

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**September 27, 2011**

**7:00 P.M.**

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<b>A. CALL TO ORDER</b>	
<b>B. ROLL CALL</b>	
<b>C. CONSENT CALENDAR</b>	
1. Minutes – August 9, 2011, Regular Meeting .....	1
2. Contract Award – Five Forks Water Treatment Facility Reverse Osmosis Feed Pump and Motor – \$105,548 .....	3
3. Appointment of Treasurer to the James City Service Authority – Ms. Stephanie Luton .....	11
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1. Budget Amendment – FY 2012 Capital Improvements Program .....	17
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<b>F. ADJOURNMENT</b>	

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 9TH DAY OF AUGUST 2011, AT 7:48 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 G. Kennedy, Chairman  
James O. Icenhour, Jr., Vice Chairman  
Mary K. Jones  
Bruce C. Goodson  
John J. McGlennon

Robert C. Middaugh, Secretary  
Leo P. Rogers, County Attorney  
Larry M. Foster, General Manager

**C. CONSENT CALENDAR**

1. Minutes – July 26, 2011, Regular Meeting.

Mr. McGlennon made a motion to approve the July 26, 2011, Regular Meeting minutes.

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

**D. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon asked Mr. Foster for an update on water consumption.

Mr. Foster gave a presentation to the Board based on four years of water consumption beginning January through December. The water demand for this month was slightly less than last year which was driven by two factors: moderate weather and that the economy may have some impact on the amount of water consumption.

Mr. Goodson asked staff if less water usage meant less revenue.

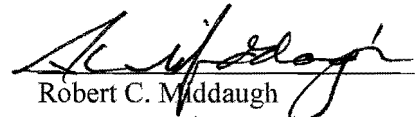
Mr. Foster responded that this is correct; however, the Service Authority is okay, water usage is being monitored very closely, and we are in the two months of the fiscal calendar year. There are two high demand periods: one in the early part of the year and another in the latter. Both high demand peak seasons are split between two fiscal years.

**E. ADJOURNMENT**

Mr. Goodson made a motion to adjourn.

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

At 7:52 p.m. Mr. Kennedy adjourned the Board of Directors.

  
Robert C. Muddaugh  
Secretary to the Board

080911bod\_min

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 9TH DAY OF AUGUST 2011, AT 7:48 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

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**E. ADJOURNMENT**

Mr. Goodson made a motion to adjourn.

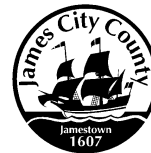
On a roll call vote, the vote was: AYE: Goodson, McGlennon, Icenhour, Jones, Kennedy (5). NAY:  
(0).

At 7:52 p.m. Mr. Kennedy adjourned the Board of Directors.

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Robert C. Middaugh  
Secretary to the Board

080911bod\_min



**MEMORANDUM COVER**

**Subject:** Contract Award - Five Forks Water Treatment Facility Reverse Osmosis Feed Pump and Motor - \$105,548

**Action Requested:** Shall the Board approve the contract award to Afton Pumps, Inc. for the feed pump and motor?

**Summary:** The four reverse osmosis filtration membranes at the Five Forks Water Treatment Facility (FFWTF) are fed by Afton pumps. These pumps were part of the original engineering design of the FFWTF and have performed consistently since the facility opened in 2005. This contract award is for a spare reverse osmosis feed pump and motor. Since this equipment has a long delivery lead time, an on-site spare will allow timely replacement and uninterrupted plant operation.

James City Service Authority (JCSA) Engineering staff, in consultation with the Purchasing Office, determined that Afton Pumps, Inc. is the only source practicably available to provide this equipment for the FFWTF. Afton Pumps, Inc. submitted a proposal to provide a feed pump and motor at a proposed cost of \$105,548.

Staff recommends approval of the attached resolution.

**Fiscal Impact:** None

**FMS Approval, if Applicable:** Yes  No

**Assistant County Administrator**  
  
Doug Powell \_\_\_\_\_

**County Administrator**  
  
Robert C. Middaugh \_\_\_\_\_

**Attachments:**  
1. Memorandum  
2. Resolution

**Agenda Item No.:** C-2  
  
**Date:** September 27, 2011

## M E M O R A N D U M

DATE: September 27, 2011

TO: The Board of Directors

FROM: Larry M. Foster, General Manager, James City Service Authority

SUBJECT: Contract Award - Five Forks Water Treatment Facility Reverse Osmosis Feed Pump and Motor - \$105,548

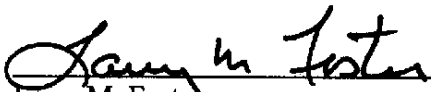
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The four reverse osmosis filtration membranes at the Five Forks Water Treatment Facility (FFWTF) are fed by Afton pumps. These pumps were part of the original engineering design of the FFWTF and have performed consistently since the facility opened in 2005. This contract award is for a spare reverse osmosis feed pump and motor. Since this equipment has a long delivery lead time, an on-site spare will allow timely replacement and uninterrupted plant operation.

James City Service Authority (JCSA) Engineering staff, in consultation with the Purchasing Office, determined that Afton Pumps, Inc. is the only source practicably available to provide this equipment for the FFWTF. Afton Pumps, Inc. submitted a proposal to provide a feed pump and motor at a proposed cost of \$105,548. The proposed rates have been determined to be reasonable through comparison to other similar pump and motor purchases of this size currently being used at the FFWTF.

The JCSA Capital Improvements Program budget includes funds to purchase the feed pump and motor.

Because this would be a sole source purchase over \$100,000, Board of Directors approval is necessary. Staff recommends approval of the attached resolution authorizing the sole source purchase of the feed pump and motor from Afton Pump, Inc. in the amount of \$105,548.

  
Larry M. Foster

LMF/gb  
CA-FFWtrTreat\_mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - FIVE FORKS WATER TREATMENT FACILITY**

**REVERSE OSMOSIS FEED PUMP AND MOTOR - \$105,548**

WHEREAS, Afton Pumps were part of the original engineering design of the Five Forks Water Treatment Facility (FFWTF) and have performed consistently since the facility opened in 2005; and

WHEREAS, the reverse osmosis feed pump and motor have a long delivery lead time and an on-site spare will allow timely replacement and uninterrupted plant operation; and

WHEREAS, James City Service Authority (JCSA) Engineering staff, in consultation with the Purchasing Office, determined that Afton Pumps, Inc. is the only source practicably available to provide this equipment for the FFWTF; and

WHEREAS, Afton Pumps, Inc. submitted a proposal to provide a feed pump and motor at a proposed cost of \$105,548, the proposed rates have been determined to be reasonable, and adequate funds are available in the Capital Improvements Program budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the contract award in the amount of \$105,548 to Afton Pumps, Inc. for the feed pump and motor.

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James G. Kennedy  
Chairman, Board of Directors

ATTEST:

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Robert C. Middaugh  
Secretary to the Board

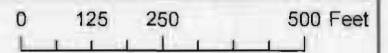
Adopted by the Board of Directors of the James City Service Authority, James City County,  
Virginia, this 27th day of September, 2011.

CA-FFWtrTreat\_res





# Indigo Dam Road Project

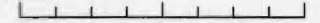


This drawing is neither a legally recorded map nor a survey and is not intended to be used as such.

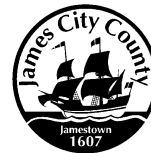


# Jamestown Road Project

0 125 250 500 Feet



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such.



**MEMORANDUM COVER**

**Subject:** Appointment of Treasurer to the James City Service Authority – Ms. Stephanie Luton

**Action Requested:** Shall the Board appoint a new Treasurer to the James City Service Authority (JCSA) Board of Directors?

**Summary:** Mr. Robert H. Smith was the appointed Treasurer to the James City Service Authority (JCSA) and retired on August 31, 2011.

Ms. Stephanie Luton has been hired as the new Assistant Manager of the JCSA, which includes duties as Treasurer to the JCSA.

Staff recommends Ms. Luton be appointed Treasurer to the JCSA.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Assistant County Administrator**  
  
Doug Powell \_\_\_\_\_

**County Administrator**  
  
Robert C. Middaugh \_\_\_\_\_

**Attachments:**  
1. Memorandum  
2. Resolution 1  
3. Resolution 2

**Agenda Item No.:** C-3  
  
**Date:** September 27, 2011

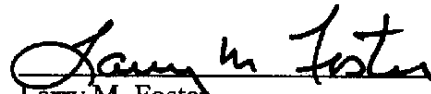
**MEMORANDUM**

DATE: September 27, 2011  
TO: The Board of Directors  
FROM: Larry M. Foster, General Manager, James City Service Authority  
SUBJECT: Appointment of Treasurer to the James City Service Authority – Ms. Stephanie Luton

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Mr. Robert H. Smith recently retired as the Treasurer of the James City Service Authority (JCSA) after over 23 years of service. Ms. Stephanie Luton has been hired as Assistant Manager of JCSA and handles the day-to-day financial affairs of the Authority. Ms. Luton has successfully served as the Purchasing Director for James City County for over 11 years.

Staff recommends approval of the attached resolutions appointing Ms. Stephanie Luton as Treasurer to the JCSA and amending the bank resolution to include her as an authorized signer.

  
Larry M. Foster

LMF/nb  
TreasAppt\_mem

Attachments

**RESOLUTION**

**APPOINTMENT OF TREASURER TO THE JAMES CITY SERVICE AUTHORITY –**

**MS. STEPHANIE LUTON**

WHEREAS, Mr. Robert H. Smith, Assistant General Manager, retired, effective August 31, 2011, and therefore has relinquished his duties as Treasurer to the Board of Directors of the James City Service Authority; and

WHEREAS, Ms. Stephanie Luton has been selected to fill Mr. Smith's position as Assistant General Manager.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby appoints Ms. Stephanie Luton as Treasurer of the Service Authority of James City County, Virginia, effective September 27, 2011.

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James G. Kennedy  
Chairman, Board of Directors

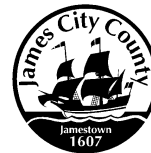
ATTEST:

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Robert C. Middaugh  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of September, 2011.

TreasAppt\_res1



**MEMORANDUM COVER**

**Subject:** Budget Amendment - FY 2012 Capital Improvements Program

**Action Requested:** Shall the Board approve and appropriate funds for waterline replacement projects?

**Summary:** This is a request for the Board to approve and appropriate funds for two critical waterline replacement projects. These projects include: Jamestown Road-Neck-O-Land Road to Ironbound Road and Indigo Dam Road.

Staff recommends approval of the attached resolution.

**Fiscal Impact:** The two projects are estimated at \$840,000. Funds are available from the Proffer Fund which has a fund balance of \$1.7 million.

**FMS Approval, if Applicable:** Yes  No

**Assistant County Administrator**

Doug Powell \_\_\_\_\_

**County Administrator**

Robert C. Middaugh \_\_\_\_\_

**Attachments:**

- 1. Memorandum
- 2. Resolution

**Agenda Item No.: D-1**

**Date: September 27, 2011**

MEMORANDUM

DATE: September 27, 2011  
 TO: The Board of Directors  
 FROM: Larry M. Foster, General Manager, James City Service Authority  
 SUBJECT: Budget Amendment – FY 2012 Capital Improvements Program

The purpose of the memorandum is to request an amendment to the James City Service Authority (JCSA) Capital Improvements Program (CIP) for two waterline replacement projects. The two projects are required to replace aging pipes which have weakened and failed resulting in several breaks during the past few years.

Project No. 1: Jamestown Road project consists of replacing 3,300 linear feet of existing 12-inch water main from vicinity of Raleigh Square to Neck-O-Land Road. This section of pipe has had 10 waterline breaks from 2003 to present, with five of those breaks occurring in the last two years. Estimated replacement cost for design and construction is \$440,000.

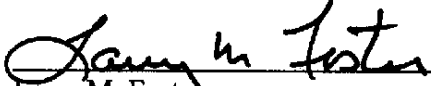
Project No. 2: Indigo Dam Road project consists of replacing 2,100 linear feet of existing 12-inch water main along Indigo Dam Road from Ironbound Road to the end of the cul-de-sac. This section of pipe has had seven waterline breaks from 2002 to present, with four of those breaks occurring in the last two years. Estimated replacement cost for design and construction is \$400,000. Upon approval of this budget amendment design of the project will begin immediately. The waterline construction will be complete in late spring/early summer 2012.

In order to finance these projects, the JCSA proposes to use the proceeds from water supply proffers. The current proffer fund balance available is \$1.7 million. The following amount would be appropriated as indicated below:

CAPITAL IMPROVEMENTS PROGRAM

<u>Revenue:</u>	
Water Supply Proffers	<u>\$840,000</u>
<u>Expenditures:</u>	
Jamestown Road Waterline Replacement	\$440,000
Indigo Dam Road Waterline Replacement	<u>400,000</u>
Total	<u>\$840,000</u>

Attached is a resolution adopting the proposed changes, which would become effective September 27, 2011. Staff recommends adoption of the attached resolution.

  
 Larry M. Foster

LMF/gb  
 CIP-Bud2012\_mem

Attachments

**RESOLUTION**

**BUDGET AMENDMENT – FY 2012 CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, the Board of Directors of the James City Service Authority desires to fund two waterline replacement projects: the Jamestown Road Project and the Indigo Dam Road Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the funding appropriation as shown below:

CAPITAL IMPROVEMENTS PROGRAM

Revenue:

Water Supply Proffers	<u>\$840,000</u>
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Expenditures:

Jamestown Road Waterline Replacement	\$440,000
Indigo Dam Road Waterline Replacement	<u>400,000</u>

Total	<u>\$840,000</u>
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James G. Kennedy  
Chairman, Board of Directors

ATTEST:

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Robert C. Middaugh  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of September, 2011.

CIP-Bud2012\_res