

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

April 24, 2001

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes
 - a. March 27, 2001, Regular Meeting
 - b. April 10, 2001, Regular Meeting
2. Resolution of Appropriation – James City Service Authority – FY 02
3. Resolution of Support for King William Reservoir
4. Bid Award – Lift Station 2-7 Rehabilitation
5. Bid Award – Tewning Road Parking Lot Expansion

C. PUBLIC HEARING

1. Property Exchange with James City County

D. BOARD CONSIDERATION

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

E. 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 27TH DAY OF MARCH 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 a doption.

Mr. Nervitt made a motion to approve the items on the consent calendar.

The motion passed by a unanimous voice vote.

1. Minutes

a. January 9, 2001, Regular Meeting

b. February 27, 2001, Regular Meeting

C. PRESENTATION

1. Overview of Water Conservation Efforts

Ms. Lisa Meddin, Water Conservation Coordinator, stated that the "Let's Be Water Smart" campaign is a public/private partnership between the James City Service Authority (JCSA), landscapers, irrigation contractors, garden centers, and residents to encourage smart, responsible outdoor water use in James City County.

Ms. Meddin gave an overview of program projects including the installation of a BayScape in front of Building E, workshops, and "Let's Be Water Smart" logo distribution and utilization.

D. BOARD REQUESTS AND DIRECTIVES

Mr. Goodson inquired if the County will be requested to make another show of support for the King William Reservoir efforts.

Mr. Wanner stated that the Newport News Mayor has requested that letters of support from local jurisdictions be sent to the Corps of Engineers.

Mr. McGlennon made a motion to adjourn at 10:49 p.m.

The motion passed by a unanimous voice vote.

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 10TH 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. PUBLIC HEARINGS

1 & 2. Proposed Fiscal Year 2002 Budget and 2002-2006 Capital Improvement Program; and Changes to Regulations Governing Utility Service

Ms. Carol Swindell, Assistant Manager of Financial and Management Services, gave an overview of the proposed Fiscal Year 2002 Budget, 2002-2006 Capital Improvement Program, and Changes to Regulations Governing Utility Service.

Mr. Harrison opened the public hearings.

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

At 8:27 p.m., Mr. Harrison recessed the Board until 7:00 p.m. on April 24, 2001, when the Board will meet for a Budget Work Session.

The motion passed by a unanimous voice vote.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: April 24, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority - FY 02

Subject to any changes at the Budget Work Session held on April 19, 2001, attached for your consideration and adoption is the resolution for the FY 02 appropriations for the James City Service Authority:

Water Fund
Sewer Fund
Administration Fund
Capital Improvement Program

Staff recommends adoption of the attached resolution.

Larry M. Foster

LMF/gb
fy02app.mem

Attachment

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. That the following amounts are hereby appropriated for the funds as indicated below:

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$1,547,653
Allocated to Sewer Fund	<u>2,137,236</u>
	<u>\$3,684,889</u>

Expenditures:

Personnel Expenses	\$2,698,905
Operating Expenses	903,284
Capital Outlay	<u>82,700</u>
	<u>\$3,684,889</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Fund	\$2,039,809
Sewer Fund	633,098
Facility Charges	<u>3,451,680</u>
	<u>\$6,124,587</u>

Expenditures:

Water Supply	\$2,386,587
Water Distribution	170,000
Water Transmission	500,000
Sewer System Improvements	2,888,000
Record Drawings	50,000
Capital Contingency	50,000
Heavy Equipment	<u>80,000</u>
	<u>\$6,124,587</u>

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 24th day of April, 2001.

fy02app.res

MEMORANDUM

DATE: April 24, 2001
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Resolution of Support for King William Reservoir

Colonel Allan Carroll of the Norfolk District, U.S. Army Corps of Engineers, has released the record of decision for the permit application to build the King William Reservoir. The "Record of Decision" reflects Colonel Carroll's recommendation that the permit be denied.

The release of the decision starts a 45-day public comment period for the permit application which ends on May 3, 2001. After the comment period, the application and "Record of Decision" will be forwarded to the North Atlantic Division of the Corps of Engineers for consideration.

The King William Reservoir is a vital component of the Virginia Peninsula's long-term water supply. Since a dependable water supply is absolutely vital to the quality of life and economic vitality of James City County and the entire Peninsula, it is important that the Board once again expresses its support for the project. Staff recommends that the Board approve the attached Resolution of Support of the permit to build the King William Reservoir.

Larry M. Foster

LMF/gb
support.mem

Attachment

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.

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 24th day of April, 2001.

support.res

MEMORANDUM

DATE: April 24, 2001
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Bid Award - Lift Station 2-7 Rehabilitation

The plans and specifications for the rehabilitation of the James City Service Authority (JCSA) Lift Station 2-7 have been publicly advertised and competitively bid. The facility is located in the Kingsmill development in Winster Fax. The station is being rehabilitated to include new pumps, control building, electronic controls and alarm system (SCADA), and modifications to the wet well. Five firms submitted bids to complete the work associated with the project as follows:

<u>Firm</u>	<u>Amount</u>
WACO, Inc.	\$323,000
Bruce Corporation	326,800
T. A. Sheets	360,000
Cetron	454,000
J. Sanders Construction	457,774

WACO, Inc., the lowest responsive bidder, has been determined capable of completing the project. The bid is within the engineer's preliminary estimate of \$325,000 and funds are available for the project.

Staff recommends that the Board approve the attached resolution authorizing the Lift Station 2-7 Rehabilitation project to WACO, Inc., for \$323,000.

Larry M. Foster

LMF/gb
LS2-7rehab.mem

Attachment

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.

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 24th day of April, 2001.

LS2-7rehab.res

MEMORANDUM

DATE: April 24, 2001
 TO: The Board of Directors
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority
 SUBJECT: Bid Award - Tewning Road Parking Lot Expansion

The plans and specifications for the Tewning Road Parking Lot Expansion were advertised for competitive bids and publicly opened.

The project consists of general site improvements for the James City Service Authority (JCSA) Operations Center including the installation of an 80-space parking lot for employee vehicles, construction of a stormwater management basin, landscaping, and site lighting. The location of the site improvements are on the newly acquired property, as indicated on the attached map.

Eleven firms submitted bids to complete the work associated with the project. One firm was determined nonresponsive because all required bid submittal documents were not included. All others submitted responsive and responsible bids as follows:

<u>Firm</u>	<u>Bid</u>
Toano Contractors, Inc.	\$193,712.72
Jack L. Massie	208,041.76
Stilley Company	212,716.35
J. Sanders Construction	224,099.00
Hudgins Contracting	229,375.00
George Nice & Sons	231,499.65
Henderson, Inc.	232,652.19
Wolf Contractors	248,498.00
M.K. Taylor, Jr., Contractors	270,456.00
WACO, Inc.	326,131.00

The lowest responsive bid by Toano Contractors, Inc., is above the engineer's estimate of \$160,000. The engineer underestimated the cost for clearing and earthwork; however, funds are available within the JCSA budget to cover the total cost of this project.

Staff recommends adoption of the attached resolution awarding the Tewning Road Parking Lot Expansion improvements to Toano Contractors, Inc.

 Robert H. Smith

CONCUR:

 Larry M. Foster

LMF/adw
 tewnparkexp.mem

Attachments

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.

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 24th day of April, 2001.

tewnparkexp.res

MEMORANDUM

DATE: April 24, 2001
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Property Exchange with James City County

James City County owns an 18.64-acre parcel of property at 3 123 Ironbound Road. The parcel is residue from the property purchased for Clara Byrd Baker Elementary School. The County has no plans for the use of this property.

The James City Service Authority (JCSA) owns a 13.103-acre parcel adjacent to the James City-Williamsburg Community Center. The property was acquired with the elevated water tank from the Commonwealth of Virginia. The JCSA has no plans for the property other than retaining approximately one acre around the tank for maintenance and buffer purposes.

The County desires to acquire the water tank parcel to compliment the Community Center facilities. A skate park is currently planned for a portion of the parcel. The JCSA desires to acquire the residual school site property to locate a Brackish Groundwater Treatment Facility that will help meet the County's long term water needs. The County's Real Estate Assessment Office has appraised the property and determined that the two parcels are of equal value.

The Board of Supervisors will conduct a public hearing on the property exchange at a meeting earlier in the evening. While a public hearing is not required of the JCSA, opening the meeting for public comment would be in order. After receiving public comment, staff recommends that the Board approve the attached resolution authorizing the property exchange.

Larry M. Foster

LMF/adw
propertyexchange.mem

Attachments

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.

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

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of James City Service Authority, James City County, Virginia, this 24th day of April, 2001.

M E M O R A N D U M

DATE: April 24, 2001

TO: The Board of Directors

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

SUBJECT: Changes to Regulations Governing Utility Service

The attached resolution authorizes changes to the Regulations Governing Utility Service for FY 02. A public hearing was held by the Board on April 10, 2001. The changes are indicated on the attached pages of the Regulations and purpose to do the following:

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.

Rationale: The current charge was established July 1, 1995. Grinder Pump Maintenance costs have continued to increase. Financial analysis indicates that maintenance costs for the past two years reflect an average cost per grinder pump of \$307. It is proposed that an annual increase of 15 percent be implemented over the next few years until the revenue stream is more in line with actual expenditures.

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 (HRSD) to approve sub-meter installations to customer submitting sub-meter registration form.

Rationale: HRSD no longer inspects the installation of sub-meters. The current practice requires the customer the submit a sub-meter registration form which becomes the basis for submitting sub-meter reading adjustments for outside water consumption.

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

Rationale: The current charge was established July 1, 1985. Customer Meter Test requests and associated costs have increased in recent years. Financial analysis indicate that costs are running approximately \$30 for the small meters and \$80 for the larger meters. It is proposed to increase the test deposit fee to cover the actual expenditures.

Changes to Regulations Governing Utility Service
April 24, 2001
Page 2

Attached is a resolution adopting the proposed changes, which would become effective July 1, 2001. Staff recommends adoption of the proposed resolution.

Larry M. Foster

LMF/gb
hearing.mem

Attachment

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

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 24th day of April, 2001.

hearing.res