

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

October 23, 2007

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes - September 25, 2007
2. New Full-Time Regular Position Request - Civil Engineer I

D. BOARD CONSIDERATION

1. Changes to the Regulations Governing Utility Service - Annual Grinder Pump Maintenance Agreement Charge

E. BOARD REQUESTS AND DIRECTIVES

F. CLOSED SESSION

1. Consideration of contractual matters pursuant to the Code of Virginia Section 2.2-3711(A)(29)

G. 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 SEPTEMBER 2007, AT 2007 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

Jay T. Harrison, Sr., Chairman
Bruce C. Goodson, Vice Chairman
James O. Icenhour, Jr.
M. Anderson Bradshaw
John J. McGlennon

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Robert H. Smith, Acting General Manager

C. CONSENT CALENDAR

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

Mr. Icenhour asked about the split of cost between the County and James City Service Authority (JCSA) over the five-year period in regard to the Water Storage Tank Maintenance.

Mr. Foster stated this was individually priced in the bidding process, and during the first year the JCSA will be repainting the water tank at Upper County Park. He stated the cost would be the same every year so it could be budgeted.

Mr. Icenhour asked if the maintenance was in different parts of the County.

Mr. Foster stated this was correct.

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

1. Minutes - August 14, 2007

2. Bid Award - Lift Station 1-1 Powhatan Creek Interceptor Rehabilitation

RESOLUTION

BID AWARD - LIFT STATION 1-1 POWHATAN CREEK

INTERCEPTOR REHABILITATION

WHEREAS, the plans and specifications for the Lift Station 1-1 Powhatan Creek Interceptor Rehabilitation have been publicly advertised and competitively bid with three firms submitting bids, ranging from \$1,336,300 to \$2,033,726; and

WHEREAS, Inner-View, LTD submitted the low 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 1-1 Powhatan Creek Interceptor Rehabilitation project to Inner-View, LTD for a bid of \$1,336,300.

2. Bid Award - Raleigh Square Water and Sewer System Improvements

RESOLUTION

BID AWARD - RALEIGH SQUARE WATER AND SEWER SYSTEM IMPROVEMENTS

WHEREAS, the plans and specifications for the Raleigh Square Water and Sewer System Improvements have been publicly advertised and competitively bid with four firms responding; and

WHEREAS, J. Sanders Construction submitted the lowest bid of \$696,112 and has been determined capable of performing the work associated with 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 contract for the Raleigh Square Water and Sewer System Improvements Project to J. Sanders Construction for a contract amount of \$696,112.

3. Contract Award - Water Storage Tank Maintenance

RESOLUTION

CONTRACT AWARD - WATER STORAGE TANK MAINTENANCE

WHEREAS, a Request for Proposals has been advertised and evaluated for a Water Storage Tank Maintenance contract with the option to renew the contract for up to four one-year terms; and

WHEREAS, a pre-proposal conference was held with five firms attending; and

WHEREAS, only Superior Industrial Maintenance Company submitted a proposal, and that firm has been determined to be qualified and capable of providing the required services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Water Storage Tank Maintenance contract to Superior Industrial Maintenance Company in an annual amount of \$254,944 over five years for a total of \$1,274,720.

D. PUBLIC HEARING

1. Vacate Access Easement - 4015 Ironbound Road

Mr. Foster stated the public hearing was a vacation of an easement at 4015 Ironbound Road. He stated that two water tanks opened about five years ago at the site of the old WMBG building. He explained that the easement that crossed the property was split when Monticello Avenue was constructed, which created surplus property purchased from VDOT. He said when the property was purchased, it was thought to be abandoned. Mr. Foster explained that AIG Baker had a construction project on other side of Monticello which required action to vacate the easement. He stated the property was a 50-foot easement that goes through where the tanks are located. Staff recommended approval of resolution.

Mr. Harrison opened the public hearing.

As no one wished to speak to this matter, Mr. Harrison closed the public hearing.

Mr. McGlennon made a motion to adopt the resolution.

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

RESOLUTION

VACATE ACCESS EASEMENT - 4015 IRONBOUND ROAD

WHEREAS, the James City Service Authority (JCSA) owns a parcel of property located at 4015 Ironbound Road where a one-million-gallon water storage facility is located; and

WHEREAS, it has been determined that an unneeded access easement is located on the property and the parcel has been severed by the construction of Monticello Avenue from the parcel for which the access easement was created; and

WHEREAS, the easement is no longer needed and is an impediment to the JCSA parcel.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, after conducting a public hearing, authorizes the General Manager to sign the appropriate document to vacate the easement.

E. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon asked if staff could come back with a proposal to return insurance coverage on the cans on grinder pumps. He asked what was necessary to include that coverage. He said due to recent failures of cans on grinder pumps, citizens would like the coverage.

Mr. Foster stated that staff has been looking at this and out of 825 grinder pumps under maintenance, over the last five years 45 grinder cans have malfunctioned. He stated that the grinder pumps are installed when the structure is built, so it is difficult to ensure they are installed properly because contractor wants to get it installed and covered. He stated in an effort to provide protection, cost estimates were between \$50 and \$60 per year, per grinder pump service agreement, with a total cost of about \$300.

Mr. McGlennon asked if after a few years, that is more than needed, then the JCSA can decrease the coverage.

Mr. Foster stated that was correct, and that the fee is based on the costs of providing the service. He stated that a private contractor maintains the grinder pumps currently and it is a successful partnership.

Mr. McGlennon asked about battery backups for grinder pumps.

Mr. Foster stated the decision to not use a battery back-up alarm was made several years ago when grinder pumps were introduced into the County. The rationale for the decision was that the battery required maintenance by the home owner and in most cases would fail resulting in no failure alarm. Under the current configuration the alarm will work at all times except when there is a electricity failure when the pump will not operate anyway.

Mr. Foster stated that since 1993 JCSA bills have been combined with bills for the Hampton Roads Sanitation District (HRSD) so citizens get one bill instead of two. He stated the billing software needed updates and the exchange has been difficult. He said that there were over 500,000 customers being served by 13-17 utilities, creating an usually sophisticated software billing system. He said he anticipated challenges, and because of software issues, the JCSA has not been able to issue bills. He noted that it was getting closer to a new billing date and that JCSA had been in close contact with HRSD, so staff should be able to start printing invoices in the next few days. He said that the billing system could print 10,000-20,000 bills over the weekend. He stated that staff is working with HRSD on the issue and that the JCSA would be waiving any penalties as a result of the billing problem.

Mr. Goodson asked if there was a date set when a different billing plan would be implemented.

Mr. Foster stated staff had discussed an individual JCSA bill and that the JCSA may have to default to this for one billing period.

Mr. Goodson asked if there was capacity to include HRSD fees in an alternate billing.

Mr. Foster stated this was something staff could investigate.

Mr. Goodson stated that the amount would be known since the JCSA established the formula to determine the cost.

Mr. Foster stated that this issue was one of the challenges, but staff would look into this.

Mr. Bradshaw asked if there was an issue with the bills being inaccurate.

Mr. Foster stated the current balances are not accurate, which was the real problem and staff would need to make sure the amount is appropriate.

Mr. Bradshaw stated the JCSA may need to ask customers for patience and to work with staff if the bill does not appear correct.

Mr. Foster stated this was correct and stated that HRSD was working with staff to make this work.

Mr. McGlennon stated the bill expected in September has not arrived, which may create budgeting problems for citizens. He requested that this information be put on the cable channel to make citizens aware of the circumstances.

F. ADJOURNMENT

Mr. McGlennon made a motion to adjourn.

At 8:34 p.m. Mr. Harrison adjourned the Board of Directors.

Sanford B. Wanner
Secretary to the Board

M E M O R A N D U M

DATE: October 23, 2007

TO: The Board of Directors

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

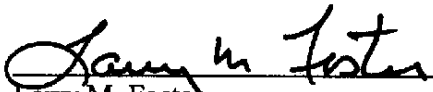
SUBJECT: New Full-Time Regular Position Request – Civil Engineer I

The purpose of this memorandum is to request the establishment of an additional full-time regular Civil Engineer I position to help the Chief Wastewater Engineer manage the requirements from the Special Order By Consent to address Sanitary Sewer Overflows (SSOs) in the James City Service Authority primary service area. This requirement would have normally been requested as part of the FY 2009 budget; however, I am asking that the position be established now to meet the accelerated time schedule.

The requirements of the Order are quite extensive with a very demanding completion schedule. Compliance with the Order is paramount and failure to meet the mandated timeline for required activities and reporting will result in violations with possible penalties. The Civil Engineer I position is requested to assist the Chief Wastewater Engineer in collection and evaluation of data, flow monitoring, model development, report preparation, management of consulting services, and management of future rehabilitation/replacement Capital Improvements Program (CIP) sewer projects that are identified as a result of the above sewer system effort.

Funds are available in the James City Service Authority Operating Budget to cover salary and benefits for the position for the remainder of FY 2008 and will be included in the FY 2009 Operating Budget.

Staff recommends adoption of the attached resolution establishing an additional full-time regular Civil Engineer I, effective January 1, 2008.


Larry M. Foster

LMF/nb
FTCivilEngIPostn.mem

Attachment

RESOLUTION

NEW FULL-TIME REGULAR POSITION REQUEST – CIVIL ENGINEER I

WHEREAS, the Board of Directors is committed to the Strategic Management Plan 4.e – “Prevent/minimize environmental impact of wastewater spills;” and

WHEREAS, the Department of Environmental Quality (DEQ) has issued to the James City Service Authority (JCSA) a Special Order By Consent that sets forth requirements to the JCSA to address Sanitary Sewer Overflows (SSOs); and

WHEREAS, the requirements of the Order are extensive with an aggressive schedule; and

WHEREAS, the JCSA has determined that to complete the requirements of the Special Order of Consent, a full-time Civil Engineer I is needed to assist the Chief Wastewater Engineer; and

WHEREAS, funds are available in the JCSA Operating Budget to pay for the position for the remainder of FY 2008.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby establishes a full-time Civil Engineer I, effective January 1, 2008.

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

ATTEST:

William C. Porter, Jr.
Deputy Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2007.

FTCivlEngIPostn.res

MEMORANDUM

DATE: October 23, 2007
 TO: The Board of Directors
 FROM: Robert H. Smith, Assistant General Manager, James City Service Authority
 SUBJECT: Change to the Regulations Governing Utility Service – Annual Grinder Pump Maintenance Agreement Charge

The Board of Directors is requested to establish the January 22, 2008, meeting as a public hearing on a proposed change in the Regulations Governing Utility Service regarding a proposed increase in grinder pump fees. During the September 25, 2007, Board of Directors meeting, staff was directed to review the current homeowners' Grinder Pump Agreement to determine if it is feasible to include the maintenance of the "Grinder Pump Can" as part of the agreement.

After a review it has been determined that the "Grinder Pump Can" can be covered in the agreement with an additional cost to the annual maintenance charge. Historical records indicate that approximately eight "Grinder Pump Cans" fail annually requiring replacement at a cost of \$6,300 each for an estimated annual cost of \$50,400. This translates to an additional cost of \$60 per agreement when spread over all 846 of the current grinder pump agreement holders.

The cost of the Annual Grinder Pump Maintenance Agreement Charge has also been reviewed and the results indicate that the annual charge should be increased from the current annual cost of \$210 to \$240 per customer to fully recover operational cost.

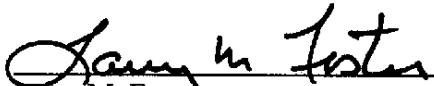
The proposed increase to the Annual Grinder Pump Maintenance Agreement Charge is as follows:

Current Annual Charge	\$210
Normal Operation Cost Increase	30
"Grinder Pump Can" Increase	<u>60</u>
Revised Annual Charge	\$300

Staff recommends approval of the attached resolution setting the Annual Grinder Pump Maintenance Agreement Charge change for a Public Hearing at 7 p.m. on January 22, 2008.

 Robert H. Smith

CONCUR:



 Larry M. Foster

RHS/gb
 RGUSchange.mem

Attachment

RESOLUTION

CHANGE TO THE REGULATIONS GOVERNING UTILITY SERVICE –

ANNUAL GRINDER PUMP MAINTENANCE AGREEMENT CHARGE

WHEREAS, the Board of Directors of the James City Service Authority desires to set a public hearing for a proposed change to the Annual Grinder Pump Maintenance Agreement fee included in 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, will hold a Public Hearing on January 22, 2008, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service, and make changes to the charge that is summarized below, which will become effective February 1, 2008, if adopted.

Annual Grinder Pump Maintenance Agreement Charge:

Old Charge	\$210
New Charge	\$300

BE IT FURTHER RESOLVED, that the proposed amendment be made part of this resolution.

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

ATTEST:

William C. Porter, Jr.
Deputy Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of October, 2007.

RGUSchange.res