

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

May 22, 2001

7:00 P.M.

A. ROLL CALL

B. PUBLIC COMMENT

1. Mr. Glenn W. Horner

C. CONSENT CALENDAR

1. Minutes
 - a. April 19, 2001, Budget Work Session
 - b. April 24, 2001, Regular Meeting
 - c. May 8, 2001, Regular Meeting
2. Award of Bid - Lift Station 7-2 Rehabilitation
3. Award of Bid - Rochambeau Drive and Brick Bat Road Water Main Extensions

D. BOARD REQUESTS AND DIRECTIVES

AT A BUDGET WORK SESSION OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 19TH DAY OF APRIL 2001, AT 7:05 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Jay T. Harrison, Sr., Chairman
James G. Kennedy, Vice Chairman
Ronald A. Nervitt
Bruce C. Goodson
John J. McGlennon

Sanford B. Wanner, Secretary
Frank M. Morton, III, County Attorney
Bob Smith, Assistant Manager

B. WORK SESSION

Mr. Robert Smith, Assistant Manager of the James City Service Authority (JCSA), gave an overview of the proposed budget for the James City Service Authority.

1. James City Service Authority (JCSA) Proposed Budget

a. Water Fund

The Board and staff discussed the water-rate structure, the Newport News Water Works (NNWW) interconnect to be made this fiscal year, and the addition of a new position.

b. Sewer Fund

The Board and staff discussed the sewer rates.

c. Capital Improvement Program

The Board and staff discussed the water transmission lines, desalinization plant, funding, and the replacement of the First Colony water lines.

Mr. McGlennon made a motion to adjourn at 7:22 p.m.

The motion passed by an unanimous voice vote.

Sanford B. Wanner
Secretary to the Board

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY COUNTY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 24TH DAY OF APRIL, 2001, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Jay T. Harrison, Sr., Chairman
James G. Kennedy, Vice Chairman
Ronald A. Nervitt
Bruce C. Goodson
John J. McGlennon

Sanford B. Wanner, Secretary
Frank M. Morton, III, County Attorney
Larry M. Foster, General Manager

B. CONSENT CALENDAR

Mr. Foster introduced the items on the Consent Calendar for adoption.

Mr. Nervitt made a motion to approve the items on the Consent Calendar.

The motion passed by an unanimous voice vote.

1. Minutes

_____ a. March 27, 2001, Regular Meeting

_____ b. April 10, 2001, Regular Meeting

2. Resolution of Appropriation - James City Service Authority - FY 02

RESOLUTION OF APPROPRIATION -

JAMES CITY SERVICE AUTHORITY - FY 02

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2001, and ending June 30, 2002; and

WHEREAS, the Board of Directors has considered said budget and does now propose to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following amounts are hereby adopted and appropriated for operations and activities in the amounts as shown below:

1. The following amounts are hereby appropriated in the Water Fund:

Water Fund - Revenues:

Service Charges	<u>\$4,748,941</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$1,547,653
Operations and Maintenance	1,133,929
Capital Equipment Outlay	27,550
Capital Improvements Program	<u>2,039,809</u>
	<u>\$4,748,941</u>

2. The following amounts are hereby appropriated in the Sewer Fund:

Sewer Fund - Revenues:

Service Charges	<u>\$3,825,252</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,137,236
Operations and Maintenance	964,918
Capital Equipment Outlay	90,000
Capital Improvement Program	<u>633,098</u>
	<u>\$3,825,252</u>

3. Resolution of Support for King William Reservoir

RESOLUTION OF SUPPORT FOR KING WILLIAM RESERVOIR

WHEREAS, James City County and other local governments located on the Virginia Peninsula have identified the need for additional water supply to meet the needs of their citizens and businesses; and

WHEREAS, the Region joined together to evaluate the options available to obtaining additional water supply with the King William Reservoir being selected as the most viable option with the least environmental impact; and

WHEREAS, after the evaluation of more than 33 options, while in cooperation and consultation with State and Federal regulatory agencies and the expenditure of \$20 million dollars, the Colonel for the Norfolk District Corps of Engineers has indicated the intent to recommend denial of the permit application to build the King William Reservoir; and

WHEREAS, the availability of a dependable water supply is essential to the economic vitality and quality of life in James City County and the entire Virginia Peninsula.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby goes on record in support of the King William Reservoir and requests that the U.S. Corps of Engineers approve the required permit to build this vital water supply resource.

4. Bid Award - Lift Station 2-7 Rehabilitation

RESOLUTION

BID AWARD - LIFT STATION 2-7 REHABILITATION

WHEREAS, the plans and specifications for the rehabilitation of Lift Station 2-7 have been publicly advertised and competitively bid with five firms submitting bids, ranging from \$323,000 - \$457,774; and

WHEREAS, WACO, Inc., submitted the lowest responsive bid and has been determined capable of completing the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Lift Station 2-7 Rehabilitation project to WACO, Inc., in the amount of \$323,000.

5. Bid Award - Tewning Road Parking Lot Expansion

RESOLUTION

BID AWARD - TEWNING ROAD PARKING LOT EXPANSION

WHEREAS, the plans and specifications to make general site improvements for the JCSA Operations Center, including the installation of an 80-space parking lot, were advertised for competitive bids and publicly opened; and

WHEREAS, eleven firms submitted bids with Toano Contractors, Inc. submitting the lowest responsive bid of \$193,712.72.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Tewning Road Parking Lot Expansion improvements to Toano Contractors, Inc., in the amount of \$193,712.72.

C. PUBLIC HEARING

1. Property Exchange with James City County

Mr. Foster stated that James City County owns an 18.64-acre parcel of property at 3123 Ironbound Road that the County has no use planned for the property and the James City Service Authority (JCSA) owns a 13.103-acre parcel of property at the James City/Williamsburg Community Center that the JCSA has no use planned for the property.

JCSA is interested in acquiring the County's 18.64-acre parcel to locate a Brackish Groundwater Treatment Facility to help meet the County's long-term water needs. The County is interested in acquiring 11-acres of JCSA's 13.103-acre parcel to complement the Community Center facilities and build a skate park on a portion of the parcel.

The County's Real Estate Assessment Office has appraised the property and determined that the two parcels are of equal value.

Staff recommends the Board invite public comment on the exchange of property following which the Board approve the resolution authorizing the property exchange.

Mr. Harrison opened the public hearing.

As no one wished to speak, Mr. Harrison closed the public hearing.

The Board and staff held a brief discussion regarding the assessed value of the parcels and uses of the land after the exchange.

Mr. Nervitt made a motion to adopt the resolution.

The motion passed by an unanimous voice vote.

RESOLUTION

PROPERTY EXCHANGE WITH

JAMES CITY COUNTY

WHEREAS, James City County currently owns an 18.64-acre parcel at 3123 Ironbound Road, behind the Clara Byrd Baker Elementary School, and shown as Parcel No. (46-2)(1-34) on the James City County Real Estate Tax Map; and

WHEREAS, the James City Service Authority (JCSA) currently owns a 13.103-acre parcel at 5231 Longhill Road, adjacent to the James City-Williamsburg Community Center, and shown as Parcel No. (38-2)(1-2) on the James City County Real Estate Tax Map; and

WHEREAS, the County believes that the property currently owned by the JCSA could enhance the recreational offerings of the Community Center; and

WHEREAS, the JCSA desires to construct a Brackish Groundwater Treatment Facility on the parcel currently owned by the County; and

WHEREAS, it is to be the mutual benefit of both the County and the JCSA to exchange these properties.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, authorizes and directs the County Administrator and the James City Service Authority General Manager to execute deeds and any other documents needed to exchange the above-referenced properties.

D. BOARD CONSIDERATION

1. Changes to Regulations Governing Utility Service (Public Hearing was held on April 10, 2001)

Mr. Foster requested the Board authorize changes to the Regulations Governing Utility Service for the 2002 fiscal year. The changes would include an increase in the annual grinder pump maintenance charge to \$145.80, changes to the requirement for Hampton Roads Sanitation District (HRS D) for approval of sub-meter installations, and increase the Meter Test Deposit fees to cover the actual expenditures for this service.

The proposed changes would become effective July 1, 2001.

The Board and staff held a brief discussion on the costs involved in meter tests, and grinder pump service and the expected additions of grinder pumps by citizens.

Mr. Goodson made a motion to adopt the resolution.

The motion passed by an unanimous voice vote.

RESOLUTION

CHANGES TO REGULATIONS GOVERNING UTILITY SERVICE

WHEREAS, the Board of Directors of James City Service Authority has held a public hearing on certain proposed changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts changes set forth below to be effective for all bills mailed on or after July 1, 2001.

1. Change the provision to Section 32, General Rate Policy and Rate Schedule, Paragraph B, 3(c), Page 32-5, that would change the annual grinder pump maintenance charge of \$124.20 to \$145.80.
2. Change the provision to Section 32, General Rate Policy and Rate Schedule, Paragraph B, 5(a), Page 32-6, that would change the requirement for Hampton Roads Sanitation District (HRS D) to approve sub-meter installations to customer submitting sub-meter registration form.
3. Change the provision to Section 32, General Rate Policy and Rate Schedule, Paragraph E, 5, that would change the Meter Test Deposit fee as follows:

<u>Meter Size</u>	<u>Old Deposit</u>	<u>New Deposit</u>
5/8" - 2"	\$15	\$30
3" and over	\$65	\$80

E. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon requested staff follow-up on the clean up of a lot at James Terrace used as a staging area for construction.

Mr. Kennedy made a motion to adjourn.

The motion passed by an unanimous voice vote.

The Board adjourned at 8:46 p.m.

Sanford B. Wanner
Secretary to the Board

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AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 8TH DAY OF MAY 2001, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Jay T. Harrison, Sr., Chairman
James G. Kennedy, Vice Chairman
Ronald A. Nervitt
Bruce C. Goodson
John J. McGlennon

Sanford B. Wanner, Secretary
Frank M. Morton, III, County Attorney
Larry M. Foster, General Manager

B. CLOSED SESSION

Mr. Foster recommended the Board go into closed session pursuant to Section 2.1-344 (A) (3) of the Code of Virginia to consider acquisition of a parcel of property for public use.

Mr. Kennedy made a motion to go into closed session as recommended by Mr. Foster at 11:13 p.m.

On a roll call, the vote was: AYE: McGlennon, Nervitt, Goodson, Kennedy, Harrison (5). NAY: (0).

Mr. Kennedy reconvened the Board into open session at 11:19 p.m.

Mr. Goodson made a motion to approve the closed session resolution.

The motion passed by a unanimous voice vote.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of James City Service Authority of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matter were heard, discussed, or considered by the Board as were identified in the motion and Section 2.1-344(A)(3) to consider acquisition of a parcel of property for public use.

Mr. Harrison made a motion to adjourn.

The motion passed by unanimous voice vote.

The Board adjourned at 11:20 p.m.

Sanford B. Wanner
Secretary to the Board

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MEMORANDUM

DATE: May 22, 2001
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Award of Bid - Lift Station 7-2 Rehabilitation

The plans and specifications for the rehabilitation of the JCSA Lift Station 7-2 have been publicly advertised and competitively bid. The facility is located in the Burton Woods development. The Station is being rehabilitated to include a new control building, pump modifications, electronic controls and alarm system (SCADA), and modifications to the wet well. Three bids were received as follows:

<u>Firm</u>	<u>Bid</u>
Qualicon Corporation	\$232,250
Bruce Corporation	243,749
Cetron	303,000

Qualicon's bid has been determined to be the lowest responsive and responsible bid.

The bid is slightly higher than the engineer's final cost estimate of \$229,500, however, adequate funds are available for the project.

Staff recommends that the Board approve the attached resolution awarding the Lift Station 7-2 Rehabilitation project to Qualicon Corporation for \$232,250.

Larry M. Foster

LMF/gs
 bidliftstation.mem

Attachment

RESOLUTION

AWARD OF BID - LIFT STATION 7-2 REHABILITATION

WHEREAS, the plans and specifications for the rehabilitation of Lift Station 7-2 have been publicly advertised and competitively bid with three firms submitting bids; and

WHEREAS, Qualicon Corporation submitted the lowest responsive and responsible bid and has been determined capable of completing the project.

NOW, THEREFORE, BEIT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Lift Station 7-2 Rehabilitation Project to Qualicon Corporation, for a bid of \$232,250.

Jay T. Harrison, Sr.
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of May, 2001.

liftstation.res

MEMORANDUM

DATE: May 22, 2001
 TO: The Board of Directors
 FROM: James C. Dawson, P.E., Chief Engineer - Water
 SUBJECT: Award of Bid - Rochambeau Drive and Brick Bat Road Water Main Extensions

The plans and specifications for the Rochambeau Drive and Brick Bat Road Water Main Extensions have been publicly advertised and competitively bid. The Rochambeau Drive project is located between the Wellington subdivision and Stonehouse Elementary School. The Brick Bat Road project is located at two sites adjacent to the Greensprings West subdivision.

The Rochambeau Drive Water Main extension is being constructed to improve water system reliability in the Toano and Stonehouse Commerce Park area by providing a looped transmission main along Rochambeau Drive. The Brick Bat Road Water Main extensions are being constructed to provide fire service for Brick Bat Road by installing hydrants at two locations adjacent to the Greensprings West subdivision.

Seven firms submitted bids to complete the work associated with the project as follows:

<u>Firm</u>	<u>Bid</u>
Jack L. Massie Contractors	\$158,981.35
Toano Contractor	161,695.00
Basic Construction	166,055.60
Henderson, Inc.	181,117.59
J. Saunders Construction	182,666.00
Kevcor Contractors	253,600.00
Suburban Grading	254,999.29

Jack L. Massie Contractors, the lowest responsive bidder, has been determined capable of completing the project. The bid is within the engineer's preliminary estimate of \$180,000 and funds are available for the project.

Staff recommends that the Board approve the attached resolution authorizing the Rochambeau Drive and Brick Bat Road Water Main Extension Projects to Jack L. Massie Contractors for \$158,981.35.

 James C. Dawson, P.E.

CONCUR:

 Larry M. Foster

JCD/adw
 rochdr.mem

Attachment

RESOLUTION

AWARD OF BID - ROCHAMBEAU DRIVE AND BRICK BAT ROAD WATER MAIN

EXTENSIONS

WHEREAS, the plans and specifications for the Rochambeau Drive and Brick Bat Road Water Main Extensions have been publicly advertised and competitively bid with seven firms submitting bids; and

WHEREAS, Jack L. Massie Contractors, submitted the lowest responsive bid and has been determined capable of completing the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Rochambeau Drive and Brick Bat Road Water Main Extension Projects to Jack L. Massie in the amount of \$158,981.35.

Jay T. Harrison, Sr.
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of May, 2001.

Rochdr.res