

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**May 25, 2010**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes –
  - a. April 27, 2010, Regular Meeting
  - b. May 5, 2010, Budget Work Session
2. Bid Award – Stonehouse W-25 and W-26 Water Facility Improvements
3. Bid Award – Longhill Connector Road Water Main Extension

**D. BOARD CONSIDERATION**

1. Resolution of Appropriation – James City Service Authority – FY 2011

**E. BOARD REQUESTS AND DIRECTIVES**

**F. ADJOURNMENT to June 22, 2010**

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 27TH DAY OF APRIL 2010, 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 M. Foster, General Manager

**C. CONSENT CALENDAR**

Mr. McGlennon made a motion to adopt the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes – March 23, 2010, Regular Meeting

**D. PUBLIC HEARING**

1. FY 2011-2012 County Budget

Ms. Suzanne R. Mellen, Assistant Manager, Financial and Management Services, presented the James City Service Authority (JCSA) Operating Budget for Fiscal Year 2011-12 along with the James City County Budget. She noted that no fee or rate increases were included, but there was a reduction of four Full-Time Equivalents (FTEs). She explained that no action was required at this time, but the Board would vote on the appropriation resolution as a Board Consideration.

Mr. Goodson opened the Public Hearing.

1. Mr. Robert Richardson, 2786 Lake Powell Road, commented on the \$115,000 per year allocation to honor an agreement to purchase water from Newport News Waterworks (NNWW) for a project that does not exist. He commented the contract would cost \$1.6 million per year for 32 years.

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

**E. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon asked staff to investigate significantly excessive household consumption that exceeded the second-tier rate. He asked if there was a way to deal with households with large families who use the water for everyday needs.

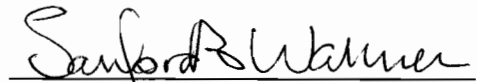
Mr. Foster stated he would look into this matter.

**F. RECESS to May 5, 2010, at 3 p.m.**

Mr. McGlennon made a motion to recess until the Board's budget work session on May 5, 2010, at 3 p.m.

The motion passed by a unanimous voice vote.

At 8:00 p.m., Mr. Goodson recessed the Board of Directors.



Sanford B. Wanner  
Sanford B. Wanner  
Secretary to the Board

**AT A BUDGET WORK SESSION OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 5TH DAY OF MAY 2010, AT 3:34 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, Roberts District  
John J. McGlennon, Vice Chairman, Jamestown District  
James G. Kennedy, Stonehouse District  
Mary Jones, Berkeley District  
James O. Icenhour, Jr., Powhatan District

Sanford B. Wanner, County Administrator  
Robert H. Smith, Assistant General Manager

**C. BOARD DISCUSSION**

**1. FY 2011-2012 James City Service Authority (JCSA) Budget**

Mr. Smith reviewed the proposed JCSA budget of roughly seven percent less than the previous year due to higher average rainfall and decreased consumption. He indicated that there was no proposed rate increase and the budget was balanced through reductions. He noted that four full-time positions had been eliminated. He commented on the Administrative Fund, the Water Fund, and the Sewer Fund. He reviewed the Capital Improvements Program (CIP) and Debt Service.

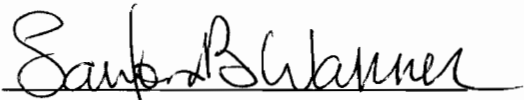
Discussion was held on reductions in the Water Fund and Sewer Fund and discounts for irrigation which does not go through the sewer system. Discussion was held on maintenance and potential CIP projects which were deferred.

**D. ADJOURNMENT**

Mr. Kennedy made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 3:45 p.m., Mr. Goodson adjourned the Board until 7 p.m. on May 25, 2010.

  
Sanford B. Wanner  
Clerk to the Board

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Discussion was held on reductions in the Water Fund and Sewer Fund and discounts for irrigation which does not go through the sewer system. Discussion was held on maintenance and potential CIP projects which were deferred.

**D. ADJOURNMENT**

Mr. Kennedy made a motion to adjourn.

The motion passed by a unanimous voice vote.

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Sanford B. Wanner  
Clerk to the Board

**MEMORANDUM**

DATE: May 25, 2010  
TO: The Board of Directors  
FROM: Michael D. Vergakis, P.E., Chief Engineer - Water, James City Service Authority  
SUBJECT: Bid Award – Stonehouse W-25 and W-26 Water Facility Improvements

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The plans and specifications for the Stonehouse W-25 and W-26 Water Facility Improvements have been publicly advertised and competitively bid. The project consists of the installation of variable frequency drives and instrumentation in W-25 and W-26 and the replacement of the control panel in W-26. The project is necessary to replace the antiquated control system and motor starters with a more energy efficient system with greater flexibility of control for the water system. One (1) bid was received as follows:

<u>Firm</u>	<u>Bid Amount</u>
Systems East Inc.	\$211,919

Systems East Inc. bid has been determined to be responsive and responsible.

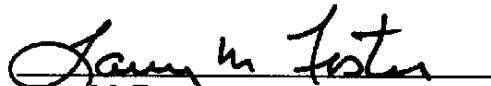
The bid is below the engineer's final cost estimate of \$317,000 and adequate funds are available for the project.

Staff recommends adoption of the attached resolution authorizing the Stonehouse W-25 and W-26 Water Facility Improvements to Systems East Inc., for \$211,919.

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Michael D. Vergakis, P.E.

CONCUR:

  
Larry M. Foster

MDV/tlc  
BA\_StnhseWtrFac\_mem

Attachment



**RESOLUTION**

**BID AWARD – STONEHOUSE W-25 AND W-26 WATER FACILITY IMPROVEMENTS**

WHEREAS, the plans and specifications for the Stonehouse W-25 and W-26 Water Facility Improvements have been publicly advertised and competitively bid with One (1) firm submitting a bid for \$211,919; and

WHEREAS, Systems East Inc. 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 Stonehouse W-25 and W-26 Water Facility Improvements to Systems East Inc., for a bid of \$211,919.

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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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 May, 2010.

BA\_StnhseWtrFac\_res

**MEMORANDUM**

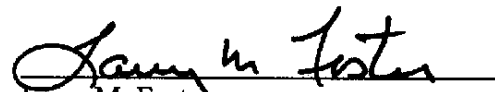
DATE: May 25, 2010  
 TO: The Board of Directors  
 FROM: Larry M. Foster, General Manager, James City Service Authority  
 SUBJECT: Bid Award – Longhill Connector Road Water Main Extension

The plans and specifications for the Longhill Connector Road Water Main Extension have been advertised and competitive bids publicly opened with ten firms submitting bids. The project includes 4,300 feet of 16-inch water main from The Mews to Ironbound Road which will improve water system hydraulics to the Northwestern part of the County. The firms and bid amounts are as follows:

<u>Firm</u>	<u>Bid Amount</u>
Jamestown Contracting	\$534,057.00
Henry S. Branscome, LLC	556,236.27
J. D. Ludwig	568,989.25
Basic Construction	605,643.50
Tidewater Utility Construction	624,870.10
Toano Contractors	638,915.00
J. Sanders Construction	729,600.00
Inner View	744,719.00
Walter C. Via Enterprises	811,502.00
W.R. Hall	836,932.00

The low bid of \$534,057 submitted by Jamestown Contracting, LLC is below the design engineer’s estimate of \$700,000 and within budget. Jamestown Contracting, LLC favorably performed similar work for the James City Service Authority in the past and has been determined capable of completing the scope of services required for this project.

Staff recommends adoption of the attached resolution awarding the contract for the Longhill Connector Road Water Main Extension project to Jamestown Contracting, LLC.

  
 \_\_\_\_\_  
 Larry M. Foster

LMF/tlc  
 BA\_LnghlConn\_mem

Attachment

**RESOLUTION**

**BID AWARD – LONGHILL CONNECTOR ROAD WATER MAIN EXTENSION**

WHEREAS, plans and specifications for the Longhill Connector Road Water Main Extension were advertised and bids ranging from \$534,057 to \$836,932 were submitted by ten firms and publicly opened; and

WHEREAS, Jamestown Contracting, LLC, who submitted the low bid of \$534,057, has been determined capable of providing the services necessary for the successful completion of the projects; and

WHEREAS, the project bid is below the design engineer's estimate and funds are available in the James City Service Authority budget.

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 Longhill Road Connector Road Water Main Extension to Jamestown Contracting, LLC for a contract amount of \$534,057.

\_\_\_\_\_  
Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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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 May, 2010.

BA\_LnghlConn\_res

MEMORANDUM

DATE: May 25, 2010  
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 2011

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Attached for Board consideration and adoption is the resolution for the FY 11 appropriations for the James City Service Authority:

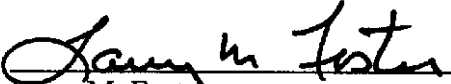
- Water Fund
- Sewer Fund
- Administration Fund
- Capital Improvement Program
- Debt Service Fund

Staff recommends adoption of the attached resolution.

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Robert H. Smith

CONCUR:

  
Larry M. Foster

RHS/tlc  
FY11ROA\_mem

Attachment

**RESOLUTION OF APPROPRIATION**

**JAMES CITY SERVICE AUTHORITY - FY 2011**

WHEREAS, the Assistant General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2010, and ending June 30, 2011; 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>\$6,609,476</u>
 <u>Water Fund - Expenditures:</u>	
Administration Fund Allocation	\$2,350,428
Operations and Maintenance	2,749,416
Capital Equipment Outlay	10,000
Debt Services Fund	1,384,632
PDA Operating Costs	<u>115,000</u>
	<u>\$6,609,476</u>

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

<u>Sewer Fund - Revenue:</u>	
Service Charges	<u>\$5,799,838</u>
 <u>Sewer Fund - Expenditures:</u>	
Administration Fund Allocation	\$3,245,830
Operations and Maintenance	2,200,008
Grinder Pump Expenses	309,000
Capital Equipment Outlay	<u>45,000</u>
	<u>\$5,799,838</u>

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

**ADMINISTRATIVE FUND**

<u>Revenues:</u>	
Allocated to Water Fund	\$2,350,428
Allocated to Sewer Fund	<u>3,245,830</u>
	<u>\$5,596,258</u>
 <u>Expenditures:</u>	
Personnel Expenses	\$4,060,947
Operating Expenses	1,508,311
Capital Outlay	<u>27,000</u>
	<u>\$5,596,258</u>

**CAPITAL IMPROVEMENTS PROGRAM**

Revenues:

Water Facility Charges	\$1,843,000
Sewer Facility Charges	<u>1,276,800</u>
	<u>\$3,119,800</u>

Expenditures:

Water Supply	\$1,646,000
Sewer System Improvements	983,800
Other Projects	<u>490,000</u>
	<u>\$3,119,800</u>

**DEBT SERVICE FUND**

Revenues:

Water Fund Contribution	\$1,384,632
Capital Improvements Program Contribution	<u>1,646,000</u>
	<u>\$3,030,632</u>

Expenditures:

Revenue Bonds, Series 2003	\$1,384,632
Revenue Bonds, Series 2008	<u>1,646,000</u>
	<u>\$3,030,632</u>

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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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 May, 2010.

FY11ROA\_res