

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
January 9, 2024
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

1. Proclamation - Douglas G. Lang

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

1. Conveyance of Real Property - 7311A Richmond Road

G. BOARD CONSIDERATION(S)

1. Contract Award – Job Order Construction Contract Services
2. Contract Award – Operations Center Data Room Air Conditioner Replacement - \$189,773

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

J. ADJOURNMENT

1. Adjourn until 9 am on January 19, 2024 for the Budget Retreat

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

A. CALL TO ORDER

Mr. Icenhour called the meeting to order at approximately 8:54 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 - Absent

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PRESENTATION(S)

1. FY 2023 Financial Statements Review for James City Service Authority – Cherry Bekaert

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell noted he would introduce Mr. Rob Churchman, partner with Cherry Bekaert, LLP. He stated Cherry Bekaert, LLP performed the audit for the James City Service Authority (JCSA), adding it was the first year the firm had done JCSA's audit. Mr. Powell noted Cherry Bekaert, LLP was also performing the County's audit.

Mr. Churchman addressed the Board noting he had a PowerPoint presentation that highlighted the core points of the audit. He noted the audit standards required he brief the Board either in a presentation or a written format at the end of each audit. Mr. Churchman began the presentation highlighting the members of the Core Audit Team or Client Service Team (as identified in the PowerPoint). He noted JCSA's financial statements were audited and Cherry Bekaert, LLP found all the materials were fairly presented in all material respects and in compliance with Government Auditing Standards. Mr. Churchman added the term materials was used as the audit was not down to every single dollar. He noted due to the County's receipt of certain types of funding, specific auditing guidelines had to be followed. Mr. Churchman further noted the audit showed no matters of noncompliance which were required to be reported, adding that was the news an organization wanted to hear from its auditor. He continued the presentation

addressing corrected and uncorrected misstatements, which he noted none were found in either category. Mr. Churchman stated he was required to provide that information annually. He noted a policy change which was in accordance with the Generally Accepted Accounting Principles (GAAP). Mr. Churchman stated subscriptions such as Microsoft subscriptions were included in this area. He cited an example, reiterating that he was required to provide that information. Mr. Churchman continued the presentation addressing disclosures and JCSA's relationships in that area. He noted there were no undisclosed relationships or questionable transactions with third parties. Mr. Churchman stated significant or unusual transactions were subject to review, but JCSA had none. He addressed the audit and the review of accounting estimates. Mr. Churchman stated there were no concerns with JCSA's accounting estimates. He noted JCSA's financial statement disclosures were neutral, consistent, and clear. Mr. Churchman further noted nonattest services and auditor independence aspects of the audit. He continued the presentation highlighting required communications: difficulties encountered, disagreements with management, auditor consultations, and management representations and the correlation of each aspect in relation to JCSA. Mr. Churchman noted those areas were all positive and the way he liked to see an audit. He highlighted some additional required communications: management consultations, other findings or issues, fraud and illegal acts, and ongoing concern. Mr. Churchman stated no negative results were noted on those points. He indicated other information found in the audit report and highlighted some upcoming financial reporting and auditing changes in the next few years.

The Board thanked Mr. Churchman for the audit.

Mr. Powell recommended the Board accept the Fiscal Year 2023 Financial Audit.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, Larson, McGlennon
Absent: Sadler

The Minutes Approved for Adoption included the following meetings:

- November 14, 2023, Regular Meeting
- November 15, 2023, Continuation of Regular Meeting

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon asked for clarification regarding the JCSA holiday luncheon.

Mr. Powell noted it was Thursday, December 14, 2023.

Mr. Hipple stated he would be unable to attend due to a Hampton Roads Transportation Accountability Committee meeting.

Mr. Powell noted he would extend Mr. Hipple's regrets to staff.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted he had no update.

J. ADJOURNMENT

1. Adjourn until 4 pm on January 9, 2024 for the Organizational Meeting

A motion to Adjourn was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

At approximately 9:09 p.m., Mr. Icenhour adjourned the Board of Directors.

MEMORANDUM

DATE: January 9, 2024

TO: The Board of Directors

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

SUBJECT: Conveyance of Real Property - 7311A Richmond Road

The James City Service Authority (JCSA) currently owns a 0.23-acre lot at Norge Elementary School for a well facility, which is no longer needed. The Williamsburg-James City County (WJCC) Schools conveyed this property to JCSA at no cost in 1986. WJCC has requested that JCSA convey the property back to them to facilitate the construction of a Pre-Kindergarten school-related facility.

Staff recommends approval of the resolution that authorizes the General Manager to execute documents necessary for the conveyance of the property to the WJCC.

MDP/md
ConvRP-7311ARichRd

Attachment

RESOLUTION

CONVEYANCE OF REAL PROPERTY - 7311A RICHMOND ROAD

WHEREAS, the James City Service Authority (the "JCSA") currently owns a certain parcel of land located at 7311A Richmond Road and further identified as James City County Real Estate Tax Map Parcel No. 2320100035A (the "Property"); and

WHEREAS, the JCSA acquired the Property from the Williamsburg-James City County School Board ("WJCC") by Deed dated June 12, 1986 at no charge to the JCSA, for improvements related to a JCSA facility; and

WHEREAS, the JCSA no longer needs the facility on the Property and WJCC has asked for the Property to be returned to it so that it may construct a school-related facility upon it; and

WHEREAS, the Board of Directors, following a public hearing, is of the opinion that the JCSA should convey the Property to WJCC at no charge to the WJCC, with the condition that the WJCC takes the Property as-is and be responsible for the cost of removal of the existing JCSA facilities on the Property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby authorize and direct the General Manager to execute those documents necessary for the conveyance of the Property to the Williamsburg-James City County School Board by Special Warranty and with the express condition that WJCC bear the full cost of the removal of any JCSA facilities on the Property.

?????????????
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>
NULL	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of January, 2024.

MEMORANDUM

DATE: January 9, 2024
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award - Job Order Construction Contract Services

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform Job Order Construction Contract Services on an as-needed basis for James City Service Authority (JCSA), James City County (JCC), and Williamsburg-James City County Schools (WJCC Schools). A broad range of construction services may be provided under the resulting contract including new construction, repair, renovation, alteration, and maintenance projects. Prices for individual projects are determined using fixed unit prices.

Three firms responded to the RFP by describing their interest, qualifications, project approach, current workload, experience in performing similar work, and proposed unit prices. A panel of staff members representing JCSA, JCC, and WJCC Schools evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected TMG Construction as the most fully qualified firm that best met the needs of JCSA, JCC, and WJCC Schools as defined in the RFP. TMG Construction received satisfactory reference checks and has successfully completed work for other Virginia municipalities including Loudoun County, Prince William County, and Stafford County.

The initial contract term is one year with the option of two additional one-year renewals upon mutual consent of the parties. A purchase order will be issued for each individual project with pricing developed from the contract fixed unit price schedule. An individual project shall not exceed \$500,000 and the total amount of work assigned during each contract term shall not exceed \$6,000,000.

Staff recommends approval of the attached resolution authorizing award of the contract for Job Order Construction Contract Services to TMG Construction.

MDP/ap
CA-JOConstCntSer-mem

Attachment

RESOLUTION

CONTRACT AWARD - JOB ORDER CONSTRUCTION CONTRACT SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Job Order Construction Contract Services; and

WHEREAS, three firms submitted proposals and TMG Construction 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, does hereby award the contract for Job Order Construction Contract Services to TMG Construction.

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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	_____	_____	_____	_____
NULL	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of January, 2024.

CA-JOConstCntSer-res

MEMORANDUM

DATE: January 9, 2024

TO: The Board of Directors

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

SUBJECT: Contract Award - \$189,773 Operations Center Data Room Air Conditioner Replacement

The air conditioner units serving the Data Room in the Operations Center at 119 Tewning Road have reached the end of their useful lives and require replacement. These units operate constantly and provide required cooling to the computer equipment in the Data Room. The project includes removal of the existing units, installation of two new units including refrigerant lines, and interlinking the two units to form a redundant system with an in-service spare to insure continued cooling if one unit fails.

A quote was solicited from Warwick Mechanical Group that currently has an Annual HVAC Support Services contract with James City County (JCC). This contract contains cooperative purchasing language allowing the James City Service Authority (JCSA) 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 this cooperative procurement, staff believes the JCSA will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

Following several site visits with the vendor, staff negotiated a turnkey package with Warwick Mechanical Group to replace the Data Room air conditioner units for \$189,773. The price was determined to be fair and reasonable through consultation with HVAC Specialist staff of the JCC General Services Department Facilities Management Division and comparison to previous similar project costs. Warwick Mechanical Group has successfully completed similar work for JCSA in the past including complete replacement of the HVAC system at the Five Forks Water Treatment Plant in Fiscal Year 2022. Board approval is required because this purchase exceeds \$100,000.

The Water Fund and Sewer Fund Repair and Replacement Reserves contain funding for this project.

Staff recommends adoption of the attached resolution authorizing award of the Operations Center Data Room Air Conditioner Replacement contract to Warwick Mechanical Group for \$189,773.

MDP/ap
CA-OpsCtrACRpl-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$189,773 - OPERATIONS CENTER DATA ROOM

AIR CONDITIONER REPLACEMENT

WHEREAS, the air conditioner units serving the Data Room at the Operations Center 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 James City County issued a cooperative purchasing contract for Annual HVAC Support 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 \$189,773 with Warwick Mechanical Group to furnish and install the replacement air conditioner units.

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 Operations Center Data Room Air Conditioner Replacement to Warwick Mechanical Group in the amount of \$189,773.

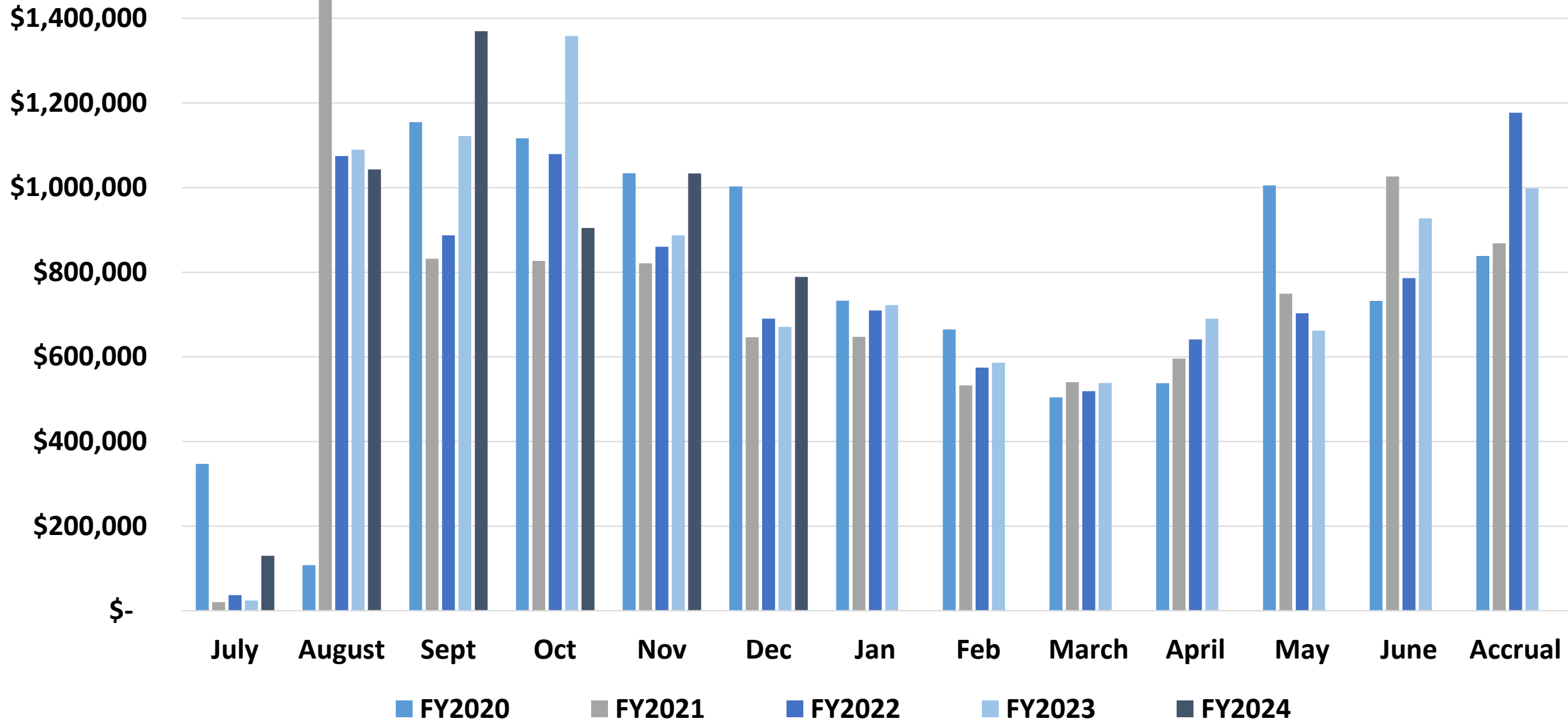
?????????
Chairman, Board of Directors

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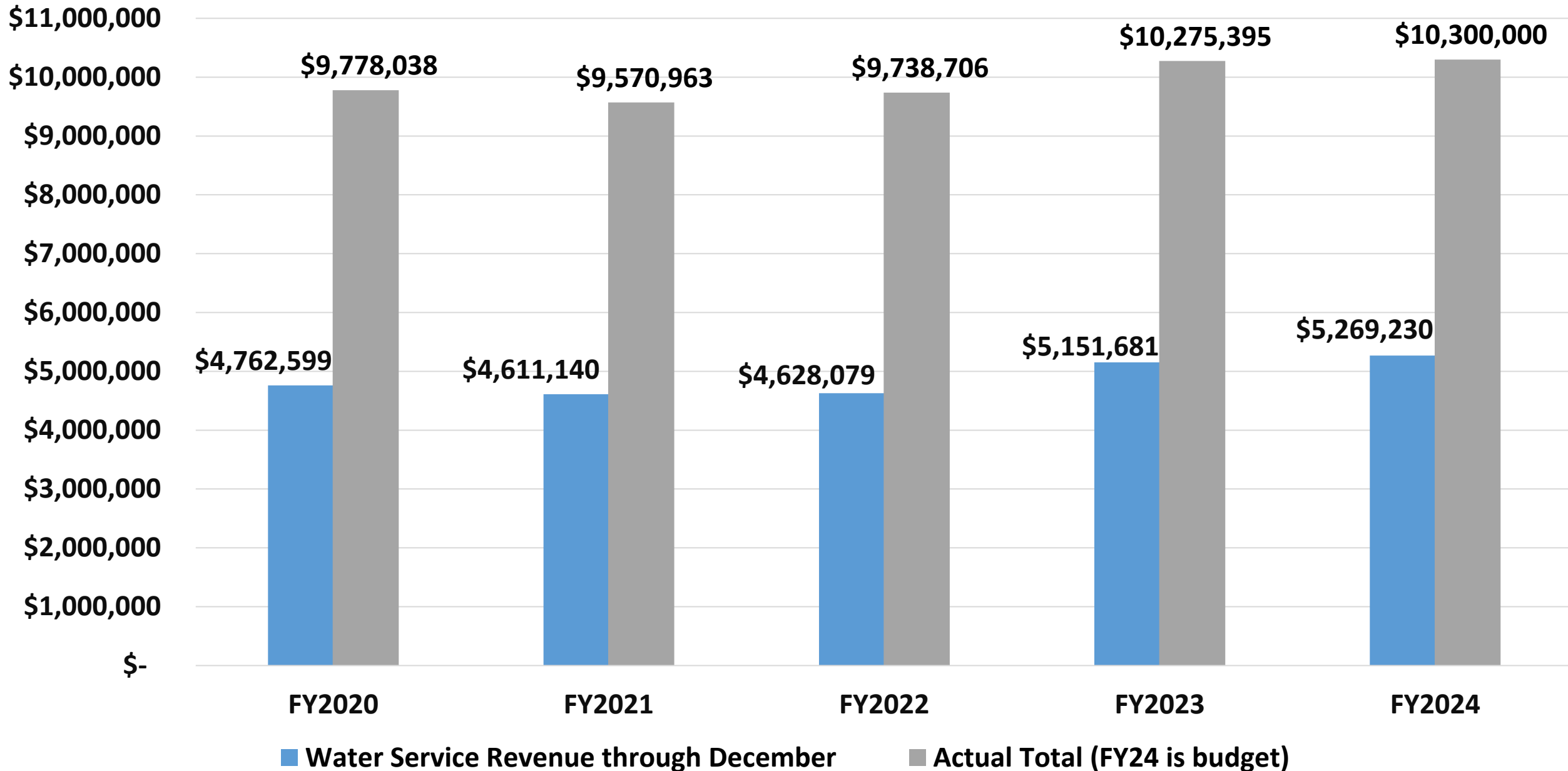
Teresa J. Saeed
Deputy Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 9th day of January, 2024.

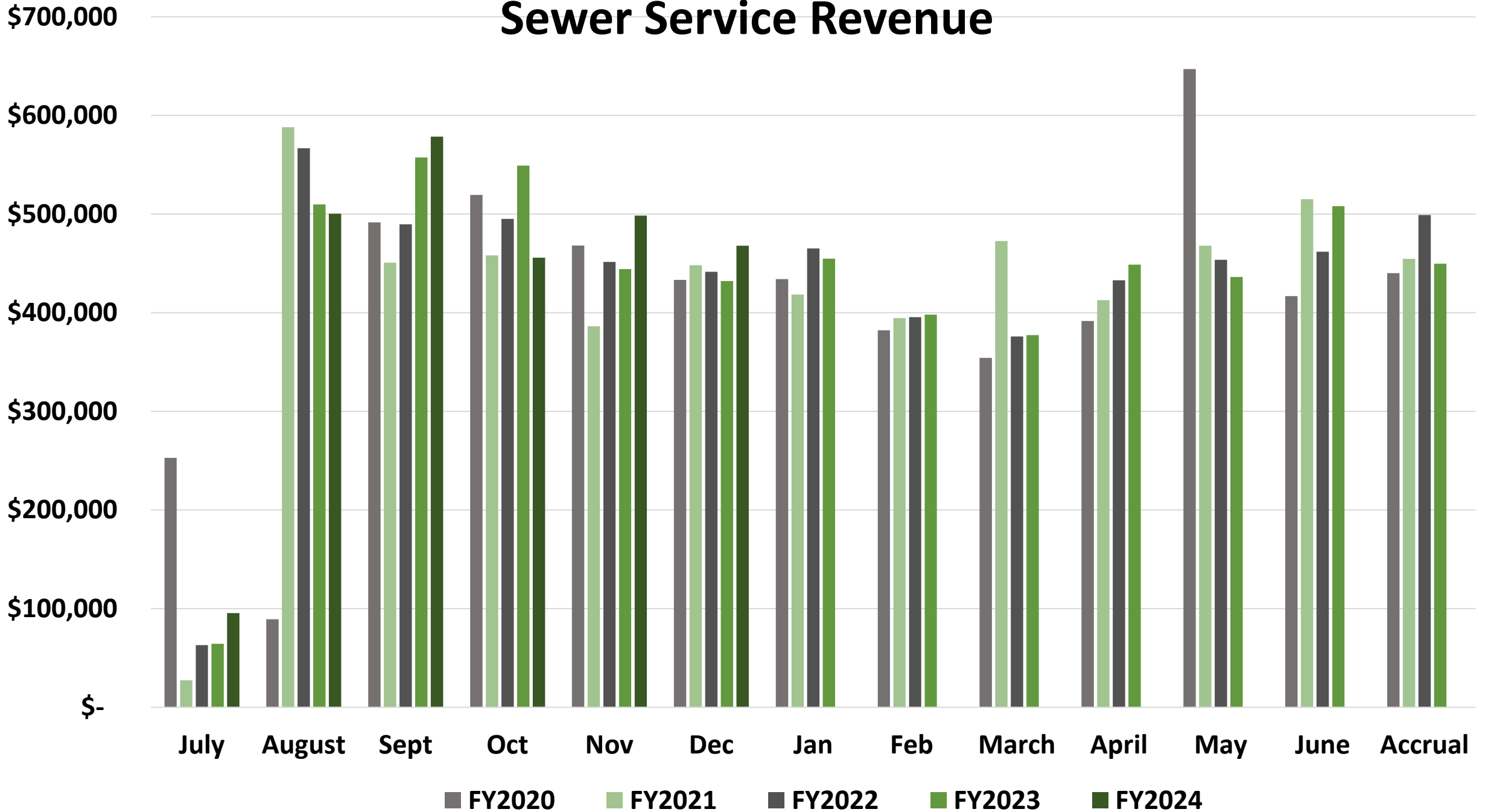
Water Service Revenue



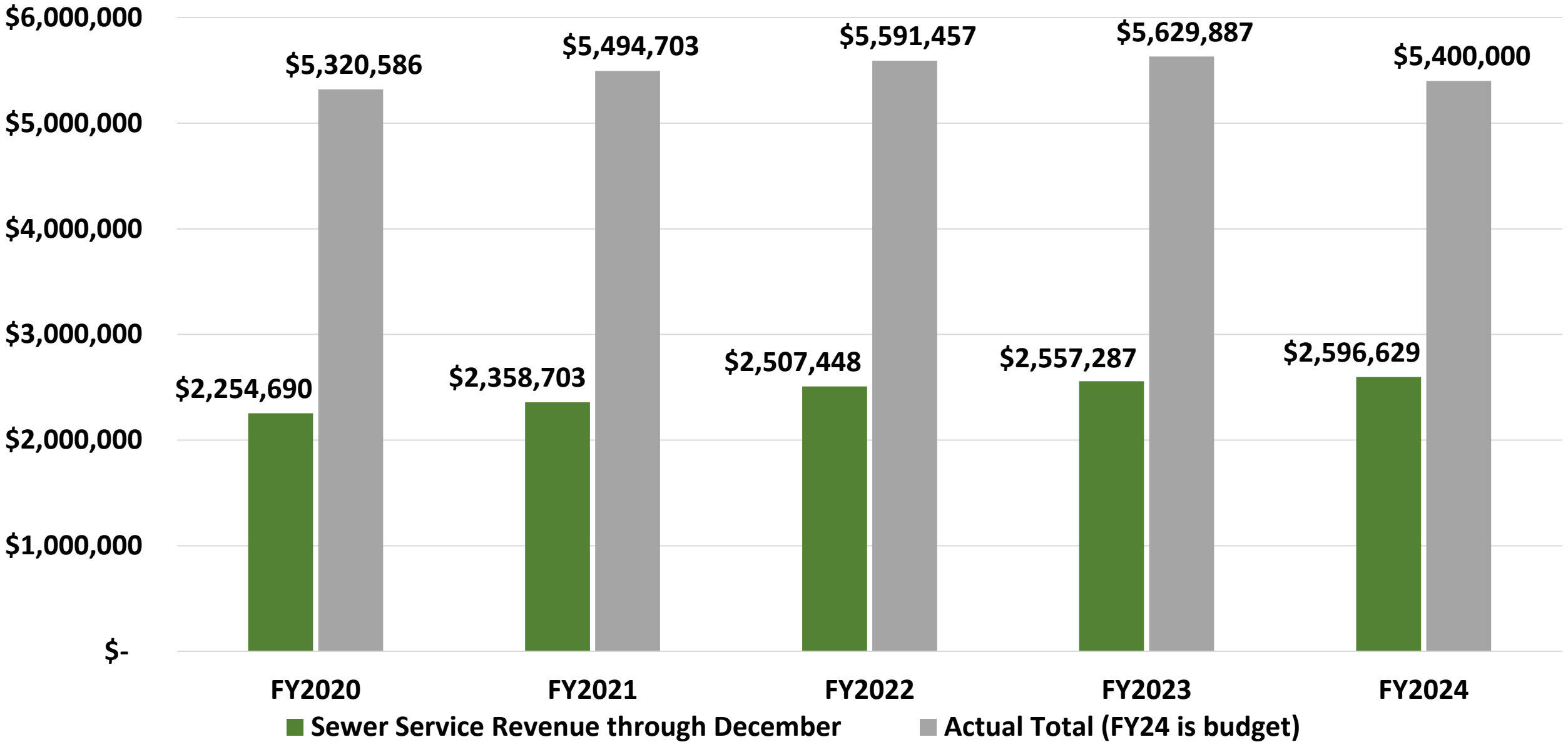
Water Service Revenue through December



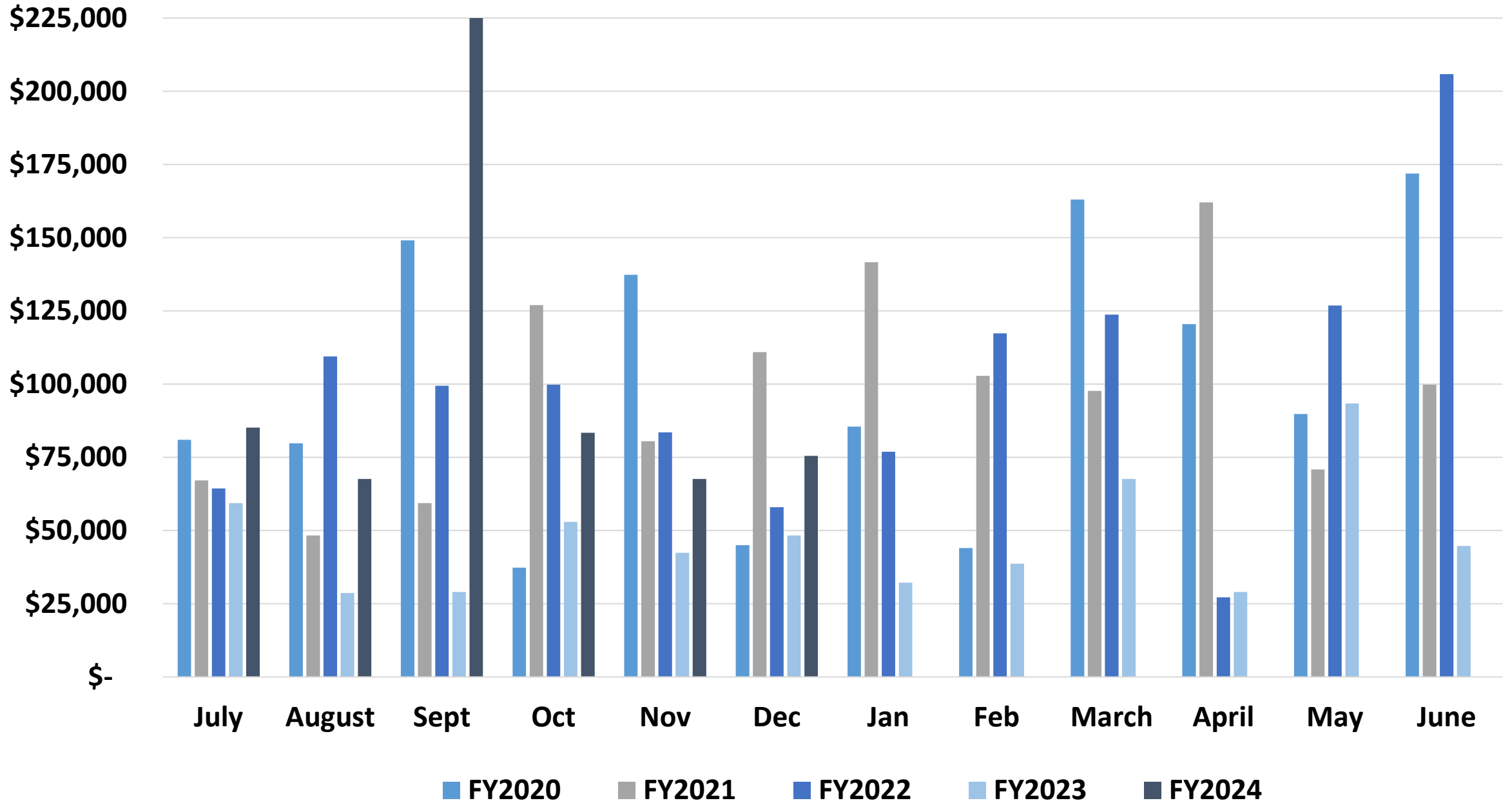
Sewer Service Revenue



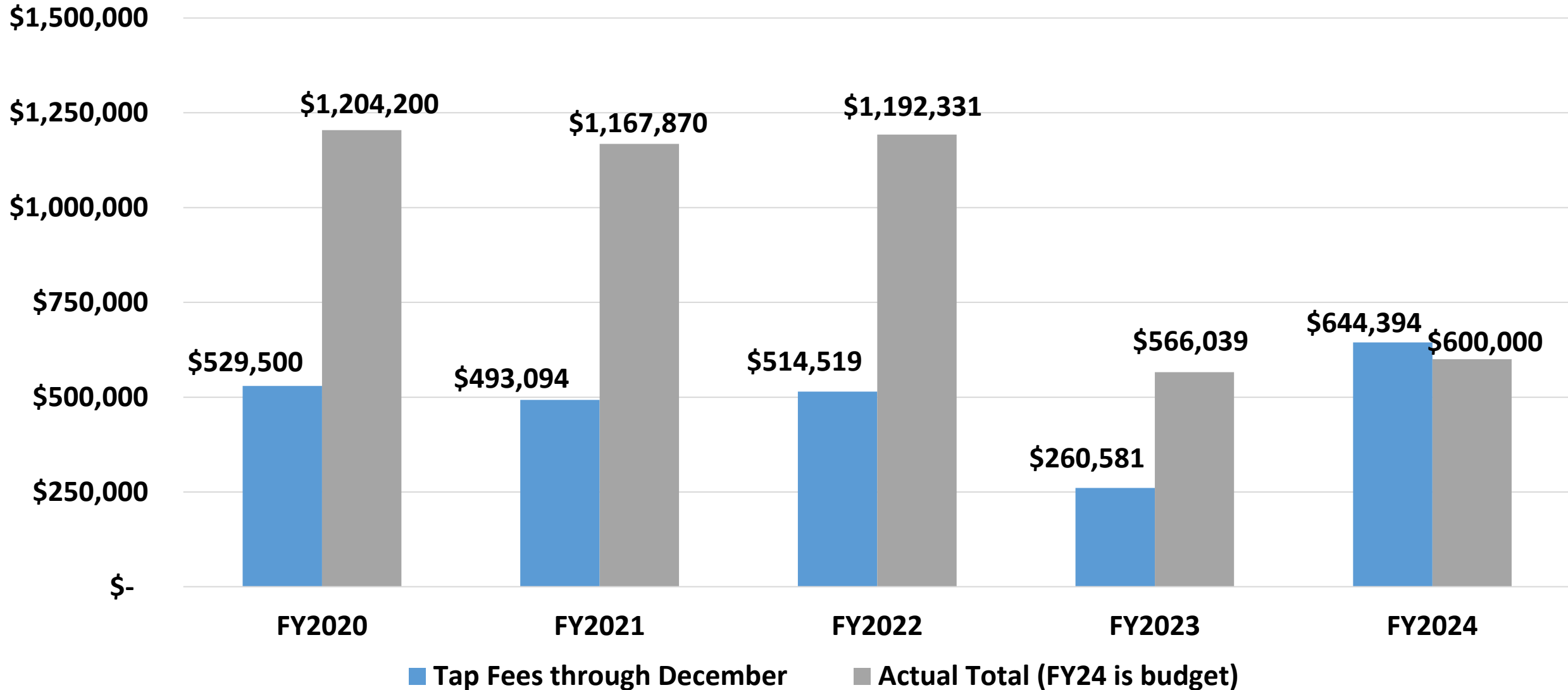
Sewer Service Revenue through December



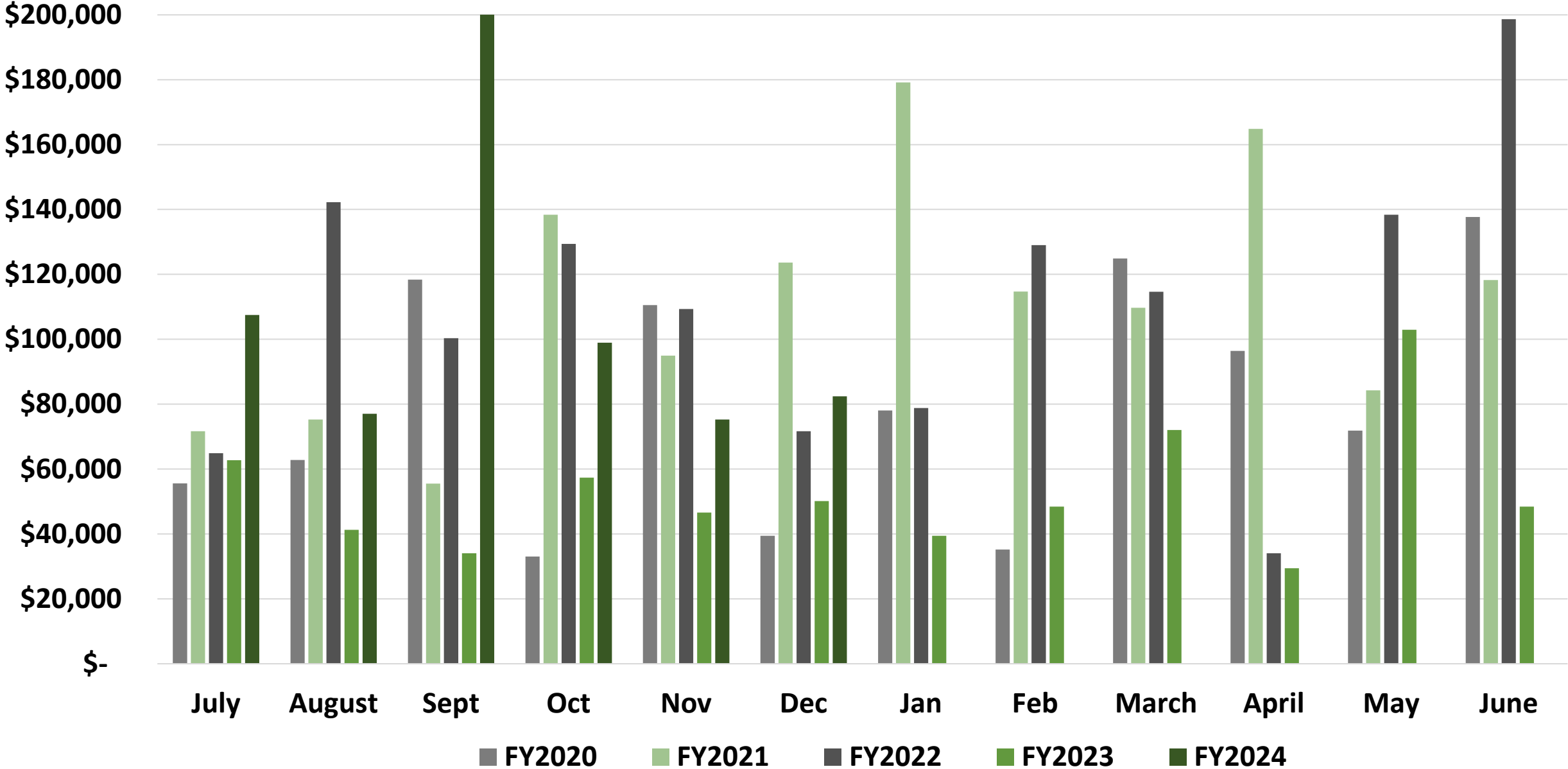
Water Tap Fees



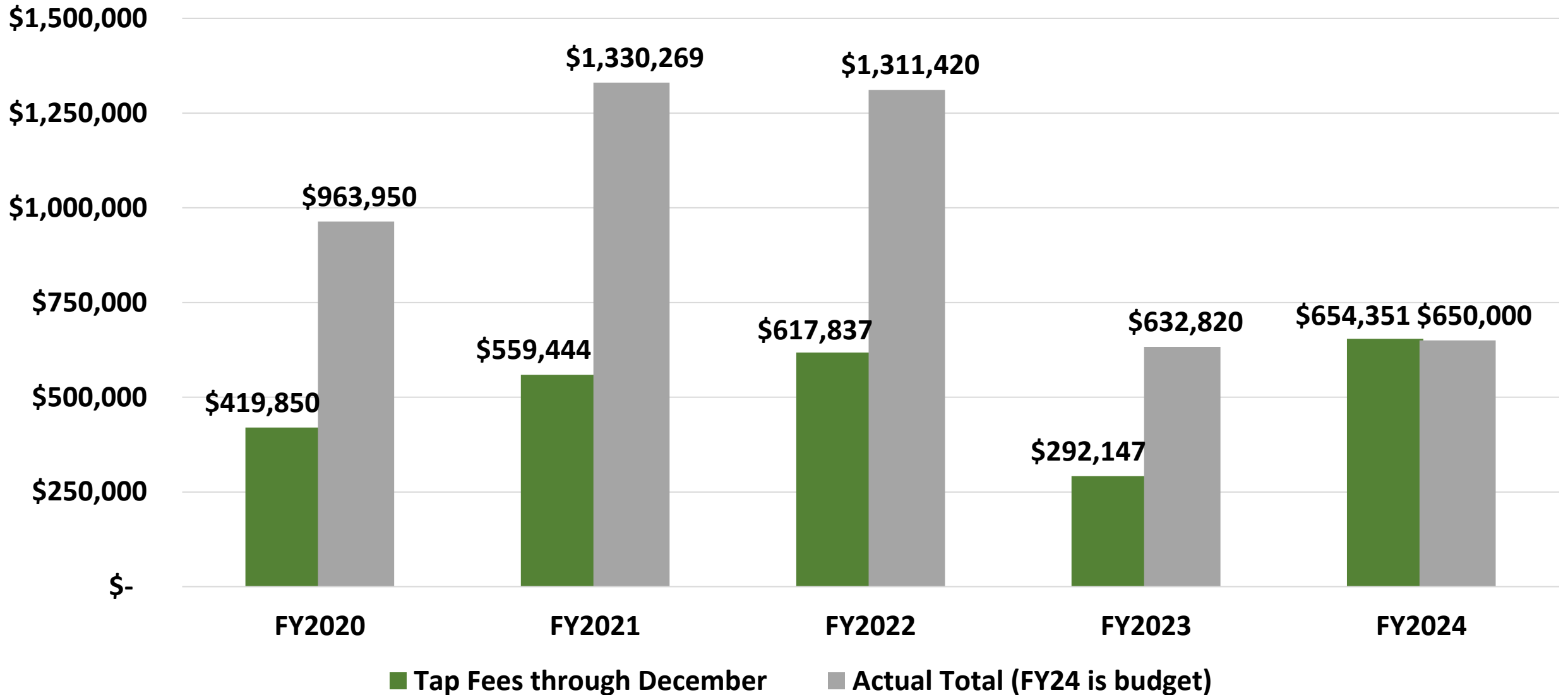
Water Tap Fees through December



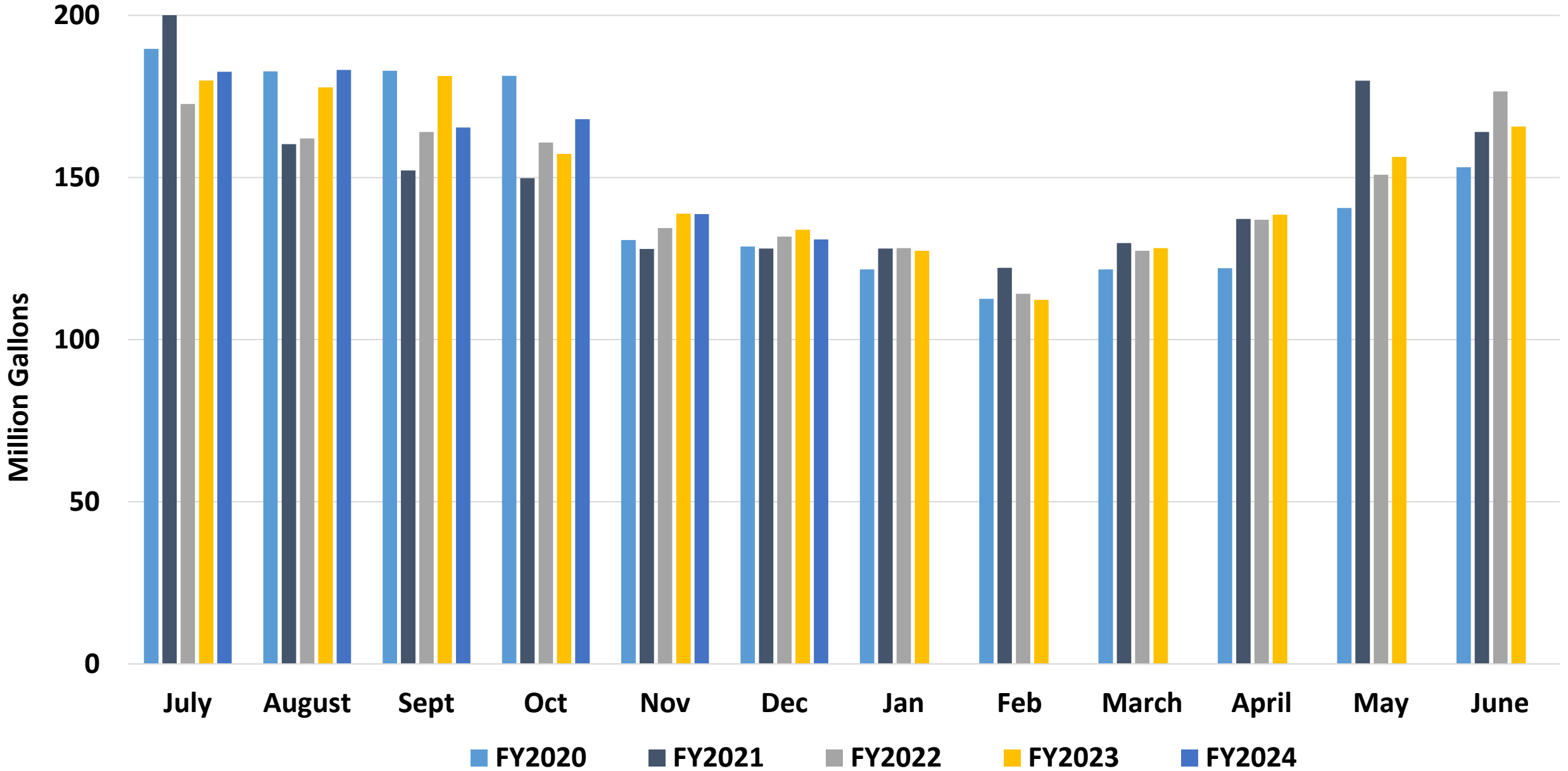
Sewer Tap Fees



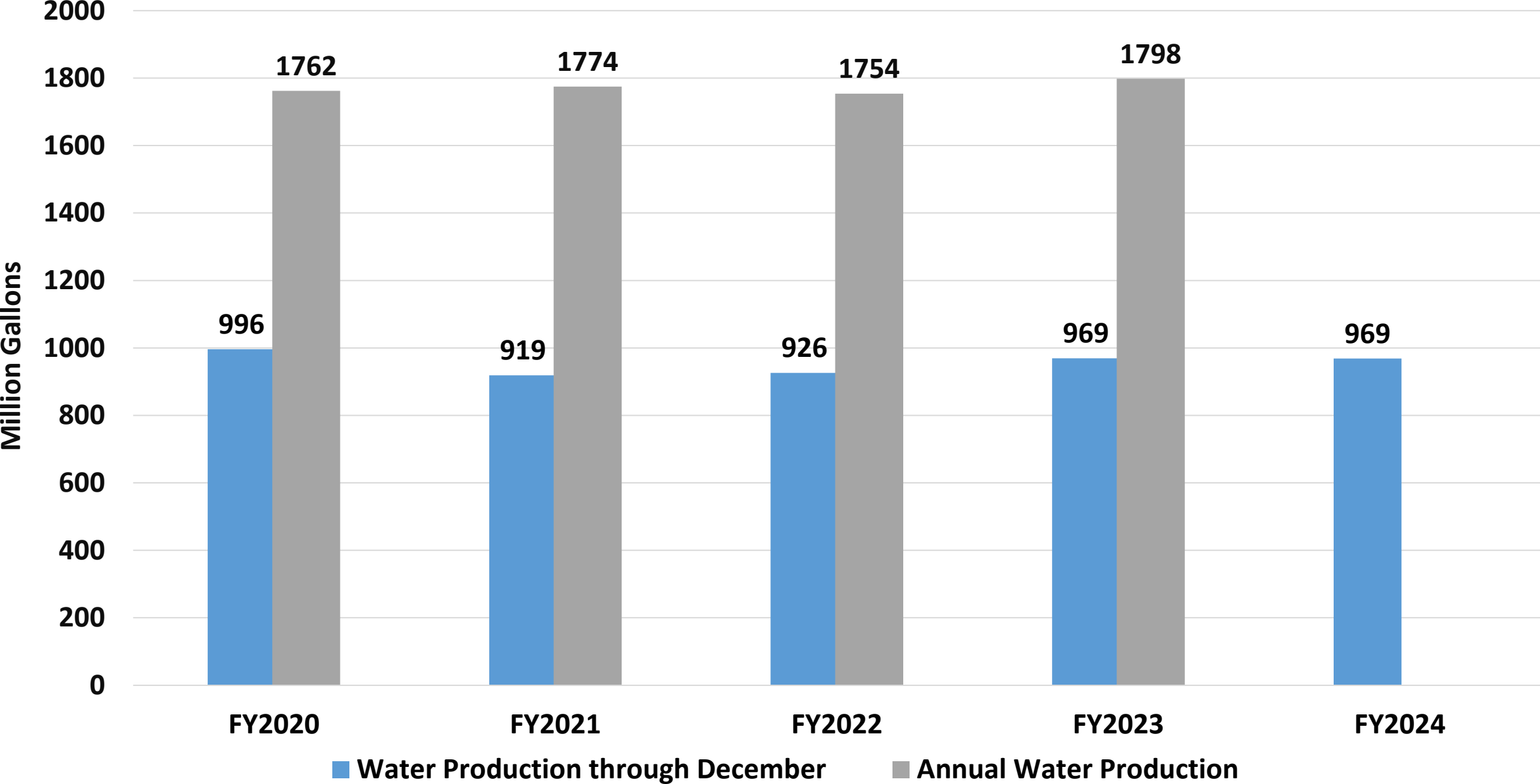
Sewer Tap Fees through December



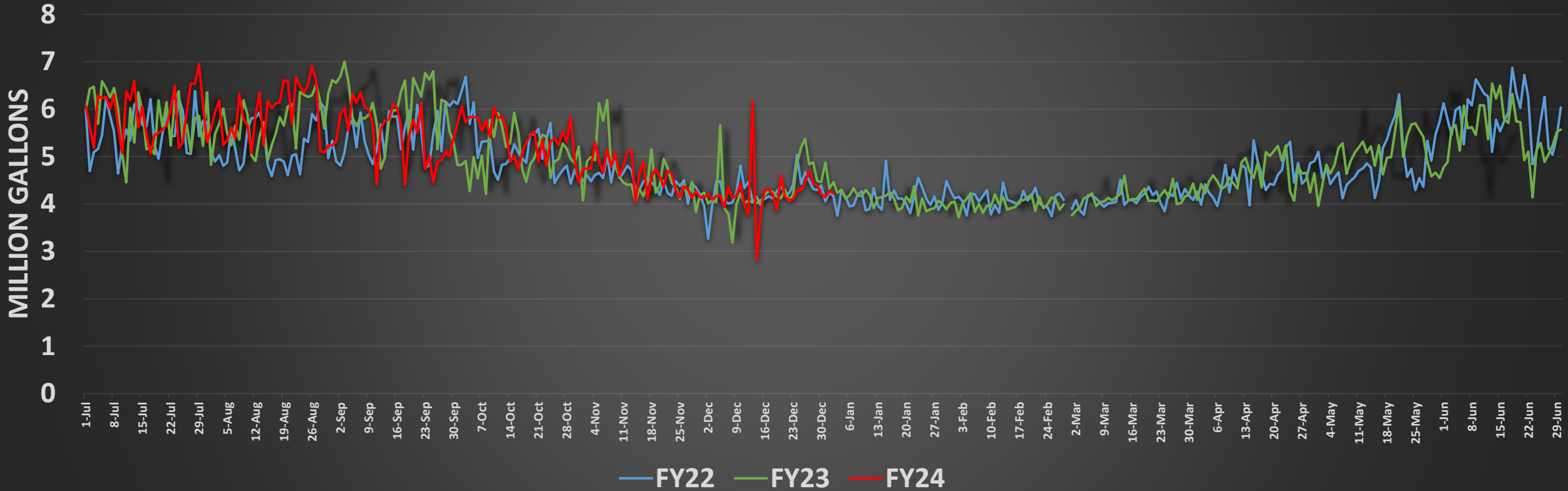
Monthly Water Production



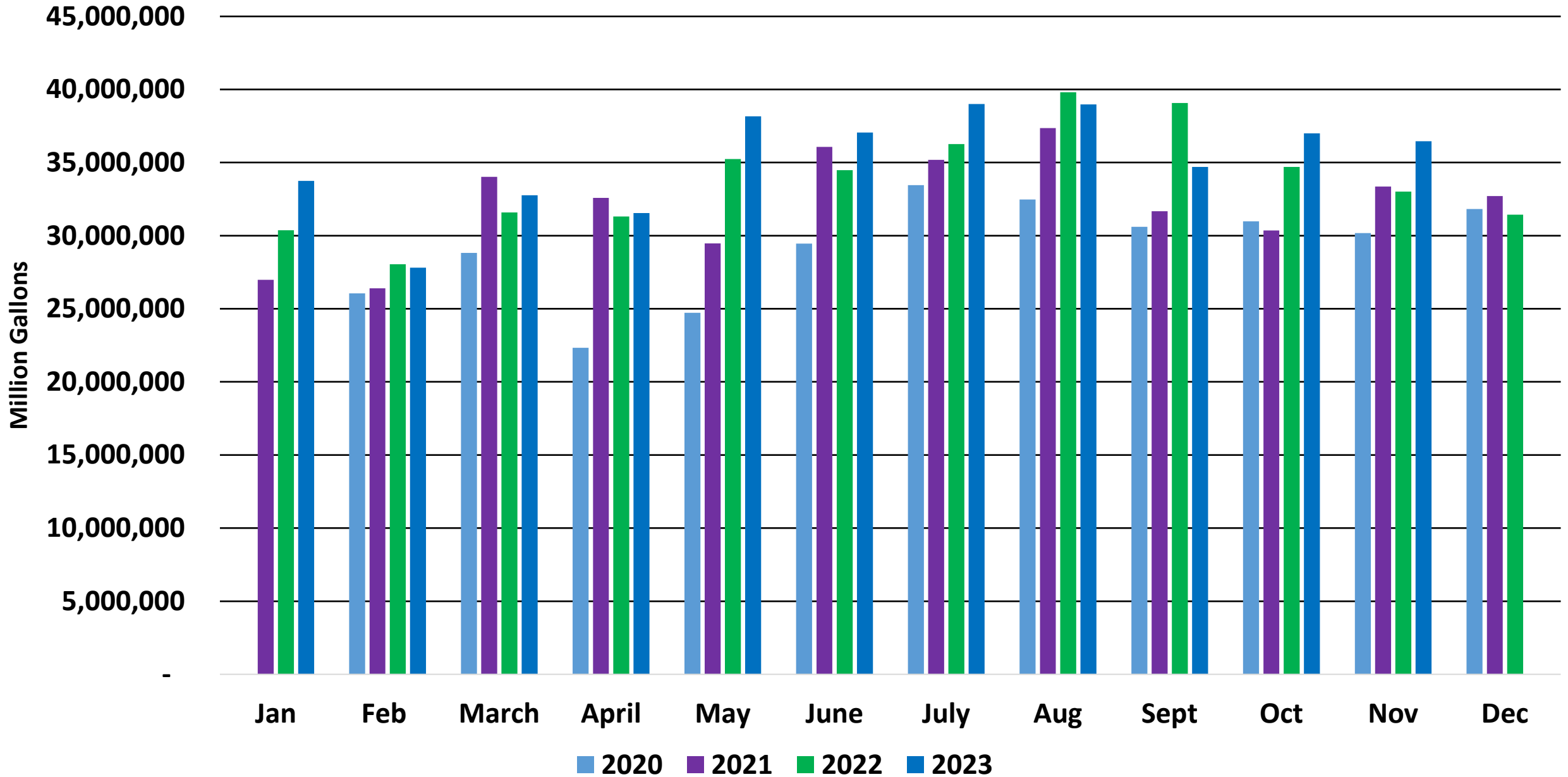
Water Production through December



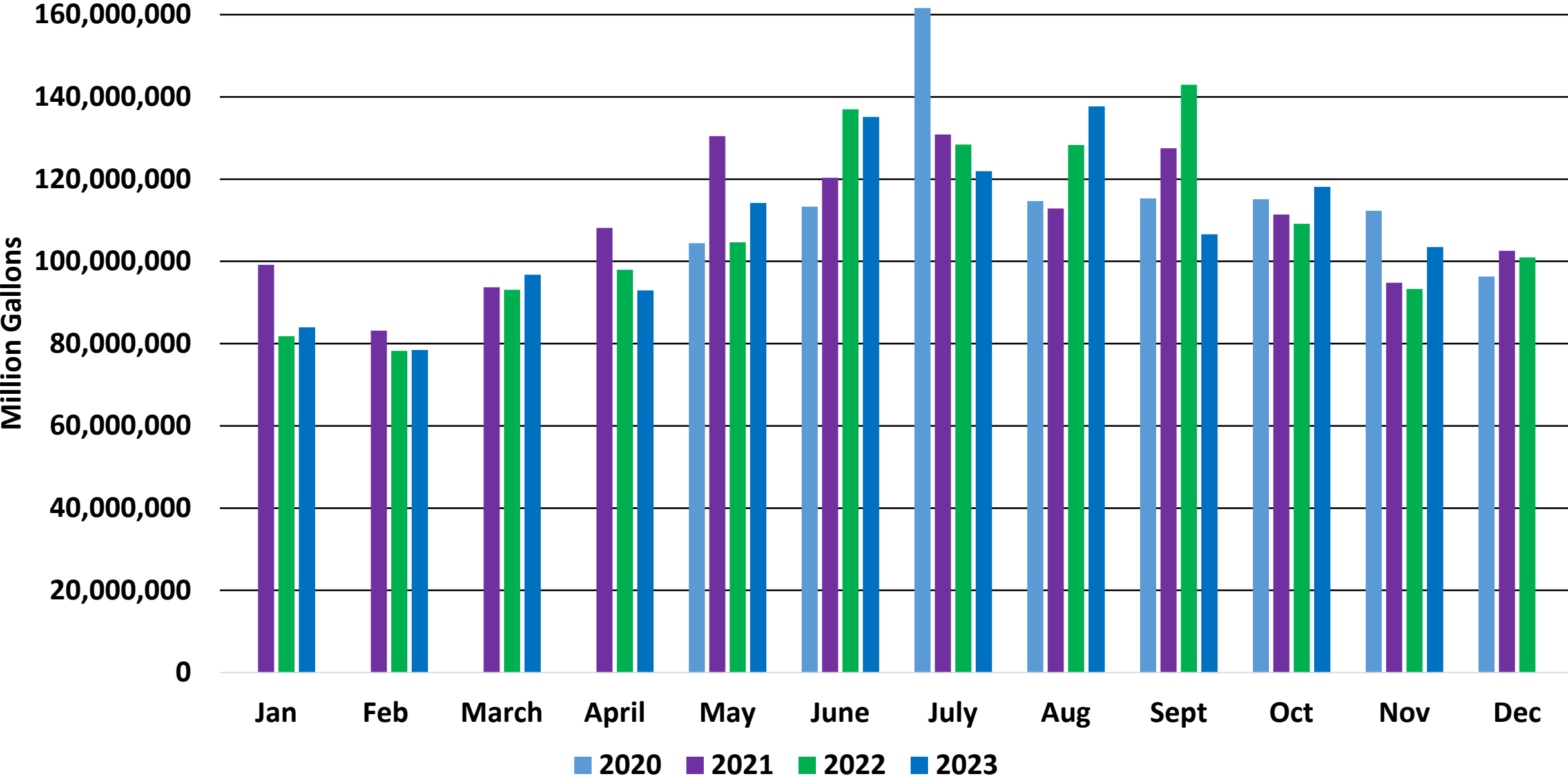
Daily Water Production



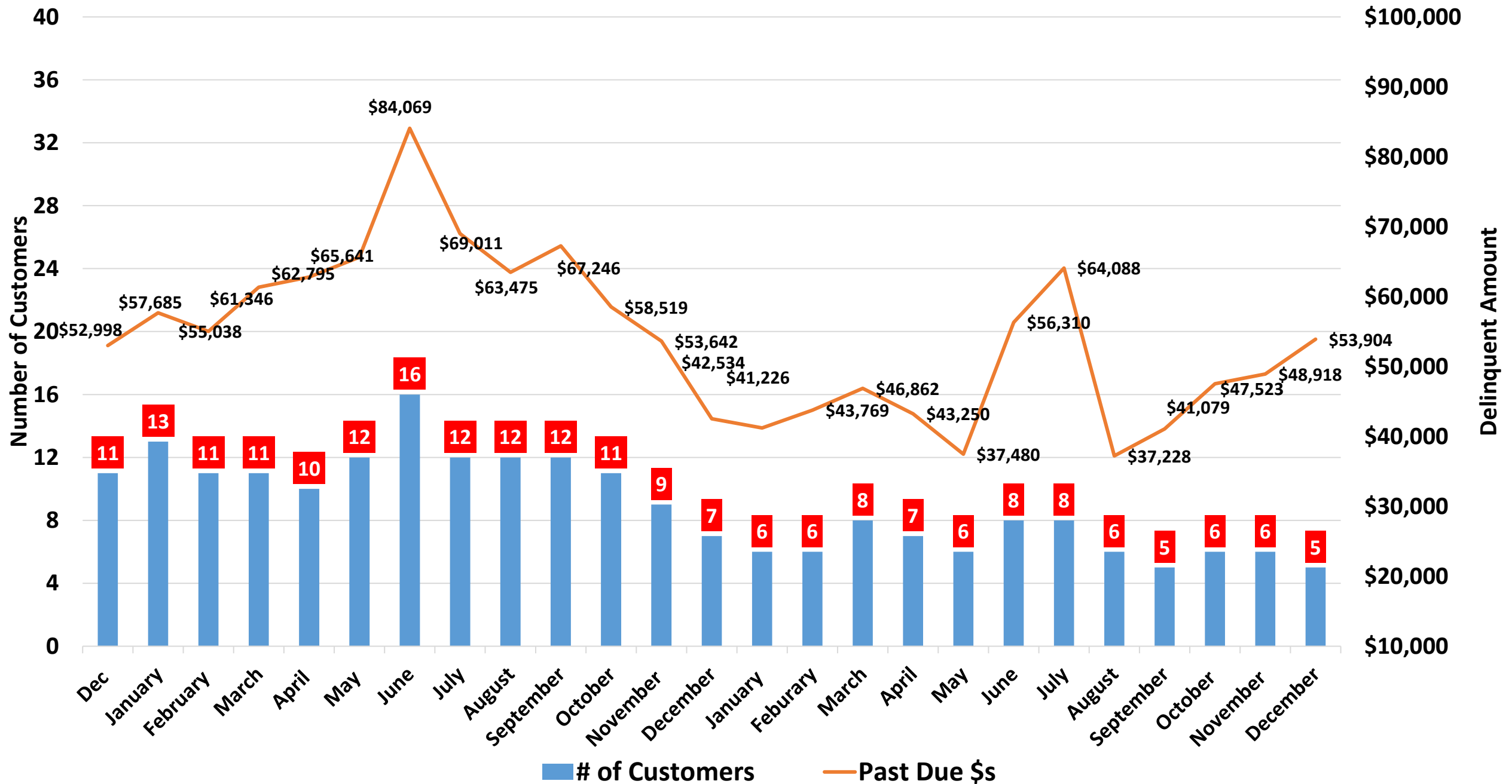
Commercial Consumption



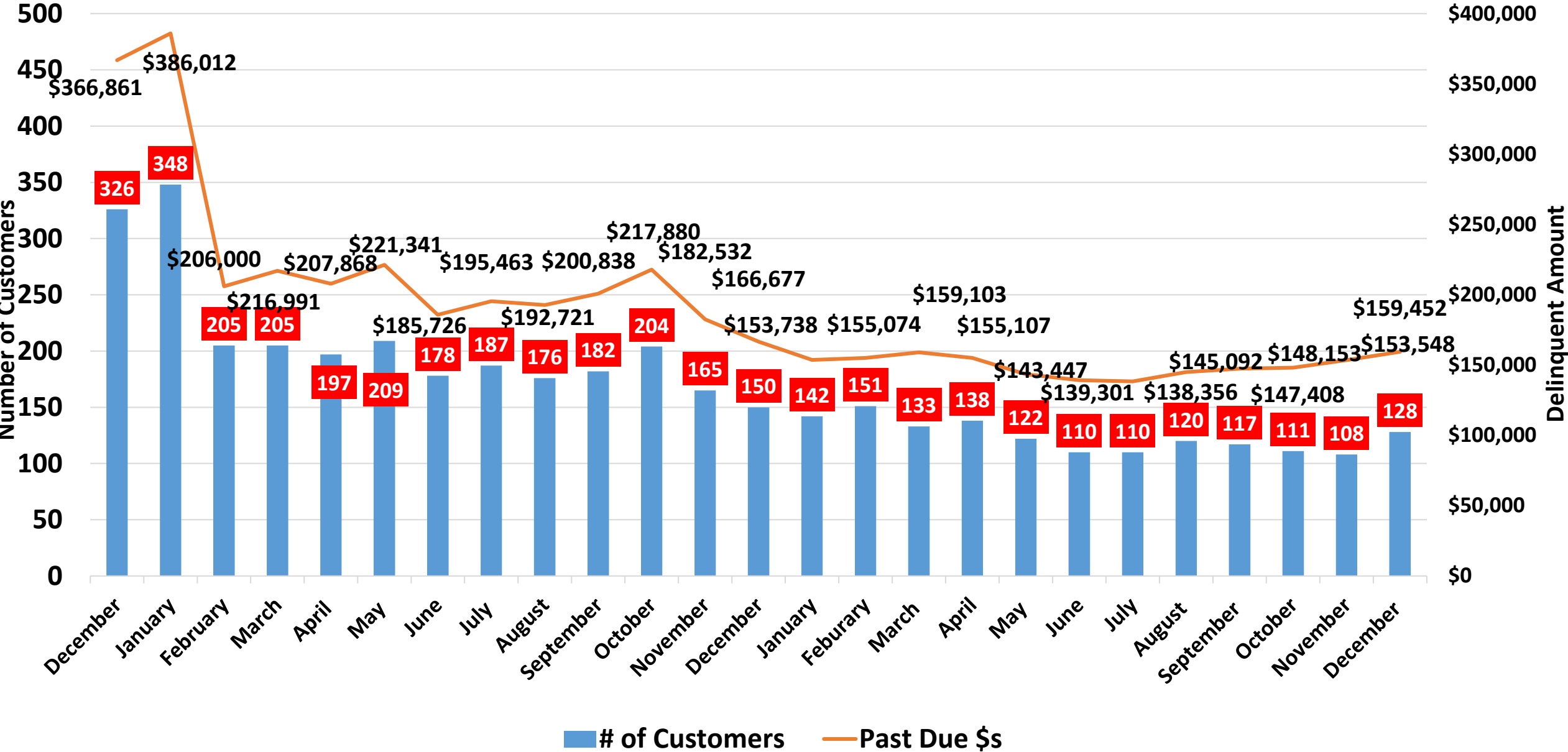
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

