

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

February 24, 2009

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes – January 27, 2009, Regular Meeting
2. Contract Amendment – Riverview Plantation Water System Replacement – \$205,000
3. Proposed Stimulus Package – Drinking Water Projects

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT to March 24, 2009, at 7 p.m.

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AT AN ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 27TH DAY OF JANUARY 2009, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

James O. Icenhour, Jr., Chairman
Mary Jones, Vice Chairman
Bruce C. Goodson
John J. McGlennon
James Kennedy

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

C. ORGANIZATIONAL MEETING

1. Organizational Meeting of the Board of Directors

Mr. Icenhour opened the floor to nominations for Chairman.

Ms. Jones nominated Mr. Goodson to serve as Chairman.

Mr. Icenhour closed the nominations.

The motion passed by a unanimous voice vote.

Mr. Goodson asked for nominations for Vice Chairman.

Mr. Kennedy nominated Mr. McGlennon to serve as Vice Chairman.

The motion passed by a unanimous voice vote.

Mr. Icenhour made a motion to adopt the organizational meeting resolution.

The motion passed by a unanimous voice vote.

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 2009.

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 2009.

1. Regular meetings of the Board of Directors shall be held following the regular Board of Supervisors' meetings on the fourth Tuesday of each month, except in August and December when the Board meeting shall be held following the regular Board of Supervisors' meetings on the second Tuesday of such months. The meetings shall be held following the 7:00 p.m. Board of Supervisors meeting.
2. The 2010 organizational meeting shall be held on the fourth Tuesday in January 2010 following the 7:00 p.m. Board of Supervisors meeting.
3. The Board of Directors shall follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 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.

D. CONSENT CALENDAR

Mr. McGlennon made a motion to adopt the minutes as amended.

The motion passed by a unanimous voice vote.

1. Minutes – December 9, 2008, Regular Meeting

E. PUBLIC HEARINGS

1. Amendment to the Regulations Governing Utility Service – Use of Public Fire Hydrants

Mr. Foster stated that the proposed amendment made changes to the Regulations Governing Utility Service for the use of public fire hydrants. He stated that contractors may provide meters or get one from the James City Service Authority (JCSA) to use public fire hydrants. He stated that the amendments make changes to the assessments for water usage if the contractor does not supply usage readings in a timely fashion. He stated that the second amendment was to increase the deposit for hydrometers due to the increased cost of having the meters available. He stated that the changes would include three sites where the hydrometers could be used and other cases approved by the General Manager. He stated that after the public hearing, he recommended approval of the resolution.

Mr. Goodson asked that there would be deadlines set for each user, and billing penalties would be incurred at 300 gallons per day.

Mr. Foster stated that was correct and it was an incentive to submit the monthly readings.

Mr. Goodson opened the Public Hearing.

As no one wished to speak to this matter, Mr. Goodson closed the Public Hearing.

Mr. McGlennon made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

RESOLUTION

AMENDMENT TO THE REGULATIONS GOVERNING UTILITY SERVICE –

USE OF PUBLIC FIRE HYDRANTS

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) conducted a public hearing on January 27, 2009, for a proposed change for use of public fire hydrants to the Regulations Governing Utility Service; and

WHEREAS, the JCSA proposes to amend the Regulations Governing Utility Service in order to strengthen procedures for withdrawing water from public fire hydrants for development purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts changes to Section 21, Regulations Governing Utility Service, which are summarized below to become effective January 27, 2009:

Self-Supplied Metering Device

- Hydrant permit extended from six months to 12 months;
- Hydrant meter readings may be faxed, mailed or emailed to Customer Service;
- 300 gallons per day minimal assessment may be charged if the meter reading is not properly reported.

JCSA Furnished Hydrant Device

- Hydrant permit extended from 30 to 90 days;
- Deposit fee set at \$1,700 for 3-inch hydrant meter and \$750 for 5/8 x 3/4-inch hydrant meter;
- Customer will not be able to rent another meter until 30 days has elapsed since prior meter rental.

Water Withdrawal Locations

- Establishes three locations in the County to withdraw from hydrants:
 - Site 1 - JCSA Operations, 107 Tewning Road;
 - Site 2 - Toano Fire Station, 3127 Forge Road (JCC EOC);
 - Site 3 - Entrance to Stonehouse Development - Route 30.
 - Allows for special exemptions on case-by-case bases.

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

2. Extinguishment of Easement on White Hall Section 2 Properties

Mr. Foster stated that the public hearing dealt with the extinguishment of an easement near Anderson's Corner. He stated that the JCSA had a functioning waterline from Richmond Road to serve the Sandhill's area. He stated that with the construction of the White Hall area, it makes this waterline redundant. He asked for the extinguishment of the easement since the waterline was no longer in use. He recommended approval.

Mr. Icenhour asked if the waterline would be dug up.

Mr. Foster stated that it would be abandoned in place.

Mr. Icenhour asked if houses would be built over the waterline.

Mr. Foster stated that may occur.

Mr. Rogers stated that if the lot was abandoned, structures remaining on the lot were abandoned also.

Mr. Icenhour asked if there was any regulation on what to do with the waterline.

Mr. Rogers stated there might be an under the building code.

Mr. Goodson opened the Public Hearing.

As no one wished to speak to this matter, Mr. Goodson closed the Public Hearing.

Mr. Kennedy made a motion to approve the resolution.

The motion passed by a unanimous voice vote.

RESOLUTION

EXTINGUISHMENT OF EASEMENTS ON WHITE HALL SECTION 2 PROPERTIES

WHEREAS, the owners/developers of White Hall Section 2 have abandoned or removed an existing waterline on a recorded easement across the central portion of the development; and

WHEREAS, a waterline was installed in an alternative location with a separate easement being provided for the new location, making the original easement unnecessary.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, having conducted the required public hearing, authorizes the General Manager to sign the appropriate documents to abandon the unnecessary easement area that was previously recorded.

F. BOARD CONSIDERATION

1. Lightfoot Emergency Water Connection Agreement – Newport News Waterworks

Mr. Foster stated that York County currently owns the water system in the Lightfoot corridor in York County which includes Sentara Williamsburg Regional Medical Center. Newport News Waterworks is currently in the process of taking over this water system. He stated James City County owns an adjacent waterline. He stated that the Lightfoot water system was a small system that may not be able to support the area in an emergency. He stated that the agreement for the water connection would be for emergency use only. Newport News would pay for construction costs for interconnection of water systems, Sentara would provide an easement, Newport News Waterworks would pay retail rate for water used, and JCSA would own the connection, meter, and apparatus between meter and JCSA water system. He stated that this provides a more reliable water service for the hospital. He recommended approval of the resolution.

Mr. Goodson asked if the Lightfoot water system was well-based.

Mr. Foster stated that was correct.

Mr. Goodson asked if it was the intention for Newport News Waterworks (NNWW) to connect it to the main system.

Mr. Foster stated that was correct. He stated that NNWW was eventually intending to provide water through that corridor of the County.

Mr. Goodson asked if there was a provision to reverse the connection to draw water from NNWW.

Mr. Foster stated that the water supply agreement with NNWW allows for water to be drawn from Newport News to the County.

Mr. Goodson asked if there would be a future cost for the County to draw water from this connection since NNWW is paying for the infrastructure.

Mr. Foster stated that NNWW would pay for this connection. He stated that in the water purchase agreement, the County has agreed to pay its share for water supply from NNWW.

Mr. Goodson asked if this connection could be used for purchased water under the County's agreement with NNWW.

Mr. Foster stated that this location specifically could not be used as a primary connection for a water purchase connection.

Mr. McGlennon made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

RESOLUTION

LIGHTFOOT EMERGENCY WATER CONNECTION AGREEMENT –

NEWPORT NEWS WATERWORKS

WHEREAS, the Lightfoot Corridor, where Sentara Williamsburg Hospital is located, is served by a small groundwater based water system; and

WHEREAS, Newport News Waterworks will soon take over ownership of the water system from York County and has asked the James City Service Authority (JCSA) to enter into an agreement that will allow the JCSA water system to be connected to the Lightfoot water system; and

WHEREAS, representatives of York County, the City of Newport News, Sentara Williamsburg Hospital, and the JCSA have developed an agreement that provides the terms for the connection of the two water systems.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes its Chairman to sign the agreement on behalf of the JCSA.

G. BOARD REQUESTS AND DIRECTIVES - None

H. ADJOURNMENT to February 24, 2009, at 7 p.m.

Mr. Kennedy made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:11 p.m. Mr. Goodson adjourned the Board to 7 p.m. on February 24, 2009.

Sanford B. Wanner
Secretary to the Board

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MEMORANDUM

DATE: February 24, 2009

TO: The Board of Directors

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

SUBJECT: Contract Amendment – Riverview Plantation Water System Replacement – \$205,000

On July 22, 2008, the Board authorized the James City Service Authority (JCSA) to enter into a contract with Godsey and Son for the replacement of the water system serving Riverview Plantation. Godsey and Son submitted the lowest bid of \$553,092 out of 17 firms submitting bids ranging as high as \$1,567,868.


Soon after beginning work on the project, it was determined that the plans did not adequately identify the location of numerous existing utilities making the project much more difficult and time-consuming to perform. In essence, the complexity of the existing utilities requires substantially more hand digging than Godsey and Son had anticipated. Thus, the additional work had not been incorporated in Godsey and Son's bid.

When designing a project like the Riverview Plantation project where water and/or sewer lines are being replaced in a mature neighborhood, the design engineer notifies the Miss Utility system to ask for markings for existing utilities. After being notified that the markings are complete, the engineer inventories the location of the utilities and transfers them to the design plans/bid documents. The design engineer followed this practice, as required. Unfortunately, other utilities (i.e. Cox Cable, Verizon, and Dominion Power) did not completely mark their infrastructure so a substantial amount of the existing infrastructure was not shown on the plans. As construction began, Godsey and Son contacted Miss Utility for current utility locations. This Miss Utility phase identified the additional utilities that had not been located in the design process. Once identified, Godsey and Son must physically locate the above-referenced utility lines and hand dig for verification of location prior to any construction activity.

Once the other utility lines were located to determine the extent of the additional effort, representatives of the JCSA and James City County Purchasing office negotiated unit costs for the additional work which totals \$205,000. The Virginia Public Procurement Act and James City County procurement procedures require Board approval for any contract that requires an increase of over 25 percent of its original amount.

While it is not desirable to encounter this type of situation, it is difficult to completely avoid since the design process is dependent on agencies not under the JCSA or design engineer's control. There is some comfort in knowing that had the other utilities been marked, the original bid price would have been higher to accommodate the additional effort.

Staff recommends approval of the attached resolution authorizing an increase of \$205,000 in the Riverview Plantation Water System Replacement project with Godsey and Son. Funds are available in the budget.


Larry M. Foster

LMF/nb
RiverviewRep_mem

Attachment

RESOLUTION

CONTRACT AMENDMENT - RIVERVIEW PLANTATION

WATER SYSTEM REPLACEMENT - \$205,000

WHEREAS, Godsey and Son was awarded a contract in the amount of \$553,092 to replace the water system in the Riverview Plantation neighborhood on July 22, 2008; and

WHEREAS, after beginning construction it was determined that many of the existing utilities in the neighborhood had not been adequately located and thus were not shown on the construction plans requiring substantial additional work; and

WHEREAS, representatives of the James City Service Authority (JCSA) and the James City County Purchasing office negotiated an additional cost of \$205,000 to perform the additional work which is more than 25 percent of the original contract amount requiring Board of Directors approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes an amendment to the contract with Godsey and Son for the replacement of the water system in Riverview Plantation in the amount of \$205,000 to cover the additional effort required to protect existing infrastructure owned by other utilities that had not been adequately marked under Miss Utility policies for transfer to the design plans and bid documents.

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 24th day of February, 2009.

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M E M O R A N D U M

DATE: February 24, 2009

TO: The Board of Directors

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

SUBJECT: Proposed Stimulus Package – Drinking Water Projects

The Virginia Department of Health (VDH) is urging waterworks owners to consider applying for stimulus funding should it become available. Should funding become available, it would be routed through the existing State Revolving Fund (SRF) program. The exact criteria for award of these funds are not currently known, but those with “ready-to-proceed” projects will likely be given priority.

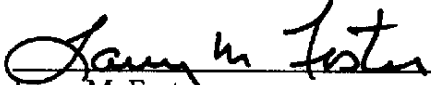
The James City Service Authority (JCSA) has three projects that are currently under engineering design which we are proposing to submit for consideration. Two of the Projects were previously approved by the Board as part of the FY 2009 Capital Improvements Program (CIP) and the third has surfaced as an emergency replacement project. The three projects are listed below:

Longhill Connector Road Water Main Improvement: This project provides for approximately 4,300 feet of 16-inch water main along Longhill Connector Road to improve water system hydraulics. This project was approved in the FY 2009 CIP with an estimated cost of \$550,000.

Stonehouse Well (W-25 & W-26) Facility Improvements: This project provides for improvements that would include variable frequency drives for the pumps, station controls, instrumentation, and SCADA. This project was approved in the FY 2008 CIP with an estimated cost of \$540,000.

Williamsburg Landing/College Creek Waterline Replacement: This project provides for replacement of approximately 1,200 feet of 12-inch waterline under College Creek to Williamsburg Landing. The existing waterline has failed on numerous occasions. This is an emergency replacement project that has not been approved by the Board and has an estimated cost of \$750,000.

A requirement for application is that it include approval documentation that the Board has approved these projects for submittal. Attached is a resolution adopting these proposed projects for submission to the VDH. Staff recommends adoption of the proposed resolution.


Larry M. Foster

LMF/nb
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Attachment

RESOLUTION

PROPOSED STIMULUS PACKAGE – DRINKING WATER PROJECTS

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) was presented with proposed Drinking Water Projects to be submitted to the Virginia Department of Health for consideration for Federal Stimulus Funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the proposed Drinking Water Projects, which are summarized below to be submitted for consideration of Federal Stimulus Funding:

Longhill Connector Road Water Main Improvement: This project provides for approximately 4,300 feet of 16-inch water main along Longhill Connector Road to improve water system hydraulics. This project was approved in the FY 2009 CIP with an estimated cost of \$550,000.

Stonehouse Well (W-25 & W-26) Facility Improvements: This project provides for improvements that would include variable frequency drives for the pumps, station controls, instrumentation, and SCADA. This project was approved in the FY 2008 CIP with an estimated cost of \$540,000.

Williamsburg Landing/College Creek Waterline Replacement: This project provides for replacement of approximately 1,200 feet of 12-inch waterline under College Creek to Williamsburg Landing. The existing waterline has failed on numerous occasions. This is an emergency replacement project that has not been approved by the Board and has an estimated cost of \$750,000.

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 24th day of February, 2009.

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