

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

June 22, 2004

7:00 P.M.

-

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes - May 25, 2004, Regular Meeting
2. Budget Amendments - FY 04 Operating Budget

D. ADJOURNMENT

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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 25TH DAY OF MAY 2004, 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
John J. McGlennon, Vice Chairman
M. Anderson Bradshaw
Bruce C. Goodson
Michael J. Brown

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

B. CONSENT CALENDAR

Mr. Bradshaw made a motion to adopt the minutes on the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes

- a. May 4, 2004, Budget Work Session
- b. May 11, 2004, Regular Meeting

Mr. Goodson made a motion to adopt the remaining items on the Consent Calendar.

The motion passed by a unanimous voice vote.

2. Appointment - Assistant Treasurer to the James City Service Authority

RESOLUTION

APPOINTMENT OF ASSISTANT TREASURER TO THE

JAMES CITY SERVICE AUTHORITY

WHEREAS, Suzanne R. Mellen desires to relinquish her duties as Assistant Treasurer to the Board of Directors of the James City Service Authority; and

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of appointing Tara Woodruff as Assistant Treasurer to the Board of Directors of the James City Service Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby appoints Tara Woodruff as Assistant Treasurer to the James City Service Authority of James City County, Virginia, effective May 25, 2004.

3. SunTrust - Bank Resolution Amendment

RESOLUTION

SUNTRUST - BANK RESOLUTION AMENDMENT

BE IT RESOLVED that SunTrust, Williamsburg, Virginia, be and it is hereby designated a depository for the James City Service Authority funds and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Board of Directors.; and

BE IT FURTHER RESOLVED that all checks, drafts, notes, or orders drawn against said accounts be signed by one of the following:

Larry M. Foster	OR	General Manager
Sanford B. Wanner	OR	Secretary
Robert H. Smith	OR	Treasurer
Tara Woodruff	OR	Assistant Treasurer

whose signatures shall be duly certified to said Bank, and that no checks, drafts, notes, or orders drawn against said Bank shall be valid unless so signed.

BE IT FURTHER RESOLVED, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the Bank is also authorized and directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase Certificates of Deposit, repurchase agreements or to make other lawful investments when requested by Robert H. Smith, Treasurer or Tara Woodruff, Assistant Treasurer. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Certificate of the Secretary, accompanying a copy of this resolution when delivered to said Bank or in any similar subsequent certificate, until written notice to the contrary is duly served on said Bank.

C. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon inquired about the water demands.

Mr. Foster stated that the demands have been increasing and staff will continue to monitor the levels.

Mr. Goodson inquired if there are any compliance issues with the outdoor watering regulations.

Mr. Foster stated staff is educating the customers on the regulations governing outdoor water use.

D. ADJOURNMENT

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

Mr. Harrison adjourned the Board at 8:03 p.m.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: June 22, 2004
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Budget Amendments - FY 04 Operating Budget

The purpose of the memorandum is to request amendments to the James City Service Authority (JCSA) budget for unanticipated expenditures related to Hurricane Isabel.

Hurricane Isabel, in September 2003, caused widespread damage to the JCSA infrastructure and facilities resulting in significant expenditures that were not programmed in the budget. A detailed storm-related expenditure record was maintained and submitted to the Federal Emergency Management Agency (FEMA) and Virginia Municipal League (VML), our insurance carrier. JCSA has received funds totaling \$400,000 from its request for reimbursement. These funds are requested to be allocated to the JCSA Administrative, Water, and Sewer funds accordingly.

Attached for Board consideration and adoption is a resolution to amend the FY 04 JCSA Operating Budget and the appropriation of \$400,000. Staff recommends adoption.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/adw
isabel2.mem

Attachment

RESOLUTION

BUDGET AMENDMENTS - FY 04 OPERATING BUDGET

WHEREAS, the Federal Emergency Management Agency (FEMA) and Virginia Municipal League (VML) have provided \$400,000 to the James City Service Authority (JCSA) for Hurricane Isabel damage costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the FY 04 Operating Budget be amended and said funds appropriated for repair and replacement activities in the amounts as shown below:

Revenues:

FEMA	\$239,000
VML	<u>161,000</u>
	<u>\$400,000</u>

Expenditures:

Administrative Fund - Operating and Maintenance	\$130,000
Water Fund - Operating and Maintenance	40,000
Sewer Fund - Operating and Maintenance	<u>230,000</u>
	<u>\$400,000</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 22nd day of June, 2004.