

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

November 28, 2000

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes
 - a. September 26, 2000, Regular Meeting
 - b. October 24, 2000, Regular Meeting
 - c. October 25, 2000, Work Session
 - d. November 14, 2000, Regular Meeting
2. Budget Amendment - Purchase Water
3. Contract Award - Phase II Supervisory Control and Data Acquisition (SCADA)

C. PUBLIC HEARING

1. Changes to Regulations Governing Utility Service - Outdoor Watering Restrictions

D. BOARD REQUESTS AND DIRECTIVES

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 26TH DAY OF SEPTEMBER 2000, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

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

B. CONSENT CALENDAR

Mr. Harrison asked if a Board member wished to remove an item from the consent calendar.

Mr. McGlennon made a motion to approve the consent calendar.

The motion passed by a unanimous voice vote.

1. Minutes – September 12, 2000, Regular Meeting

C. PRESENTATIONS

1. James City Service Authority's Use of Technology

- a. Geographical Information Systems (GIS)

Ms. Dion Walsh, Engineer Technician, gave an overview of the Geographical Information System (GIS) and its benefits to the JCSA and County.

- b. Supervisory, Control, and Data Acquisition (SCADA)

Mr. Jim Hopkins, Utility Systems Analyst, stated that there are currently 15 pump stations in the system that can be accessed in real time by computer, and progress is being made to get all the stations on the system. This allows for accurate monitoring of the pump station systems while the technician is off site, and an alarm system is built into the software to alert staff of malfunctions or intruders.

The Board and staff discussed the cost for getting the systems on line and the system security to prevent "hacking."

c. Facilities Management System

Mr. Foster stated that the Facilities Management System allows JCSA to track maintenance costs, inventory, time, increase the accuracy of their records, and compile reports based on the data within one hour.

D. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon requested options to cover up the sewer line pipes along Jamestown Road at Lake Powell.

E. CLOSED SESSION

Mr. Goodson made a motion to go into closed session pursuant to Section 2.1-344 (A) (3) to consider the acquisition of a parcel of property for public use at 9:42 p.m.

The motion passed by a unanimous voice vote.

Mr. Harrison reconvened the Board into open session at 10:52 p.m.

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

The motion passed by a voice vote: AYE: Nervitt, McGlennon, Goodson, Harrison (4). NAY: (0). ABSENT: Kennedy.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of James City Service Authority, 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 matters were heard, discussed or considered by the Board as were identified in the motion and Section 2.1-344(A)(3) to consider acquisition/disposition of a parcel/parcels of property for public use.

Mr. Harrison made a motion to adjourn.

The motion passed by unanimous voice vote.

The Board adjourned at 10:53 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 24TH DAY OF OCTOBER 2000, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

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

B. BOARD CONSIDERATION

1. Water Purchase Agreement

Mr. Larry Foster, General Manager of James City Service Authority (JCSA), stated that the JCSA has identified the need for a supplemental water supply to meet projected water needs until a permanent water supply is available such as the King William Reservoir and/or the desalination facility.

The JCSA and Newport News Water Works (NNWW) have determined that between 1.1 and 1.8 mgd of water can be made available to JCSA from the NNWW system through relatively simple and inexpensive interconnections of the two systems. The purchase rate would be \$1.65/1,000 gallons of water.

In addition to the agreement with NNWW for the additional water, the installation of a water storage tank will be required prior to activating the interconnection. The agreement will increase the JCSA's operating costs which may affect rates. Any change will be reflected in the FY 02 budget.

The Board and staff discussed water quality factors associated with JCSA customers being served by NNWW, the fact that this is a temporary water source, and the need to continue to pursue the King William Reservoir and desalination.

1. Mr. Ed Oyer, 139 Indian Circle, asked where the NNWW water would be distributed.

Mr. Foster stated that James Terrace, Route 199, and the Jamestown Road/Route 5 corridor will be supplied water under this agreement, and that the monitoring of the NNWW water quality control is JCSA's responsibility.

C. BOARD REQUESTS AND DIRECTIVES - None

Mr. McGlennon made a motion to adjourn.

The motion passed by a voice vote: AYE: Nervitt, McGlennon, Harrison, Kennedy (4). NAY: (0).
ABSENT: Goodson.

The Board adjourned at 9:15 p.m.

Sanford B. Wanner
Secretary to the Board

102400bd.min

AT A WORK SESSION OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 25TH DAY OF OCTOBER 2000, AT 6:02 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

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

B. WORK SESSION

1. Water Conservation Committee Recommendation on Outdoor Watering Restrictions and Proposed Legislation to Regulate All County Outdoor Watering

Mr. Larry Foster, General Manager of James City Service Authority, introduced members of the Water Conservation Committee, and Mr. Richard Costello, Chairman, presented the recommendations for outdoor watering restrictions as agreed upon by the Water Conservation Committee.

The Water Conservation Committee recommended that the Board request State legislation for greater regulatory power over all County water users.

The Board, staff, and Water Conservation Committee members discussed the effectiveness expected from the restricted outdoor watering times, enforcement of the restrictions, feasibility of County conservation restrictions applying to residents using Newport News water and private wells, and the education of County residents of water conservation techniques.

The Board agreed to conduct a public hearing on the recommendations and to receive public comments on the recommendations on November 28, 2000.

Mr. Harrison made a motion to adjourn.

The motion passed by a voice vote: AYE: Nervitt, McGlennon, Harrison, Kennedy (4). NAY: (0). ABSENT: Goodson.

The Board adjourned at 6:47 p.m.

Sanford B. Wanner
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 14TH DAY OF NOVEMBER 2000, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

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

Mr. Kennedy recessed the Board for a break at 8:25 p.m.

B. CLOSED SESSION

Mr. Kennedy called the Board into session at 8:35 p.m.

Mr. Kennedy made a motion to convene into closed session pursuant to Section 2.1-344 (A) (7) of the Code of Virginia to consult with legal counsel and staff members pertaining to actual litigation.

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Kennedy (4). NAY: (0). ABSENT: Goodson.

Mr. Kennedy reconvened the Board into open session at 8:48 p.m.

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

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Kennedy (4). NAY: (0). ABSENT: Goodson.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of James City Service Authority, 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 matters were heard, discussed or considered by the Board as were identified in the motion and Section 2.1-344(A)(7) to consult with legal counsel and staff members pertaining to actual litigation.

Mr. Kennedy made a motion to adjourn at 8:51 p.m., until November 28, 2000.

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Kennedy (4). NAY: (0). ABSENT: Goodson.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: November 28, 2000
TO: The Board of Directors
FROM: Robert H. Smith, Assistant General Manager, James City Service Authority
SUBJECT: Budget Amendment - Purchase Water

Two wells were out of service during the summer and fall of 2000, the James City Service Authority (JCSA) water production capacity was not adequate to meet demands. Therefore, in order to meet water demands, the decision was made to reactivate connections to the City of Williamsburg to off-load some of the demand on the Central Water System.

The water system budget for Fiscal Year 2001 did not envision that there would be a need to purchase water from a supplemental source. It is anticipated that the JCSA will spend approximately \$75,000 to purchase water during Fiscal Year 2001. Since the staff did not know the extent of the impact of water demand on the Central System, the expense for the purchase of water from Williamsburg for FY 2001 was not programmed.

In view of the significant financial impact on the JCSA's Water Fund Budget, it is requested that an additional \$75,000 be appropriated from the JCSA Reserve Funds to cover the purchase of water from the City of Williamsburg.

Staff recommends adoption of the resolution for the additional appropriation from the Reserve Fund to support the above described water purchase expenses.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/alc
budamend.mem

Attachment

M E M O R A N D U M

DATE: November 28, 2000

TO: The Board of Directors

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

SUBJECT: Contract Award - Phase II Supervisory Control and Data Acquisition (SCADA)

The James City Service Authority (JCSA) operates approximately 100 well and sewerage pumping facilities scattered around the County. Five years ago it was determined that the radio telemetry system that provided alarms for component failures to the facilities was obsolete and in need of replacement. As a result of the evolution of electronic technology, a much more advanced system for monitoring water and sewer facilities is available. The new system, Supervisory Control and Data Acquisition (SCADA) can do much more than send an alarm when a well or sewerage pump station may fail. The system will monitor run times, pressures, flows, and a multitude of other functions that assist in responding to emergencies and management of the water and sewer system.

The JCSA began the retrofit of SCADA within its water and sewer system approximately three years ago with 15 facilities functional at this time. At its September 26, 2000, meeting, the Board received a presentation on the capabilities, benefits, and progress of the JCSA's SCADA program.

To continue the effort, the JCSA began Phase II of the SCADA retrofit program. Phase II completes the retrofit of all wells and adds an additional seven sewerage pumping stations. A Request for Proposal to provide support for completing Phase II of the SCADA program was advertised inviting interested vendors/consultants and system integrators to submit a statement of qualifications, experience, and description of approach. Three firms responded and were interviewed to obtain a better understanding of their qualifications. The three firms were:

- Gannett Fleming Engineers
- Hartwell Engineering
- Systems East, Inc.

Hartwell Engineering was selected by the interview team as the most capable of providing the assistance to complete Phase II of the SCADA project. Hartwell Engineering provided support for Phase I of the SCADA project and is qualified to provide the necessary support to complete this project. A fee of \$299,768.95 was negotiated with Hartwell to perform the project scope of services. Adequate funds are included in the FY 2001 Budget to cover the project contract costs.

Staff recommends the Board approve the attached Resolution awarding the contract for the Phase II SCADA project to Hartwell Engineering.

Larry M. Foster

LMF/gb
phase2.mem

Attachment

RESOLUTION

CONTRACT AWARD - PHASE II SUPERVISORY CONTROL AND

DATA ACQUISITION SYSTEM (SCADA)

WHEREAS, the James City Service Authority (JCSA) has completed Phase I of the replacement of its obsolete telemetry alarm system with a Supervisory, Control and Data Acquisition System (SCADA); and

WHEREAS, Phase II of the SCADA program was advertised inviting interested firms to submit a proposal and statement of qualifications to provide the JCSA support to complete retrofit of an additional facilities; and

WHEREAS, three firms submitted proposal to provide the service and Hartwell Engineering was selected as the firm most capable of supporting 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 contact for providing support services of the JCSA's Phase II SCADA program to the Hartwell Engineering for a negotiated fee of \$299,768.95.

James G. Kennedy
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 28th day of November, 2000.

phase2.res

MEMORANDUM

DATE: November 28, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Changes to Regulations Governing Utility Service - Outdoor Watering Restriction

Attached for your consideration and adoption are proposed changes in the Regulations Governing Utility Service. The changes were recommended to the Board of Directors by the Water Conservation Committee at an October 25, 2000, work session. The changes have been advertised for consideration after a public hearing. These changes are indicated on the attached pages of the Regulations and propose to do the following:

Add provision to Section 33, Water Conservation and Drought Management Plan, Para A, 2 (i), Page 33-10, that would initiate outdoor watering restrictions. Essential elements of these restrictions include:

- a. Outdoor watering of lawn by irrigation system or hand will be allowed between the hours of 5 p.m. to 5 a.m., seven days per week, and will be in effect year-round.
- b. This restriction is applicable to all JCSA water customers.
- c. This restriction will become effective May 1, 2001.
- d. Penalties for violating this restriction will result in a fine.
 - (1) First violation: a written warning will be issued.
 - (2) Second violation: a \$25 fine will be imposed.
 - (3) Third and subsequent violation: a \$50 fine will be imposed.
 - (4) Repeat violations and/or failure to pay fine by notice of payment due date may result in termination of water services.

After receiving comments at the public hearing, staff recommends adoption of the attached resolution and proposed changes to Regulations Governing Utility Service.

Larry M. Foster

LMF/alc
rgushear.mem

Attachment

RESOLUTION

UTILITY POLICY CHANGES

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 May 1, 2001.

1. Outdoor watering of lawn by irrigation system or hand will be allowed between 5 p.m. to 5 a.m., seven days per week.
2. This restriction is applicable to all JCSA water customers.
3. Penalties for violating this restriction will result in a fine.
 - (a) First violation: a written warning will be issued.
 - (b) Second violation: a \$25 fine will be imposed.
 - (c) Third and subsequent violation: a \$50 fine will be imposed.
 - (d) Repeat violations and/or failure to pay fine by notice of payment due date may result in termination of water services.

James G. Kennedy
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 28th day of November, 2000.

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