

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

November 25, 2008

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes – October 28, 2008, Regular Meeting
2. Bid Award – Kristiansand Sewer Rehabilitation – \$413,175.39

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT

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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 28TH DAY OF OCTOBER 2008, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

James O. Icenhour, Jr., Chairman
Mary Jones, Vice Chairman
Bruce C. Goodson
John J. McGlennon
James Kennedy

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Larry Foster, General Manager

C. CONSENT CALENDAR

Mr. Foster gave an overview of the items on the Consent Calendar.

Mr. Kennedy made a motion to adopt the items on the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes – September 23, 2008, Regular Meeting
2. Bid Award – Sewer Bridge Rehabilitation Project – \$134,287

RESOLUTION

BID AWARD – SEWER BRIDGE REHABILITATION PROJECT – \$134,287

WHEREAS, the James City Service Authority (JCSA) has identified 40 sewer bridges in need of repair and/or easement clearing to prevent failure and the possible discharge of untreated wastewater; and

WHEREAS, specifications for the repair project have been advertised and publicly opened with J. Sanders Construction submitting the lowest bid of the three firms submitting; and

WHEREAS, J. Sanders Construction has been determined capable of performing the scope of work associated with 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 bid for the Sewer Bid Rehabilitation Project (Bid No. 08-0075) to J. Sanders Construction for a contract amount of \$134,287.

D. BOARD CONSIDERATIONS

1. Sole Source Purchase – Infor/Hansen 8 Software – \$227,500

Mr. Foster stated that any sole source purchase over \$100,000 required Board approval. He stated that the James City Service Authority (JCSA) has used the Hansen software system for 20 years. He stated that the company is now owned by Infor and the current software that has been used for the last 12 years is being replaced by new software. He stated that this software was used for efficiency studies, inventories, and other integral operations of JCSA. He recommended approval of the resolution authorizing the sole source purchase.

Mr. McGlennon asked what would happen if this company went out of business since the software has been used for over 20 years.

Mr. Foster stated that would require reassessment of operations. He stated that this software was used in major cities and overseas and that it was unlikely to go out of service anytime in the near future.

Mr. Wanner stated that JCSA was a beta tester for this during his tenure as JCSA General Manager.

Mr. Rogers stated that the County gains the right to use the software, and if they should go out of business the County would get the source codes to be able to continue using the software.

Mr. Icenhour stated that this iteration of the software integrates the data more efficiently with SCADA and operations software.

Mr. Foster stated that was correct and noted the benefit of being able to interface the monitoring of equipment of the field with the Hansen software to evaluate maintenance to make an efficient system.

Mr. Icenhour stated that the \$227,000 was mostly a one-time expense, and there was a support service fee of approximately \$32,000.

Mr. Foster stated that was correct and noted that the attorney's office has allowed for negotiation.

Mr. Icenhour asked what kind of protection was afforded for this cost.

Mr. Rogers stated that there was five years guaranteed on the software, but maintenance fees can be increased, and that the fee was consistent with the market.

Mr. Icenhour asked what the estimation was.

Mr. Rogers stated that it was four percent or the rate of inflation, whichever was lower.

Mr. McGlennon made a motion to adopt the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

SOLE SOURCE PURCHASE - INFOR/HANSEN 8 SOFTWARE - \$227,500

WHEREAS, the James City Service Authority (JCSA) has used the Hansen Work Management Software System since 1988; and

WHEREAS, the current version, Hansen 7, has been in use for over ten years with support for the software package being phased out by Infor, the software developer; and

WHEREAS, Infor has submitted a proposal to update the software for \$227,500, and adequate funds are available in the FY 09 budget; and

WHEREAS, Infor is the only firm that is capable of providing the updated software a sole source purchase is necessary.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the sole source purchase of Hansen 8 because of the exclusive nature of the software and its importance to the continuity of operations for the JCSA.

2. **Identity Theft Prevention Program**

Mr. Foster stated that the Federal Trade Commission has required local utility industries to provide for evaluation and training as well as other measures to prevent identity theft. He recommended approval of the resolution. He stated this was minimal for this industry, but it is required to have the program.

Mr. Goodson made a motion to adopt the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

IDENTITY THEFT PREVENTION PROGRAM

WHEREAS, pursuant to Federal law, the Federal Trade Commission (FTC) adopted Identity Theft Rules requiring the creation of certain polices relating to the detection, prevention, and mitigation of identity theft; and

WHEREAS, FTC regulations, adopted as 16 CFR Part 681, require creditors to adopt “red flag” polices to prevent and mitigate identity theft with respect to covered accounts; and

WHEREAS, Federal Trade Commission regulations include utility companies in the definition of creditor; and

WHEREAS, FTC regulations define ‘covered account’ in part as an account that a creditor provides for personal, family, or household purposes that is designed to allow multiple payments and specifies that a utility account is a covered account; and

WHEREAS, the James City Service Authority is a creditor with respect to 16 CFR Part 681 by virtue of providing water and sewer services for which payment is made after the product is consumed; and

WHEREAS, FTC regulations require each creditor to adopt an Identity Theft Prevention Program which will use “red flags” to detect, prevent, and mitigate identity theft related to information used in covered accounts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the Identity Theft Prevention Program to become effective November 1, 2008.

BE IT FURTHER RESOLVED that the proposed Identity Theft Prevention Program becomes part of this resolution.

3. Setting a Public Hearing – Use of Public Fire Hydrants

Mr. Foster stated that the purpose of this item was to set a public hearing to consider a change to regulations governing utility rates regarding the use of public fire hydrants, more specifically deposits. He stated that the rate change required the item to be advertised as a public hearing.

Mr. Kennedy made a motion to approve the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

SETTING A PUBLIC HEARING – USE OF PUBLIC FIRE HYDRANTS

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) desires to set a Public Hearing to receive public comment on a proposal to change the use of public fire hydrants to the Regulations Governing Utility Rates; and

WHEREAS, the JCSA proposes to amend the Regulations Governing Utility Service in order to strengthen procedures for withdrawing water from public fire hydrants for development purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, will hold a Public Hearing on January 27, 2009, and request staff to review Section 21, Use of Public Fire Hydrants, Regulations Governing Utility Service and make changes, which are summarized below which will become effective January 27, 2009, if adopted:

Self-Supplied Metering Device:

- Hydrant permit extended from six months to 12 months;
- Hydrant meter readings may be faxed, mailed or emailed to Customer Service;
- 300 gallons per day minimal assessment may be charged if meter reading is not properly reported.

JCSA Furnished Hydrant Device:

- Hydrant permit extended from 30 to 90 days;
- Deposit fee set at \$1,700 for three-inch hydrant meter, and \$750 for 5/8 x 3/4-inch hydrant meter;
- Customer will not be able to rent another meter until 30 days has elapsed since prior meter rental.

Water Withdrawal Locations:

- Establishes three locations in County to withdraw from hydrants;
 - Site 1 - JCSA, Operations, 107 Tewning Road.
 - Site 2 - Toano Fire Station, 3127 Forge Road (James City County EOC).
 - Site 3 - Entrance To Stonehouse Development - Route 30.
- Allows for special exemptions on a case-by-case base.

BE IT FURTHER RESOLVED, that the complete proposed amendments be made part of this resolution.

E. BOARD REQUESTS AND DIRECTIVES

Ms. Jones asked the status of the billing update.

Mr. Foster stated that JCSA billing is six to eight weeks behind schedule. He stated that there was not the citizen concern that was received last year. He stated that staff was meeting with the Hampton Roads Sanitation District (HRSD) to work toward more efficient internal operations. He stated that he hoped to be up-to-date by the end of the year.

Mr. McGlennon made a motion to adjourn to November 25, 2008.

The motion passed by unanimous voice vote.

Mr. Icenhour adjourned the Board at 8:34 p.m.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: November 25, 2008
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Bid Award – Kristiansand Sewer Rehabilitation – \$413,175.39

The Kristiansand neighborhood located in Norge consists of approximately 300 homes and was developed before public sewer was available in the area. Over time many of the septic drainfields in Kristiansand have failed due to poor soils. Over the past 15 years the James City Service Authority (JCSA) has extended gravity sewer to areas in Kristiansand that experienced a prevalence of drainfield failures.

In 2006 the Board approved the development of Walnut Grove a parcel of property adjacent to Kristiansand that would consist of approximately 75 residential units. In the engineering design stage of Walnut Grove it was determined that grinder pumps would be necessary to obtain public sewer service unless a deep gravity sewer line was installed through an area of Kristiansand that would not have public sewer. The JCSA negotiated an agreement with the developer of Walnut Grove to make a \$170,000 contribution toward the installation of a gravity sewer along Astrid Court and Nina Lane in Kristiansand.

Plans and specifications for the installation of sewer along Astrid Court and Nina Lane have been advertised and publicly opened with the following results:

<u>Bidder</u>	<u>Amount</u>
Jack L. Massie Contractor, Inc.	\$ 413,175.39
Toano Contractors	508,490.95
J. Sanders Construction	577,472.00
Metheny Contracting	599,937.06
Walter C. Via Enterprises	633,501.00
Pipeline and Industrial Group	657,203.00
George Nice and Sons	667,447.55
Simons Hauling Co., Inc.	693,538.00
Basic Construction	868,871.05
Jamestown Contracting	1,031,893.00
Peters and White Construction Co.	1,074,856.00
Branscome, Inc.	1,119,639.43
Tidewater Utilities Construction	1,121,577.00
Henderson, Inc.	1,224,228.00

The lowest bid was submitted by Jack. L. Massie Contractors, Inc. and is below the engineers estimate of \$700,000. It is within budget and the contactor has been determined capable of performing the work associated with the project.

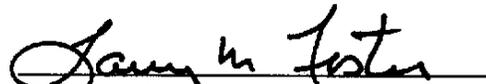
Staff recommends approval of the attached resolution awarding the Kristiansand Sewer Rehabilitation Project

Bid Award – Kristiansand Sewer Rehabilitation – \$413,175.39

November 25, 2008

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to Jack L. Massie Contractor, Inc.



Larry M. Foster

LMF/nb

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Attachment

RESOLUTION

BID AWARD – KRISTIANSAND SEWER REHABILITATION – \$413,175.39

WHEREAS, the plans and specifications for the installation of a gravity sewer in the Kristiansand neighborhood along Nina Lane and Astrid Court have been advertised and publicly opened with Jack L. Massie Contractor, Inc. submitting the low bid of \$413,175.39, out of 14 firms that submitted bids; and

WHEREAS, Jack L. Massie, Contractor Inc., has been determined capable of performing the work associated with the project and funds are available in the James City Service Authority budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract to perform the Kristiansand Sewer Rehabilitation Project to Jack L. Massie Contractor, Inc. in the amount of \$413,175.39.

James O. Icenhour, Jr.
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 25th day of November, 2008.

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