

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

January 25, 2005

7:00 P.M.

-

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

D. CONSENT CALENDAR

1. Minutes - December 14, 2004, Regular Meeting
2. Award of Bid - Rehabilitation of Lift Stations 3-6, 3-8, 6-4, and 6-6
3. Award of Bid - Riverview Plantation Waterline
4. Season's Trace Water Tank Cellular Lease

E. CLOSED SESSION

1. Consideration of Appointments of Individuals to County Boards and/or Commissions, Pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
 - a. Water Conservation Committee
2. Consideration of the Acquisition of Parcels of Property for Public Use, Pursuant to Section 2.2-3711(A)(3) of the Code of Virginia

F. ADJOURNMENT

012505bd.age

MEMORANDUM

DATE: January 25, 2005
TO: The Board of Directors
FROM: Leo P. Rogers, County Attorney
SUBJECT: Organizational Meeting

The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2005, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

Leo P. Rogers

LPR/tlc
orgmtg05.mem

Attachment

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of establishing rules for the conducting of its business for the year of 2005.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following rules shall apply for the year 2005.

1. Regular meetings of the Board shall be held following the second Board of Supervisors' meetings each month. However, in August and December the regular meeting of the Board shall be held following the first or sole Board of Supervisors meeting. The meetings shall be held following the 7:00 p.m. Board of Supervisors' meeting.
2. The Board shall, for parliamentary purposes, follow Robert's Rules of Order, Newly Revised, 1981 and more specifically those provisions which pertain to the Conduct of Business in Boards, et.seq, in particular, the "Procedure in Small Boards" as follows:
 - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - b. Motions need not be seconded.
 - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - d. Informal discussion of a subject is permitted while no motion is pending.
 - e. The Chairman can speak in discussion without leaving the chair; and can make motions and votes on all questions.

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 January, 2005.

bodorg05_2.res

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 DECEMBER 2004, AT 11:34 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
Michael J. Brown
M. Anderson Bradshaw
Bruce C. Goodson

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

B. CONSENT CALENDAR

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

The motion passed by a unanimous voice vote.

1. Minutes - October 25, 2004, Regular Meeting
2. Stonehouse Water Storage Tanks Costs Participation Agreement

RESOLUTION

STONEHOUSE WATER STORAGE TANKS COSTS PARTICIPATION AGREEMENT

WHEREAS, the James City Service Authority desires to construct at least a 1.0 million gallon elevated water storage tank in the Stonehouse Commerce Park to serve the water storage needs of the Central Water System; and

WHEREAS, Stonehouse Capital, LLC will, in the very near future, construct a waterline in Fieldstone Parkway that will connect the Stonehouse Development to the Central Water System; and

WHEREAS, planned growth in the Stonehouse Development will necessitate the addition of water storage in the development in the near future and the Stonehouse Master Water Plan provides for a 500,000-gallon capacity groundwater storage facility as the next water storage component of the development at an estimated costs of \$400,000; and

WHEREAS, the James City Service Authority Staff and representatives of Stonehouse Capital, LLC have agreed that diversion of the costs to build the planned ground level storage tank to the larger elevated tank would be of mutual benefit; and

WHEREAS, James City Service Authority staff in conjunction with the County Attorney and representatives of Stonehouse Capital, LLC have prepared an agreement providing the terms for Stonehouse to make the cash contribution to the elevated tank in lieu of building a separate, smaller, ground level water tank.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager to sign the agreement proving the terms for the cash contribution by Stonehouse Capital, LLC.

C. BOARD REQUESTS AND DIRECTIVES - None

D. ADJOURNMENT

Mr. Brown made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 11:36 p.m. Mr. Harrison adjourned the Board.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: January 25, 2005
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Bid Award - Rehabilitation of Lift Stations 3-6, 3-7, 3-8, 6-4, and 6-6

The plans and specifications for rehabilitation of Lift Stations 3-6, 3-7, 3-8, 6-4, and 6-6 have been publicly advertised and competitively bid. The stations are being rehabilitated to include wet well repair and coating, dry well painting, piping painting, and miscellaneous gratings, lifting beams, and access hatch additions/replacements. Three bids were received as follows:

<u>Firm</u>	<u>Amount</u>
Polymer Coatings, Inc.	\$492,500
M&W Construction Corp.	652,728
Qualicon Corporation	671,880

Polymer Coatings, Inc., bid has been determined to be responsive and responsible.

The bid is higher than the engineer's final cost estimate of \$418,539; however, adequate funds are available for the project.

It is recommended that the Board approve the attached resolution authorizing the Lift Stations Rehabilitation project to Polymer Coatings, Inc., for \$492,500.

Danny W. Poe

CONCUR:

Larry M. Foster

DWP/gb
rehabilitation.mem

Attachment

RESOLUTION

BID AWARD - REHABILITATION OF LIFT STATIONS 3-6, 3-7, 3-8, 6-4, AND 6-6

WHEREAS, the plans and specifications for the rehabilitation of Lift Stations 3-6, 3-7, 3-8, 6-4, and 6-6 have been publicly advertised and competitively bid with three firms submitting bids; and

WHEREAS, Polymer Coatings, Inc., submitted the lowest bid of \$492,500 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 Stations Rehabilitation project to Polymer Coatings, Inc., for a bid of \$492,500.

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 January, 2005.

rehabilitation.res

MEMORANDUM

DATE: January 25, 2005
 TO: The Board of Directors
 FROM: Michael Vergakis, Chief Engineer - Water, James City Service Authority
 SUBJECT: Award of Bid - Riverview Plantation Waterline

The specifications for approximately 8,000 feet of eight-inch waterline from Wexford Hills to Riverview Road have been publicly advertised and competitively bid. The waterline when completed will provide an alternate and improved water supply to the residents of Riverview Plantation.

Ten firms submitted bids on the project as indicated below:

<u>Firm</u>	<u>Amount</u>
Walter C. Via	\$297,117.75
Tidewater Utility	360,197.75
David A. Nice, Builders, Inc.	375,697.31
Basic Construction	384,543.00
Toano Contractors	393,370.20
W.A. Cowan Construction	403,032.30
Toler Construction	464,975.75
C.D. French	569,814.90
George Nice and Sons	602,135.95
Suburban Grading	965,129.00

Walter C. Via submitted the low bid of \$297,117.75 and has been determined capable of performing the work associated with the project. The bid is within the engineer's estimate of \$306,000 and adequate funds have been appropriated for the project.

Staff recommends that the Board approve the attached resolution awarding the Riverview Plantation Waterline project to Walter C. Via for a contract amount of \$297,117.75.

 Michael Vergakis

CONCUR:

 Larry M. Foster

MV/gb
 waterline_RP.mem

Attachment

RESOLUTION

AWARD OF BID - RIVERVIEW PLANTATION WATERLINE

WHEREAS, the specifications to construct a waterline from Wexford Hills to Riverview Plantation along Riverview Road have been publicly advertised and opened; and

WHEREAS, ten firms submitted bids on the project with Walter C. Via who has been determined capable of performing the work associated with the project, submitting the lowest bid.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the bid for the Riverview Plantation Waterline to Walter C. Via for a contract amount of \$297,117.75.

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 January, 2005.

waterline_RP.res

MEMORANDUM

DATE: January 25, 2005
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Season's Trace Water Tank Cellular Lease

The James City Service Authority (JCSA) has two elevated water tanks on which cellular telephone antennae are located. Collectively the water tanks have four separate cellular antennae arrays located on them. The first lease to locate a cellular antenna on a water tank began in 1997. All of the lease agreements have been mutually beneficial. The benefits include:

- Reduction of the number of cellular towers located in the County;
- Reduced costs to cellular company for construction of a tower; and
- Additional revenue for the JCSA.

Nextel Communications has approached the JCSA about leasing space on the Season's Trace Water tank. The tank is located at a strategically important site and is at an elevation that provides an acceptably large service area. Nextel Communications is aware that the tank will be razed in approximately three years and a new tank constructed. Consideration for the costs of relocating the antennae and associated equipment has been considered in the lease agreement. The lease agreement provides:

- Five-year term renewable five times;
- \$1,600 per month lease payment until the antennae are moved to the permanent water tank;
- \$26,000 per year annual lease payment after the antennae are moved to the new water tank;
- New antennae cannot interfere with existing antenna operations;
- Either party can terminate lease within six months by written notice; and
- Increase in lease amount based on Consumer Price Index changes.

The experience to date with similar lease arrangements has definitely been mutually beneficial. Staff recommends that the Board approve the attached resolution authorizing the General Manager to enter into a lease agreement with Nextel Communications to locate a cellular telephone antennae system on the Season's Trace water tank.

Larry M. Foster

CONCUR:

Leo P. Rogers

LMF/gb
cellularlease_ST.mem

Attachment

RESOLUTION

SEASON'S TRACE WATER TANK CELLULAR LEASE

WHEREAS, Nextel Communications has proposed a lease that allows the location of a cellular telephone antennae system on the Season's Trace Water Tank; and

WHEREAS, the James City Service Authority has four similar leases that have proven to be mutually beneficial.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager to sign the necessary documents to enter into a lease agreement with Nextel Communications providing the terms for the location of a cellular telephone antenna system on the Season's Trace Water Tank.

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 January, 2005.

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