

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

June 25, 2002

7:00 P.M.

A. ROLL CALL

B. PRESENTATION

1. Award Presentation – EPA Region III – Cap It

C. CONSENT CALENDAR

1. Minutes: May 28, 2002, Regular Meeting
2. Easement – Indigo Dam Road – Hampton Roads Sanitation District
3. Amendment to Regulations Governing Utility Service – Drought Contingency Plan

D. BOARD REQUESTS AND DIRECTIVES

E. CLOSED SESSION

1. Appointment of Individuals to County Boards and/or Commission, Pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia
 - a. Water Conservation Committee

F. ADJOURNMENT

MEMORANDUM

DATE: June 25, 2002
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Award Presentation - EPA Region III - Cap It

The James City Service Authority (JCSA) recently received notice that the Cap It program has been selected by EPA Region III for the 2002 Source Water Protection Award for the Commonwealth of Virginia. Representatives of EPA Region III will present the award.

Cap It is an educational program educating James City County residents on the importance of proper well abandonment. A vital and unique aspect of Cap It is the free well abandonment program, which allows the JCSA to properly abandon private wells at no cost to the property owner.

Old and unused wells present a potential of contaminating the aquifer used by the James City Service Authority and many County citizens. In addition, many of the bored wells present hazards to the safety of citizens and animals falling into the well.

Between January 1, 2002, and April 30, 2002, the JCSA received seventy-nine applications. Fifty-five were approved and five were denied due to difficult closure conditions. The remaining applications will be approved pending FY03 funding.

This is the first year of the program. It was funded by the JCSA (\$20,000) and a 106 Ground Water Protection Grant from the Virginia Department of Environmental Quality (\$15,000). Funds have been committed by both agencies to fund the second year of the program. The EPA Region III Grants Administrator has also submitted Cap It for 2003 grant funding.

Representatives from the Virginia Department of Environmental Quality and the Virginia Department of Health nominated the JCSA for the award.

The JCSA's effort has been lead by Ms. Lisa Meddin, Water Conservation Coordinator, and Mr. Johnny Hoar, Construction Inspector, who has been of great assistance. JCSA is very please and honored to receive the award.

Larry M. Foster

LMF/gs
CapItAward.mem

Attachment

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 28TH DAY OF MAY, 2002, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Bruce C. Goodson, Chairman
Michael J. Brown, Vice Chairman, Absent
Jay T. Harrison, Sr.
James G. Kennedy
John J. McGlennon

Sanford B. Wanner, Secretary
Frank M. Morton, III, County Attorney
Bob Smith, Assistant General Manager

B. CONSENT CALENDAR

Mr. Harrison made a motion to adopt the item on the Consent Calendar.

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

1. Minutes - May 14, 2002, Regular Meeting

C. BOARD CONSIDERATIONS

1. Award of Contract - Supervisory Control and Data Acquisition (SCADA) - Phase III

Mr. Bob Smith, Assistant General Manager, stated that approximately five years ago, the James City Service Authority (JCSA) began retrofitting its facilities with Supervisory Control and Data Acquisition (SCADA) to replace the obsolete and antiquated telemetry system, and that Phases I and II of the retrofit have been completed.

Mr. Smith stated that the third and final phase of the SCADA program was advertised, four firms submitted proposals, and staff selected Systems East, Inc. (SEI) as the most qualified firm for the project.

A price of \$662,000 was negotiated to complete the scope of services associated with the project and funds for the project are included in the FY 2002 Budget. Staff recommended the Board approve the resolution awarding the contract for Phase III of the SCADA project to Systems East, Inc.

Mr. Glennon made a motion to adopt the resolution.

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

RESOLUTION

CONTRACT AWARD - SUPERVISORY CONTROL AND DATA ACQUISITION - PHASE III

WHEREAS, the James City Service Authority has advertised a request for proposals and reviewed proposals submitted by four interested firms to complete Phase III of its Supervisory Control and Data Acquisition System (SCADA); and

WHEREAS, Systems East, Inc., was selected as the most qualified firm to provide the services associated with the project; and

WHEREAS, a fee of \$662,000 was negotiated with System East, Inc., for providing the services with funds available in the Fiscal Year 2002 budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for performing the services to complete Phase III of the Supervisory Control and Data Acquisition Project to Systems East, Inc., for \$662,000.

2. FY 2002 Budget Amendments - Water and Sewer Fund

Mr. Smith stated that due to identified shortfalls in the FY 2002 Budget for utilities, maintenance, and repair expenditures in the Sewer Fund as well as an engineering services contract to design and prepare bid documents for the water tank coating, an appropriation from the Reserve Fund to support the Sewer Fund and Water Fund expenses in FY 2002 is requested in the amount of \$201,000.

Mr. McGlennon made a motion to adopt the resolution.

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

RESOLUTION

FY 2002 BUDGET AMENDMENT - WATER & SEWER FUND

WHEREAS, the James City Service Authority (JCSA) has identified a shortfall for utilities and maintenance and repair expenditures in the Sewer Fund; and

WHEREAS, the JCSA has identified a new requirement for a Water Tank Coating Engineering Services Contract in the Water Fund; and

WHEREAS, these unanticipated Sewer Fund expenses were originally estimated at \$487,345 and now are estimated to total \$657,345 in the FY 2002 Sewer Fund Budget; and

WHEREAS, there is a new Water Fund requirement of \$31,000 that was not included in the FY 2002 Water Fund Budget; and

WHEREAS, funds totaling \$201,000 are available in the JCSA Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the FY 2002 budget is amended as follows:

From:

<u>To:</u>	Reserve Fund	<u>\$201,000</u>
	<u>Water Fund</u>	
	Tank Coatings	\$ 31,000
	<u>Sewer Fund</u>	
	Utilities	68,000
	Facility Maintenance	60,000
	Grinder Pump Maintenance	24,000
	Operating Supplies	<u>18,000</u>
		<u>\$201,000</u>

3. Amendment to Regulations Governing Utility Service: Section 34-Withdrawal Impact Mitigation Plan

Mr. Smith stated that the Department of Environmental Quality (DEQ) has suggested several minor changes to the Well Impact Mitigation Plan. The DEQ is in the process of reviewing the James City Service Authority’s Groundwater Withdrawal Permit application and since all groundwater withdrawal permits require a Well Impact Mitigation Plan that is acceptable to the DEQ, staff recommended the Board approve a resolution amending Section 24 - Well Impact Mitigation Plan in the Regulations Governing Utility Services.

Mr. McGlennon made a motion to adopt the resolution.

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

RESOLUTION

AMENDMENT TO REGULATIONS GOVERNING UTILITY SERVICE:

CHAPTER 34 - WITHDRAWAL IMPACT MITIGATION PLAN

WHEREAS, the James City Service Authority has eight permits issued by the Department of Environmental Quality (DEQ) that provide the conditions for withdrawing groundwater to support its customers’ needs; and

WHEREAS, the DEQ has offered acceptable minor changes to the wording in the Withdrawal Impact Mitigation Plan which is a required condition of groundwater withdrawal permits.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, approves the amendments to Chapter 34 - Withdrawal Impact Mitigation Plan as identified on the attached amendments dated May 28, 2002.

D. BOARD REQUESTS AND DIRECTIVES - None

E. ADJOURNMENT

Mr. Harrison made a motion to adjourn until 7:00 p.m. on June 25, 2002.

The motion passed by a unanimous voice vote.

Mr. Goodson adjourned the Board at 7:28 p.m.

Sanford B. Wanner
Secretary to the Board

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MEMORANDUM

DATE: June 25, 2002
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Easement - Indigo Dam Road - Hampton Roads Sanitation District

Hampton Roads Sanitation District (HRSD) intends to install a sewage interceptor force main along Indigo Dam Road as part of the Monticello Interceptor Force Main - Section A - Project. The interceptor force main is being installed at the request of the James City Service Authority (JCSA). The interceptor is a vital component of meeting the sewer needs of the Route 5 corridor.

The interceptor is proposed to cross the JCSA sewerage pumping station at the end of Indigo Dam Road as depicted on the attached map. HRSD needs an easement to cross the JCSA property.

The JCSA is not required to conduct a public hearing to transfer property rights. Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to provide the easement to HRSD.

Larry M. Foster

LMF/gs
IndigoEase.mem

Attachments

RESOLUTION

EASEMENT - INDIGO DAM ROAD - HAMPTON ROADS SANITATION DISTRICT

WHEREAS, the Hampton Roads Sanitation District (HRSD) intends to install a interceptor force main along Indigo Dam Road as part of its Monticello Avenue project; and

WHEREAS, the HRSD needs an easement to cross a portion of the James City Service Authority (JCSA) at the end of Indigo Dam Road; and

WHEREAS, the project was requested by the JCSA as part of the infrastructure to provide the necessary sewerage capacity along the Route 5 corridor.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes its General Manager to sign the necessary documents to provide the easement for the force main interceptor to the Hampton Roads Sanitation District.

Bruce C. Goodson
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of June, 2002.

IndigoEase.res

M E M O R A N D U M

DATE: June 25, 2002

TO: The Board of Directors

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

SUBJECT: Amendment to Regulations Governing Utility Service - Drought Contingency Plan

The Department of Environmental Quality issues permits to the James City Service Authority (JCSA) that provide the conditions for the JCSA to withdraw groundwater. One of the terms of the permit is the requirement that the JCSA have a Drought Management Plan (Plan). The Plan is included in the JCSA's Regulations Governing Utility Service. It provides a definition of the benchmarks for which the JCSA will enter into each of these four stages of drought management. As an example, when the specified conditions are met, the JCSA would enter Stage I of a drought declaration - in this case the Plan provides that the JCSA asks customers to voluntarily conserve water. The JCSA implemented Stage I of the Plan in the summers of 1999 and 2000.

The benchmarks that trigger when the JCSA will enter into each of the three stages of the Plan are based on the number of days, water demands exceed a predetermined percentage of the water system's Permit to Operate issued by the Virginia Department of Health (VDH). The Plan provides that for Stage I average daily demand will exceed 80 percent of the VDH - Permit to Operate for 15 consecutive days.

When the Plan was developed, the JCSA did not have any experience with similar plans. In addition, other plans available as models were for surface water systems. Experience with the current Plan indicates that modifications are in order to better accommodate the JCSA's groundwater-based system. Not only do the thresholds/benchmarks need modification, some of the actions required at the various stages need adjustments.

The following is a summary of the recommended substantive changes to the Plan:

Section 33. Water Conservation and Drought Management Plan

B. Drought Contingency Plan

5. (a) - Stage I - average daily demands exceeds 80% of the DEQ Groundwater Withdrawal Permit maximum daily withdrawal for 30 days vs 80% of the VDH Operating Permit for 15 consecutive days.
- (b) - Stage II - average daily demand exceeds 85% of the DEQ Groundwater Withdrawal Permit maximum daily for 45 days vs.80% of the VDH Operating Permit for 30 consecutive days.
- (c) - Stage III - average daily demand exceeds 85% of the DEQ Groundwater Withdrawal Permit maximum daily withdrawal for 60 days vs. 90% of the VDH permit for 90 consecutive days.
- (d) - Stage IV - establishes that the Board of Supervisors, County Administrator or his designee may implement additional restrictions if after 30 days of Stage III restriction water demands have not stabilized.

6. Emergency Actions:

- (a) Stage I - New construction under County's Landscape Ordinance may delay landscape installation with a bond when drought declaration is evoked. This is in lieu of voluntary water conservation measures.
- (b) Stage II - Eliminates requirement for Mandatory water conservation of at least 15% and 100% surcharge for exceeding the level (near impossible to define because of 3-month billing schedule)
- (c) Stage III - No change
- (d) Stage IV - Added broad language to allow drastic action to curb water use in extremely critical situations.

7. Revocation of Drought Declaration:

Reduced from 30 days to 15 days, the number of days below the benchmarks to revoke various drought declaration stages.

Attached is a copy of the Plan and proposed amendments. The Water Conservation Committee has been offered the opportunity for input and has endorsed the proposed amendments. Staff recommends approval of the attached resolution authorizing amendments to Section 33 of the Regulations Governing Utility Service.

Larry M. Foster

LMF/adw
utilsvcdrought.mem

Attachments

RESOLUTION

AMENDMENT TO REGULATIONS GOVERNING UTILITY SERVICE

DROUGHT CONTINGENCY PLAN

WHEREAS, the Regulations Governing Utility Service provide the guidelines, policies, and practices for operating the James City Service Authority; and

WHEREAS, it is prudent to amend the Regulations to address changing needs; and

WHEREAS, Section 33 of the Regulations includes provisions for a Drought Contingency Plan, which provide guidelines for implementing a drought management effort; and

WHEREAS; it has been determined that modifications to the Plan will improve JCSA's ability to address drought conditions as they relate to water supply.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes amendments to Section 33 of the Regulations Governing Utility Service per the attached.

Bruce C. Goodson
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of June, 2002.

AmendDroughtPlan.res