

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

July 23, 2002

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes – June 25, 2002, Regular Meeting

C. BOARD CONSIDERATIONS

1. Utility Participation Agreement- Wellington Subdivision
2. Utility Participation Agreement-U.S. Home Corporation
3. Award of Bid-Ewell Hall System Improvements
4. Award of Bid-Groundwater Treatment Plant Site Preparation

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT

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 JUNE 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
Jay T. Harrison, Sr.
James G. Kennedy
John J. McGlennon

Sanford B. Wanner, Secretary
Leo Rogers, Deputy County Attorney
Bob Smith, Assistant General Manager

B. PRESENTATION

1. Award Presentation - EPA Region III - Cap It

Mr. Rick Rogers, Environmental Protection Agency representative for the Mid-Atlantic Region, presented the James City Service Authority with the 2002 Source Water Protection Award for its "Cap It" program that educates residents on the importance of proper well abandonment.

Mr. Goodson and Ms. Lisa Meddin accepted the award.

Mr. Goodson recessed the Board for a break at 7:32 p.m.

Mr. Goodson reconvened the Board at 8:17 p.m.

C. CONSENT CALENDAR

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

The motion passed by a unanimous voice vote.

1. Minutes - May 28, 2002, Regular Meeting
2. Easement - Indigo Dam Road - Hampton Roads Sanitation District

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.

3. Amendment to Regulations Governing Utility Service - Drought Contingency Plan

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.

D. BOARD REQUESTS AND DIRECTIVES - None

Mr. Goodson recessed the Board for a break at 8:19 p.m.

Mr. Goodson reconvened the Board at 8:26 p.m.

E. CLOSED SESSION

Mr. McGlennon made a motion to go into closed session pursuant to Section 2.2-3711 (A)(3) of the

Code of Virginia to consider appointments of individuals to County Boards and/or Commissions.

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

Mr. Goodson reconvened the Board into open session at 8:27 p.m.

Mr. McGlennon made a motion to adopt the Closed Session Resolution.

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

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of James City Service Authority of 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 2.2-3711 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 matter were heard, discussed, or considered by the Board as were identified in the motion and Section 2.2-3711(A)(1) to consider the appointment of individuals to County Boards and/or Commissions.

Mr. McGlennon made a motion to appoint Thomas Belden and Louise Menges to a three-year term on the Water Conservation Committee; terms to expire on June 24, 2005.

The motion passed by a unanimous voice vote.

F. ADJOURNMENT

Mr. McGlennon made a motion to adjourn until 7:00 p.m. on July 23, 2002.

The motion passed by a unanimous voice vote.

Mr. Goodson adjourned the Board at 8:28 p.m.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: July 23, 2002
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Utility Participation Agreement - Wellington Subdivision

Developers are required to provide on- and off-site water and sewer infrastructure of adequate size to serve their development. In its review and oversight role of plans for new development, the James City Service Authority (JCSA) attempts to coordinate future infrastructure needs. In certain cases this includes asking the developer to increase the size of a water/sewer line or sewerage pump station to accommodate future needs beyond those of the specific development. This approach precludes having to make major utility improvements to serve adjoining properties when developed. In many cases this will prevent the disruption of established road/streets and the proliferation of sewerage pumping stations serving individual developments. The approach can also offset the need for the JCSA to install water distribution lines to improve system hydraulics and pressures.

The JCSA's Regulations Governing Utility Service authorizes the JCSA to ask a developer to increase the size of water and sewer infrastructures over and above the size necessary to serve the needs of a specific development. The regulations further provide that the JCSA will reimburse the developer the additional costs associated with increasing the size of the utility infrastructure over and above what is needed for the specific development. To establish the terms for this arrangement, the JCSA must enter into a Utility Participation Agreement providing the terms for reimbursing the developer.

Because of its proximity to existing and future water/sewer lines and other undeveloped property, the Wellington Development provided an opportunity to increase the size of the water/sewer lines and the pump station. Negotiations were conducted with the developer and the incremental costs to increase the size of the water and sewer utilities were agreed upon as defined below:

Sewerage Pumping Station(450-1050gpm)	\$39,427
Water Line (10"to 12")	<u>16,268</u>
Total	<u>\$55,695</u>

It is recommended that the Board approve the attached resolution authorizing the Chairman to sign the attached Utility Participation Agreement which provides the terms for reimbursing the developer American Eastern Inc., for the additional \$55,695 in expenses incurred to increase the capacity of water and sewer infrastructure as requested by the JCSA to serve future system needs.

Larry M. Foster

LMF/gs
 wellingtonagree3.mem

Attachments

RESOLUTION

UTILITY PARTICIPATION AGREEMENT -WELLINGTON SUBDIVISION

WHEREAS, the James City Service Authority (JCSA) staff identified the opportunity to increase the capacity of the utilities to serve the Wellington Subdivision to provide for their integration into the JCSA infrastructure and improve the overall system; and

WHEREAS, the Regulations Governing Utility Service allows the JCSA to enter into a Utility Participation Agreement with a developer to provide the terms of reimbursing the incremental costs to increase the size of the utilities' infrastructure over that need to serve the development alone; and

WHEREAS, staff and American Eastern, Inc., have agreed on the amount of reimbursement necessary to compensate American Eastern for the expenses incurred to increase the size of their water and sewer facilities over that needed by their development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes its Chairman to sign a Utility Participation Agreement with American Eastern, Inc., providing the terms of reimbursement for costs incurred to increase the size of a water and sewer infrastructure to serve the Wellington Development as requested by the JCSA staff.

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 23rd day of July, 2002.

wellingtonagree3.res

MEMORANDUM

DATE: July 23, 2002

TO: The Board of Directors

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

SUBJECT: Utility Participation Agreement - U.S. Home Corporation

Section 29 D1(a) of the Regulations Governing Utility Service allow the James City Service Authority to reimburse a developer the incremental cost to upgrade water and sewer utilities beyond those needed by the development. In doing so, the additional capacity can be used to enhance and plan for meeting future JCSA needs.

The JCSA's FY 2003 budget included \$400,000 to rehabilitate two sewerage pumping stations adjacent to Route 60 in Lightfoot. U.S. Home is in the process of developing the Heritage at Williamsburg project, which is located immediately between the two sewerage pumping stations. By partnering with U.S. Home in the expansion of a sewerage pumping station and enlargement of some of its required gravity sewer lines and force main, the two pumping stations can be eliminated. This will permanently eliminate the requirement to maintain the two existing pumping stations planned for upgrade, and an estimated present value of \$800,000 to \$1,000,000 in life cycle costs to operate and maintain the two pumping stations over the next fifty years. One of the JCSA's objectives is to reduce the number of sewerage pumping stations wherever possible and economically feasible. This reduces long-term maintenance costs and the probability of sewerage spills.

An evaluation of the incremental costs to enlarge the U.S. Home pumping station and sewer lines is an estimated \$800,000. Taking into account the present worth value of operating and maintaining a larger (regional) pump station, and exercising this option to eliminate the two existing JCSA pump stations by making an \$800,000 investment now, will save \$200,000 to \$400,000 in present worth costs.

As referenced earlier, the FY 2003 budget includes an allocation of \$400,000 to cover the cost of upgrading the two pumping stations adjacent to the U.S. Home project. An additional \$400,000 is necessary to cover the entire costs of the replacement option. U.S. Home has agreed to allow the JCSA to make two additional \$200,000 payments in FY 2004 and FY 2005 to cover the costs of the agreement. Since the final contribution will be determined based on the actual costs of construction, provisions are made to make a third payment if necessary; however, a cap of \$900,000 has been agreed to by both parties.

Staff recommends that the Board approve the attached resolution authorizing the Chairman to sign a Utility Participation Agreement with U.S. Home providing the terms to upgrade portions of the sewer system improvements for the Heritage of Williamsburg project in order to eliminate two JCSA sewerage pumping stations located adjacent to the development.

Larry M. Foster

LMF/gb
USHome.mem

Attachment

RESOLUTION

UTILITY PARTICIPATION AGREEMENT - U. S. HOME CORPORATION

WHEREAS, the James City Service Authority has determined it prudent to enter into a Utility Participation Agreement with U.S. Home Corporation who has received land use approvals to build the Heritage of Williamsburg project located in Lightfoot; and

WHEREAS, the Agreement provides the terms for reimbursement to U.S. Home Corporation of the costs for additional capacity in the planned sewer infrastructure to allow for the James City Service Authority to eliminate two existing sewerage pumping stations and reduce the life cycle costs associated with maintaining one versus three sewerage pumping stations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the Chairman to sign the Utility Participation Agreement with U.S. Home Corporation on behalf of the James City Service Authority.

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 23rd day of July, 2002.

USHome.res

M E M O R A N D U M

DATE: July 23, 2002
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Award of Bid - Ewell Hall Water System Improvements

The plans and specification for replacement of the Ewell Hall water system have been publicly advertised and competitively bid. Five firms submitted bids ranging from \$188,191.50 - \$222,013.60. The results of the bids are as follows:

<u>Firm Name</u>	<u>Bid Amount</u>
Tidewater Utility Construction	\$ 188,191.50
J. Sanders Construction	189,240.00
Walter C. Via, Inc.	198,097.00
Jack L. Massie Contractors	215,562.02
George Nice and Sons	222,013.60

The low bid submitted by Tidewater Utility Construction was very close to the design engineers estimate of \$182,000. It is also within budget and funds are available in the Capital Improvement Plan budget. While the James City Service Authority has no experience with Tidewater Utility Construction, a review of references indicates the firm is capable of performing the work associated with the project.

Staff recommends that the Board approve the attached resolution awarding the Ewell Hall water system improvements to Tidewater Utility Construction for a contract amount of \$188,191.50.

Larry M. Foster

LMF/adw
ewell.mem

Attachment

RESOLUTION

BID AWARD - EWELL HALL WATER SYSTEM IMPROVEMENTS

WHEREAS, the plans and specifications have been advertised and competitively bid for the Ewell Hall Water System Improvements; and

WHEREAS, five firms submitted bids, with Tidewater Utility Construction submitting the low bid of \$188,191.50; and

WHEREAS, the bid is within budget, funds are available, and Tidewater Utility Construction has been determined capable of performing the work associated with the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for the Ewell Hall Water System Improvements to Tidewater Utility Construction in the amount of \$181,191.50

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 23rd day of July, 2002.

ewell.res

MEMORANDUM

DATE: July 23, 2002
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Award of Bid - Groundwater Treatment Plant Site Preparation

The plans and specification for the access road, site work, and erosion and sedimentation pond for the Groundwater Treatment Facility has been publicly advertised and competitively bid. Nine firms submitted bids ranging from \$495,930 to \$813,000. The results of the bid process was as follows:

<u>Firm</u>	<u>Bid Amount</u>
Walter C. Via, Inc.	\$495,930.00
George Nice and Sons, Inc.	516,025.00
Jack C. Massie Contractors	554,581.27
Toano Contractors	572,727.75
Henderson Construction	580,498.00
Henry Branscome, Inc.	607,000.00
J Sanders, Inc.	611,650.00
Bishop & Settle, Inc.	727,081.00
Stanley Const.	813,000.00

The low bid submitted by Walter C. Via, Inc., was within the design engineer's estimate of \$500,000. It is also within budget and funds are available in the Capital Improvement Plan budget. The James City Service Authority has had experience with the firm and references indicate the firm is capable of performing the work associated with the project.

Staff recommends that the Board approve the attached resolution awarding the project to Walter C. Via, Inc., for a contract amount of \$495,930.

Larry M. Foster

LMF/gs
 GroundWaterSitePrep.mem

Attachment

RESOLUTION

BID AWARD - GROUNDWATER TREATMENT FACILITY SITE IMPROVEMENTS

WHEREAS, the plans and specifications have been advertised and competitively bid for the Groundwater Treatment Facility Site Improvements; and

WHEREAS, nine firms submitted bids, with Walter C. Via, Inc., submitting the low bid of \$495,930; and

WHEREAS, the bid is within budget, funds are available, and Walter C. Via, Inc., has been determined capable of performing the work associated with the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for the Groundwater Treatment Facility Site work to Walter C. Via, Inc., in the amount of \$495,930.

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 23rd day of July, 2002.

GroundWaterSitePrep.res