

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

April 12, 2011

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes – March 22, 2011, Regular Meeting
2. Contract Award – Furnishings for New James City Service Authority Operations Center
\$143,825
Supports County's Strategic Pathway 3.d - invest in the capital project needs of the community

D. PUBLIC HEARING

1. FY 2012 James City Service Authority Budget

E. BOARD REQUESTS AND DIRECTIVES

F. ADJOURNMENT

041211bod_age

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 MARCH 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. McGlennon made a motion to adopt the item on the Consent Calendar.

The motion passed by a unanimous voice vote.

D. PUBLIC HEARING

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

Mr. Foster explained that this item has been advertised as a public hearing to extinguish a portion of an easement on Williamsburg Landing Drive. He displayed the area of the easement and noted that James City Service Authority (JCSA) has determined that extinguishment of the easement would not impact any customers. He recommended approval of the resolution.

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).

E. BOARD REQUESTS AND DIRECTIVES

Mr. Foster responded to Mr. McGlennon's questions about water consumption. He reviewed water demand based on per-customer basis. He reviewed peak demand and low demand, and noted that weather conditions played a major part on water consumption. He showed the average gallons of use per customer per day in different demand periods. He showed that there was a reduction in consumption between 2002 and 2010.

Mr. Kennedy asked if this was prior to odd/even water use.

Mr. Foster stated that 2002 was when odd/even water restrictions were implemented as a result of a drought.

Mr. Kennedy asked if this displayed an increase as a result of the odd/even watering schedule.

Mr. Foster stated that this data equalizes the consumption per month.

Mr. McGlennon thanked Mr. Foster for providing the information and highlighted the benefits of water conservation.

Mr. Foster noted that the figures provided include industrial water use.

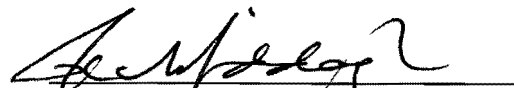
Mr. Kennedy noted that he had incorporated a new washing machine and he saw a significant reduction in water usage.

F. ADJOURNMENT to April 26, 2011, at 7 p.m.

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:45 p.m. Mr. Kennedy adjourned the Board.


Robert C. Middaugh
Secretary to the Board

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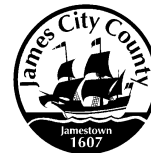
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Robert C. Middaugh
Secretary to the Board



MEMORANDUM COVER

Subject: Contract Award - Furnishings for New James City Service Authority (JCSA) Operations Center - \$143,825

Strategic Management Plan Pathway: 3.d - invest in the capital project needs of the community

Action Requested: Shall the Board approve the contract to Smarter Interiors in the amount of \$143,825 for furnishings at the New James City Service Authority (JCSA) Operations Center?

Summary: JCSA and Purchasing staff determined the most efficient procurement method for this purchase was to use a cooperative purchasing contract issued by The Cooperative Purchasing Network (TCPN) to Smarter Interiors as a result of a competitive sealed Request for Proposals. 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. JCSA staff attended a furniture showcase held at James City County featuring vendors with cooperative furniture contracts available through TCPN.

Staff determined the Smarter Interiors contract specifications met the Authority's requirements for furnishings and negotiated a contract in the amount of \$143,825.

Staff recommends approval of the attached resolution.

Fiscal Impact: Funded through the Capital Improvements Program budget.

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:
1. Memorandum
2. Resolution

Agenda Item No.: C-2

Date: April 12, 2011

MEMORANDUM

DATE: April 12, 2011
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Contract Award – Furnishings for New James City Service Authority (JCSA) Operations Center – \$143,825

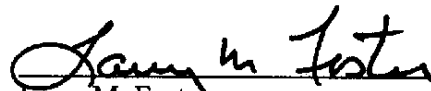
Funds are available in the FY 2011 Capital Improvements Program budget for furnishings for the new James City Service Authority (JCSA) Operations Center.

JCSA and Purchasing staff determined the most efficient procurement method for this purchase was to use a cooperative purchasing contract issued by The Cooperative Purchasing Network (TCPN) to Smarter Interiors as a result of a competitive sealed Request for Proposals. 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. JCSA staff attended a furniture showcase held at James City County featuring vendors with cooperative furniture contracts available through TCPN.

The furnishings outfit a 12,500-square-foot building that includes 22 offices, training, break, and conference rooms along with miscellaneous support furnishings. Training room furnishings include table and chairs to support 90 people. Staff determined the Smarter Interiors contract specifications met the Authority's requirements for furnishings and negotiated a contract in the amount \$143,825.

Staff recommends approval of the attached resolution.


Larry M. Foster

LMF/nb
CA_Furnish_mem

Attachment

RESOLUTION

CONTRACT AWARD – FURNISHINGS FOR NEW JAMES CITY SERVICE AUTHORITY

(JCSA) OPERATIONS CENTER – \$143,825

WHEREAS, funds are available in the FY 2011 Capital Improvement Program budget for purchase of furnishings for the new James City Service Authority (JCSA) Operations Center; and

WHEREAS, cooperative purchasing action is authorized by Chapter 1, Section 5, of the James City County Purchasing Policy and the Virginia Public Procurement Act and The Cooperative Purchasing Network (TCPN) issued a cooperative purchasing contract to Smarter Interiors as a result of a competitive sealed Request for Proposals; and

WHEREAS, JCSA and Purchasing staff determined the contract specifications met the Authority's requirements for furniture in the amount of \$143,825 with Smarter Interiors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the Secretary to the Board to execute a contract with Smarter Interiors for furnishings in the amount of \$143,825.

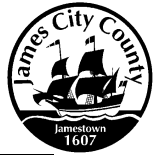
James G. Kennedy
Chairman, Board of Directors

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 12th day of April, 2011.

CA_Furnish_res



MEMORANDUM COVER

Subject: FY 2012 James City County and James City Service Authority Budget

Strategic Management Plan Pathway: N/A

Action Requested: Shall the Board adopt the budget, as amended during the Budget Work Sessions at its meeting on April 26, 2011?

Summary: The purpose of the Public Hearing is to invite public comment on any aspect of the proposed FY 2012 Budget. Any public comments received could become part of the agenda for the upcoming budget work sessions at the direction of the Board of Supervisors.

Staff expects to ask the Board to adopt the budget, as amended during the Budget Work Sessions at its meeting on April 26, 2011.

Fiscal Impact: _____

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachment:
1.Memorandum

Agenda Item No.: I-1

Date: April 12, 2011

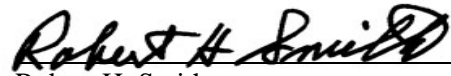
MEMORANDUM

DATE: April 12, 2011
TO: The Board of Directors
FROM: Robert H. Smith, Assistant General Manager, James City Service Authority
SUBJECT: Fiscal Year 2012 James City Service Authority (JCSA) Budget

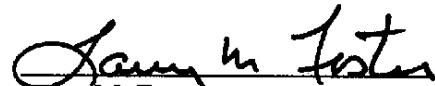
The purpose of this public hearing is to invite public comment on any aspect of the proposed FY 2012 James City Service Authority (JCSA) budget. Any comments received could become part of the agenda for the upcoming budget work session at the direction of the Board of Supervisors.

No action is expected of the Board at this meeting, but any questions would be helpful as we prepare for the budget work session.

Staff expects to ask the Board to adopt the budget at its meeting on April 26, 2011.


Robert H. Smith

CONCUR:


Larry M. Foster

RHS/nb
JCSABudget_mem