

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

March 24, 2009

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes – February 24, 2009, Regular Meeting
2. Bid Award – Wellington Lift Station 9-5 Upgrade – \$274,659
3. Award of Contract – Large Vector Truck – \$275,544
4. Memorandum of Agreement – Hampton Roads Sanitation District – Fats, Oils, and Grease

D. BOARD REQUESTS AND DIRECTIVES

E. CLOSED SESSION

1. Consultation with legal counsel and staff members pertaining to actual or probable litigation, pursuant to Section 2.2-3711(A)(7) of the Code of Virginia

F. ADJOURNMENT to April 28, 2009, at 7 p.m.

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 24TH DAY OF FEBRUARY 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

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

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

C. CONSENT CALENDAR

Mr. Goodson asked to pull Agenda Item No. 3 for separate consideration.

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

The motion passed by a unanimous voice vote.

1. Minutes – January 27, 2009, Regular Meeting
2. Contract Amendment – Riverview Plantation Water System Replacement – \$205,000

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.

3. Proposed Stimulus Package – Drinking Water Projects

Mr. Foster stated that the resolution would provide the Board’s endorsement for three projects to be presented to the Virginia Department of Health (VDH) for economic stimulus funds. He noted that the VDH would be administering the program. Mr. Foster identified the projects as the Longhill Connector Road Water Main Improvement, Stonehouse Well (W-25 and W-26) Facility Improvements, and the Williamsburg Landing/College Creek Waterline Replacement.

Staff recommended adoption of the resolution.

Mr. Icenhour clarified that the amount of the stimulus package was \$1.8 million. He stated that these projects would cost just under \$2 million.

Mr. Foster stated that was correct.

Mr. Icenhour made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

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.

D. BOARD REQUESTS AND DIRECTIVES – None

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

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 9:00 p.m., Mr. Goodson adjourned the Board to March 24, 2009, at 7 p.m.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: March 24, 2009
 TO: The Board of Directors
 FROM: Danny W. Poe, Chief Engineer-Wastewater, James City Service Authority
 SUBJECT: Bid Award – Wellington Lift Station 9-5 Upgrade – \$274,659

The plans and specifications for the upgrade of the James City Service Authority (JCSA) Wellington Lift Station 9-5 has been publicly advertised and competitively bid. The project consists of removing and replacing existing pumps, generator, controls, and limited piping in the existing pump station facility. The project is necessary to accommodate pressures in the Hampton Roads Sanitation District (HRSD) Interceptor Force Main that are routinely higher than design pressures anticipated by HRSD. HRSD has acknowledged that pressure information provided during the design phase does not adequately represent actual pressures being experienced at the station and has agreed to reimburse JCSA for the costs associated with the upgrade by the agreement dated October 7, 2008. JCSA and HRSD have agreed that JCSA will fund minor upgrades with this project necessary to allow for increasing the capacity in the future. These minor upgrades are included in the bid price and are estimated to cost approximately \$42,000. Nine firms submitted bids for the project as follows:

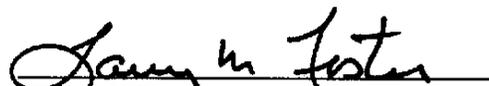
| <u>FIRM</u> | <u>AMOUNT</u> |
|-------------------------|---------------|
| Shaw Construction | \$274,659 |
| M&W Construction | 275,000 |
| Phoenix Corporation | 285,700 |
| MEB General Contractors | 299,000 |
| J.Q. Findlay | 302,932 |
| Best Repair Company | 309,544 |
| J. Sanders Construction | 358,800 |
| Southwood Brothers | 407,000 |
| Walter C. Via | 480,000 |

Shaw Construction’s bid has been determined to be responsive and responsible. The bid is below the engineer’s final cost estimate of \$326,800, and adequate funds are available for the project.

Staff recommends approval of the attached resolution awarding the contract for the Wellington Lift Station 9-5 Upgrade to Shaw Construction for \$274,659.

 Danny W. Poe

CONCUR:



 Larry M. Foster

Attachment

RESOLUTION

BID AWARD – WELLINGTON LIFT STATION 9-5 UPGRADE – \$274,659

WHEREAS, the plans and specifications for the Wellington Lift Station 9-5 Upgrade have been publicly advertised and competitively bid with nine firms submitting bids, ranging from \$274,659 to \$480,000; and

WHEREAS, Shaw Construction submitted the lowest 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 Wellington Lift Station 9-5 Upgrade to Shaw Construction for a bid of \$274,659.

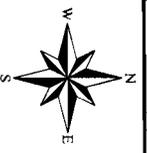
Bruce C. Goodson
Chairman, Board of Directors

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 March, 2009.

BAWellington_res



Lift Station 9-5 Vicinity



MEMORANDUM

DATE: March 24, 2009

TO: The Board of Directors

FROM: Larry M. Foster, General Manager

SUBJECT: Award of Contract – Large Vactor Truck – \$275,544

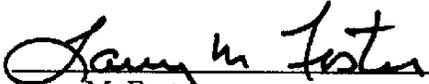
The James City Service Authority (JCSA) has a 1993 Mack Truck, known as the Large Vactor Truck, which is used extensively as a sewer cleaning and flushing machine. The current unit is not economical to maintain and has been programmed for replacement in the FY 2009 Capital Improvements Program Budget.

The James City County Fleet Maintenance Administrator has been coordinating with the City of Newport News Fleet Support Manager in a collaborative effort to purchase a replacement sewer cleaning and flushing truck. Two contracts will be required to purchase the new truck, one for the chassis and the other for the Vac-Con body. The chassis will be purchased through a cooperative purchasing contract between the City of Newport News and Norfolk Truck Center, and the Vac-Con body will be purchased through a cooperative purchasing contract between the Houston-Galveston Area Council (HGAC) and Vac-Con. The City of Newport News and HGAC contracts contain wording allowing other localities to purchase from the contracts.

This cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

The chassis bid price from Norfolk Truck Center for \$71,522.76 and the body bid price from Vac-Con for \$204,021.34 amount to a total cost of \$275,544.10.

Attached is a resolution adopting the proposed contract for the chassis to be awarded to Norfolk Truck Center in the amount of \$71,522.76 and the body to be awarded to Vac-Con in the amount of \$204,021.34. Staff recommends adoption of the proposed resolution.


Larry M. Foster

LMF/gb
TruckAward_mem

Attachment

RESOLUTION

AWARD OF CONTRACT – LARGE VACTOR TRUCK – \$275,544

WHEREAS, funds are available in the James City Service Authority (JCSA) Capital Improvements Program Budget for replacement of a 1993 Vactor truck; and

WHEREAS, a chassis bid price of \$71,522.76 has been received from Norfolk Truck Center and the body bid price of \$204,021.34 has been received from Vac-Con for a total cost of \$275,544.10.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the JCSA General Manager to execute a contract between Norfolk Truck Center in the amount of \$71,522.76 and Vac-Con in the amount of \$204,021.34.

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 March, 2009.

TruckAward_res

M E M O R A N D U M

DATE: March 24, 2009

TO: The Board of Directors

FROM: Larry M. Foster, General Manager

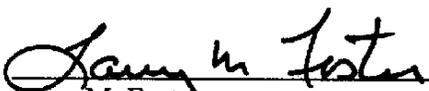
SUBJECT: Memorandum of Agreement – Hampton Roads Sanitation District – Fats, Oils, and Grease Program

Fats, oils, and grease that accumulate in a sewer system are a major contributor to sewer blockages and resulting spills. The James City Service Authority's (JCSA) Maintenance, Operation, and Management Plan, which is required by our Consent Order with the Virginia Department of Environmental Quality (DEQ), includes a provision for the implementation of a Fats, Oils, and Grease (FOG) Program.

The Hampton Roads Planning District Commission Directors of Utilities Committee has agreed that a Memorandum of Agreement (MOA) between all sewer utilities in the Hampton Roads Area and the Hampton Road Sanitation District (HRSD) is a necessary precursor to a more formal FOG Program.

The proper installation and operation of grease control devices in food service establishments are necessary components of an effect FOG Program. In lieu of a formal FOG Ordinance, which will be brought forward for approval at a later date, HRSD has more enforcement powers than local utilities, especially in addressing older Food Service Establishments with inadequate or no grease control devices. The MOA, in essence, establishes a relationship between HRSD and the JCSA to work together in addressing these situations.

Staff recommends approval of the attached resolution authorizing the General Manager to sign the appropriate documents to enter into the MOA between the JCSA and HRSD establishing the terms for collaboration of addressing FOG issues in the JCSA sewer system.


Larry M. Foster

LMF/nb
FOGProg_mem

Attachment

RESOLUTION

MEMORANDUM OF AGREEMENT – HAMPTON ROADS SANITATION DISTRICT –

FATS, OILS, AND GREASE PROGRAM

WHEREAS, the James City Service Authority (JCSA) is under a Special Order by Consent with the Virginia Department of Environment Quality that requires the establishment of a Maintenance, Operation, and Management Plan – which includes a Fats, Oils, and Grease (FOG) Program; and

WHEREAS, while the preparation of an ordinance regulating FOG is being developed, the Hampton Roads Regional Utility Directors have recommended that all Hampton Roads Utilities enter into a Memorandum of Agreement (MOA) with the Hampton Roads Sanitation District (HRSD) to establish a formal relationship to work with HRSD for implementing the FOG program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign the appropriate documents to enter into an MOA with HRSD to support a local FOG program while a more formal program – to include an FOG ordinance, is being prepared.

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 March 2009.

FOGProg_res

MEMORANDUM OF AGREEMENT BETWEEN THE HAMPTON ROADS SANITATION DISTRICT AND THE CITIES OF VIRGINIA BEACH, NORFOLK, CHESAPEAKE, SUFFOLK, HAMPTON, NEWPORT NEWS, PORTSMOUTH, WILLIAMSBURG AND POQUOSON, THE TOWN OF SMITHFIELD, THE COUNTIES OF ISLE OF WIGHT, JAMES CITY, GLOUCESTER AND YORK PERTAINING TO MUTUAL COOPERATION IN THE RETROFIT ENFORCEMENT OF GREASE CONTROL DEVICES

This Memorandum of Agreement, dated this ____ day of _____, 200~~8~~⁹, by and between the Cities of Virginia Beach, Norfolk, Chesapeake, Suffolk, Hampton, Newport News, Portsmouth, Williamsburg, Poquoson, the Town of Smithfield, the ~~Counties of~~ Isle of Wight, ~~James City~~^{James}, Gloucester and York ^{James City Sewer District}, (collectively, the "Hampton Roads Localities") and the Hampton Roads Sanitation District (HRSD),

WITNESSETH:

WHEREAS, the Special Order by Consent dated September 26, 2007 and other Consent Orders (the "Consent Orders") entered into by the Hampton Roads Localities with the Virginia Department of Environmental Quality (VDEQ) require each of the Hampton Roads Localities to implement Maintenance, Operations and Management (MOM) programs to minimize sanitary sewer overflows; and

WHEREAS, in order to minimize the number of sanitary sewer overflows, it is necessary and appropriate that each of the Hampton Roads Localities develop and implement affirmative measures as a component of their respective MOM Programs to reduce the impact of discharges of fats, oils, and grease (FOG) to the sanitary sewer system of each locality and HRSD; and.

WHEREAS, the Hampton Roads Localities, together with the HRSD, have developed a model FOG Ordinance, Enforcement Response Plan, and Hampton Roads

Regional Grease Control Device Design Standards to be used as templates for each locality's MOM Program; and

WHEREAS, it is anticipated that each of the Hampton Roads Localities will adopt a FOG Ordinance, Enforcement Response Plan and Design Standards; and

WHEREAS, fats, oils, and grease discharged into the sanitary sewer system from Food Service Establishments (FSEs) are known to cause or contribute to sanitary sewer blockages and to cause or contribute to a significant percentage of all overflows in the sanitary sewer systems of the Hampton Roads Localities and HRSD; and

WHEREAS, the installation and proper maintenance of grease control devices (GCDs) in FSEs is necessary to aid in preventing the introduction and accumulation of FOG into the sanitary sewer system that may contribute to sanitary sewer blockages and obstructions; and

WHEREAS, within each of the Hampton Roads Localities, there are FSEs that were constructed prior to the adoption of the Virginia Uniform Statewide Building Code (VUSBC) provision requiring a GCD; and

WHEREAS, Chapter 66 of the 1960 Acts of Assembly, as amended from time to time, and Section 301 (d) of HRSD's Industrial Wastewater Discharge Regulations provide HRSD with the legal authority to require existing FSEs that are grandfathered from the requirements of the Virginia Uniform Statewide Building Code pertaining to GCDs to retrofit such establishments with GCDs meeting the requirements of the VUSBC; and

WHEREAS, by entering into this Memorandum of Agreement, the parties seek to establish a procedure by which Hampton Roads Localities and HRSD mutually cooperate in ensuring the installation or upgrade of GCDs in FSEs requiring such devices;

NOW, THEREFORE, THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

James City Service Authority

1. The City or County shall:
 - (a) Determine if a FSE is contributing FOG to the sanitary sewer system;
 - (b) In the event the City or County is unable to secure compliance by such means as it deems appropriate, request HRSD, ~~in writing~~, to inspect the FSE and to proceed with action to cause compliance;
 - (c) Be responsible for issuance of any required building permits and performing future inspections of GCDs as part of its FOG control program; and
 - (d) Notify HRSD of enforcement actions taken by the City or County within a reasonable time after commencement of such action.
2. HRSD shall:
 - (a) Perform an inspection of the FSE within a reasonable time of the date such inspection was requested by the City or County;
 - (b) Initiate appropriate enforcement action in accordance with the HRSD Enforcement Response Plan and send a copy of the enforcement action to the City or County;

- (c) Require the installation or upgrade of a GCD if a FSE is determined to be contributing FOG to the sanitary sewer system.

3. The parties hereby also agree as follows:

- (a) The effective date of this Memorandum of Agreement between HRSD and the ~~individual County or City~~ ^{James City Sewer Authority} shall be the date on which the latter of the parties executes this Memorandum of Agreement;
- (b) This Memorandum of Agreement contains the whole of the terms governing the matters referred to in this Memorandum of Agreement;
- (c) The parties shall not be bound by any terms written or stated prior to the creation of this Memorandum of Agreement and not expressly incorporated into this Memorandum of Agreement; and
- (d) Any party hereto may withdraw from this Memorandum of Agreement, either wholly or as to any other party, at any time upon written notice to all other parties, and shall thereafter incur no further obligations hereunder.

[SIGNATURE PAGES TO BE INDIVIDUAL USING CONSENT ORDER FORMAT]