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
December 12, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - November 14, 2017 Regular Meeting
2. Contract Award - Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

G. GENERAL MANAGER'S UPDATE

H. ADJOURNMENT

1. Adjourn until 4 p.m. on January 2, 2018 for the Organizational Meeting

AGENDA ITEM NO. C.1.

ITEM SUMMARY

DATE: 12/12/2017

TO: The Board of Directors

FROM: Teresa Fellows, Administrative Coordinator

SUBJECT: Minutes Adoption - November 14, 2017 Regular Meeting

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ATTACHMENTS:

	Description	Type
🗋	111417 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/30/2017 - 8:50 AM

M I N U T E S
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
November 14, 2017
5:00 PM

A. CALL TO ORDER

John J. McGlennon, Roberts District
P. Sue Sadler, Stonehouse District
Michael J. Hipple, Powhatan District
Kevin D. Onizuk, Jamestown District
Ruth M. Larson, Chairman, Berkeley District

Bryan J. Hill, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - October 10, 2017 Regular Meeting

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

D. PUBLIC HEARING(S)

None

E. BOARD CONSIDERATION(S)

None

F. BOARD REQUESTS AND DIRECTIVES

None

G. GENERAL MANAGER'S UPDATE

Mr. Powell stated that he periodically updates the Board on the work of the Eastern Virginia Groundwater Advisory Committee, of which Mr. Hill is a member. He

further stated that the Committee, along with the Department of Environmental Quality (DEQ), made a presentation to the State Water Commission in late October. He commented the State Water Commission is comprised of eight members of the House of Delegates, five state senators and two citizen representatives, and that the role of the State Water Commission is to study the needs, gaps and water supply planning statewide. He remarked that there was a significant amount of agreement between the Committee, the Committee's report and the DEQ, and commented that he feels the process brought a lot of people together and increased understanding on both sides of the issue. He further remarked that the most significant issue discussed was the SWIFT initiative, explaining that there was a lot of excitement, hope and interest on the part of DEQ and noted that at this point it is something everyone has a lot of interest in. He stated that the DEQ referenced JCSA as an organization that made significant changes in its future water supply planning as a result of the issues with the groundwater supply. He further stated that the DEQ is not planning to pursue any legislation as a result of the report; however, if other entities propose legislation on certain issues they would not oppose it. He commented that one issue is the length of the permit term, noting that there has been discussion about increasing the permit term from 10 to 15 years. Mr. Powell stated this will probably be his last update on this process; however, if things come up in proposed legislation or issues arise he will keep the Board up-to-date.

Mr. McGlennon inquired if he was aware of anyone planning to propose such an amendment.

Mr. Powell replied that he has been told that at least one organization intends to propose something. He stated he has asked that when a draft is prepared it be shared with the JCSA; whereas, a decision to support or not support it can be determined.

H. ADJOURNMENT

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

1. Adjourn until 5 p.m. on December 12, 2017 for the Regular Meeting

At approximately 5:53 p.m., Ms. Larson adjourned the Board of Directors.

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Bryan J. Hill, Secretary

AGENDA ITEM NO. C.2.

ITEM SUMMARY

DATE: 12/12/2017

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Contract Award - Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes

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ATTACHMENTS:

	Description	Type
🗋	memorandum	Cover Memo
🗋	resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	11/14/2017 - 3:34 PM
Publication Management	Trautman, Gayle	Approved	11/14/2017 - 3:41 PM
Legal Review	Kinsman, Adam	Approved	11/27/2017 - 9:24 AM
Board Secretary	Fellows, Teresa	Approved	11/30/2017 - 9:26 AM
Board Secretary	Purse, Jason	Approved	12/4/2017 - 8:23 AM
Board Secretary	Fellows, Teresa	Approved	12/4/2017 - 8:49 AM

M E M O R A N D U M

DATE: December 12, 2017

TO: The Board of Directors

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

SUBJECT: Contract Award – Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes

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The James City Service Authority (JCSA) has approximately 130 miles of 8- to 18-inch "cross country" gravity sanitary sewer pipes located in easements without public or private roads for vehicular traffic. JCSA's Virginia Department of Environmental Quality Consent Order Management, Operation and Maintenance program requires regular internal television inspection for these pipes at least every 15 years to identify blocked and damaged areas that require repairs.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform the inspection work. Six firms responded to the RFP by describing their qualifications, experience in performing similar work, equipment 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 Precision Measurements, Inc. and Prism Contractors & Engineers, Inc. as the most fully qualified firms that best met JCSA's needs as defined in the RFP. Both firms have completed satisfactory work for JCSA and received satisfactory reference checks.

The initial contract term is two years with the option of four additional one-year renewals upon mutual consent of the parties. Individual project assignments will consist of inspecting quantities of approximately 30,000 linear feet. A purchase order will be issued for each individual project assignment and will reference the contract terms and conditions. Job costs will be calculated using the negotiated linear foot and cleaning prices listed in the table below.

Item	Unit Price Precision Measurements, Inc.	Unit Price Prism Contractors & Engineers, Inc.
Inspection of 8-18" pipe	$1.07 per linear foot	$1 per linear foot
Light Cleaning (3 passes)	$185 per hour	$225 per hour
Heavy Cleaning (unlimited passes & root/grease cutting)	$250 per hour	$225 per hour

Funds are available in JCSA's approved Capital Improvements Program budget.

Staff recommends adoption of the attached resolution authorizing award of the Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes contracts to Precision Measurements, Inc. and Prism Contractors & Engineers, Inc.

MDP/gt
CA-CCTV-Insp-mem

Attachment

R E S O L U T I O N

CONTRACT AWARD – CLOSED CIRCUIT TELEVISION INSPECTION OF

CROSS COUNTRY GRAVITY SANITARY SEWER PIPES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes; and

WHEREAS, six firms submitted proposals and Precision Measurements, Inc. and Prism Contractors & Engineers, Inc. were determined to be the most fully qualified firms 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 Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes contracts to Precision Measurements, Inc. and Prism Contractors & Engineers, Inc.

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Ruth M. Larson
Chairman, Board of Directors

ATTEST:

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Bryan J. Hill
Secretary to the Board

	VOTES		
	AYE	NAY	ABSTAIN
MCGLENNON	____	____	____
SADLER	____	____	____
HIPPLE	____	____	____
ONIZUK	____	____	____
LARSON	____	____	____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 12th day of December, 2017.

CA-CCTV-Insp-res

AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 12/12/2017

TO: The Board of Supervisors

FROM: Teresa Fellows, Administrative Coordinator

SUBJECT: Adjourn until 4 p.m. on January 2, 2018 for the Organizational Meeting

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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	11/30/2017 - 8:55 AM