

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**March 22, 2011**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes – February 22, 2011, Regular Meeting

**D. PUBLIC HEARING**

1. Extinguishment of a Portion of an Easement on Williamsburg Landing, Inc. Property – 5500 Williamsburg Landing Drive

**E. BOARD REQUESTS AND DIRECTIVES**

**F. ADJOURNMENT** to April 26, 2011, 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 22ND DAY OF FEBRUARY 2011, 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 G. Kennedy, Chairman  
James O. Icenhour, Jr., Vice Chairman  
Mary K. Jones  
Bruce C. Goodson  
John J. McGlennon

Robert C. Middaugh, Secretary  
Leo P. Rogers, County Attorney  
Larry M. Foster, General Manager

**C. CONSENT CALENDAR**

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

The motion passed by a unanimous voice vote.

1. Minutes -- January 25, 2011, Regular Meeting

**D. PUBLIC HEARING**

1. Public Hearing Set to Consider Reducing Grinder Pump Fee

Mr. Foster stated that an advertisement was submitted for a public hearing reducing the grinder pump fee due to evaluation of actual costs over the last three years. He stated staff has recommended that the fee be lowered from \$300 to \$260 due to recent trends.

Mr. Icenhour stated that the action taken tonight would be effective March 1, 2011.

Mr. Foster stated that was correct.

Mr. McGlennon thanked Mr. Foster for evaluating this fee to determine that the cost could be reduced.

Mr. Kennedy opened the Public Hearing.

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

Mr. McGlennon made a motion to adopt the resolution.

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

## **RESOLUTION**

### **PUBLIC HEARING TO CONSIDER REDUCING GRINDER PUMP FEE**

WHEREAS, the Grinder Pump Maintenance Fee established in the Regulations Governing Utility Service is based on the cost to provide the service; and

WHEREAS, based on experiences over the past 32 months the Grinder Pump Maintenance Fee can be reduced from \$300 to \$260 annually; and

WHEREAS, the new fee has been advertised as required by the Code of Virginia prior to changing sewer-related fees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby establishes March 1, 2011, as the effective date to amend the Regulations Governing Utility Service by reducing the Grinder Pump Maintenance Fee from \$300 to \$260 annually.

#### **E. BOARD CONSIDERATION**

##### **1. Authorization to Join the Virginia Association of Counties (VACo) Group Self Insurance Pool**

Mr. Foster stated that this was a housekeeping item since the James City Service Authority (JCSA) transferred its insurance program to the VACO Group Self Insurance Pool, but that the workers' compensation policy was separate and the authorization was not previously given, though the JCSA has been participating for about three years. He stated the resolution should be authorized.

Mr. Goodson made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

## **RESOLUTION**

### **AUTHORIZATION TO TRANSFER WORKERS' COMPENSATION INSURANCE TO THE**

#### **VIRGINIA ASSOCIATION OF COUNTIES RISK POOL (VACoRP)**

WHEREAS, James City Service Authority (JCSA) desires to protect against liability and workers' compensation claims and property losses and to provide for payment of claims or losses for which the JCSA may be liable; and

WHEREAS, the Virginia Association of Counties Group Self Insurance Risk Pool (VACoRP), has been established pursuant to Chapter 27 (§ 15.2-2700 et seq.) and Title 15.2 of the Code of Virginia; and

WHEREAS, it is desirable for JCSA to join the VACoRP in order to provide a method of risk sharing for liability and workers' compensation claims and property losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby agrees to the Member Agreement entitled "Member Agreement for Virginia Association of Counties Group Self Insurance Risk Pool" which creates a group fund to pay liability and workers' compensation claims and property losses of the counties and other local agencies joining the Group, and we acknowledge we have received a copy of the pertinent Plan and supporting documents.

BE IT FURTHER RESOLVED that the General Manager of the JCSA is authorized to execute the member agreement to join the VACoRP and to act on behalf of the JCSA in matters relative to the group.

**F. BOARD REQUESTS AND DIRECTIVES**

Mr. Kennedy asked about what the daily water consumption was during the off-season.

Mr. Foster stated that the current consumption was 3 to 3.75 million gallons per day (MGD).

Mr. Kennedy asked the comparison to peak consumption in the summer.

Mr. Foster stated that consumption was about 7 to 8 MGD in the peak period.

Mr. Icenhour asked if the summer figures are lower than the past due to water conservation.

Mr. Foster stated that the rate structure and the water conservation communication plan have an impact, but he believed it was difficult to determine what the impact is. He stated the odd and even schedule has reduced the peak impact, but the demand was mainly based on the temperature and rainfall.

Mr. McGlennon asked if he could be provided with a household usage figure during the budget process.

Mr. Kennedy requested notification about rates and water usage for every new customer. He asked that some examples and scenarios be provided as well.

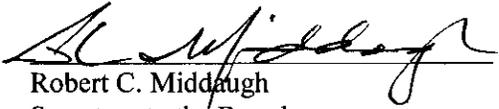
Mr. Foster stated that the JCSA was in the process of doing this automatically through the Hampton Roads Sanitation District (HRSB). He said those suggestions could be incorporated in the letter that staff was developing.

**G. ADJOURNMENT to March 22, 2011, at 7 p.m.**

Mr. Goodson made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 7:50 p.m., Mr. Kennedy adjourned the Board of Directors.



Robert C. Middaugh  
Secretary to the Board

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

The motion passed by a unanimous voice vote.

1. Minutes – January 25, 2011, Regular Meeting

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Mr. McGlennon made a motion to adopt the resolution.

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

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**G. ADJOURNMENT to March 22, 2011, at 7 p.m.**

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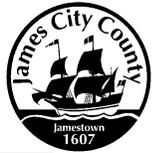
The motion passed by a unanimous voice vote.

At 7:50 p.m., Mr. Kennedy adjourned the Board of Directors.

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Robert C. Middaugh  
Secretary to the Board

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**MEMORANDUM COVER**

**Subject:** Extinguishment of a Portion of an Easement on Williamsburg Landing Inc. Property – 5500 Williamsburg Landing Drive

**Strategic Management Plan Pathway:** N/A

**Action Requested:** Shall the Board approve the resolution authorizing the extinguishment of a portion of an easement located within the Williamsburg Landing Complex to allow the expansion of the facility?

**Summary:** Williamsburg Landing Inc. plans to expand its Woodhaven facility encroaching on a portion of a James City Service Authority (JCSA) easement and has agreed to mitigate any impacts. JCSA staff has determined that the easement area can be extinguished without impacting sewer service to its customers.

Staff recommends approval of the attached resolution.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Assistant County Administrator**  
  
Doug Powell \_\_\_\_\_

**County Administrator**  
  
Robert C. Middaugh \_\_\_\_\_

**Attachments:**  
1. Memorandum  
2. Resolution

**Agenda Item No.:** D-1  
  
**Date:** March 22, 2011

MEMORANDUM

DATE: March 22, 2011

TO: The Board of Directors

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

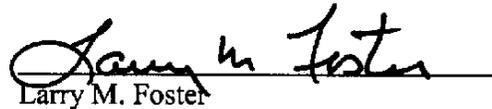
SUBJECT: Extinguishment of a Portion of an Easement on Williamsburg Landing Inc. Property – 5500 Williamsburg Landing Drive

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Williamsburg Landing Inc.'s planned Woodhaven expansion project will encroach on a James City Service Authority (JCSA) sewer main that crosses property owned by Williamsburg Landing, Inc. Williamsburg Landing Inc. has agreed to mitigate any impacts associated with the relocation of the easement.

This meeting has been advertised as a public hearing on extinguishing the easement on the property as defined on a plat prepared by AES Consulting Engineers and dated January 14, 2011.

Staff recommends that after conducting the required public hearing, the Board approve the attached resolution authorizing the General Manager to sign the necessary documents extinguishing a portion the JCSA easement identified as James City County Tax Map Parcel No. 4820100003.

  
Larry M. Foster

LMF/nb  
ExtWLnEsmt\_mem

Attachment

**RESOLUTION**

**EXTINGUISHMENT OF A PORTION OF AN EASEMENT ON WILLIAMSBURG**

**LANDING INC. PROPERTY – 5500 WILLIAMSBURG LANDING DRIVE**

WHEREAS, Williamsburg Landing, Inc. desires to build a structure that will encroach on a portion of James City Service Authority (JCSA) easement near the entrance to the complex located at 5500 Williamsburg Landing Drive; and

WHEREAS, JCSA has determined that the sewer line located within the easement can be relocated without interfering with sewer services.

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 extinguish the easement area designated as on James City County Real Estate Tax Parcel No. 4820100003 and identified on a plat prepared by AES Consulting Engineers and dated January 1, 2011.

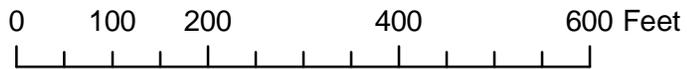
\_\_\_\_\_  
James G. Kennedy  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Robert C. Middaugh  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of March, 2011.

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1 inch = 200 feet

- Existing Easement
- New Easement
- Abandoned Easement



This drawing is neither a legally recorded map nor a survey and is not intended to be used as such.