

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

May 28, 2013

7:00 P.M.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CONSENT CALENDAR**
 - 1. Minutes –
 - a. April 23, 2013, Regular Meeting
 - 2. Mirror Lake Dam Safety Grant Award – Virginia Department of Conservation and Recreation – \$5,800
- D. PUBLIC HEARING**
- E. BOARD CONSIDERATIONS**
- F. BOARD REQUESTS AND DIRECTIVES**
- G. ADJOURNMENT – to 7 p.m. on June 25, 2013**

052813bod_age

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 23RD DAY OF APRIL 2013, 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
John J. McGlennon
M. Anderson Bradshaw

Robert C. Middaugh, Secretary to the Board
Lola R. Perkins, Assistant County Attorney
Larry M. Foster, General Manager

Mr. Larry Foster, General Manager of the James City Service Authority, called the roll.

C. CONSENT CALENDAR

1. Minutes –
 - a. March 26, 2013, Regular Meeting

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

The motion passed by a unanimous voice vote.

D. PUBLIC HEARING – None

E. BOARD CONSIDERATION

1. Resolution of Appropriation – James City Service Authority– FY 2014

Mr. Foster addressed the Board giving a summary of the memorandum included in the Agenda Packet.

Mr. McGlennon made a motion to adopt the Resolution of Appropriation.

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

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY – FY 2014

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014; 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**:

Water Fund - Revenues:

Service Charges	\$6,543,473
Interest	95,400
Miscellaneous	<u>396,621</u>
	<u>\$7,035,494</u>

Water Fund - Expenses:

Administrative Fund Allocation	\$2,700,909
Direct Expenses	3,034,203
Capital Equipment Outlay	33,500
PDA Operating Costs	1,100
CIP Transfer-Kingswood	200,000
Reserves Transfer	<u>1,065,782</u>
	<u>\$7,035,494</u>

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

Sewer Fund - Revenues:

Service Charges	\$5,950,000
Interest	84,600
Grinder Pump Changes	185,000
Miscellaneous	<u>142,000</u>
	<u>\$6,361,600</u>

Sewer Fund - Expenses:

Administrative Fund Allocation	\$3,729,826
Direct Expenses	1,640,643
Grinder Pump Expenses	318,720
Capital Equipment Outlay	53,500
CIP Transfer-DEQ Consent Order	<u>618,911</u>
	<u>\$6,361,600</u>

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

ADMINISTRATIVE FUND

<u>Revenues:</u>	
Allocated to Water Fund	\$2,700,909
Allocated to Sewer Fund	<u>3,729,826</u>
	<u>\$6,430,735</u>
 <u>Expenses:</u>	
Personnel Expenses	\$4,662,400
Operating Expenses	1,713,835
Capital Outlay	<u>54,500</u>
	<u>\$6,430,735</u>

CAPITAL IMPROVEMENTS PROGRAM

<u>Revenues:</u>	
Water Facility Charges	\$2,147,000
Sewer Facility Charges	1,425,000
Water Fund Transfer-Kingswood	200,000
Sewer Fund Transfer-DEQ Consent Order	<u>618,911</u>
	<u>\$4,390,911</u>
 <u>Expenses:</u>	
Water Supply	\$2,120,000
Water Distribution	350,000
Sewer System Improvements	1,280,911
Other Projects	<u>640,000</u>
	<u>\$4,390,911</u>

DEBT SERVICE FUND

<u>Revenues:</u>	
Capital Improvements Program Contribution	<u>\$1,645,000</u>
	<u>\$1,645,000</u>
 <u>Expenses:</u>	
Revenue Bonds, Series 2008	<u>\$1,645,000</u>
	<u>\$1,645,000</u>

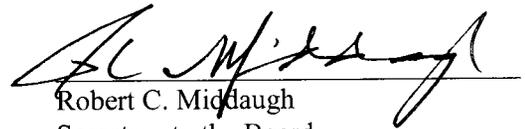
F. BOARD REQUESTS AND DIRECTIVES – None

G. ADJOURNMENT – to 7 p.m. on May 28, 2013

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:40 p.m., Mr. Kennedy adjourned the Board.



Robert C. Middaugh
Secretary to the Board

042313bod_min

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 23RD DAY OF APRIL 2013, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

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B. ROLL CALL

James G. Kennedy, Chairman
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Mary K. Jones
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Robert C. Middaugh, Secretary to the Board
Lola R. Perkins, Assistant County Attorney
Larry M. Foster, General Manager

Mr. Larry Foster, General Manager of the James City Service Authority, called the roll.

C. CONSENT CALENDAR

1. Minutes –
 - a. March 26, 2013, Regular Meeting

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

The motion passed by a unanimous voice vote.

D. PUBLIC HEARING – None

E. BOARD CONSIDERATION

1. Resolution of Appropriation – James City Service Authority– FY 2014

Mr. Foster addressed the Board giving a summary of the memorandum included in the Agenda Packet.

Mr. McGlennon made a motion to adopt the Resolution of Appropriation.

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

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY – FY 2014

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014; 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:

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Expenses:

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Revenues:

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Expenses:

Revenue Bonds, Series 2008	\$1,645,000
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F. BOARD REQUESTS AND DIRECTIVES – None

G. ADJOURNMENT – to 7 p.m. on May 28, 2013

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:40 p.m., Mr. Kennedy adjourned the Board.

Robert C. Midaugh
Secretary to the Board

042313bod_min

MEMORANDUM COVER

Subject: Appropriation of Mirror Lake Dam Safety Grant Award – Virginia Department of Conservation and Recreation – \$5,800

Action Requested: Shall the Board approve the resolution to appropriate grant funds?

Summary: The James City Service Authority (JCSA) has been awarded a Dam Safety Grant by the Virginia Department of Conservation and Recreation, Dam Safety and Floodplain Management Division (DCR) in the amount of \$5,800. The grant funding source is the Virginia Dam Safety, Floodplain Prevention and Protection Assistance Fund.

The JCSA owns the earthen dam located along Point O’Woods Road in the Mirror Lake Estates neighborhood. This grant reimburses the JCSA for approximately 50 percent of the cost of a Failure Analysis and Inundation Mapping study performed to meet the Commonwealth’s Impounding Structure Regulations.

Staff recommends approval of the attached resolution.

Fiscal Impact: 50 percent match required and previously provided in JCSA Capital Improvements Program (CIP) 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: May 28, 2013

MEMORANDUM

DATE: May 28, 2013

TO: The Board of Supervisors

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

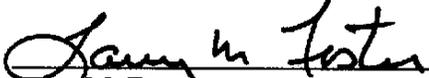
SUBJECT: Appropriation of Mirror Lake Dam Safety Grant Award – Virginia Department of Conservation and Recreation – \$5,800

The James City Service Authority (JCSA) has been awarded a Dam Safety Grant by the Virginia Department of Conservation and Recreation, Dam Safety and Floodplain Management Division (DCR) in the amount of \$5,800. The grant funding source is the Virginia Dam Safety, Floodplain Prevention and Protection Assistance Fund.

The JCSA owns the earthen dam located along Point O’Woods Road in the Mirror Lake Estates neighborhood. This grant reimburses the JCSA for approximately 50 percent of the cost of a Failure Analysis and Inundation Mapping study performed to meet the Commonwealth’s Impounding Structure Regulations. Timmons Engineering performed the study that included a detailed dam failure analysis and hazard area mapping as required by DCR in order to verify the hazard classification of the dam.

The grant requires a 50 percent match. The matching funds for this reimbursement grant were provided in the JCSA’s Capital Improvements Program (CIP) budget.

Staff recommends adoption of the attached resolution.


Larry M. Foster

LMF/nb
GA-MirrorLks_mem

Attachment

RESOLUTION

APPROPRIATION OF MIRROR LAKE DAM SAFETY GRANT AWARD –

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION – \$5,800

WHEREAS, the James City Service Authority (JCSA) has been awarded a Dam Safety Grant by the Virginia Department of Conservation and Recreation in the amount of \$5,800; and

WHEREAS, the funds are to be used to reimburse the JCSA for approximately 50 percent of the cost of a Failure Analysis and Inundation Mapping study performed to meet the Commonwealth’s Impounding Structure Regulations; and

WHEREAS, the grant requires 50 percent match that was provided in the JCSA’s Capital Improvements Program (CIP) budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following appropriation to the CIP budget:

Revenue:

Dam Safety Grant – FY 2013	<u>\$5,800</u>
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Expense:

Mirror Lake Dam – FY 2013	<u>\$5,800</u>
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James G. Kennedy
Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____
BRADSHAW	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of May, 2013.

MEMORANDUM COVER

Subject: Contract Award – James City Service Authority (JCSA) Sewer Pipe Bridge Repair Services – \$117,544

Action Requested: Shall the Board approve the resolution authorizing the contract award to Carolina Marine Structures for the James City Service Authority (JCSA) Sewer Pipe Bridge Repair Services project?

Summary: The purpose of the JCSA Sewer Pipe Bridge Repair Services project is to repair or replace approximately 37 sewer pipe bridges in various locations. The scope of work also includes the clearing of related easements to remove fallen and live trees and other vegetation.

The Invitation for Bids was publicly advertised and three bids were received. The lowest responsive and responsible bid was from Carolina Marine Structures with a bid of \$117,544.

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.: C-3

Date: May 28, 2013

MEMORANDUM

DATE: May 28, 2013
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Contract Award – James City Service Authority (JCSA) Sewer Pipe Bridge Repair Services
 – \$117,544

The purpose of the James City Service Authority (JCSA) Sewer Pipe Bridge Repair Services project is to repair or replace approximately 37 sewer pipe bridges in various locations. The scope of work also includes the clearing of related easements to remove fallen and live trees and other vegetation. The program is part of the Maintenance, Operations, and Management program required by the JCSA’s Consent Order with the Virginia Department of Environmental Quality.

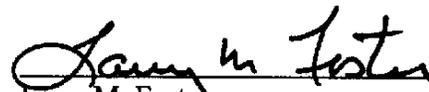
The Invitation for Bids for this project was publicly advertised and competitively bid. Three bids were received as follows:

<u>FIRM</u>	<u>AMOUNT</u>
Carolina Marine Structures	\$117,544.00
Earley Marine	177,503.68
Henry S. Branscome, LLC	206,034.00

Carolina Marine Structures was determined to be the lowest responsive and responsible bidder and reference checks were satisfactory.

Professional engineering staff considers the price to be fair and reasonable and adequate funds are available in the JCSA Capital Improvements Program budget.

Staff recommends that the Board approve the attached resolution authorizing the contract award for Sewer Pipe Bridge Repair Services to Carolina Marine Structures for \$117,544.


 Larry M. Foster

LMF/nb
 CA-SPBridge_mem

Attachment

RESOLUTION

CONTRACT AWARD – JAMES CITY SERVICE AUTHORITY (JCSA) SEWER PIPE

BRIDGE REPAIR SERVICES – \$117,544

WHEREAS, the Invitation for Bids for the James City Service Authority (JCSA) Sewer Pipe Bridge Repair Services project has been publicly advertised and competitively bid with three firms submitting bids; and

WHEREAS, Carolina Marine Structures has been determined to be the lowest responsive and responsible bidder.

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 JCSA Sewer Pipe Bridge Repair Services to Carolina Marine Structures in the amount of \$117,544.00.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
JONES	___	___	___
KENNEDY	___	___	___
ICENHOUR	___	___	___
BRADSHAW	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of May, 2013.

CA-SPBridge_res