

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

April 28, 2009

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes – February 24, 2009, Regular Meeting

D. PUBLIC HEARING

1. FY 2010 James City Service Authority Budget

E. BOARD CONSIDERATION

1. Resolution of Appropriation – James City Service Authority – FY 2010

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT to May 26, 2009, at 7 p.m.

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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 24TH DAY OF MARCH 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 reviewed the items on the Consent Calendar.

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

The motion passed by a unanimous voice vote.

1. Minutes – February 24, 2009, Regular Meeting
2. Bid Award – Wellington Lift Station 9-5 Upgrade – \$274,659

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.

3. Award of Contract – Large Vactor Truck – \$275,544

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.

4. Memorandum of Agreement – Hampton Roads Sanitation District – Fats, Oils, and Grease

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.

D. BOARD REQUESTS AND DIRECTIVES

Mr. Foster stated that the Board should go into Closed Session for a legal matter.

Mr. Icenhour stated that he had sent an email regarding the wastewater facility in New Kent County. He asked that staff re-examine it for an irrigation project.

Mr. Foster stated that he had reviewed the study and discussed it with New Kent County. He stated that New Kent County was not aware of this project and the numbers were beyond what they believed was feasible for this project. He stated that New Kent County would be evaluating the abandonment of a water treatment plant and redirection of the wastewater flow to the Parham Treatment Facility which was include in the above referenced study. He stated that the two water treatment facilities handled about .02 million gallons of water per day and that the study represented roughly 6 million gallons of water per day. Mr. Foster stated that the study was clearly inaccurate in its projections of wastewater flows.

E. CLOSED SESSION

Mr. Kennedy made a motion to go into Closed Session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia for consultation with legal counsel and staff members pertaining to actual or probable litigation.

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

At 8:07 p.m. Mr. Goodson recessed the Board into Closed Session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia for consultation with legal counsel and staff members pertaining to actual or probable litigation.

At 8:30 p.m. Mr. Goodson reconvened the Board.

Mr. Icenhour made a motion to adopt the Closed Session resolution.

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

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of the James City Service Authority (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(7) of the Code of Virginia to consult with legal counsel and staff members pertaining to actual or probable litigation.

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:31p.m. Mr. Goodson adjourned the Board to 7 p.m. on April 28, 2009.

Sanford B. Wanner
Secretary to the Board

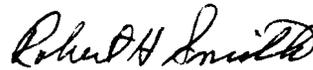
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MEMORANDUM

DATE: April 28, 2009
TO: The Board of Directors
FROM: Robert H. Smith, Assistant General Manager, James City Service Authority
SUBJECT: FY 2010 James City Service Authority Budget

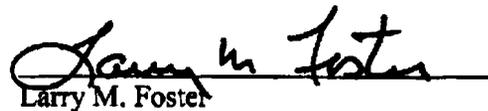
The purpose of this public hearing is to invite public comment on any aspect of the proposed FY 2010 James City Service Authority budget. A budget work session was conducted on April 22, 2009.

Should there be no changes to the budget as a result of this public hearing, staff recommends adoption of the budget as presented under Board Considerations.



Robert H. Smith

CONCUR:


Larry M. Foster

RHS/nb
FY10JCSABud_mem

Attachment

MEMORANDUM

DATE: April 28, 2009
TO: The Board of Directors
FROM: Robert H. Smith, Assistant General Manager, James City Service Authority
SUBJECT: Resolution of Appropriation – James City Service Authority – FY 2010

Attached for Board consideration and adoption is the resolution for the FY 10 appropriations for the James City Service Authority:

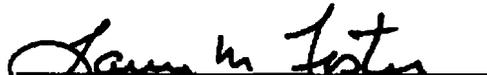
- Water Fund
- Sewer Fund
- Administration Fund
- Capital Improvement Program
- Debt Service Fund

Staff recommends adoption of the attached resolution.



Robert H. Smith

CONCUR:


Larry M. Foster

RHS/nb
JCSAFY10ROA_mem

Attachment

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY - FY 2010

WHEREAS, the Assistant General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010; and

WHEREAS, the Board of Directors has considered said budget and does now propose to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following amounts are hereby adopted and appropriated for operations and activities in the amounts as shown below:

1. The following amounts are hereby appropriated in the **Water Fund**:

<u>Water Fund - Revenue:</u>	
Service Charges	<u>\$7,118,978</u>
 <u>Water Fund - Expenditures:</u>	
Administration Fund Allocation	\$2,506,353
Operations and Maintenance	2,920,756
Capital Equipment Outlay	156,850
Debt Services Fund	1,385,019
PDA Operating Costs	<u>150,000</u>
	<u>\$7,118,978</u>

2. The following amounts are hereby appropriated in the **Sewer Fund**:

<u>Sewer Fund - Revenue:</u>	
Service Charges	<u>\$6,216,937</u>
 <u>Sewer Fund - Expenditures:</u>	
Administration Fund Allocation	\$3,461,153
Operations and Maintenance	2,366,784
Grinder Pump Expenses	309,000
Capital Equipment Outlay	<u>80,000</u>
	<u>\$6,216,937</u>

3. That the following amounts are hereby appropriated for the funds as indicated below:

ADMINISTRATIVE FUND

<u>Revenues:</u>	
Allocated to Water Fund	\$2,506,353
Allocated to Sewer Fund	<u>3,461,153</u>
	<u>\$5,967,506</u>
 <u>Expenditures:</u>	
Personnel Expenses	\$4,259,460
Operating Expenses	1,673,046
Capital Outlay	<u>35,000</u>
	<u>\$5,967,506</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Facility Charges	\$1,987,500
Sewer Facility Charges	1,344,000
Proffers	<u>500,000</u>
	<u>\$3,831,500</u>

Expenditures:

Water Supply	\$1,648,000
Water Transmission	664,000
Sewer System Improvements	1,334,500
Other Projects	<u>185,000</u>
	<u>\$3,831,500</u>

DEBT SERVICE FUND

Revenues:

Water Fund Contribution	\$1,385,019
Capital Improvements Program Contribution	<u>1,648,000</u>
	<u>\$3,033,019</u>

Expenditures:

Revenue Bonds, Series 2003	\$1,385,019
Revenue Bonds, Series 2008	<u>1,648,000</u>
	<u>\$3,033,019</u>

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 28th day of April, 2009.

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