ZONING/ARTICLE 5 - DISTRICTS/ DIVISION 5 - RESIDENTIAL PLANNED COMMUNITY DISTRICT, R-4/SEC. 24-286 AND 287.

AREA TABULATION

FORMER AREA OF TAX PARCEL ID #3130100053A (PARCEL "B")	61,227 S.F.	1.405 AC.±
FORMER AREA OF TAX PARCEL ID #3130100053B (PARCEL "A-4")	141,827 S.F.	3.256 AC.±
FORMER AREA OF TAX PARCEL ID #3131700001 (PARCEL "A")	230,247 S.F.	5.286 AC.±
BEGINNING TOTAL AREA	433,301 S.F.	9.947 AC.±
NEW AREA OF TAX PARCEL ID #3130100053A (PARCEL "B")	81,147 S.F.	1.863 AC.±
AREA OF PARCEL "C"	182,837 S.F.	4.197 AC.±
AREA OF PARCEL "D"	37,093 S.F.	0.851 AC.±
AREA OF PARCEL "E"	82,323 S.F.	1.890 AC.±
AREA OF PARCEL "F"	49,901 S.F.	1.146 AC.±
END TOTAL AREA	433,301 S.F.	9.947 AC.±

CERTIFICATE OF NOTARIZATION

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF _____

I, _____ A NOTARY PUBLIC IN AND FOR THE CITY/COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT THE PERSON WHOSE NAME ARE SIGNED TO THE FOREGOING WRITING HAS ACKNOWLEDGED THE SAME BEFORE ME IN THE CITY/COUNTY AFORESAID.

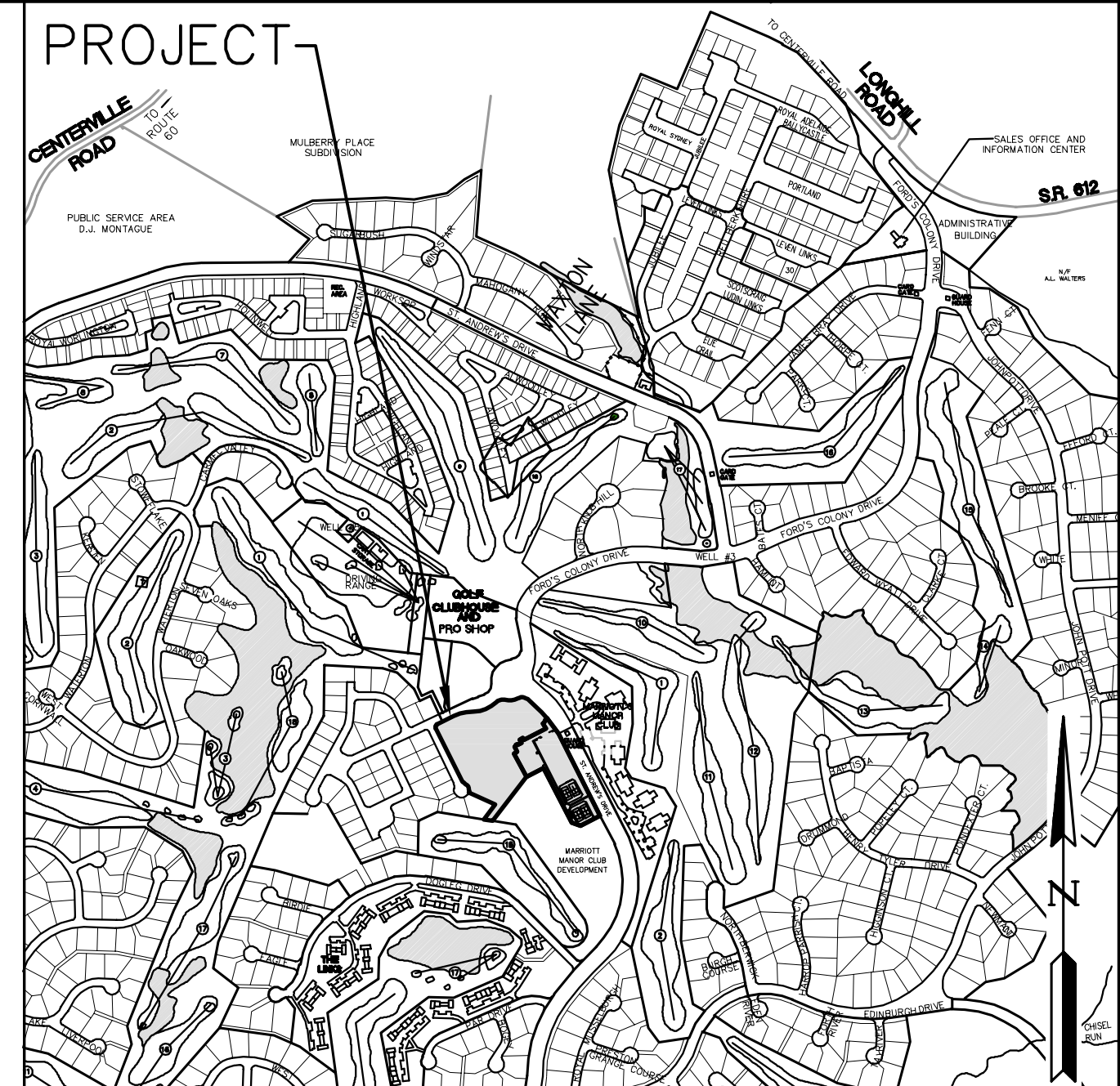
GIVEN UNTO MY HAND THIS _____ DAY OF _____, 20____

MY COMMISSION EXPIRES: _____

NOTARY REGISTRATION NUMBER: _____

NOTARY PUBLIC SIGNATURE

PROJECT



VICINITY MAP
APPROX. SCALE: 1"=1000'

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE OR BELIEF, THIS PLAT COMPLIES WITH ALL OF THE REQUIREMENTS OF THE BOARD OF SUPERVISORS AND ORDINANCES OF THE COUNTY OF JAMES CITY, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE COUNTY.

SAMUEL J. BIKKERS, L.S. #002304

DATE

CERTIFICATE OF APPROVAL

THIS SUBDIVISION AND LOT LINE EXTINGUISHMENT IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE ADMITTED TO RECORD.

SUBDIVISION AGENT OF THE COUNTY OF JAMES CITY

DATE

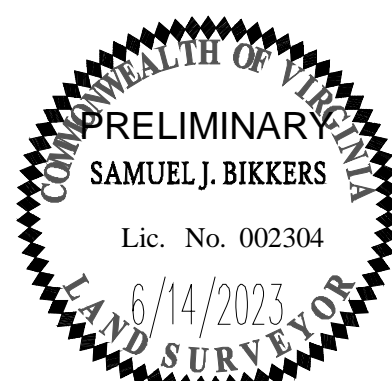
STATE OF VIRGINIA
CITY OF WILLIAMSBURG & COUNTY OF JAMES CITY CIRCUIT COURT.
THIS _____ DAY OF _____, 20____
THE PLAT SHOWN HEREON WAS PRESENTED AND ADMITTED TO THE RECORD AS THE LAW DIRECTS. @ _____ AM/PM
INSTRUMENT # _____

TESTE: _____
MONA A. FOLEY, CLERK

LEGEND

- EASEMENT
- PROPERTY LINE
- RIGHT OF WAY
- EASEMENT CENTERLINE
- IRF IRON ROD FOUND
- IPF IRON PIPE FOUND
- PROPERTY CORNER
- RIGHT OF WAY POINT
- EASEMENT POINT
- CONCRETE

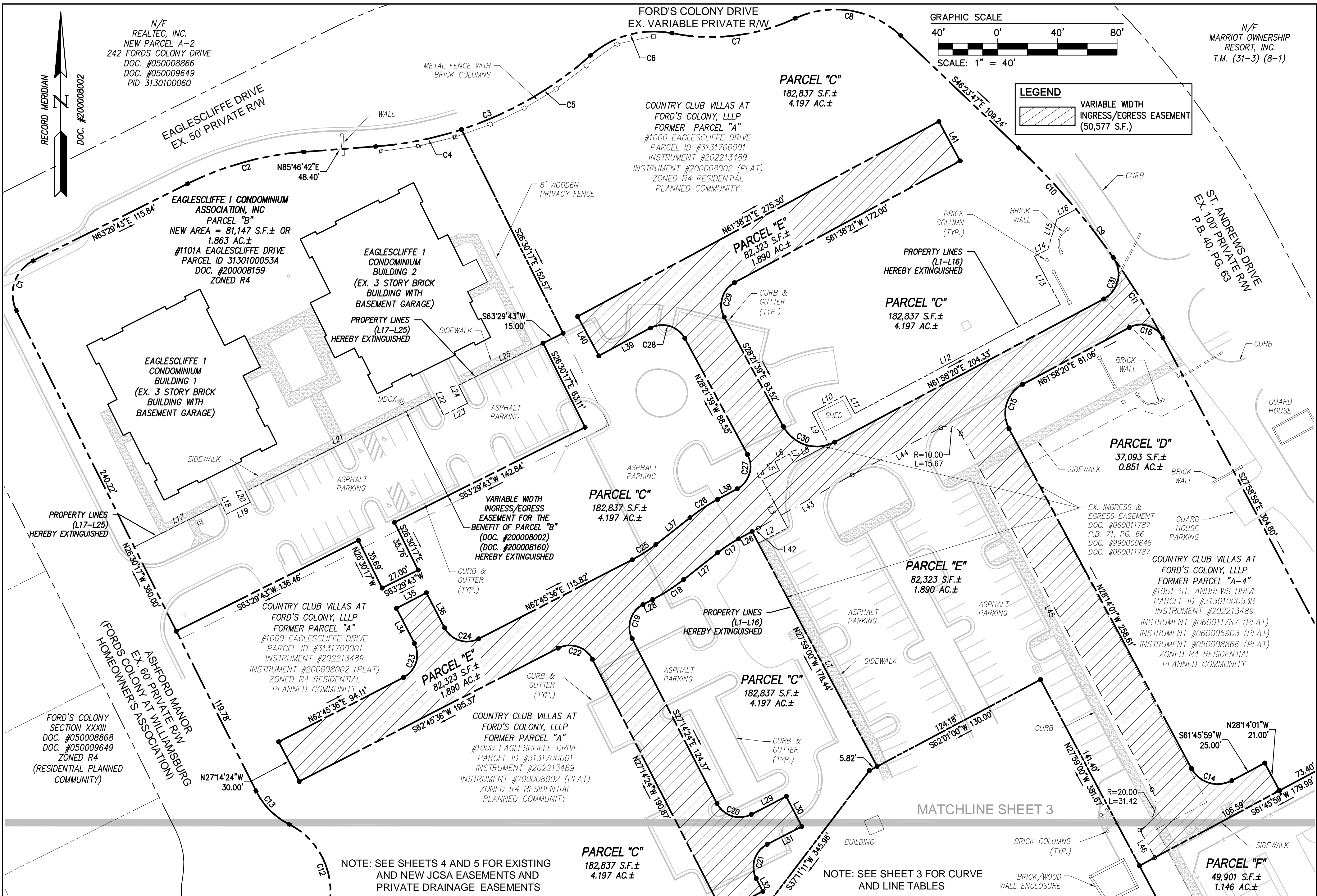
Rev.	Date	Description	Revised by



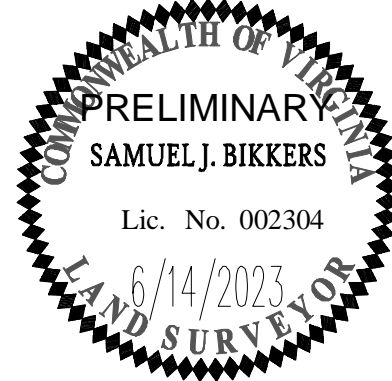
AES
CONSULTING ENGINEERS
5248 Olde Towne Road, Suite 1
Williamsburg, Virginia 23188
Phone: (757) 253-0040
Fax: (757) 220-8994
www.aesva.com
Hampton Roads | Central Virginia | Middle Peninsula

PLAT OF SUBDIVISION AND LOT LINE EXTINGUISHMENT
1051 SAINT ANDREWS DRIVE,
1000 EAGLESCLIFFE DRIVE AND
1101A EAGLESCLIFFE DRIVE
FORD'S COLONY @ WILLIAMSBURG
VIRGINIA

Project Contacts: SJB/JFS
Project Number: W5652-33E
Scale: 1"=100' Date: 6/14/2023
Sheet Number
1 OF 5



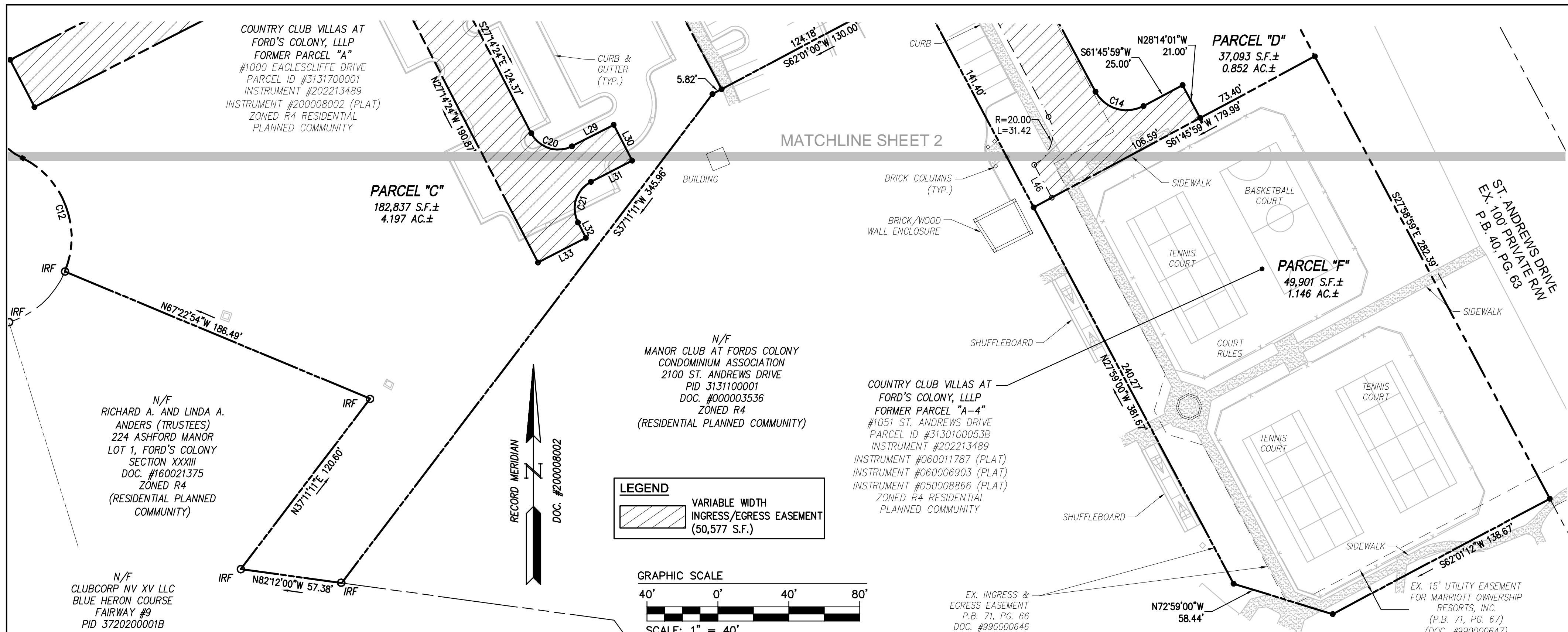
Rev.	Date	Description	Revised



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PLAT OF SUBDIVISION AND LOT LINE EXTINGUISHMENT
 1051 SAINT ANDREWS DRIVE,
 1000 EAGLESCLIFFE DRIVE AND
 1101A EAGLESCLIFFE DRIVE
 FORD'S COLONY @ WILLIAMSBURG
 POWHATAN DISTRICT JAMES CITY COUNTY VIRGINIA

Project Contacts: SJB/JFS
 Project Number: W5652-33E
 Scale: 1"=40' Date: 6/14/2023
 Sheet Number
2 OF 5



LINE	BEARING	LENGTH
L1	N27°59'00"W	169.56'
L2	N62°01'00"E	22.18'
L3	N27°59'00"W	36.44'
L4	N62°01'00"E	13.24'
L5	N27°59'00"W	6.66'
L6	N62°01'00"E	11.00'
L7	S27°59'00"E	6.66'
L8	N62°01'00"E	26.54'
L9	N27°59'00"W	24.00'
L10	N62°01'00"E	25.00'
L11	S27°59'00"E	14.00'
L12	N62°01'00"E	155.93'
L13	N27°59'00"W	36.64'
L14	N62°01'00"E	10.06'
L15	N17°01'00"E	21.02'
L16	N62°01'00"E	14.53'
L17	N63°29'43"E	65.04'
L18	S26°30'17"E	7.96'

LINE	BEARING	LENGTH
L19	N63°29'43"E	18.00'
L20	N26°30'17"W	7.96'
L21	N63°29'43"E	142.00'
L22	S26°30'17"E	13.46'
L23	N63°29'43"E	18.00'
L24	N26°30'17"W	13.46'
L25	N63°29'43"E	78.27'

CURVE TABLE								
CURVE #	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CHORD BEARING		
C1	90°00'00"	25.00'	39.27'	25.00'	35.36'	S18°29'43"W		
C2	22°16'59"	208.50'	81.09'	41.06'	80.58'	S74°38'12"W		
C3	37°30'23"	243.50'	159.40'	82.67'	156.57'	N67°01'30"E		
C4	13°51'06"	243.50'	58.87'	29.58'	58.72'	N78°51'09"E		
C5	23°39'17"	243.50'	100.53'	50.99'	99.82'	N60°05'57"E		
C6	53°04'04"	63.50'	58.81'	31.71'	56.73'	S74°48'21"W		
C7	36°30'24"	132.50'	84.42'	43.70'	83.00'	N83°05'11"E		
C8	68°46'14"	63.50'	76.22'	43.46'	71.72'	N80°46'54"W		
C9	18°24'49"	500.00'	160.69'	81.04'	160.00'	N37°11'23"W		
C10	11°10'13"	500.00'	97.48'	48.89'	97.33'	N40°48'40"W		
C11	7°14'35"	500.00'	63.21'	31.65'	63.17'	N31°36'16"W		
C13	36°52'12"	50.00'	32.18'	16.67'	31.62'	S44°56'23"E		
C14	90°00'00"	20.00'	31.42'	20.00'	28.28'	S73°14'01"E		
C15	90°12'22"	22.00'	34.64'	22.08'	31.17'	S16°52'10"W		
C16	90°02'41"	16.65'	26.17'	16.66'	23.56'	N73°00'19"W		
C17	10°00'18"	97.00'	16.94'	8.49'	16.92'	S56°38'12"W		
C18	11°07'34"	127.00'	24.66'	12.37'	24.62'	N57°11'49"E		
C19	90°00'00"	17.00'	26.70'	17.00'	24.04'	S17°45'36"W		

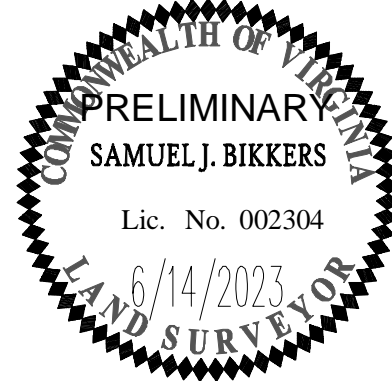
CURVE TABLE								
CURVE #	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CHORD BEARING		
C20	90°00'00"	17.00'	26.70'	17.00'	24.04'	S72°14'24"E		
C21	90°00'00"	17.00'	26.70'	17.00'	24.04'	S17°45'36"W		
C22	90°00'00"	17.00'	26.70'	17.00'	24.04'	N72°14'24"W		
C23	90°00'00"	17.00'	26.70'	17.00'	24.04'	N17°45'36"E		
C24	90°00'00"	17.00'	26.70'	17.00'	24.04'	S72°14'24"E		
C25	11°07'34"	97.00'	18.84'	9.45'	18.81'	N57°11'49"E		
C26	10°00'18"	127.00'	22.18'	11.12'	22.15'	S56°38'12"W		
C27	90°00'00"	17.00'	26.70'	17.00'	24.04'	N16°38'21"E		
C28	90°00'00"	17.00'	26.70'	17.00'	24.04'	N73°21'39"W		
C29	90°00'00"	17.00'	26.70'	17.00'	24.04'	S16°38'21"W		
C30	89°40'00"	25.50'	39.91'	25.35'	35.96'	S73°11'39"E		
C31	97°11'54"	19.00'	32.23'	21.55'	28.50'	N13°22'23"E		

LINE TABLE		
LINE	BEARING	LENGTH
L26	S61°38'21"W	10.20'
L27	S51°38'02"W	29.17'
L28	S62°45'36"W	7.30'
L29	N62°45'36"E	26.50'
L30	S27°14'24"E	22.74'
L31	S62°45'36"W	26.13'
L32	S27°14'24"E	9.76'
L33	S62°45'36"W	30.37'
L34	N27°14'24"W	26.50'
L35	N62°45'36"E	22.74'
L36	S27°14'24"E	26.50'
L37	N51°38'02"E	29.17'
L38	N61°38'21"E	15.04'
L39	S61°38'21"W	39.30'
L40	N28°21'39"W	30.00'
L41	S28°21'39"E	30.00'
L42	S61°38'21"W	4.84'
L43	S60°25'36"W	72.22'

LINE TABLE		
LINE	BEARING	LENGTH
L44	S61°58'20"W	67.37'
L45	N28°14'01"W	270.84'
L46	N28°14'01"W	21.00'

NOTE: SEE SHEETS 4 AND 5 FOR EXISTING AND NEW JCSA EASEMENTS AND PRIVATE DRAINAGE EASEMENTS

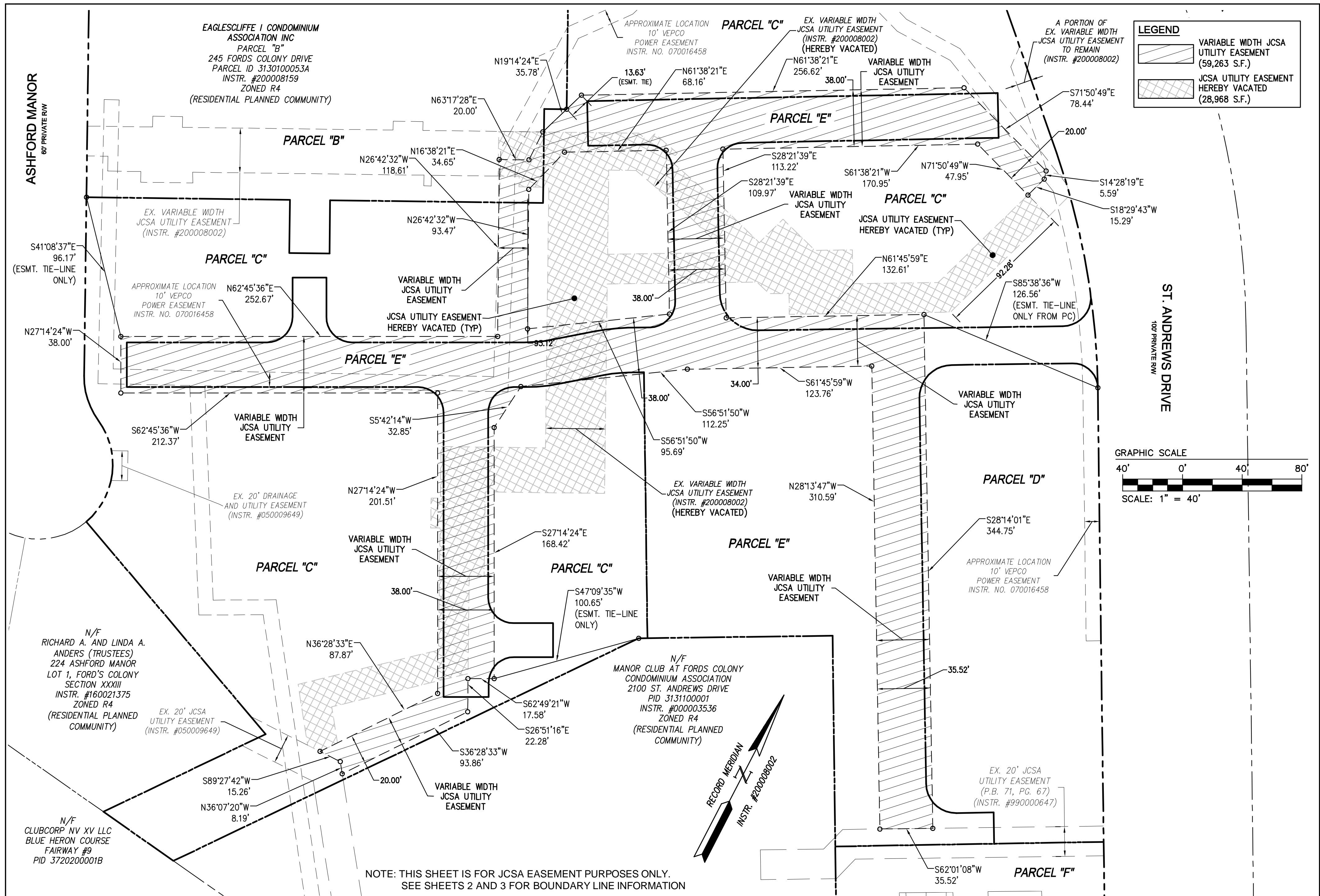
Rev.	Date	Description	Revised by



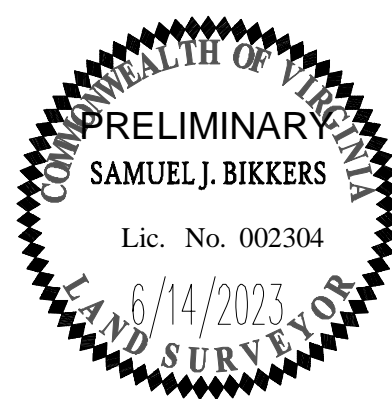
AES
CONSULTING ENGINEERS
5248 Olde Towne Road, Suite 1
Williamsburg, Virginia 23188
Phone: (757) 253-0040
Fax: (757) 220-8994
www.aesva.com
Hampton Roads | Central Virginia | Middle Peninsula

PLAT OF SUBDIVISION AND LOT LINE EXTINGUISHMENT
1051 SAINT ANDREWS DRIVE,
1000 EAGLESCLIFFE DRIVE AND
1101A EAGLESCLIFFE DRIVE
FORD'S COLONY @ WILLIAMSBURG
POWHATAN DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts: SJB/JFS
Project Number: W5652-33E
Scale: 1"=100' | Date: 6/14/2023
Sheet Number
3 OF 5



Rev.	Date	Description	Revised by



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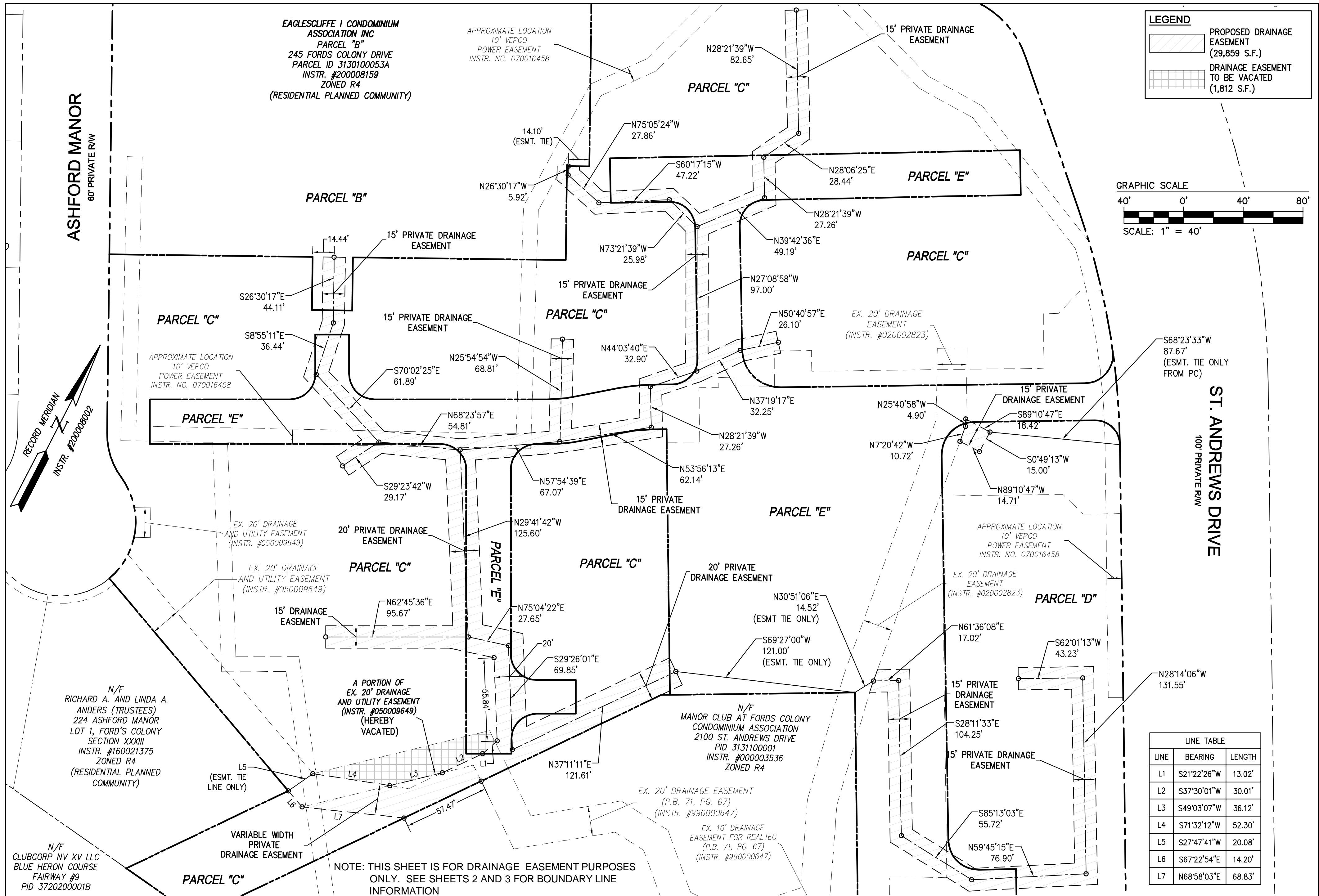
5248 Olde Towne Road, Suite 1
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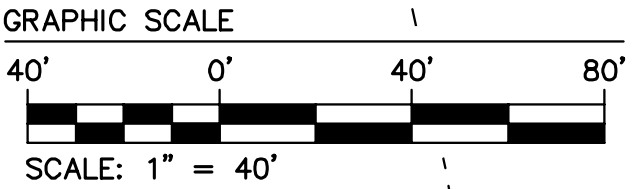
POWHATAN DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts:	SJB/JFS
Project Number:	W5652-33E
Scale:	Date:
1"=40'	6/14/2023
Sheet Number	
4 OF 5	



LEGEND

	PROPOSED DRAINAGE EASEMENT (29,859 S.F.)
	DRAINAGE EASEMENT TO BE VACATED (1,812 S.F.)

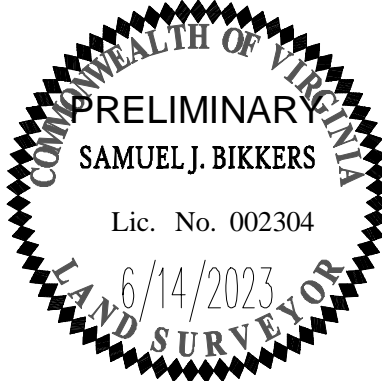


LINE TABLE

LINE	BEARING	LENGTH
L1	S21°22'26"W	13.02'
L2	S37°30'01"W	30.01'
L3	S49°03'07"W	36.12'
L4	S71°32'12"W	52.30'
L5	S27°47'41"W	20.08'
L6	S67°22'54"E	14.20'
L7	N68°58'03"E	68.83'

NOTE: THIS SHEET IS FOR DRAINAGE EASEMENT PURPOSES ONLY. SEE SHEETS 2 AND 3 FOR BOUNDARY LINE INFORMATION

Rev.	Date	Description	Revised By



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CONSULTING ENGINEERS

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Williamsburg, Virginia 23188
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1101A EAGLESCLIFFE DRIVE
FORD'S COLONY @ WILLIAMSBURG

POWHATAN DISTRICT JAMES CITY COUNTY VIRGINIA

Project Contacts: SJB/JFS
Project Number: W5652-33E
Scale: 1"=40' Date: 6/14/2023
Sheet Number
5 OF 5

MEMORANDUM

DATE: September 12, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$184,450 - Water Storage Tank Maintenance

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform maintenance services for James City Service Authority’s (JCSA) water storage tanks and related buildings. The work under this contract consists of maintenance and repair activities at 24 water storage facilities ranging in size from 5,000 to 1.25 million gallons. The tanks under this contract include two elevated storage tanks, 20 ground storage tanks, and 17 hydro-pneumatic storage tanks. Three of the hydro-pneumatic storage tanks support James City County (JCC) Parks & Recreation activities.

Two firms, Minoan Industrial, LLC and Superior Industrial Maintenance Company responded to the RFP by describing their qualifications, experience in performing similar work, methodology, financial responsibility, proposed schedule, and proposed pricing. A team of staff members representing JCSA and the JCC Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Minoan Industrial, LLC as the most fully qualified firm that best met JCSA’s needs as defined in the RFP. Minoan Industrial, LLC received satisfactory reference checks and successfully provided water storage tank maintenance services to other municipalities, such as Charles County, MD and Baltimore County, MD, and large private utilities, such as Aqua Pennsylvania and Pennsylvania American Water.

An initial one-year contract term was negotiated with Minoan Industrial, LLC for \$184,450. The contract contains the option for five additional one-year renewals with the proposed fee schedule listed below. Large facilities receiving complete interior and exterior painting account for the variations in annual cost.

Fiscal Year (FY)	JCSA	JCC	Total	Large Facility Receiving Complete Interior and Exterior Painting
FY 24	\$ 184,450		\$ 184,450	
FY 25	\$ 807,500		\$ 807,500	Elevated Tank, 1.25 Million Gallons
FY 26	\$ 652,300	\$ 5,700	\$ 658,000	Ground Tank, 1 Million Gallons
FY 27	\$ 902,375		\$ 902,375	Elevated Tank, 1.25 Million Gallons
FY 28	\$ 570,250		\$ 570,250	Two Ground Tanks, 50,000 Gallons Each
FY 29	\$ 279,050	\$19,500	\$ 298,550	
Total	\$3,395,925	\$25,200	\$3,421,125	

Staff recommends adoption of the attached resolution awarding the Water Storage Tank Maintenance contract to Minoan Industrial, LLC.

MDP/md
CA-WtrStrTnkMain-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$184,450 - WATER STORAGE TANK MAINTENANCE

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

WHEREAS, two firms submitted proposals and Minoan Industrial, LLC was determined to be the most fully qualified firm that best met the James City Service Authority’s needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Water Storage Tank Maintenance contract to Minoan Industrial, LLC in the amount of \$184,450 for the initial one-year term with the option to renew the contract for five additional years at a total cost of \$3,421,125.

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 12th day of September, 2023.

CA-WtrStrTnkMain-res

MEMORANDUM

DATE: September 12, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - \$125,985 - SCADA Software Maintenance

SCADA (Supervisory Control and Data Acquisition) is the hardware, software, and communication network system that monitors and controls James City Service Authority's (JCSA) 107 remote water and wastewater facilities. JCSA has successfully used Rockwell software for over 20 years for all SCADA functions including industrial computer programming to control equipment such as pumps and motors, data storage and retrieval, and graphics. Electrical Equipment Company (EECO) is the Rockwell distributor for JCSA's geographic area.

Rockwell's TechConnect SCADA software maintenance program consists of product upgrades, 24/7/365 technical support, a technical library, and an online research forum. Staff negotiated an annual price of \$41,995 for the current renewal, a significant increase of 15.6% over Fiscal Year 2023 but less than the originally proposed 30.7 % increase. EECO attributes the increase to pass-through costs from Rockwell reflecting the current price of providing comprehensive software support and developing upgrades. A three-year renewal of \$125,985 locks in this annual price and is the most cost-effective option. Rather than provide the entire \$125,985 upfront, JCSA will issue annual purchase orders for \$41,995. This is a sole source purchase because EECO is Rockwell's sole distributor in JCSA's geographic region authorized to furnish and support this software. Board approval is required because this purchase exceeds \$100,000.

Staff recommends adoption of the attached resolution authorizing the sole source purchase of a three-year TechConnect SCADA software maintenance package from Electrical Equipment Company.

MDP/ap
CA-SCADAMaint-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$125,985 - SCADA SOFTWARE MAINTENANCE

WHEREAS, James City Service Authority’s (JCSA) SCADA (Supervisory Control and Data Acquisition) has successfully used Rockwell software for over 20 years for all functions including industrial computer programming to control equipment such as pumps and motors, data storage and retrieval, and graphics; and

WHEREAS, a three-year software maintenance renewal of \$125,985 is the most cost-effective option to receive comprehensive software technical support and product upgrades; and

WHEREAS, Electrical Equipment Company is Rockwell’s sole distributor in JCSA’s geographic region authorized to furnish and support this software.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the sole source purchase of a three-year TechConnect SCADA software maintenance package from Electrical Equipment Company.

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	MCGLENNON	_____	_____	_____	_____
Deputy Secretary to the Board	LARSON	_____	_____	_____	_____
	SADLER	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 12th day of September, 2023.

CA-SCADAMaint-res

MEMORANDUM

DATE: September 12, 2023

TO: The Board of Directors

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

SUBJECT: Sanitary Sewer Discharge Emergency Routing Agreement

As part of the operation of the Five Forks Water Treatment Plant (FFWTP), the reverse osmosis process produces a brine concentrate as a waste byproduct, which is discharged through a pipeline into the James River. If this pipeline fails, there is a risk that the FFWTP would not be able to operate.

The attached Sanitary Sewer Discharge Emergency Routing Agreement would allow the James City Service Authority to implement a redundant discharge protocol to carry the brine concentrate byproduct into the Hampton Roads Sanitation District's Williamsburg Water Treatment Plant. This Agreement would therefore allow the FFWTP to continue operation if the discharge pipeline fails.

Staff recommends approval of the resolution that authorizes the General Manager to execute the Sanitary Sewer Discharge Emergency Routing Agreement.

MDP/md
SanSwrDschERAggr-mem

Attachment

RESOLUTION

SANITARY SEWER DISCHARGE EMERGENCY ROUTING AGREEMENT

WHEREAS, the reverse osmosis process at the Five Forks Water Treatment Plant (FFWTP) produces a brine concentrate as a waste byproduct, which is discharged through a pipeline into the James River; and

WHEREAS, there is a risk that the FFWTP would not be able to operate if the discharge pipeline fails; and

WHEREAS, the attached Sanitary Sewer Discharge Emergency Routing Agreement would allow the James City Service Authority to implement a redundant discharge protocol to carry the brine concentrate byproduct into the Hampton Roads Sanitation District's Williamsburg Water Treatment Plant in the event of certain emergency circumstances; and

WHEREAS, this Agreement would therefore allow the FFWTP to continue operation if the discharge pipeline fails.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to execute the Sanitary Sewer Discharge Emergency Routing Agreement.

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 12th day of September, 2023.

SanSwrDschERAgr-res

**SANITARY SEWER DISCHARGE
EMERGENCY ROUTING AGREEMENT**

This SANITARY SEWER DISCHARGE EMERGENCY ROUTING AGREEMENT is made this ___ day of _____, 2023 by and between the HAMPTON ROADS SANITATION DISTRICT, a political subdivision of the Commonwealth of Virginia (“HRSD”), and the JAMES CITY SERVICE AUTHORITY, a political subdivision of the Commonwealth of Virginia (“JCSA”).

RECITALS

A. HRSD is a political subdivision of the Commonwealth of Virginia providing wastewater collection and treatment services to customers in the Hampton Roads region of Virginia, which includes James City County.

B. JCSA is a political subdivision of the Commonwealth of Virginia providing water and wastewater services to customers in James City County and limited sections of York County and the City of Williamsburg.

C. JCSA owns and operates the Five Forks Water Treatment Plant (“FFWTP”) located at 4321 John Tyler Highway, Williamsburg, Virginia, which treats brackish groundwater drawn from the Middle and Lower Potomac Aquifers and provides treated potable water to its customers within its defined area of operations.

D. As part of the treatment process to make water potable, JCSA’s Five Forks Water Treatment Plant uses a reverse osmosis treatment process to extract salts and other minerals from the water collected.

E. JCSA’s reverse osmosis treatment process produces a brine concentrate as a waste byproduct, which is currently discharged through a pipeline into the James River near the Jamestown Ferry.

F. JCSA desires to implement a redundant discharge protocol to carry away the brine concentrate byproduct from the Five Forks Water Treatment Plant if any disaster or emergency renders the current discharge route to the James River near the Jamestown Ferry unfeasible.

G. Should such a disaster or emergency situation arise, HRSD desires to work with JCSA to protect the public’s access to drinking water while also protecting HRSD’s VPDES Permit compliance.

H. HRSD owns and operates its Williamsburg Wastewater Treatment Plant (“WWTP”) located at 300 Ron Springs Drive, Williamsburg, Virginia, which treats wastewater.

I. HRSD agrees to allow JCSA to implement a limited-use alternate discharge route for the Five Forks brine concentrate byproduct to flow to the WWTP in the event an emergency arises which renders JCSA’s typical discharge route to the James River temporarily unfeasible.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and for other valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. JCSA will incur all costs of constructing and maintaining a pipe system to carry brine concentrate waste byproduct from JCSA's FFWTP to HRSD's WWTP.

2. HRSD bears no liability or responsibility for damages occurring because of JCSA's construction or maintenance of the pipe system from FFWTP to WWTP.

3. The term of this Agreement will commence on the date first noted above and, unless sooner terminated in accordance with the provisions hereof, will continue for ten (10) years (the "Term").

4. The Term of this Agreement may be extended by mutual agreement from the original termination date of this Agreement or from the termination as last extended in accordance with this paragraph, in increments of no more than five (5) years, by written amendment to this Agreement. HRSD agrees not to unreasonably withhold approval of a request by JCSA for an extension.

5. HRSD agrees to temporarily accept and process brine concentrate byproduct from the FFWTP in the following emergency circumstances:

- a. The discharge pipeline carrying brine concentrate byproduct from the JCSA's FFWTP to the James River is damaged or obstructed to such an extent that:
 - i. the pipeline does not function properly, or
 - ii. any attempt to use the pipeline for its intended purpose would likely cause extensive property damage or personal injury.
- b. A regulatory authority having jurisdiction requires JCSA to stop using the pipeline carrying brine concentrate byproduct from the FFWTP to the James River.
- c. Any other emergency which results in the loss of the concentrate pipeline due to failure or damage.

SANITARY SEWER DISCHARGE
EMERGENCY ROUTING AGREEMENT

Page 3 of 5

6. JCSA agrees to continuously monitor the pressure on the concentrate pipeline and to routinely inspect the line route, air releases and discharge point at the James River, and to engage at its sole cost in all other condition assessment and maintenance activities necessary to maintain the line in good to excellent condition and to minimize the likelihood and risk of any damage or obstruction to the concentrate pipeline that would necessitate rerouting the brine concentrate byproduct to HRSD's WWTP.

7. Upon becoming aware of an emergency that requires JCSA to reroute its brine concentrate byproduct from the Five Forks Water Treatment Plant to HRSD's Williamsburg Wastewater Treatment Plant pursuant to this Agreement, JCSA agrees to notify HRSD of such emergency immediately and without delay. Notification under this paragraph shall be provided to HRSD General Manager – generalmanager@hrsd.com, 757.318.4335
Director of Water Quality – directorwq@hrsd.com 757.460.4221
Director of Operations – eabisaab@hrsd.com 757.460.7079
Chief of P3 – chiefp3@hrsd.com 757.460.7039

8. If JCSA reroutes its brine concentrate byproduct from the Five Forks Water Treatment Plant to HRSD's Williamsburg Wastewater Treatment Plant pursuant to this Agreement, the following conditions apply:

- a. JCSA must minimize its concentrate discharge from the FFWTP to HRSD's WWTP to the maximum extent possible;
- b. In the event HRSD becomes aware that JCSA's emergency discharge to the WWTP may cause HRSD to violate its VPDES Permit or cause other process upsets, JCSA must reduce its waste loading by an amount to be specified by HRSD. Such reductions are for the purpose of maintaining VPDES Permit compliance or to minimize adverse environmental impacts if permit compliance cannot be achieved. To the extent that HRSD becomes aware of this limitation, it must notify JCSA as soon as possible after becoming aware.
- c. Notwithstanding the conditions above, HRSD must accept a minimum flow limit of 350 gallons per minute average each day so that JCSA may continue operations of its Five Forks facility at 50% capacity and provide potable water to its customers.
- d. HRSD will charge JCSA, and JCSA agrees to pay, HRSD's current wastewater treatment consumption rate plus any applicable surcharges.

9. HRSD reserves the right to require that JCSA obtain an Industrial Wastewater Discharge Permit for the discharge covered by this Agreement if, at any time during the Term of this Agreement, HRSD in its sole discretion determines that such permit is necessary pursuant to HRSD's Industrial Wastewater Discharge Regulations, as revised or modified periodically.

SANITARY SEWER DISCHARGE
EMERGENCY ROUTING AGREEMENT

Page 4 of 5

10. Termination. This Agreement may be terminated by JCSCA or HRSD in the event that the other party materially breaches this Agreement and such breach is not cured within sixty (60) days of the defaulting party's receipt of written notice of such breach from the non-defaulting party; or by mutual agreement of JCSCA and HRSD. Anything herein or elsewhere to the contrary notwithstanding, any such termination of this Agreement shall not relieve JCSCA of its obligation to pay all wastewater charges incurred prior to termination, whether or not those amounts are due and payable as of the termination date.

11. Notices. With the exception of the notice required under paragraph 7 of this Agreement, all notices and other communications hereunder must be in writing and must be delivered personally with written acknowledgment or sent by electronic mail, registered mail, certified, mail, or by overnight courier addressed to the parties as follows:

As to HRSD:

Hampton Roads Sanitation District
c/o General Manager
1434 Air Rail Avenue
Virginia Beach, VA 23455
generalmanager@hrsd.com

With a copy to:

Robyn H. Hansen
Sands Anderson PC
4801 Courthouse Street, Suite 203
Williamsburg, VA 23188
rhansen@sandsanderson.com

As to JCSCA:

James City Service Authority
c/o General Manager
119 Tewning Rd.
Williamsburg, VA 23188
doug.powell@jamescitycountyva.gov

With a copy to:

JCSA Attorney
101-D Mounts Bay Rd.
P.O. Box 8784
Williamsburg, VA 23185
adam.kinsman@jamescitycountyva.gov

Any notice in accordance herewith will be deemed received when delivery is received or refused.

12. Successors and Assigns. This Agreement is binding upon and inures to the benefit of the successors and assigns of the parties. This Agreement may not be assigned without the prior written consent of each party.


13. Entire Agreement. This Agreement constitutes the entire agreement among the parties and may not be modified or changed except by written instrument executed by all parties.

14. Applicable Law. This Agreement will be construed, interpreted, and implied according to the laws of the Commonwealth of Virginia. Any action relating the terms of this Agreement must be initiated in the Williamsburg-James City County Circuit Court.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Hampton Roads Sanitation District (HRSD) has executed this Agreement effective as of the day and year first written above.

HAMPTON ROADS SANITATION DISTRICT

By: 
Title: General Manager
Date: 7/18/2023

IN WITNESS WHEREOF, the James City Service Authority (JCSA) has caused this Agreement to be signed by the General Manager on its behalf pursuant to Resolution adopted by the JCSA Board of Directors on _____, 20____.

Approved as to Form:

JAMES CITY SERVICE AUTHORITY

JCSA Attorney

By: _____
Title: General Manager
Date: _____

MEMORANDUM

DATE: September 12, 2023

TO: The Board of Directors

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

SUBJECT: Contract Award - Underground Utility Locating Services

James City Service Authority (JCSA) currently operates approximately 420 miles of underground water lines and 450 miles of underground sewer lines. These lines must be located and marked based on calls received from VA811 (formerly Miss Utility), the information exchange center that commercial and residential excavators call in advance of digging to prevent damage to underground utilities. JCSA has always used its employees to mark underground lines.

Shentel Telecommunications Company, a cable and internet provider, recently expanded into James City County. The corresponding increase in Miss Utility tickets exceeds JCSA's existing capacity to locate and mark tickets in the timeframe required by the Commonwealth's Underground Utility Damage Protection Act. Shentel's expansion is expected to last several years.

To keep pace with this increased demand, a Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Underground Utility Locating Services on an as-needed basis. Four firms responded to the RFP by describing their qualifications, experience in performing similar work, methodology, financial responsibility, availability, and proposed pricing. A team of staff members representing JCSA and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Project & Construction Management Services Inc. (PCMS) as the most fully qualified firm that best met JCSA's needs as defined in the RFP. PCMS received satisfactory reference checks and has successfully provided underground utility locating services to other public entities including the Virginia Department of General Services, Henrico County, and Dinwiddie County.

The initial contract term is one year with five possible renewals of one year each. 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 Underground Utility Locating Services contract to PCMS.

MDP/md
CA-UngrdUtilServ-mem

Attachment

RESOLUTION

CONTRACT AWARD - UNDERGROUND UTILITY LOCATING SERVICES

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

WHEREAS, four firms submitted proposals and Project & Construction Management Services Inc. was determined to be the most fully qualified firm that best met the James City Service Authority’s needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Underground Utility Locating Services contract to Project & Construction Management Services Inc. for the initial one-year term with the option to renew the contract for five additional years.

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 12th day of September, 2023.

CA-UngrdUtilServ-res