

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
March 12, 2024
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)

G. BOARD CONSIDERATION(S)

1. Contract Award - \$187,110 - Hydraulic Excavator Replacement

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. March Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 pm on April 9, 2024 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
February 13, 2024
5:00 PM

A. CALL TO ORDER

Ms. Null called the meeting to order at approximately 6:20 p.m. following the James City County Board of Supervisors Regular Meeting.

B. ROLL CALL

Michael J. Hipple, Powhatan District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Berkeley District
Barbara E. Null, Chair, Stonehouse District

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

C. PRESENTATION(S)

None.

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: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

The Minutes Approved for Adoption included the following meetings:

- o January 9, 2024, Organizational Meeting
- o January 9, 2024, Regular Meeting
- o January 19, 2024, Budget Retreat

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Setting a Public Hearing - Fiscal Year 2025 Utility Rates

A motion to Set April 9, 2024 for the Public Hearing was made by John McGlennon, the motion result was Passed.

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

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

Mr. Powell noted the resolution in the Board's Agenda Packet set the public hearing for the Fiscal Year 2025 utility rates at the Board's April 9, 2024, Regular Meeting. He further noted that under the proposed rates the fixed charge for wastewater based on a 5/8-inch meter would increase from \$2 to \$3.01. Mr. Powell stated the volumetric charge would increase from \$3.11 per 1,000 gallons to \$3.14 per 1,000 gallons. He noted the fixed charge for water based on a 5/8-inch meter would increase from \$6.02 to \$7.52 with the Tier 1 volumetric rate increasing from \$3.98 per 1,000 gallons to \$4.20 per 1,000 gallons. Mr. Powell stated if these rates were adopted then the total monthly water and sewer bill, based on a typical 5,000 gallon per month residential user, would increase \$3.93 monthly. He added the monthly rate would increase from \$46.71 to \$50.64. Mr. Powell noted the proposed rates were consistent with those rates discussed at the Board's January 19, 2024, Retreat. He further noted if the Board approved the rates, then the combined bill would still remain the third lowest rate of the 18 Hampton Roads localities. Mr. Powell cited specifics regarding the proposed rates, adding the 2020 rate plan was no longer a viable option regarding revenue in relation to adequate reserves and debt service coverage. He noted the increased costs in operating and capital budgets. Mr. Powell stated the highest areas of increased costs included utilities, vehicles, construction, and supplies such as treatment chemicals. He noted two additional proposed rate changes which included an increase to the grinder pump maintenance agreement from \$425 annually to \$450 annually. Mr. Powell stated the second change was the implementation of a new annual testing of backflow preventer fee of \$15 for coverage of operational costs for the backflow and Fats, Oils, and Grease programs. He addressed the specific need for an additional staff position to address increased workload. Mr. Powell noted staff's recommendation for approval of the resolution authorizing the public hearing regarding the proposed rate changes with a July 1, 2024, effective date.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

1. February 2024 Dashboard Report

Mr. Powell noted he had several items to address. He updated the Board stating the Kingswood project was substantially complete. Mr. Powell noted the paving of two roads, Spring Road and West Kingswood Drive, remained to be completed. He added that paving was to be completed by the Virginia Department of Transportation (VDOT) but the schedule was unknown.

Ms. Larson questioned VDOT's timeline.

Mr. Powell stated VDOT had received bids and he was thinking possibly springtime. He noted he was unsure of the exact timeline.

Mr. McGlennon questioned why those two specific roads.

Mr. Powell responded it had involved negotiations. He stated VDOT had a project already planned in the Kingswood neighborhood prior to the James City Service Authority's (JCSA) utility improvement project. Mr. Powell noted both VDOT and JCSA took different areas to work on in the neighborhood. He stated the new Enterprise software system, JCSA's new billing system, was slated to go live on March 25. Mr. Powell noted customers would receive the new system's bills in early April that would include only the JCSA water and sewer bill on one bill with a separate Hampton Roads Sanitation District (HRSD) bill. He provided the timeline of the software system. Mr. Powell stated every JCSA customer would receive a postcard as part of the communication plan. He added those postcards were slated for mailing on February 22. Mr. Powell noted the changes had been announced on the JCSA website for some time. He stated an explanatory insert would be included in the last combined bill to customers. Mr. Powell noted paperless customers would receive an email with an image of the insert. He stated an insert was likely to be read over a message printed on the bill. Mr. Powell noted additional communications included an email blast to all customers with available emails and the upcoming Town Hall meetings in April. He stated social media communications and a press release in April to address the changes.

Mr. Icenhour noted he used the Auto Pay system. He questioned when the split occurred would he automatically continue with the HRSD portion as a transfer or would he need to initiate that portion as a new process.

Mr. Powell stated he would confirm that point, but added he felt re-enrollment would be required for Auto Pay. He added the instructions for that process would be included as part of the first bill. Mr. Powell noted everyone would receive their respective bill in the same manner they currently received a bill. He stated JCSA had strived to make the process match the current one, but added Auto Pay would require a new sign up.

J. CLOSED SESSION

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, Null

At approximately 6:29 p.m., the Board of Directors entered a Closed Session.

At approximately 6:48 p.m., the Board 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, Null

1. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically the fees charged for grinder pump maintenance, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia
2. Certification of Closed Session

K. ADJOURNMENT

1. Adjourn until 5 pm on March 12, 2024, 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, Null

At approximately 6:48 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: March 12, 2024

TO: The Board of Directors

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

SUBJECT: Contract Award - \$187,110 - Hydraulic Excavator Replacement

The James City Service Authority's (JCSA) 2008 Yanmar SV100 Excavator is the oldest of three excavators used by the Water Distribution Section on an almost daily basis to install and repair water pipe infrastructure. The Yanmar excavator is nearing the end of its service life and was originally scheduled for replacement in Fiscal Year 2025 (FY 2025). It is currently out of service and some of the required repair parts are no longer available from the manufacturer. Immediate purchase will allow JCSA to maintain its current level of service for customers.

JCSA and County Fleet and Equipment staff examined different options and determined the most efficient procurement method was a cooperative purchasing contract for heavy equipment issued by Sourcewell to Caterpillar Inc., following a competitive procurement process. The contract contains wording allowing other localities to purchase from the contract.

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

The purchase price of \$187,110 includes a replacement Caterpillar 308 CR Mini Hydraulic Excavator and trade-in of the existing Yanmar unit. The Water Fund Repair and Replacement Reserve contains funding for immediate purchase of the replacement excavator. The replacement excavator will remain in the proposed FY 2025 Water Fund Capital Improvements Program Heavy Equipment budget as originally planned. Reimbursement of the purchase price to the Water Fund Repair and Replacement Reserve is scheduled for the beginning of FY 2025 and is contingent on budget adoption by the Board.

The attached resolution awards the contract for purchase of the replacement excavator to Carter Machinery, Inc., the Caterpillar dealer for Virginia.

Staff recommends approval of the attached resolution.

MDP/ap
CA-HydExcavRpl-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$187,110 - HYDRAULIC EXCAVATOR REPLACEMENT

WHEREAS, James City Service Authority’s 2008 Yanmar SV100 Excavator is nearing the end of its service life and requires immediate replacement to maintain current levels of service; 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 Sourcewell issued a cooperative purchasing contract for heavy equipment to Caterpillar Inc. following a competitive procurement process; and

WHEREAS, staff determined the cooperative purchasing contract includes the required replacement Caterpillar 308 CR Mini Hydraulic Excavator and negotiated a purchase price of \$187,110 that includes trade-in of the existing Yanmar unit.

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 hydraulic excavator replacement to Carter Machinery, Inc., the Caterpillar dealer for Virginia, in the amount of \$187,110.

Barbara E. Null
Chair, Board of Directors

ATTEST:

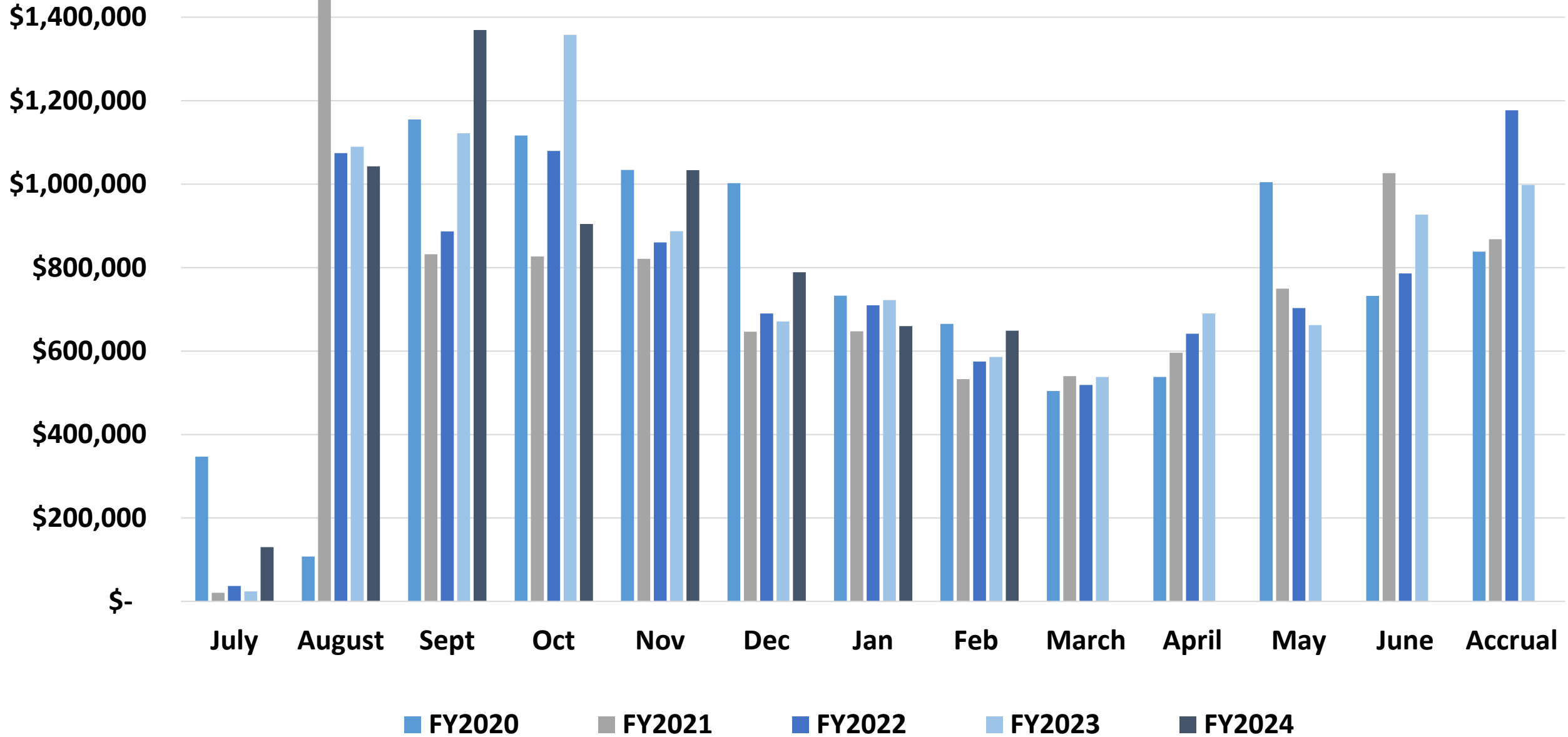
Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
LARSON	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
HIPPLE	_____	_____	_____	_____
NULL	_____	_____	_____	_____

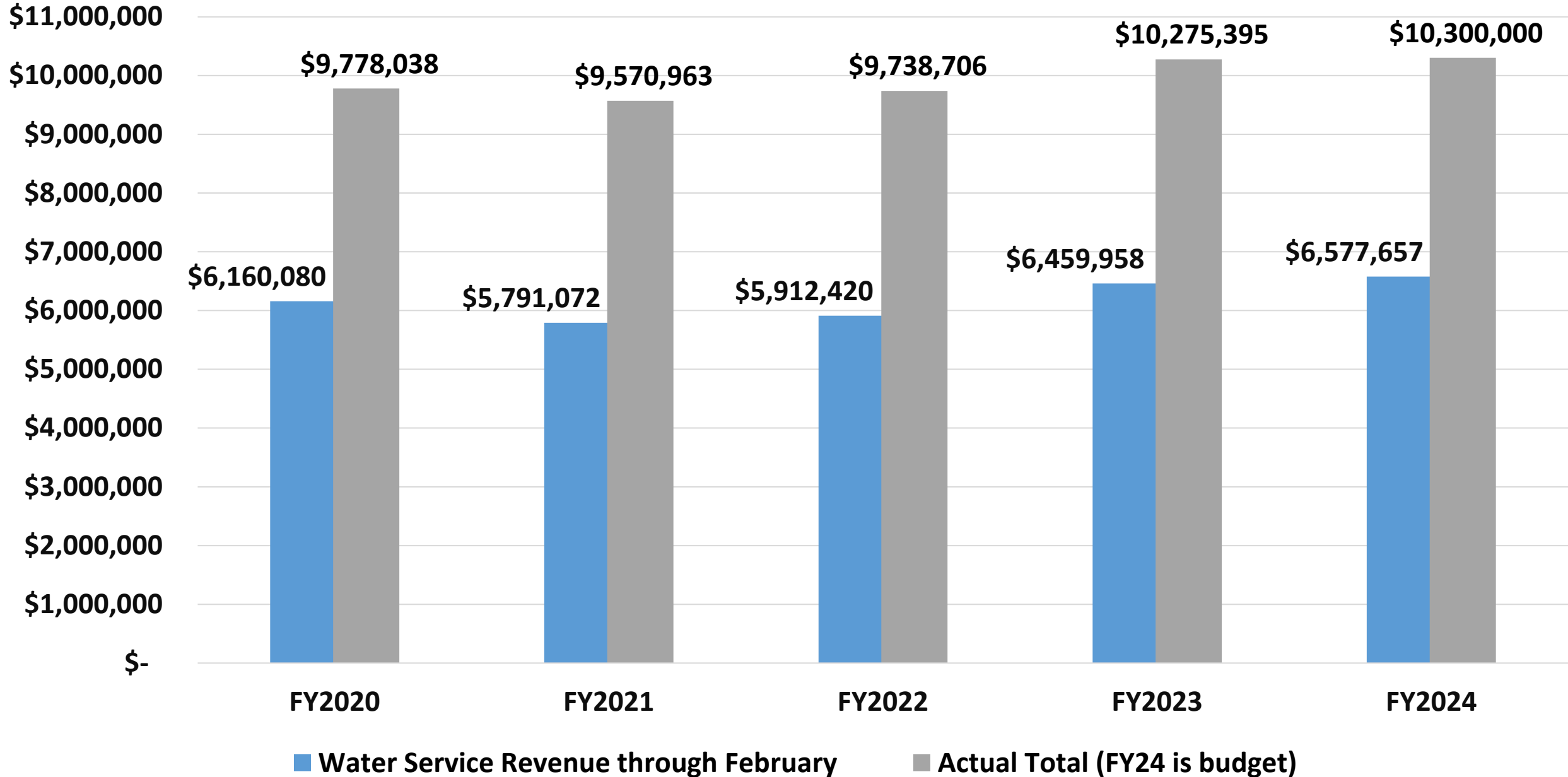
Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 12th day of March, 2024.

CA-HydExcavRpl-res

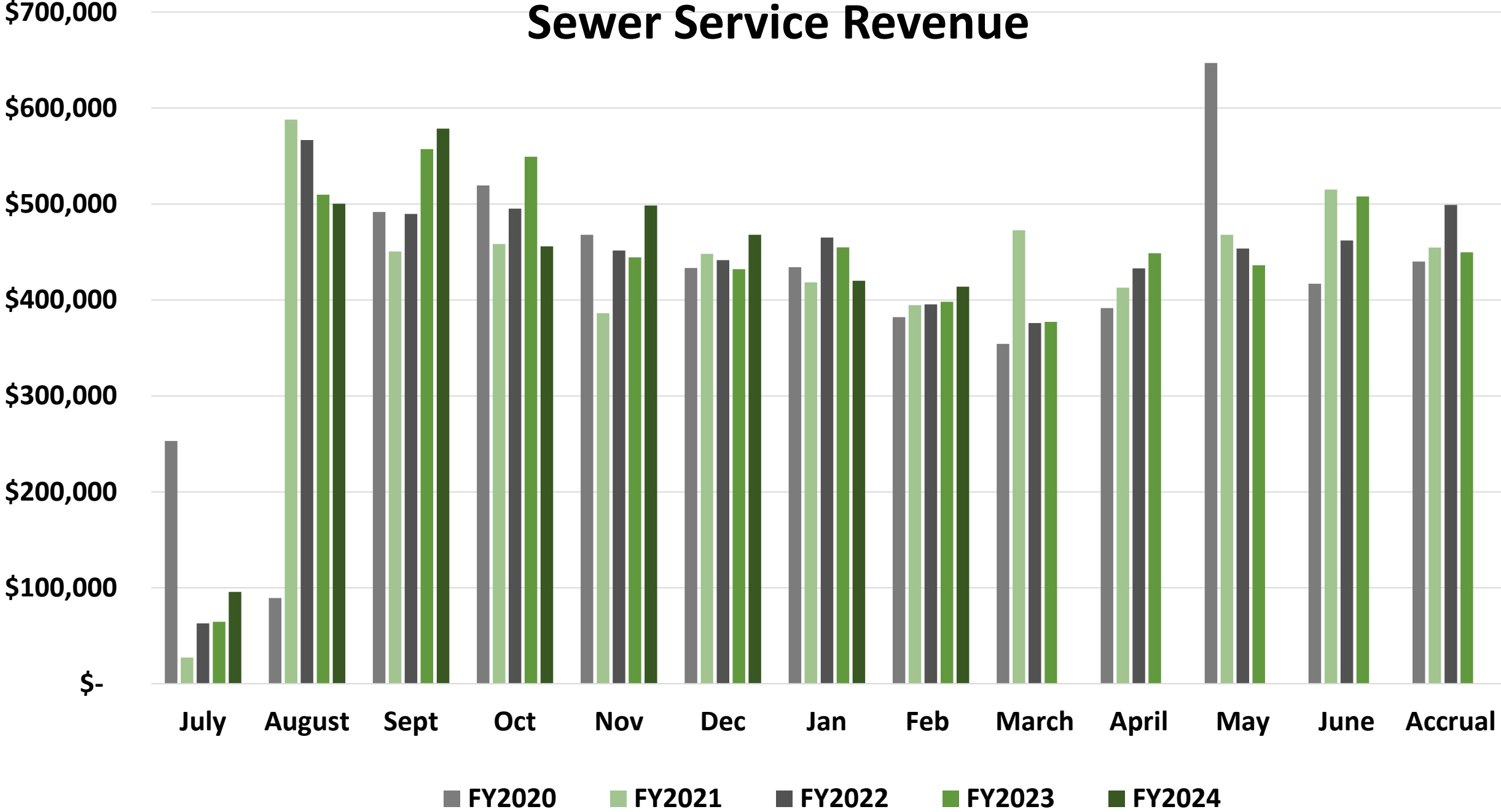
Water Service Revenue



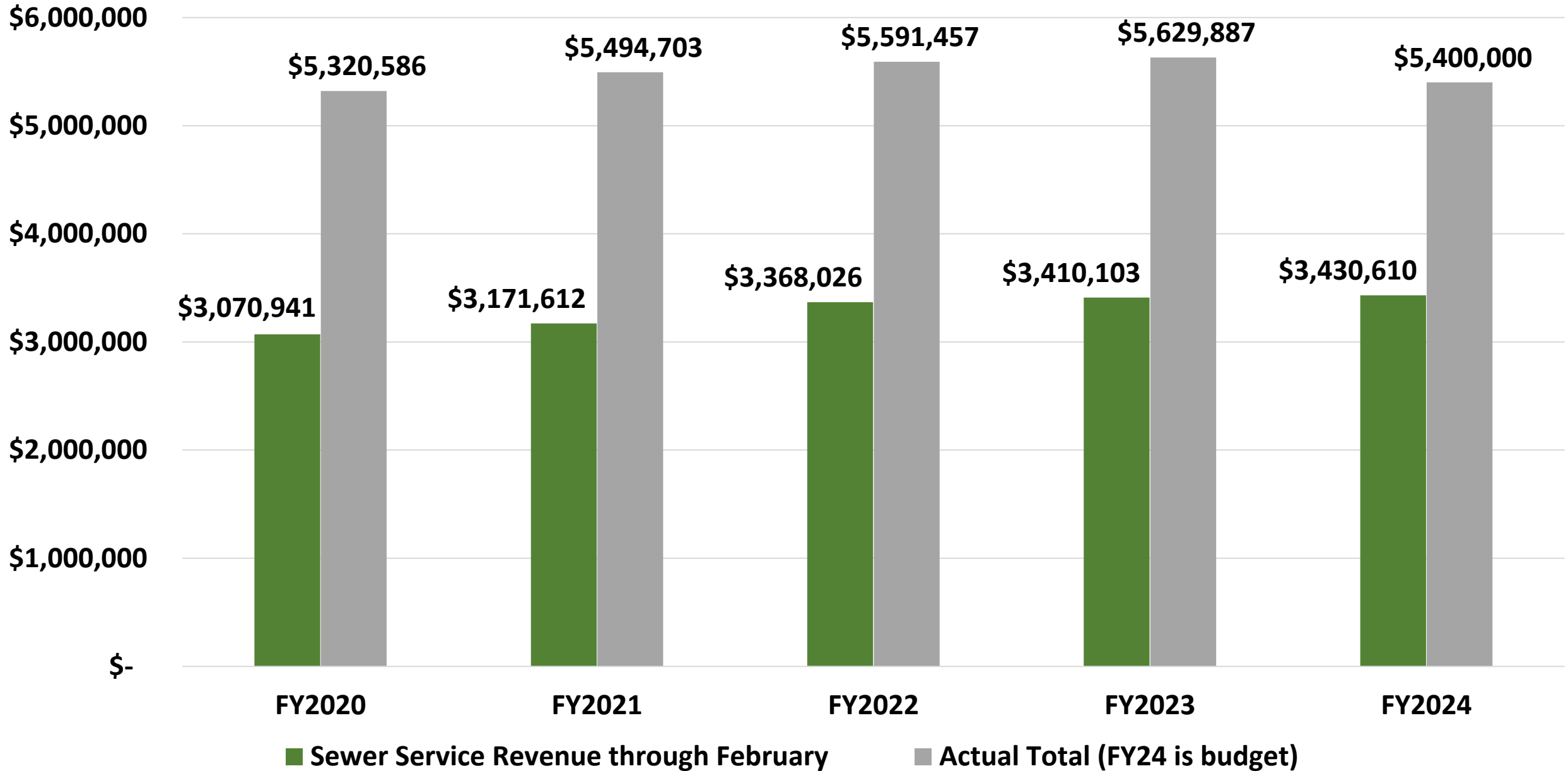
Water Service Revenue through February



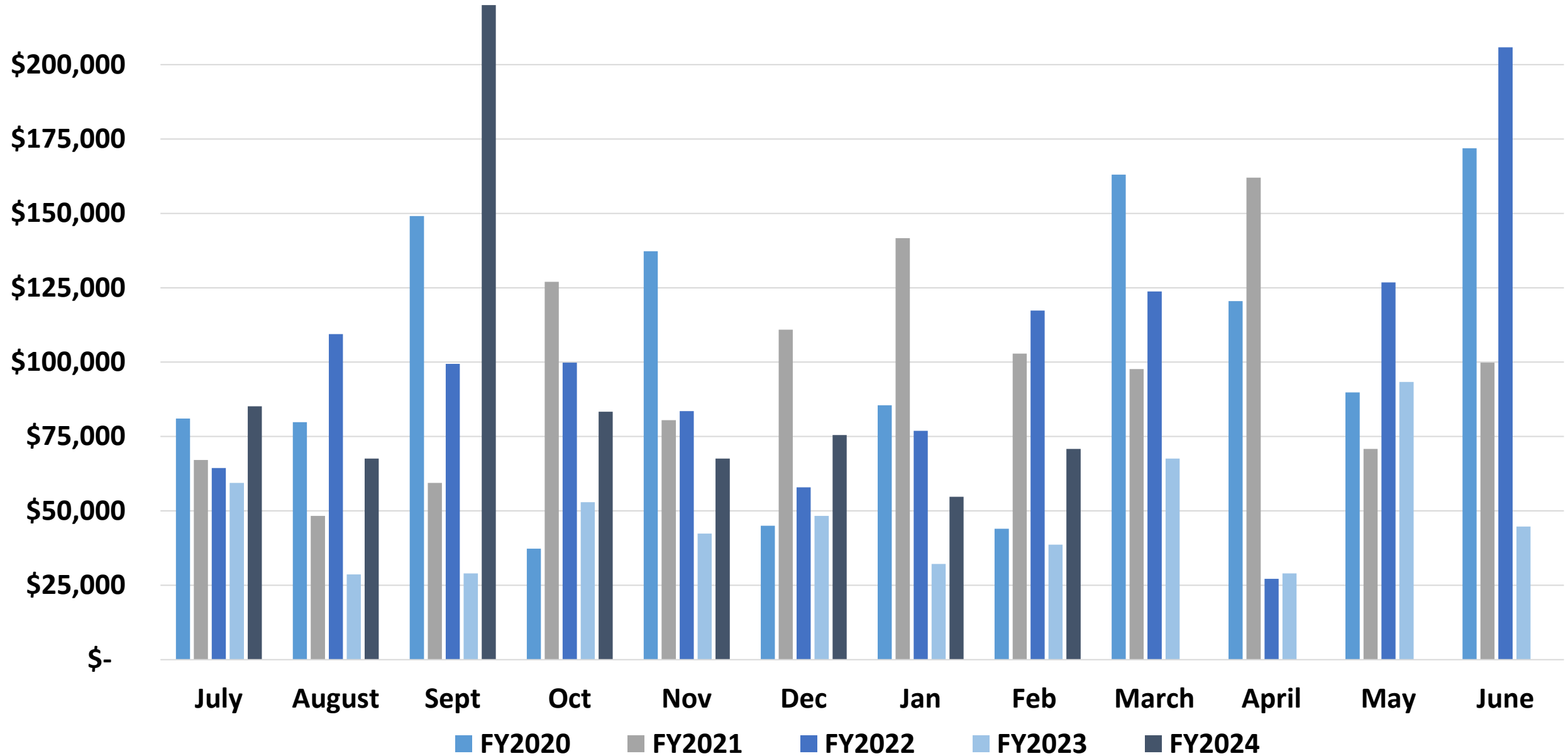
Sewer Service Revenue



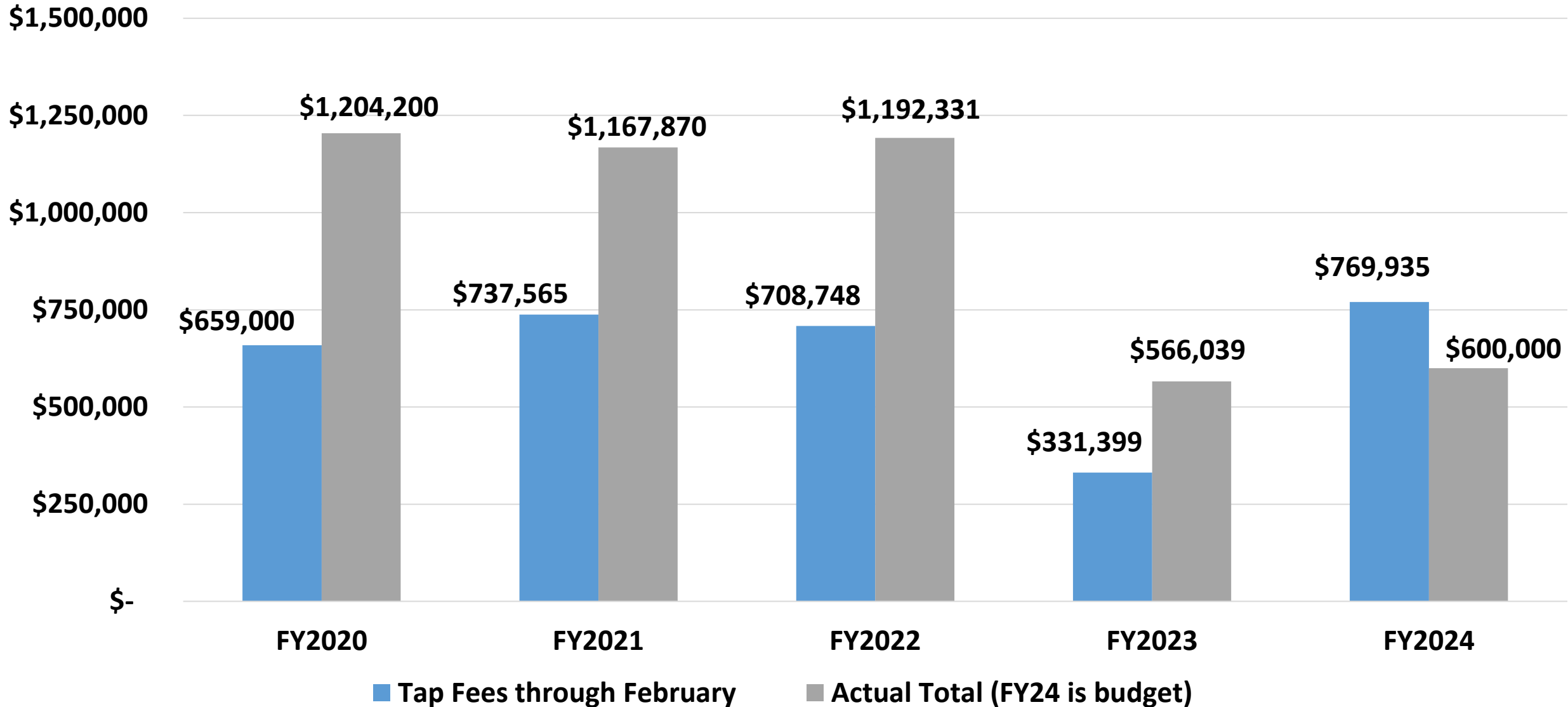
Sewer Service Revenue through February



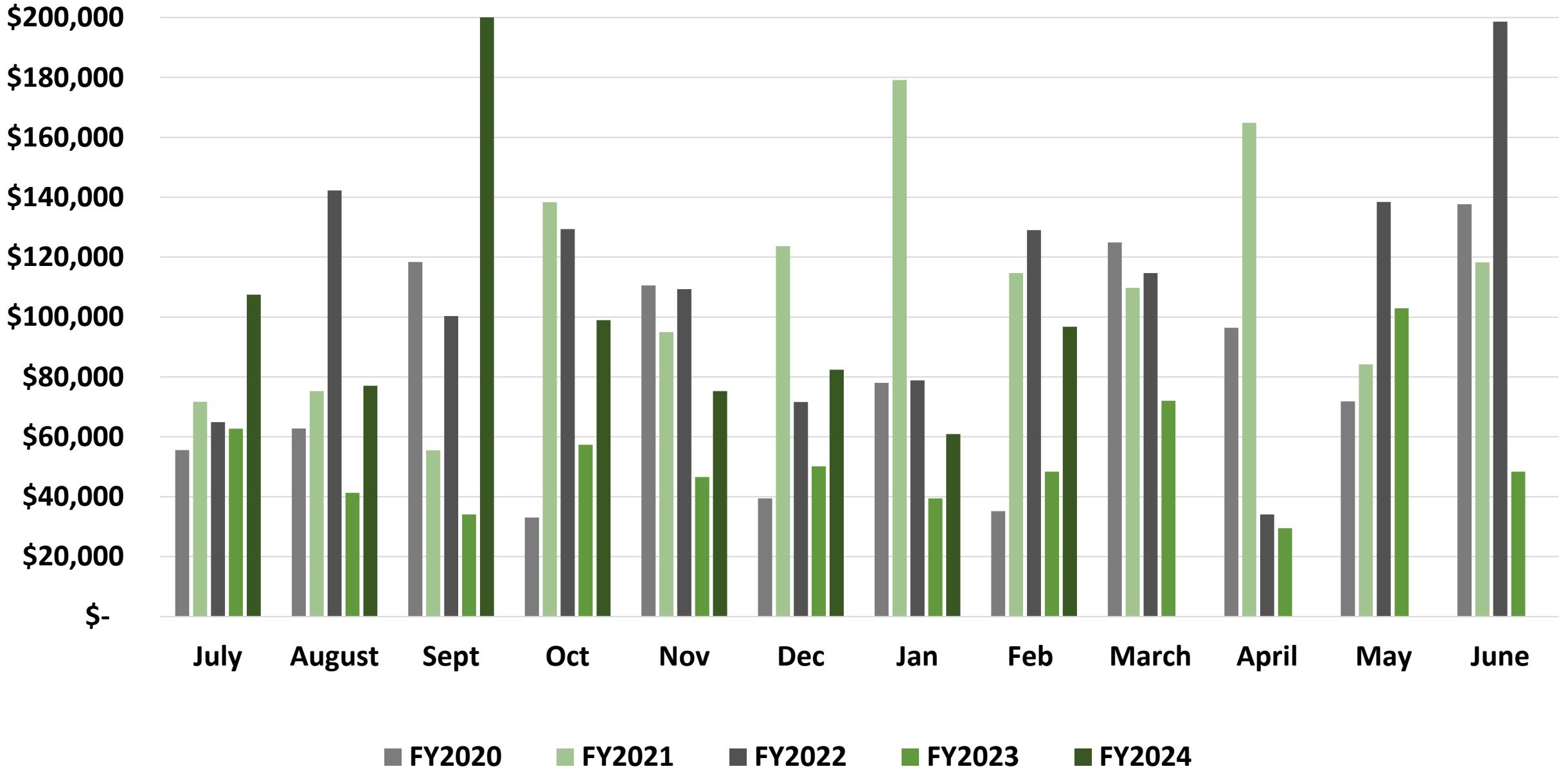
Water Tap Fees



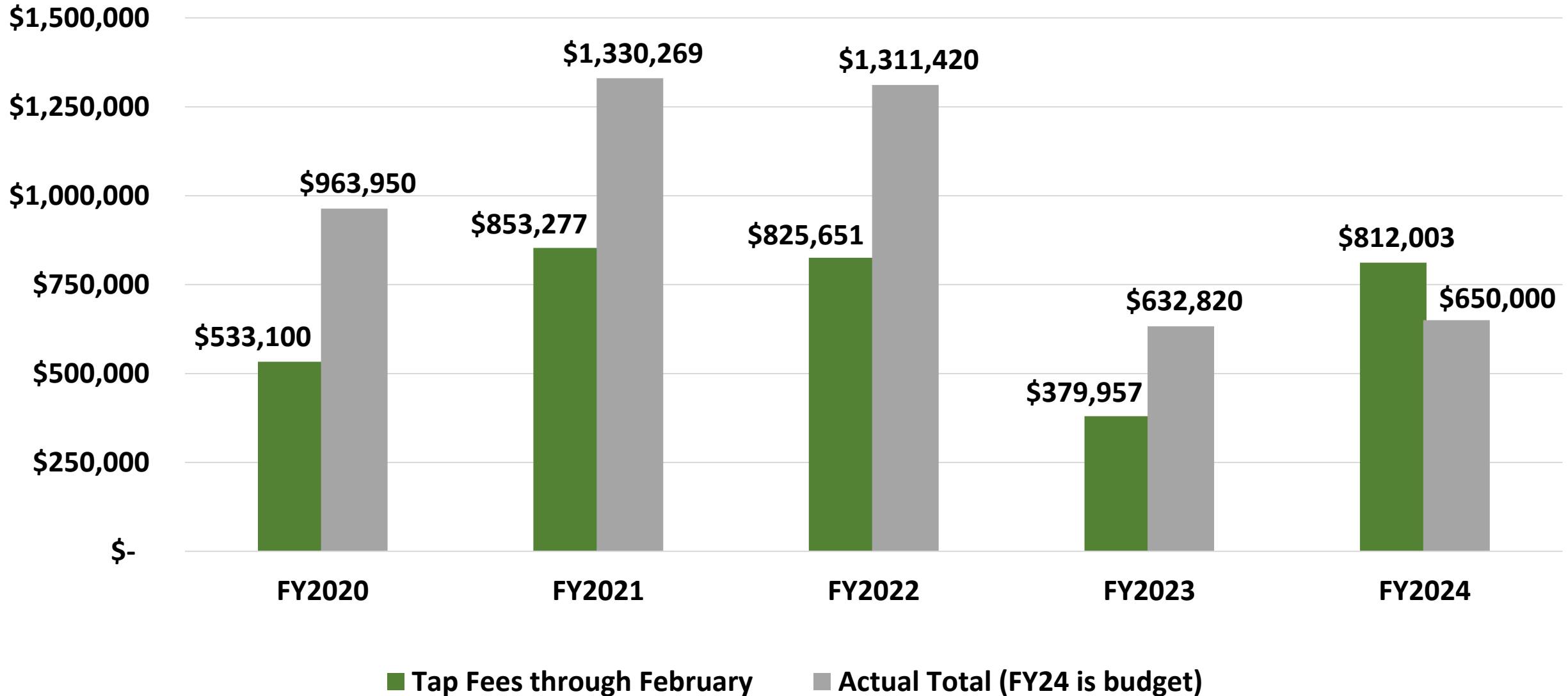
Water Tap Fees through February



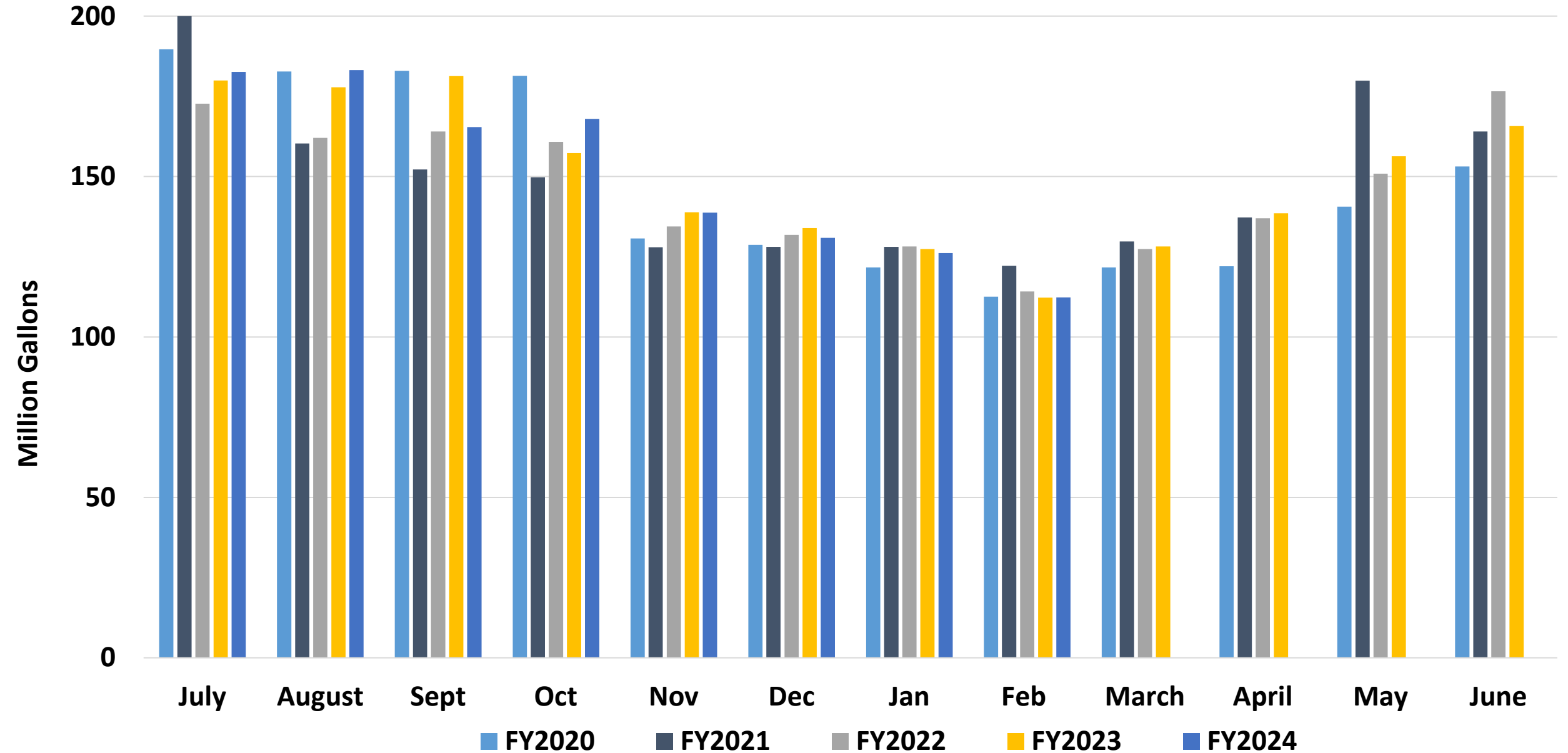
Sewer Tap Fees



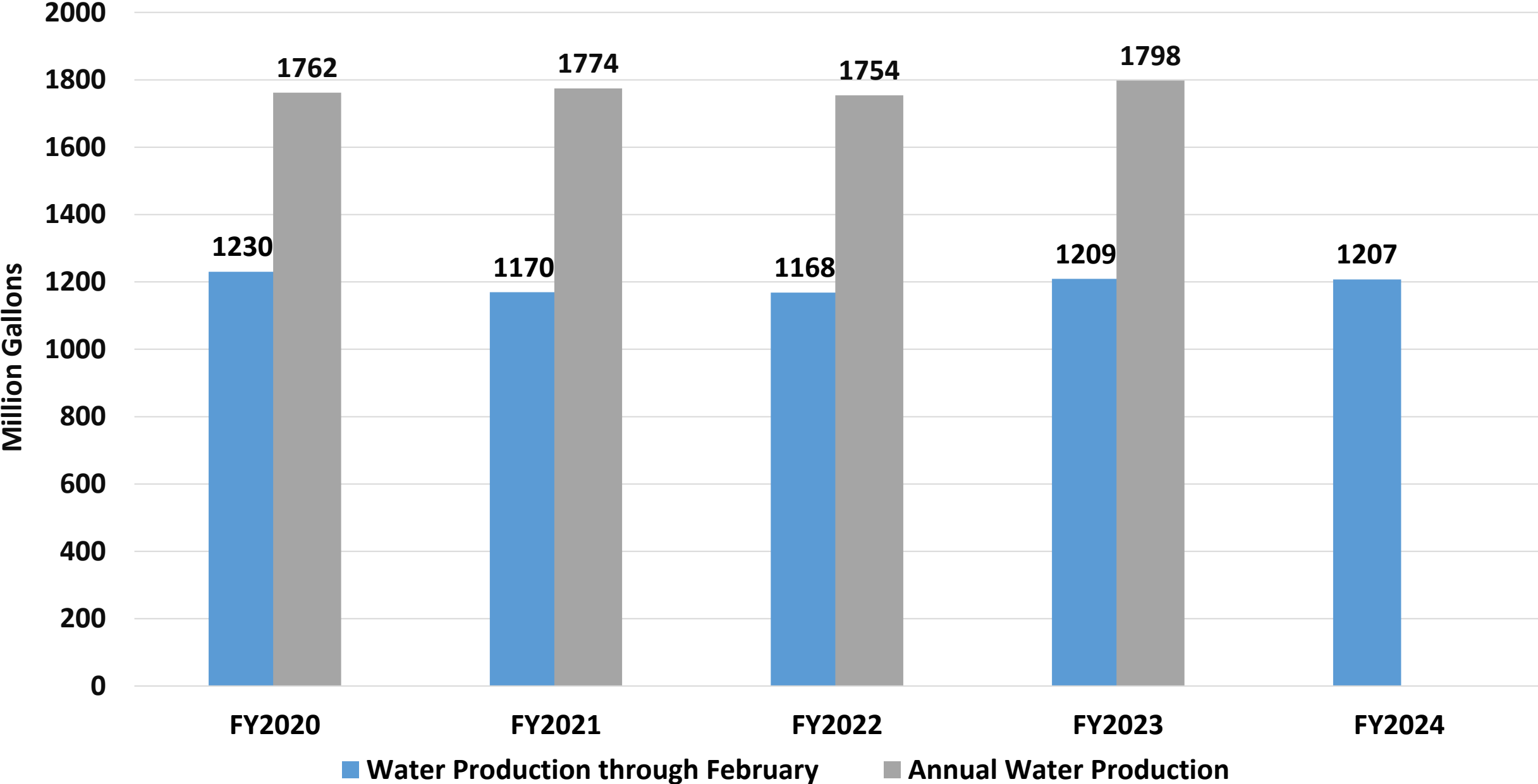
Sewer Tap Fees through February



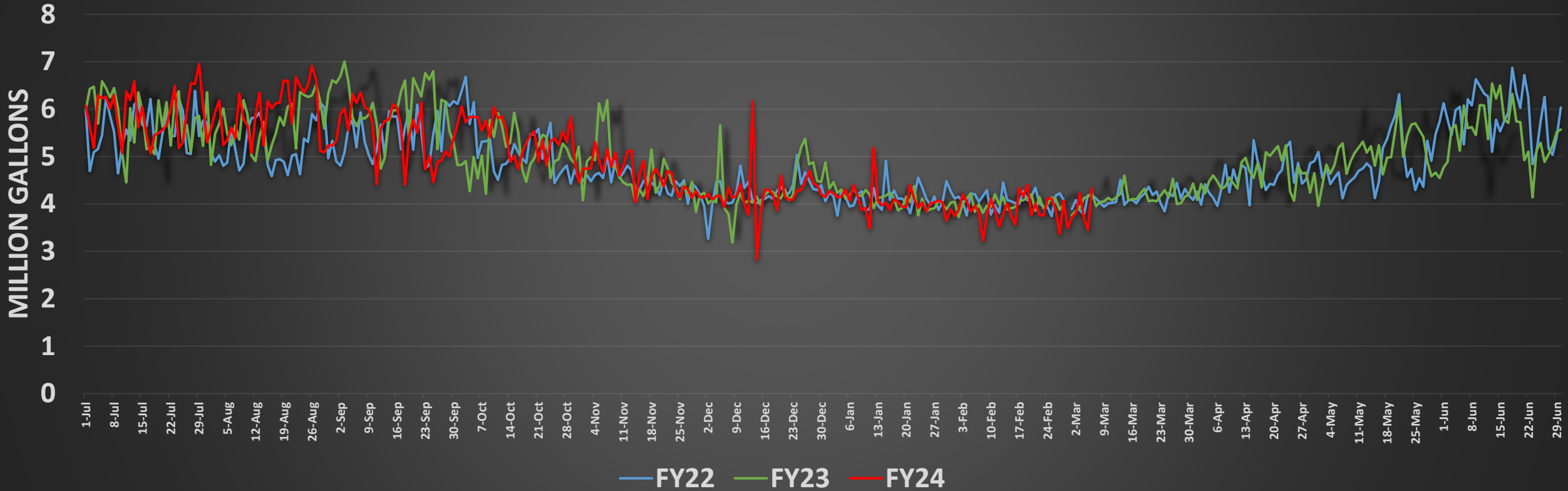
Monthly Water Production



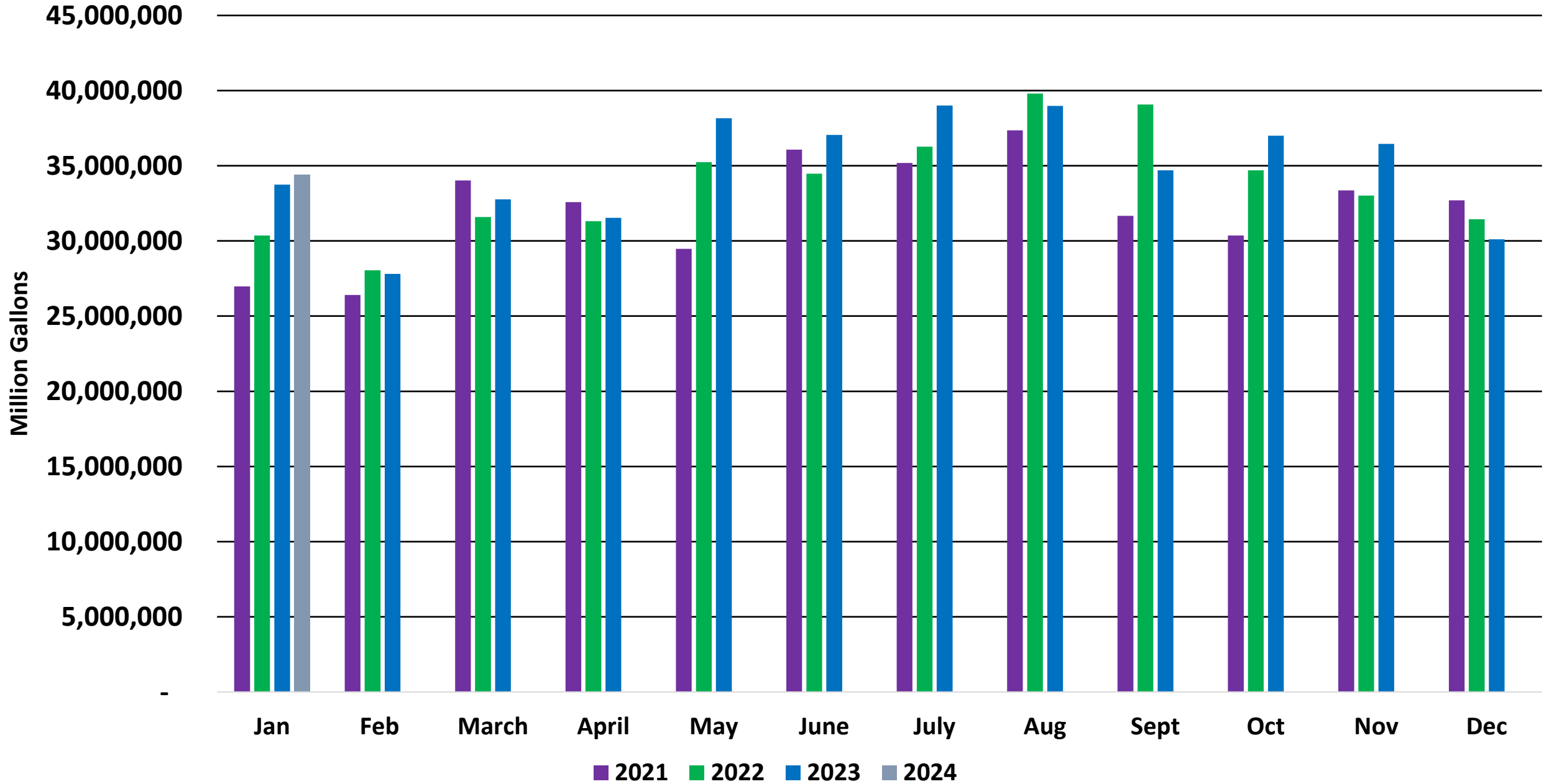
Water Production through February



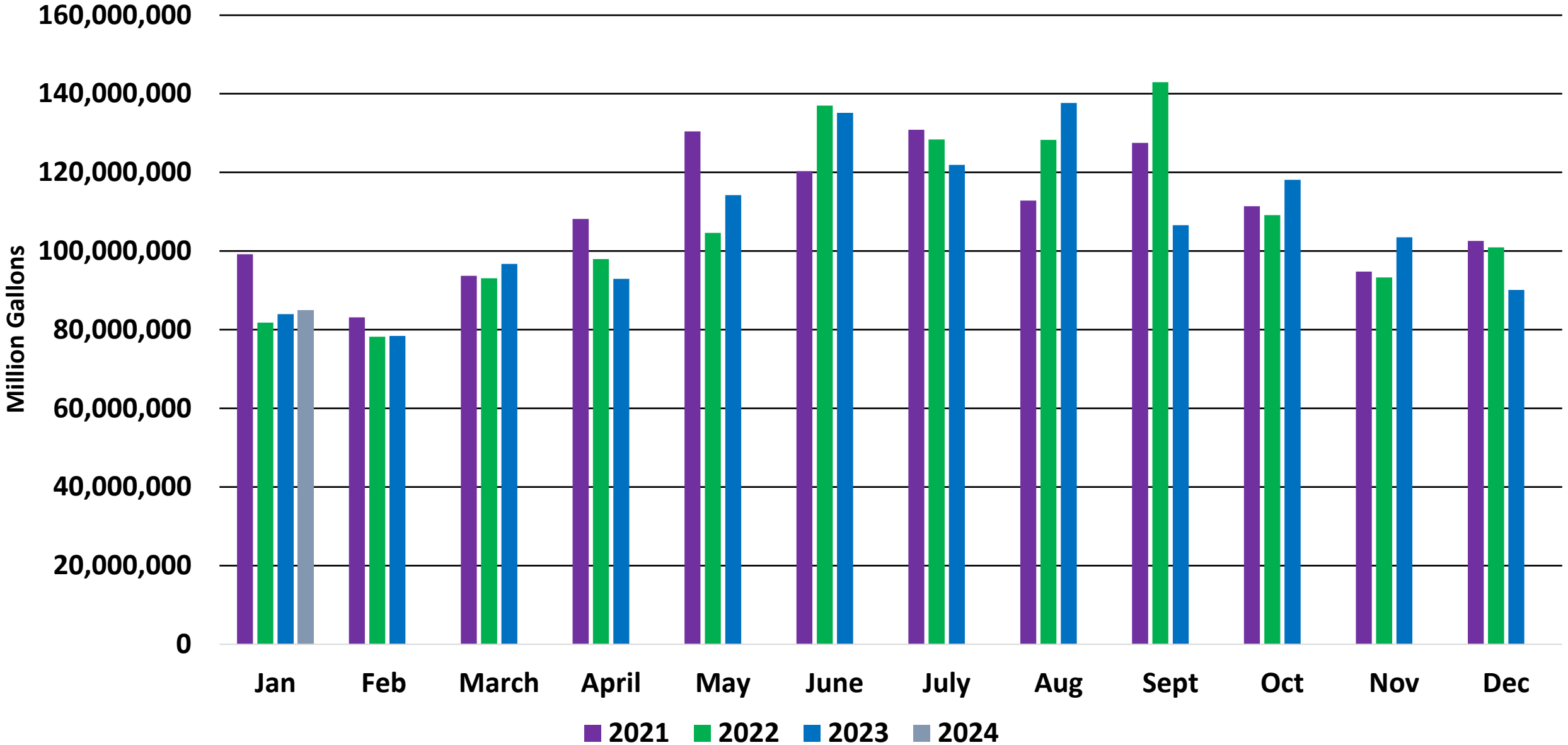
Daily Water Production



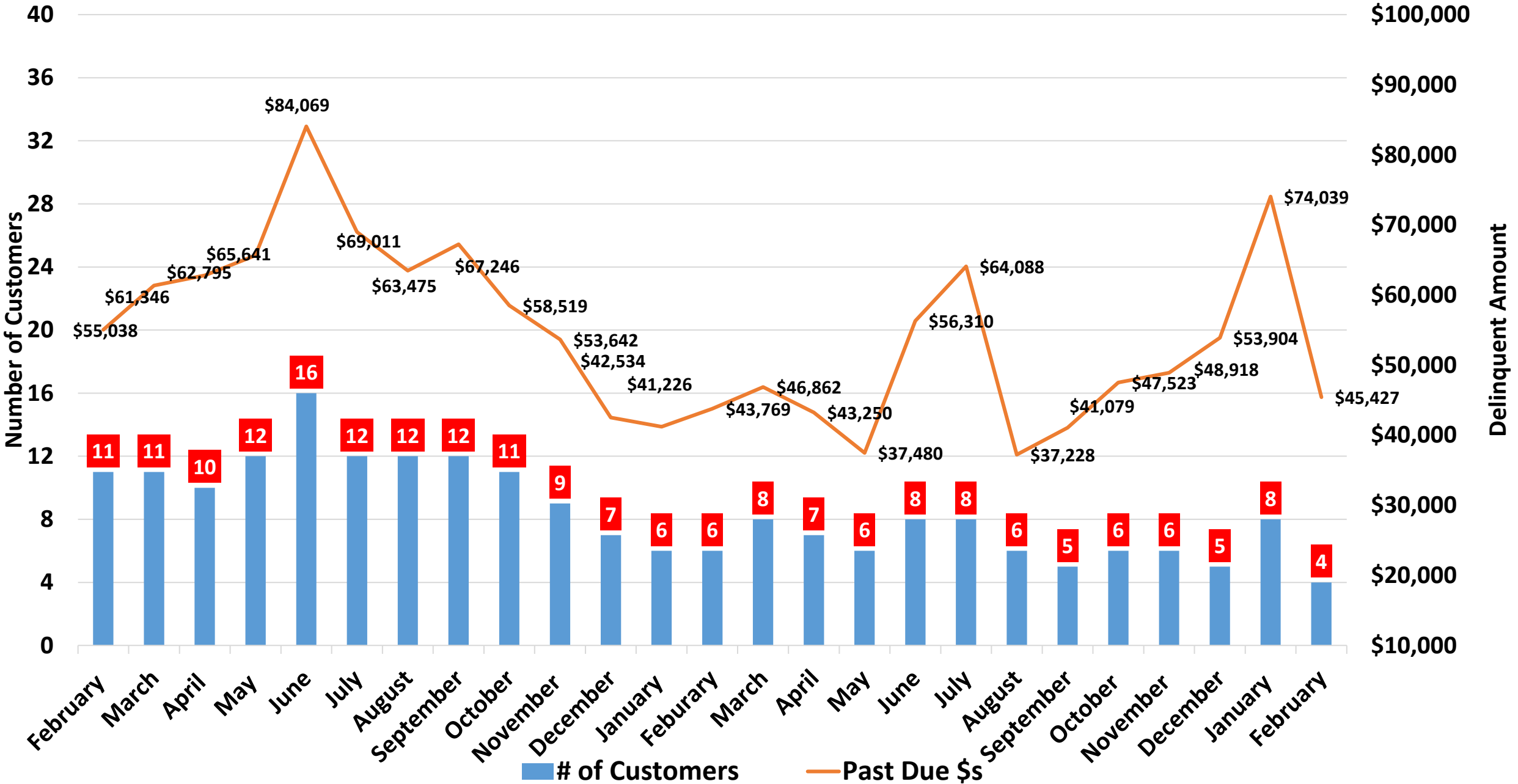
Commercial Consumption



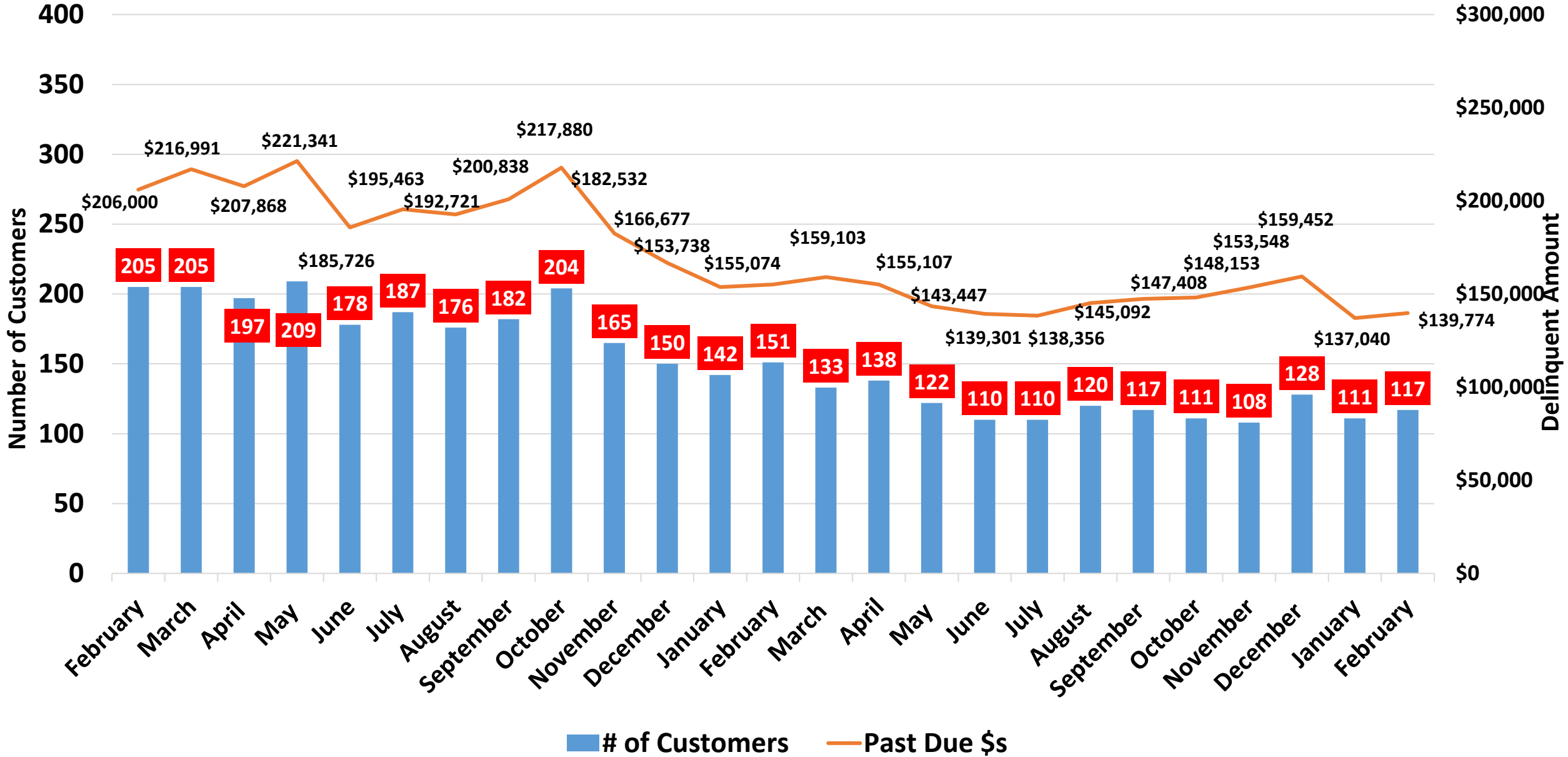
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

