

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 26, 2019
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
Ruth M. Larson, Vice Chairman, Berkeley District
John J. McGlennon, Roberts District
James O. Icenhour, Jr., Jamestown District
P. Sue Sadler, Chairman, Stonehouse District

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

ADOPTED

MAR 26 2019

Board of Directors
James City County, VA

C. PUBLIC COMMENT

None

D. CONSENT CALENDAR

1. Minutes Adoption - January 2, 2019 Organizational Meeting and January 22, 2019 Regular Meeting

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

E. PUBLIC HEARING(S)

None

F. BOARD CONSIDERATION(S)

1. Contract Award - Phase 2 SCADA Upgrade and System Integration

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 gave an overview of the memorandum and resolution included in the Agenda Packet. He stated the James City Service Authority (JCSA) Supervisory Control and Data Acquisition System (SCADA) was the communication system used to monitor and control 107 remote water and wastewater facilities. He explained SCADA relied on copper wire,

which is an outdated technology and necessitates the required upgrades. He noted that in FY 17, the Board approved the contract award for Phase 1 of the SCADA upgrade to E-Merge Systems, Inc., which successfully completed Phase 1 and staff was comfortable continuing on to Phase 2. He further stated this contract had a negotiated price for Phase 2 of \$2,317,876. He noted funds had been allocated in the Capital Improvements Program (CIP) over several years for this high priority project that would take three years to complete and additional funds would be requested in the FY 21 CIP for completion of the project.

2. Contract Award - Central System Corrosion Control Treatment

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

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. He stated that in FY 18 the JCSA started a Corrosion Control Study to ensure continued compliance with the requirements of the United States Environmental Protection Agency's Lead and Copper Rule, which required the JCSA to test its water and control pipe corrosion. He further stated a price of \$146,100 was negotiated for the study and funds were available in the JCSA's approved CIP budget.

3. Closed Session - Pursuant to Section 2.2-3711(A)(7) and Section 2.2-3711(A)(8) of the Code of Virginia, consultation with legal counsel and briefings by staff members pertaining to Case CL16-600 Qualicon Corp. v. JCSA, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel

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 4:04 p.m., the Board entered Closed Session.

At approximately 4:17 p.m., the Ms. Sadler reconvened the Board of Directors.

A motion to Certify the Closed Session 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

G. BOARD REQUESTS AND DIRECTIVES

None

H. GENERAL MANAGER'S UPDATE

1. General Manager's Report for February 2019

Mr. Powell discussed that staff had spent January 2019 compiling a mid-year budget review and provided the results of the analysis. He gave an overview of slides that displayed the FY 19 Budget v. Forecast and contained headings consisting of the Budget, Forecast, and

Difference regarding the following categories:

- Water Operating Expense
- Sewer Operating Expense
- Operating Expense Savings
- Water Operating Revenue
- Sewer Operating Revenue
- Operating Revenue Shortfall
- Net Operating Savings
- Water CIP Revenue
- Sewer CIP Revenue
- CIP Revenue Shortfall

Additional slides detailed the following:

- Six Month Tier 3 Revenue
- CIP Budget

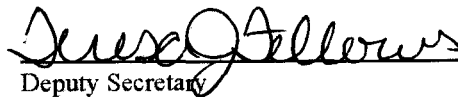
He noted staff had modified the JCSA FY 20 Budget, which the Board would be reviewing in the next month or two. He further noted staff had revised the revenue estimates for FY 20 based on its FY 19 experience and would continue to closely monitor FY 19 between now and the end of the year.

I. ADJOURNMENT

1. Adjourn until 4 p.m. on March 26, 2019, for the Regular Meeting

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

At approximately 4:23 p.m., Ms. Sadler adjourned the Board of Directors.


Deputy Secretary