

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

October 23, 2012

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes –
 - a. September 25, 2012, Regular Meeting
2. Contract Award – Manhole and Wet Well Rehabilitation and Related Services
3. Grant Award - Wellhead Protection Grant Supplemental Award – Virginia Department of Environmental Quality and Virginia Department of Health – \$15,000
4. Contract Award - Indigo Dam Road, Jamestown Road and Lake Drive Water Main Improvement Projects

D. PUBLIC HEARING

1. Authorization of Conveyance of James City Service Authority (JCSA Properties to James City County (JCC)

E. BOARD CONSIDERATIONS

1. Authorization to Retire 2003 Bond Debt from Fund Balance

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT – to 7 p.m. on November 27, 2012

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 24TH DAY OF SEPTEMBER 2013, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

ADOPTED

B. ROLL CALL

OCT 22 2013

James G. Kennedy, Chairman - Absent
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
John J. McGlennon
M. Anderson Bradshaw

**Board of Supervisors
James City County, VA**

M. Doug Powell, Assistant Secretary to the Board
Leo P. Rogers, County Attorney
Larry Foster, General Manager

Mr. Larry Foster, General Manager of the James City Service Authority, stated that Mr. Icenhour would be conducting the meeting due to Mr. Kennedy's absence.

C. CONSENT CALENDAR

Ms. Jones made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote of the members present.

1. Minutes –
 - a. August 13, 2013, Regular Meeting
2. Mirror Lakes Dam Safety Grant Awards – Virginia Department of Conservation and Recreation \$1,000 and \$4,000

RESOLUTION

**MIRROR LAKES DAM SAFETY GRANT AWARDS – VIRGINIA DEPARTMENT OF
CONSERVATION AND RECREATION - \$1,000 AND \$4,000**

WHEREAS, the James City Service Authority (JCSA) has been awarded two Dam Safety Grants by the Virginia Department of Conservation and Recreation in the amounts of \$1,000 and \$4,000; and

WHEREAS, the funds are to be used to reimburse the JCSA for nine percent of the cost of an Alternative Analysis engineering study and seven percent of the cost of Renovation Engineering Design Services required to meet the Commonwealth's Impounding Structure Regulations; and

WHEREAS, the grants require a 50 percent match that was provided in the JCSA’s Capital Improvements Program (CIP) budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following appropriation to the CIP budget:

Revenue:

Dam Safety Grants – FY 2014 \$5,000

Expense:

Mirror Lakes Dam – FY 2014 \$5,000

D. PUBLIC HEARINGS

1. Transfer of .288-Acre Parcel – Located at 7855 Church Lane – to James City County

Mr. Larry Foster addressed the Board giving a summary of the memorandum included in the Agenda Packet.

As there were no questions for staff, Mr. Icenhour opened the Public Hearing.

As no one wished to speak, Mr. Icenhour closed the Public Hearing.

Mr. McGlennon made a motion to approve the resolution.

On a roll call vote, the vote was: AYE: Mr. Icenhour, Mr. Bradshaw, Ms. Jones, Mr. McGlennon, (4). NAY: (0). ABSENT: Mr. Kennedy (1).

RESOLUTION

TRANSFER OF .288-ACRE PARCEL – LOCATED AT 7855 CHURCH LANE –

TO JAMES CITY COUNTY

WHEREAS, the James City Service Authority (JCSA) owns a .288-acre parcel identified as Parcel No. 1230100048 located at 7855 Church Lane; and

WHEREAS, an unused well facility is located on the parcel with no plans to use the well facility for water production in the future; use as a water quality monitoring station is planned; and

WHEREAS, it has been identified that the parcel will complement plans to build a new Bruton Fire Station which is located on the adjacent parcel.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, after conducting a public hearing at its regular meeting on September 24, 2013, hereby authorizes the General Manager to sign the appropriate documents to transfer James City County Tax Map Parcel No. 1230100048 to James City County at no costs. Said transfer will include an agreement to allow the JCSA access to the existing well facility for the purpose of operating a water quality monitoring station.

2. Abandonment of Easement at 161 John Jefferson Road

Mr. Foster addressed the Board giving a summary of the memorandum included in the Agenda Packet.

Mr. Bradshaw asked if money was exchanged for the easement.

Mr. Foster stated no.

As there were no other questions for staff, Mr. Icenhour opened the Public Hearing.

As no one wished to speak, Mr. Icenhour closed the Public Hearing.

Mr. Bradshaw made a motion to approve the resolution.

On a roll call vote, the vote was: AYE: Mr. Icenhour, Mr. Bradshaw, Ms. Jones, Mr. McGlennon, (4). NAY: (0). ABSENT: Mr. Kennedy (1).

RESOLUTION

ABANDONMENT OF EASEMENT AT 161 JOHN JEFFERSON ROAD

WHEREAS, a 50-foot-wide James City Service Authority (JCSA) easement was created by a recorded plat, dated August 22, 1978, prepared by Langley McDonald, Consulting Engineers, and located at 161 John Jefferson Road; and

WHEREAS, the easement has never been used nor does the JCSA have plans to use the easement in the future.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, after conducting a public hearing at its regular meeting on September 24, 2013, authorizes the General Manager to sign the appropriate documents abandoning the easement located on James City County Tax Map/Parcel No. 5020900022 and referenced above.

3. Authorization to Enter into a Lease Agreement with the Hampton Roads Sanitation District ("HRSD") for a Pressure Reducing Station

Mr. Foster addressed the Board giving a summary of the memorandum included in the Agenda Packet.

As there were no questions for staff, Mr. Icenhour opened the Public Hearing.

As no one wished to speak, Mr. Icenhour closed the Public Hearing.

Mr. McGlennon made a motion to approve the resolution.

On a roll call vote, the vote was: AYE: Mr. Icenhour, Mr. Bradshaw, Ms. Jones, Mr. McGlennon, (4). NAY: (0). ABSENT: Mr. Kennedy (1).

RESOLUTION

AUTHORIZATION TO ENTER INTO A LEASE AGREEMENT WITH THE HAMPTON ROADS

SANITATION DISTRICT (“HRSD”) FOR A PRESSURE REDUCING STATION

WHEREAS, the James City Service Authority (JCSA) is the owner of certain real property identified as 6735 Route 199, further identified as Parcel No. 4920100006A on the James City County Real Estate Tax Map (the “Property”); and

WHEREAS, the Hampton Roads Sanitation District (HRSD) wishes to install infrastructure for a proposed pressure reducing station on the Property; and

WHEREAS, the pressure reducing station will relieve pressure on the JCSA sewer system during periods of heavy rains helping to prevent sewer spills; and

WHEREAS, the JCSA must enter into a lease agreement in order to protect its interests in the Property;

WHEREAS, the Board of Directors of the JCSA, following a public hearing, is of the opinion that it is in the public interest to execute the lease agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes and directs the General Manager to execute any and all documents necessary to amend the deed restrictions and enter into the lease agreement with HRSD.

E. BOARD CONSIDERATIONS – None

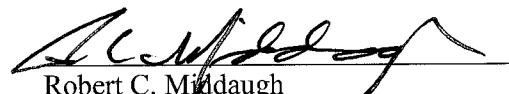
F. BOARD REQUESTS AND DIRECTIVES – None

G. ADJOURNMENT – to 7 p.m. on September 24, 2013

Mr. McGlennon made a motion to adjourn.

On a roll call vote, the vote was: AYE: Mr. Icenhour, Mr. Bradshaw, Ms. Jones, Mr. McGlennon, (4). NAY: (0). ABSENT: Mr. Kennedy (1).

At 7:50 p.m., Mr. Icenhour adjourned the Board of Directors.


Robert C. Mindaugh
Secretary to the Board

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 25TH DAY OF SEPTEMBER 2012, 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 G. Kennedy, Chairman (ABSENT)
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
W. Wilford Kale, Jr.
John J. McGlennon

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

C. CONSENT CALENDAR

1. Minutes

a. August 14, 2012, Regular Meeting

Mr. McGlennon made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote. (Kennedy: Absent)

D. PUBLIC HEARING

1. Authorization to Sell Property at 7883 Richmond Road

Mr. Foster presented the Board with a summary of the memorandum found in the Agenda packet.

Mr. Icenhour opened the Public Hearing as the Board had no questions for staff.

As no one wished to speak to the case, Mr. Icenhour closed the Public Hearing.

Ms. Jones made a motion to approve the resolution.

The motion passed by a unanimous voice vote. (Kennedy: Absent)

RESOLUTION

AUTHORIZATION TO SELL PROPERTY AT 7883 RICHMOND ROAD

WHEREAS, the James City Service Authority (JCSA) owns a .0027-acre parcel located at 7883 Richmond Road, identified as Parcel ID No. 1240200029, that is assessed for \$6,200; and

WHEREAS, the JCSA has determined that it has no future use for the property and recommends the sale of the parcel; and

WHEREAS, the JCSA Board of Directors conducted a public hearing to receive comment on the proposed sale at a meeting on September 25, 2012.

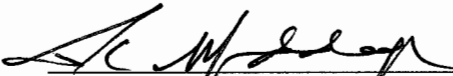
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign all documents associated with the sale of the property located at 7883 Richmond Road for at least the assessed value and requires that any future use comply with the Toano Community Character Area Design Guidelines as determined by the James City County Planning Director.

E. ADJOURNMENT

Mr. Kale made a motion to adjourn the meeting.

The motion passed by a unanimous voice vote. (Kennedy: Absent)

Mr. Icenhour adjourned the Board until October 23, 2012, at 7 p.m.


Robert C. Madaugh
Secretary to the Board

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 25TH DAY OF SEPTEMBER 2012, 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 G. Kennedy, Chairman (ABSENT)
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
W. Wilford Kale, Jr.
John J. McGlennon

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

C. CONSENT CALENDAR

1. Minutes

a. August 14, 2012, Regular Meeting

Mr. McGlennon made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote. (Kennedy: Absent)

D. PUBLIC HEARING

1. Authorization to Sell Property at 7883 Richmond Road

Mr. Foster presented the Board with a summary of the memorandum found in the Agenda packet.

Mr. Icenhour opened the Public Hearing as the Board had no questions for staff.

As no one wished to speak to the case, Mr. Icenhour closed the Public Hearing.

Ms. Jones made a motion to approve the resolution.

The motion passed by a unanimous voice vote. (Kennedy: Absent)

RESOLUTION

AUTHORIZATION TO SELL PROPERTY AT 7883 RICHMOND ROAD

WHEREAS, the James City Service Authority (JCSA) owns a .0027-acre parcel located at 7883 Richmond Road, identified as Parcel ID No. 1240200029, that is assessed for \$6,200; and

WHEREAS, the JCSA has determined that it has no future use for the property and recommends the sale of the parcel; and

WHEREAS, the JCSA Board of Directors conducted a public hearing to receive comment on the proposed sale at a meeting on September 25, 2012.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign all documents associated with the sale of the property located at 7883 Richmond Road for at least the assessed value and requires that any future use comply with the Toano Community Character Area Design Guidelines as determined by the James City County Planning Director.

E. ADJOURNMENT

Mr. Kale made a motion to adjourn the meeting.

The motion passed by a unanimous voice vote. (Kennedy: Absent)

Mr. Icenhour adjourned the Board until October 23, 2012, at 7 p.m.

Robert C. Middaugh
Secretary to the Board

MEMORANDUM COVER

Subject: Contract Award - Manhole and Wet Well Rehabilitation and Related Services

Action Requested: Shall the Board approve a contract for manhole and wet well rehabilitation and related services?

Summary: A Request for Proposal (RFP) was solicited from qualified firms to provide manhole and wet well rehabilitation and related services, as determined necessary by the James City Service Authority.

Eight firms submitted proposals with three firms being interviewed by a team represented by the JCSA and James City County Purchasing Division. Two firms were selected for contract award as follows:

- Lyttle Utilities, Inc.
- ACTS Group, LLC.

Upon Board approval, the contracts have an initial term of one year with the option of four additional one-year terms.

Staff recommends approval of the attached resolution.

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

Agenda Item No.: C-2

Date: October 23, 2012

MEMORANDUM

DATE: October 23, 2012

TO: The Board of Directors

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

SUBJECT: Contract Award – Manhole and Wet Well Rehabilitation and Related Services

A Request for Proposal (RFP) was solicited from qualified firms to provide manhole and wet well rehabilitation and related services, as determined necessary by the James City Service Authority (JCSA) to fulfill certain requirements of JCSA's Consent Order with the Virginia Department of Environmental Quality to address sewer system overflows.

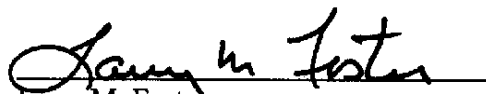
Eight firms responded to the RFP by describing their interest, qualifications, project approach, and experience in performing similar work. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposals submitted by eight firms and selected the three top-ranked firms to continue the evaluation process. Two firms were selected to be awarded contracts. The contracts have an initial term of one year with the option of up to four one-year renewals. The RFP included cooperative procurement provisions allowing other entities to use the contracted firms if they so choose.

Firms selected and recommended for contract award are as follows:

- Lyttle Utilities, Inc.
- ACTS Group, LLC

During the first year of the contract, JCSA Engineering staff estimates 80 manholes will be rehabilitated for approximately \$328,000 and three wet wells will be coated at a cost of \$160,000.

Staff recommends approval of the attached resolution awarding a contract to the firms listed above.


Larry M. Foster

LMF/nb
CA_MhleWwellR_mem

Attachment

RESOLUTION

CONTRACT AWARD – MANHOLE AND WET WELL REHABILITATION AND

RELATED SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for manhole and wet well rehabilitation and related services; and

WHEREAS, the firms listed below were determined to be the best qualified to provide the required manhole and wet well rehabilitation services:

- Lyttle Utilities, Inc.
- ACTS Group, LLC

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contracts for manhole and wet well rehabilitation and related services to the firms listed in this resolution.

James O. Icenhour, Jr.
Vice Chairman, Board of Directors

ATTEST:	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
_____	_____	_____	_____	_____
Robert C. Middaugh	_____	_____	_____	_____
Clerk to the Board	_____	_____	_____	_____
	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2012.

CA_MhleWwellR_res

MEMORANDUM COVER

Subject: Wellhead Protection Grant Supplemental Award – Virginia Department of Environmental Quality and Virginia Department of Health – \$15,000

Action Requested: Shall the Board approve the resolution to appropriate grant funds?

Summary: The James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant supplement by the Virginia Department of Environmental Quality and the Virginia Department of Health in the amount of \$15,000.

The funds are to be used to properly abandon old, unused wells through the JCSA’s Cap It Well Abandonment Program. Wells are abandoned when they are replaced by new wells or when homes are connected to the JCSA. Virginia law requires that private wells no longer in use be properly abandoned, which means that a licensed well driller permanently seals or "caps" the well. The Cap It program provides funding and information to assist citizens in capping wells.

Staff recommends approval of the attached resolution.

Fiscal Impact: No match is required.

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-3

Date: October 23, 2012

MEMORANDUM

DATE: October 23, 2012

TO: The Board of Directors

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

SUBJECT: Wellhead Protection Grant Supplemental Award – Virginia Department of Environmental Quality and Virginia Department of Health – \$15,000

The James City Service Authority (JCSA) has been awarded a \$15,000 supplement to the original Wellhead Protection Grant of \$15,000 that was appropriated by the Board of Directors on June 26, 2012. The supplement and the original grant were awarded by the Virginia Department of Environmental Quality and the Virginia Department of Health. The funding sources are the Federal Safe Drinking Water Act and the Virginia Drinking Water State Revolving Fund Set-Asides.

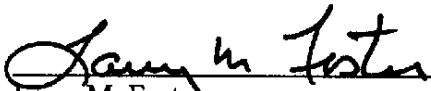
The funds are to be used to properly abandon old, unused wells through the JCSA's Cap It Well Abandonment Program. Wells are abandoned when they are replaced by new wells or when homes are connected to the JCSA. Virginia law requires that private wells no longer in use be properly abandoned, which means that a licensed well driller permanently seals or "caps" the well. The Cap It program provides funding and information to assist citizens in capping wells.

The purpose of the Cap It Program is to protect James City County's groundwater resources from pollutants and contamination via unused or improperly abandoned private wells in James City County, protect the Chesapeake Bay and local rivers and watersheds by reducing the threat of groundwater contamination, and reduce the threat to humans and animals that may become trapped in an open, unused well.

Over the past 10 years, 265 wells have been abandoned through this program. County residents and businesses are eligible for the program with residential applications taking priority. The program had a waiting list of 13 applications when the original grant was appropriated and three additional applications have subsequently been received. Ten wells were abandoned under the original grant. The supplement will finance abandonment of the remaining six wells on the waiting list and funds will likely remain to process several future applications.

The grant supplement requires no match.

Staff recommends adoption of the attached resolution.


Larry M. Foster

LMF/nb
WellheadPrAwd_mem

Attachment

RESOLUTION

WELLHEAD PROTECTION GRANT SUPPLEMENTAL AWARD –

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY AND

VIRGINIA DEPARTMENT OF HEALTH – \$15,000

WHEREAS, the James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant supplement by the Virginia Department of Environmental Quality and the Virginia Department of Health in the amount of \$15,000; and

WHEREAS, the funds are to be used to properly abandon old, unused wells through the JCSA’s Cap It Well Abandonment Program; and

WHEREAS, the grant supplement requires no match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following budget appropriation to the Water Fund:

Revenue:

Wellhead Protection Grant – FY 2013	<u>\$15,000</u>
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Expense:

Cap It Well Abandonment Program – FY 2013	<u>\$15,000</u>
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James O. Icenhour, Jr.
Vice Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
MCGLENNON	_____	_____	_____	_____
JONES	_____	_____	_____	_____
KENNEDY	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
KALE	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2012.

MEMORANDUM COVER

Subject: Contract Award - Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects

Action Requested: Shall the Board approve the resolution authorizing the contract award to Henry S. Branscome, LLC for Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects?

Summary: The purpose of the Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects is to replace pipes that have reached the end of their life cycle. The deteriorated condition caused pipe failures over the past several years.

The Indigo Dam Road project consists of replacing 1,825 linear feet of the existing 12-inch water main along Indigo Dam Road from Ironbound Road to the end of the cul-de-sac. The Jamestown Road Water Main Improvement Project consists of replacing 2,582 linear feet of the existing 12-inch water main from the vicinity of Raleigh Square to Neck-O-Land Road. The Lake Drive Project consists of the installation of 374 linear feet of 8-inch water main in the shoulder of Lake Drive.

James City Service Authority (JCSA) Engineering staff, in consultation with the Purchasing Office, publicly advertised and received 13 bids. The lowest responsive and responsible bid was from Henry S. Branscome, LLC with a combined bid of \$673,290.

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

Agenda Item No.: C-4

Date: October 23, 2012

MEMORANDUM

DATE: October 23, 2012

TO: The Board of Directors

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

SUBJECT: Contract Award - Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects

The purpose of the Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects is to replace aging pipes that have reached the end of their life cycle. The deteriorated condition caused pipe failures over the past several years.

The Indigo Dam Road Project consists of replacing 1,825 linear feet of the existing 12-inch water main along Indigo Dam Road from Ironbound Road to the end of the cul-de-sac. The Jamestown Road Project consists of replacing 2,582 linear feet of the existing 12-inch water main along Jamestown Road from the vicinity of Raleigh Square to Neck-O-Land Road. The Lake Drive Project consists of installing 374 linear feet of the 8-inch water main in the shoulder of Lake Drive. The attached maps illustrate the project areas.

The contractor shall complete all three projects within 270 days. Work on Indigo Dam Road will be completed first. Traffic in the construction areas will be reduced to one lane at times, but emergency vehicle access will be maintained at all times. The JCSA's Project Manager will coordinate with the contractor to minimize lane closures.

The Invitation for Bids for these projects was publicly advertised and competitively bid. Thirteen bids were received as follows:

<u>FIRM</u>	<u>AMOUNT</u>
Henry S. Branscome, LLC	\$ 673,290.00
David A. Nice Builders, Inc.	677,715.00
Perkinson Construction, LLC	683,659.00
Basic Construction Co.	697,657.83
Howard Brothers Contractor, Inc.	713,600.00
Godsey & Son, Inc.	739,000.00
Henderson Incorporated	778,139.00
S. W. Funk Industrial Contractors	847,000.00
Wolf Contractors, Inc.	956,116.00
Franklin Mechanical Contractors, Inc.	968,000.00
Walter C. Via Enterprises, Inc.	1,016,135.00
Branscome, Co.	1,124,325.17
Hudgins Contracting Corp.	1,125,735.00

Henry S. Branscome, LLC, was determined to be the lowest responsive and responsible bidder and has successfully completed work for the James City Service Authority (JCSA) in the past.

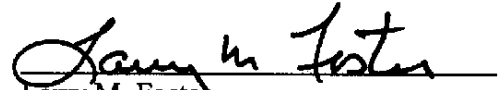
The bid is in line with the engineer's final estimate of \$840,000 and adequate funds are available in the JCSA Capital Improvements Program budget.

Contract Award - Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects

October 23, 2012

Page 2

Staff recommends that the Board approve the attached resolution authorizing the Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects for \$673,290.


Larry M. Foster

LMF/gb

CA-WtrMainImp_mem

Attachment

RESOLUTION

CONTRACT AWARD - INDIGO DAM ROAD, JAMESTOWN ROAD, AND LAKE DRIVE

WATER MAIN IMPROVEMENT PROJECTS

WHEREAS, the plans and specifications for the Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects have been publicly advertised and competitively bid with 13 firms submitting bids ranging from \$673,290 to \$1,125,735; and

WHEREAS, Henry S. Branscome, LLC, has been determined to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for the Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects to Henry S. Branscome, LLC in the amount of \$673,290.

James O. Icenhour, Jr.
Vice Chairman, Board of Directors

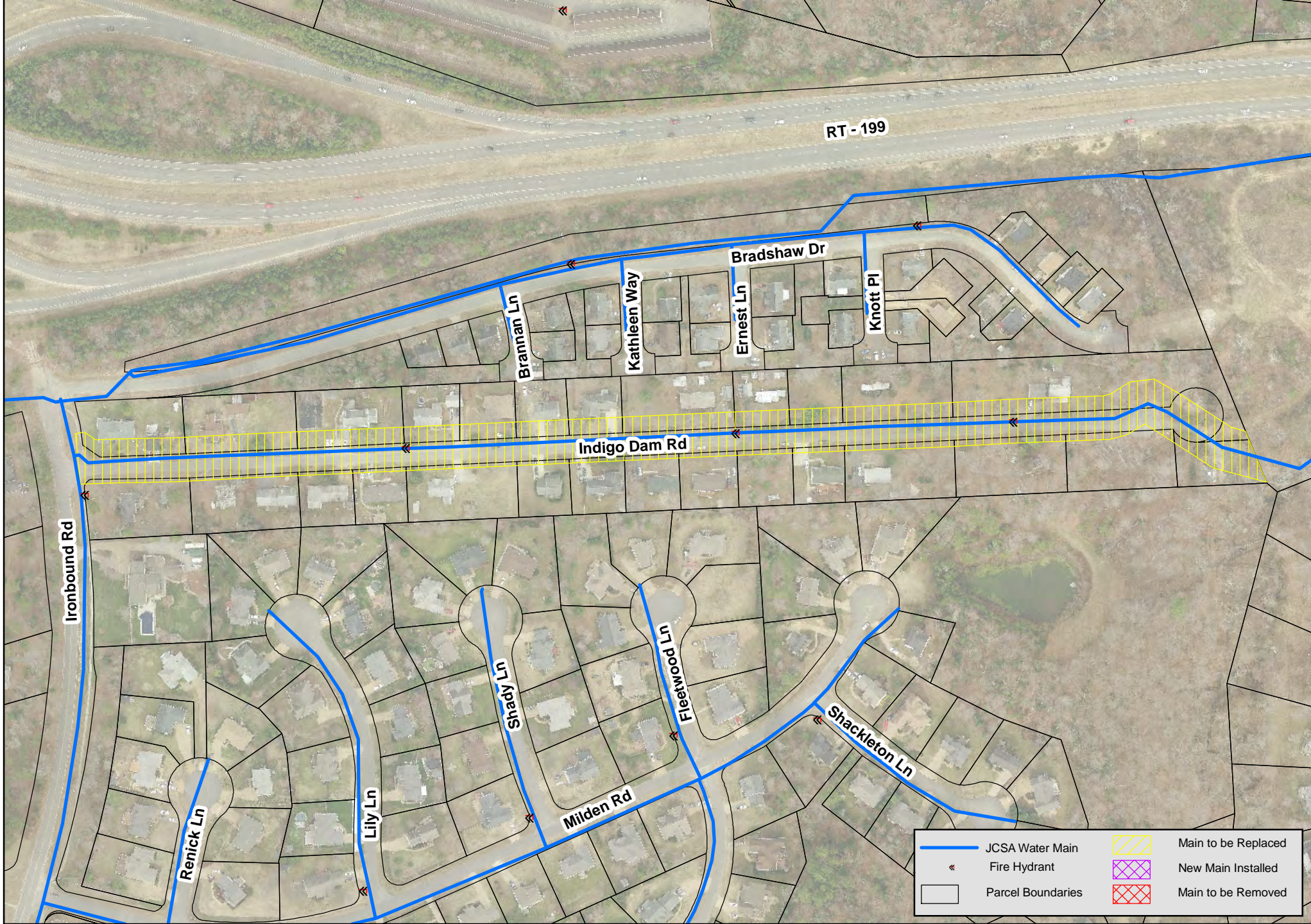
ATTEST:

Robert C. Middaugh
Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
MCGLENNON	_____	_____	_____	_____
JONES	_____	_____	_____	_____
KENNEDY	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
KALE	_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2012.

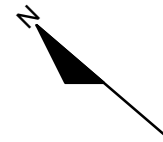
CA-WtrMainImp_res

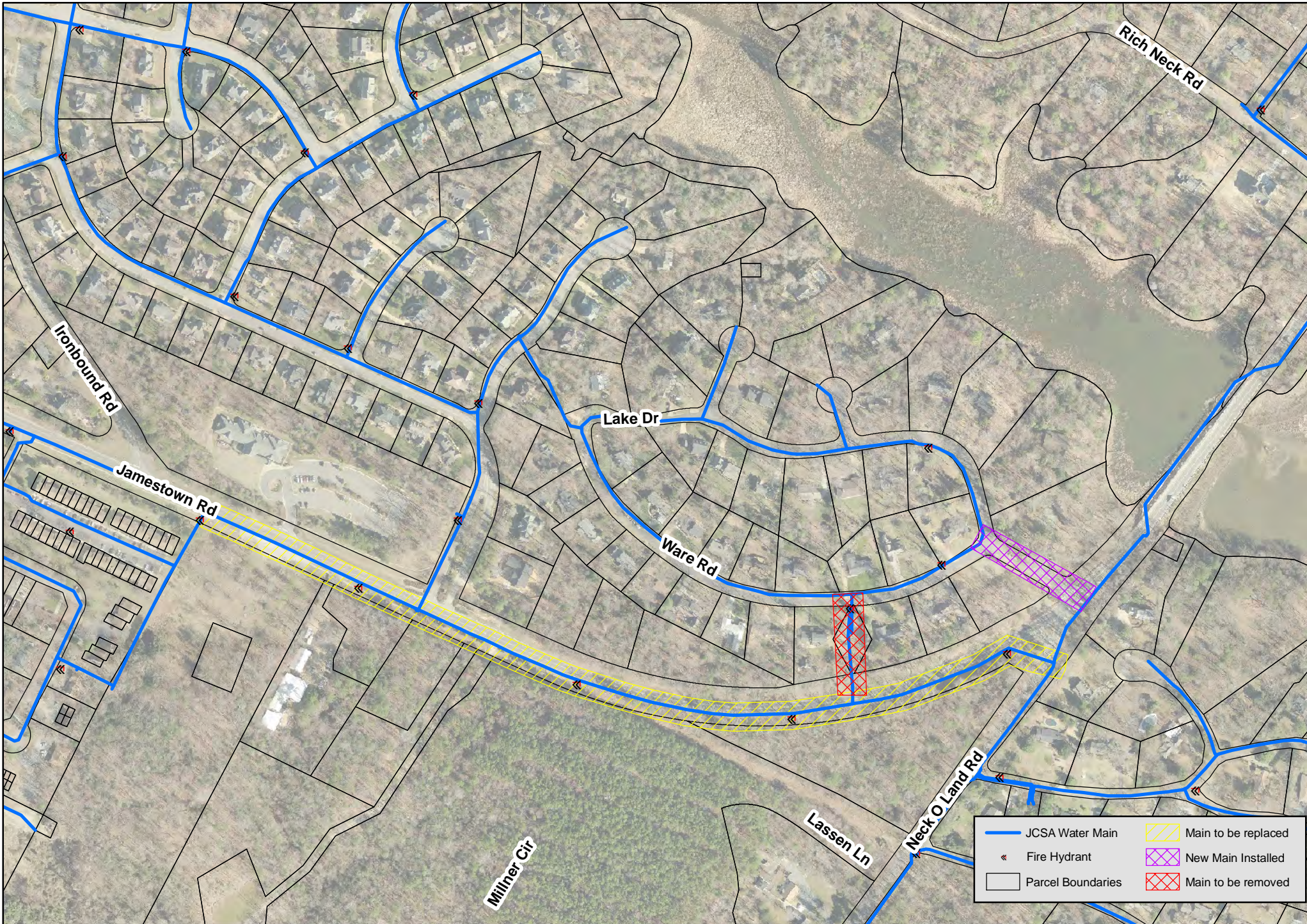


This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

Indigo Dam Road Water Main Improvements

0 125 250 500 Feet

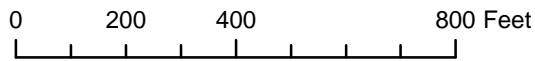




	JCSA Water Main		Main to be replaced
	Fire Hydrant		New Main Installed
	Parcel Boundaries		Main to be removed

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

Jamestown Rd and Lake Dr Water Main Improvements



MEMORANDUM COVER

Subject: Authorization of Conveyance of James City Service Authority (JCSA) Properties to James City County (JCC)

Action Requested: Shall the Board of Directors approve a resolution which authorizes the conveyance of certain parcels of property owned by the James City Service Authority (JCSA) to James City County (JCC)?

Summary: The attached resolution authorizes the General Manager to convey certain parcels of property near the James City County Recreation Center. The parcels consist of approximately 1.296 acres located at 5255 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3820100002A, and shown and described as "Water Tank Lot" on that certain plat entitled "Plat of Subdivision E.S.H. Residue Parcel 2," prepared by AES Consulting Engineers, dated February 7, 2001; approximately 0.234 acres at 5315 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100154; and approximately 3.743 acres at 5321 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100155. The total area is approximately 4.273 acres and has been determined to be surplus property due to the removal of the water tower at the site. The County has agreed to pay \$ 4,500.00 in exchange for the property.

Staff recommends approval of the attached resolution.

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

Agenda Item No.: D-1

Date: October 23, 2012

MEMORANDUM

DATE: October 23, 2012

TO: The Board of Directors

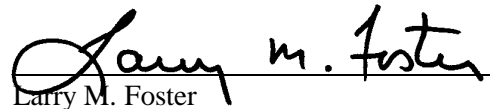
FROM: Larry M. Foster, General Manager, James City Service Authority
Leo P. Rogers, County Attorney

SUBJECT: Authorization of Conveyance of James City Service Authority (JCSA) Properties to James City County (JCC)

The James City Service Authority (JCSA) is the owner of several parcels of property adjacent to the James City County (JCC) Recreation Center (the "Recreation Center"). The parcels consist of approximately 1.296 acres located at 5255 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3820100002A and shown and described as "Water Tank Lot" on that certain plat entitled "Plat of Subdivision E.S.H. Residue Parcel 2," prepared by AES Consulting Engineers, dated February 7, 2001; approximately 0.234 acres at 5315 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100155 (the "Properties").

Staff has examined the Properties and found them to be surplus and unnecessary to future JCSA development. Due to their proximity to the Recreation Center and the nature of recreation facilities, staff believes that it would be in the public's interest to convey the Properties to the County. The attached resolution authorizes the General Manager to execute the necessary documents to convey the Properties to the County while retaining easements as needed in order to access existing water lines. Based on the values set by the County's Real Estate Assessment Office, the County will pay the JCSA \$4,500.00 for the Properties.

Staff recommends adoption of the attached resolution.


Larry M. Foster

Leo P. Rogers

LMF/nb
JCSAConvProp_mem

Attachment

RESOLUTION

AUTHORIZATION OF CONVEYANCE OF JAMES CITY SERVICE AUTHORITY (JCSA)

PROPERTIES TO JAMES CITY COUNTY (JCC)

WHEREAS, the James City Service Authority (the "JCSA") is the owner of certain real property consisting of approximately 1.296 acres located at 5255 Longhill Road, further identified as James City County (JCC) Real Estate Tax Map Parcel No. 3820100002A, and shown and described as "Water Tank Lot" on that certain plat entitled "Plat of Subdivision E.S.H. Residue Parcel 2," prepared by AES Consulting Engineers, dated February 7, 2001; approximately 0.234 acres at 5315 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100154; and approximately 3.743 acres at 5321 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100155 (the "Properties"); and

WHEREAS, the JCSA desires to transfer ownership of the Properties to James City County (the "County") under certain terms and conditions to be set forth by deed; and

WHEREAS, the JCSA has determined the Properties to be surplus and unnecessary; and

WHEREAS, the Board of Directors conducted a public hearing on October 23, 2012, to receive public comment on the conveyance of the Properties to the County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority hereby authorizes and directs the General Manager to execute any and all documents necessary to convey to the Properties to the County in exchange for the payment of \$4,500.00.

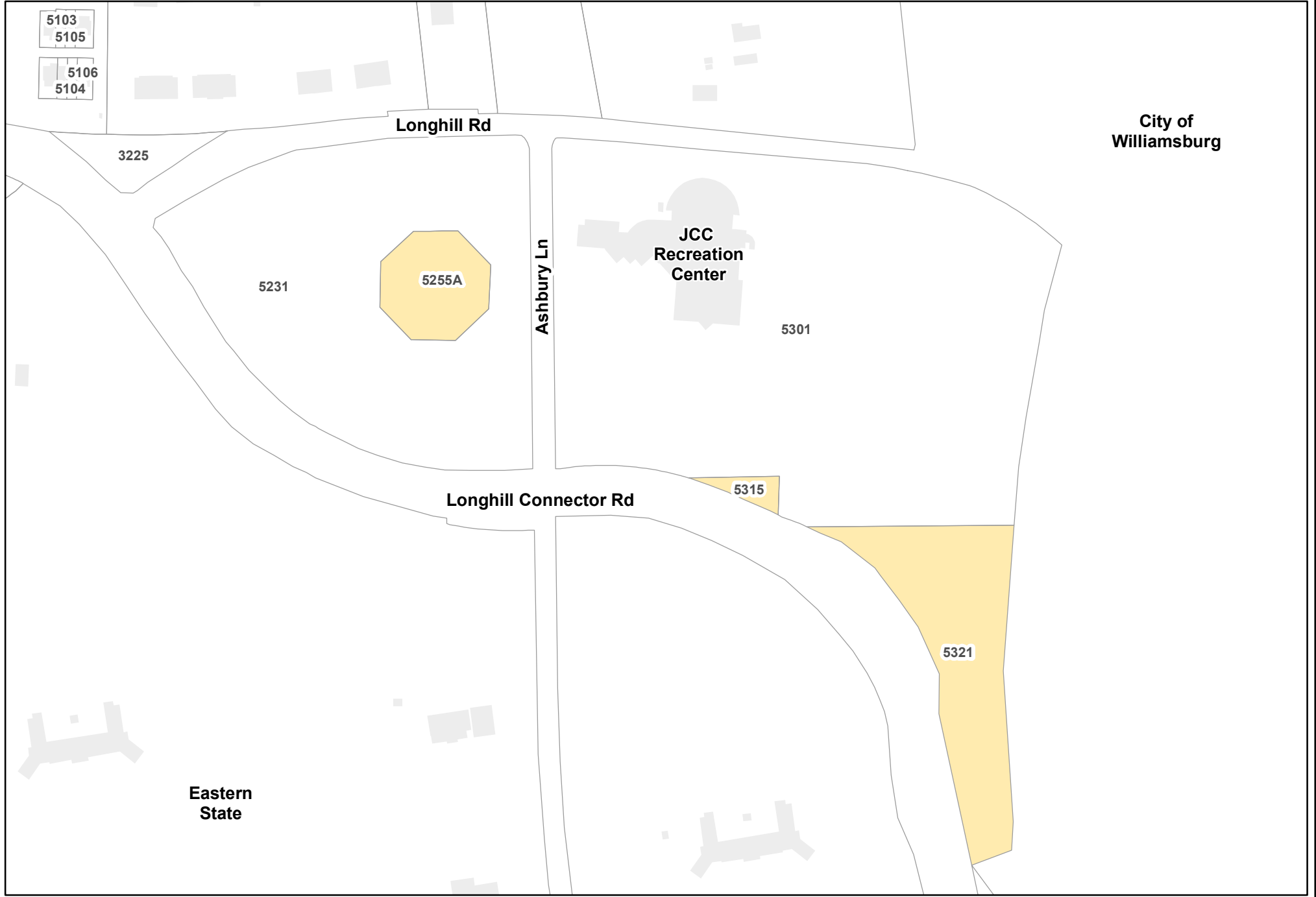
James O. Icenhour, Jr.
Vice Chairman, Board of Directors

VOTES

ATTEST:		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
	MCGLENNON	_____	_____	_____	_____
	JONES	_____	_____	_____	_____
_____	KENNEDY	_____	_____	_____	_____
Robert C. Middaugh	ICENHOUR	_____	_____	_____	_____
Secretary to the Board	KALE	_____	_____	_____	_____

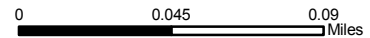
Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2012.

Conveyance of JCSA Properties to JCC



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be. If discrepancies are found, please contact the Real Estate Assessment Division of James City County, Mapping/GIS Section.

1 inch = 300 feet



MEMORANDUM COVER

Subject: Authorization to Retire 2003 Bond Debt from James City Service Authority (JCSA) Fund Balance

Action Requested: Shall the Board approve a resolution authorizing retirement of the balance of the 2003 Bond issue using approximately \$6 million from the uncommitted fund balance?

Summary: The JCSA issued bonds in 2003 with an average interest rate of five percent to fund the construction of the Five Forks Water Treatment Facility. The first date that the bonds can be retired is January 15, 2013.

Adequate funds are available and staff recommends that the approximate \$6 million of principal from the 2003 Bond issue be retired using monies from the JCSA's uncommitted fund balance saving approximately \$600,000.

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

Agenda Item No.: E-1

Date: October 23, 2012

M E M O R A N D U M

DATE: October 23, 2012

TO: The Board of Directors

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


SUBJECT: Authorization to Retire 2003 Bond Debt from James City Service Authority (JCSA) Fund Balance

In 2003 the Board authorized the James City Service Authority (JCSA) to issue bonds with a 15-year term in the amount of \$14,650,000 to finance the construction of the Five Forks Groundwater Treatment Plant. The bonds were issued at an interest rate of approximately 5.0 percent. Annual principal and interest payments are approximately \$1.4 million. The bond indenture agreement precluded the JCSA from refinancing the bonds for ten years after the bonds were issued and requires a 1.0 percent penalty for any redemption for the first year after they are redeemable. The first date the bonds can be retired is January 15, 2013. Redemption of the bonds at the earliest date possible will require a \$7,237,671 payment, which includes \$1,207,971.88 included in the FY 12 budget and will be due on January 15, 2013, regardless of whether the bonds are refunded.

Recent interest rates on revenue bonds for organizations like the JCSA are in the 1.75-2.00 percent range. Refinancing the 2003 bonds would likely save the JCSA approximately \$350,000 in debt service costs over the remaining five years of the bond term.

The JCSA currently has approximately \$32.8 million in its fund balance that is generating less than one percent in interest returns on investments or an annual return of approximately \$10,000 per \$1.0 million invested. Improvements in investment returns are not anticipated in the intermediate future. Approximately \$12.3 million of the \$32.8 million fund balance is committed to previously approved projects, leaving an uncommitted balance of \$20.5 million that could be used to retire the balance of the 2003 bonds. The use of \$6,029,700 from the uncommitted balance of \$20.5 million will drop the fund balance to \$14.5 million or approximately 83 percent of revenues from a high of 198 percent over the last ten years. The JCSA's debt coverage ratio would improve from 1.17 to 2.14 within the desired range of greater than 1.5 recommended by the rating agencies that evaluate the JCSAs credit. Using the uncommitted fund balance to retire the 2003 bonds will result in a net debt service savings of approximately \$600,000. Reduced expenditures from the elimination of the bond payments would be used to replenish the JCSA fund balance.

Staff recommends approval of the attached resolution authorizing the use of uncommitted fund balance in the amount of approximately \$6.0 million to retire the 2003 bonds at the earliest date possible.


Larry M. Foster

LMF/nb
RetireBDebt_mem

Attachment

RESOLUTION

AUTHORIZATION TO RETIRE 2003 BOND DEBT FROM

JAMES CITY SERVICE AUTHORITY (JCSA) FUND BALANCE

WHEREAS, in 2003 the James City Service Authority (JCSA) issued bonds in the amount of \$14,650,000 to finance the construction of the Five Forks Groundwater Treatment Plant; and

WHEREAS, the first opportunity to retire the balance of the debt is January 15, 2013, with a payment amount of \$6,029,700 in addition to the budgeted \$1,207,971.88, due on January 15, 2013, with early retirement of the bonds using uncommitted fund balance saving approximately \$600,000; and

WHEREAS, the JCSA has adequate uncommitted funds to retire the 2003 bonds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to proceed with the necessary actions to retire the 2003 bonds at the earliest date possible using approximately \$6.0 million in the uncommitted fund balance.

James O. Icenhour, Jr.
Vice Chairman, Board of Directors

ATTEST:

VOTES

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
MCGLENNON	_____	_____	_____	_____
JONES	_____	_____	_____	_____
KENNEDY	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____
KALE	_____	_____	_____	_____

Robert C. Middaugh
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2012.

RetireBDebt_res