

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

June 24, 2014

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes –
 - a. May 27, 2014, Regular Meeting
2. Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$15,000

D. PUBLIC HEARING

E. BOARD CONSIDERATIONS

F. BOARD REQUESTS AND DIRECTIVES

G. CLOSED SESSION

1. Consideration of personnel matter(s) involving the performance of the General Manager, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

H. ADJOURNMENT – to 7 p.m. on July 22, 2014, for the Regular Meeting

062414bod-age

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 MAY 2014, 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
 Mary K. Jones
 John J. McGlennon
 Michael J. Hipple
 Kevin D. Onizuk

M. Douglas Powell, General Manager and Secretary to the Board
 Leo P. Rogers, County Attorney

C. CONSENT CALENDAR

Mr. McGlennon made a motion to approve the Consent Calendar, stipulating that the same issues discussed during the Board of Supervisors' meeting regarding the Employer Contribution Rates would apply here as well.

The motion passed by a unanimous voice vote.

1. Minutes –
 - a. April 22, 2014, Regular Meeting
2. Emergency Purchase Order - Groundwater Treatment Facility - Lower Potomac Production Well #1 (LP 1) Rehabilitation, Cleaning, and Production Capacity Testing - \$166,281

RESOLUTION

EMERGENCY PURCHASE ORDER - GROUNDWATER TREATMENT FACILITY -

LOWER POTOMAC PRODUCTION WELL #1 (LP 1) REHABILITATION,

CLEANING, AND PRODUCTION CAPACITY TESTING - \$166,281

WHEREAS, Emergency Purchase Order 314025 was issued to A.C. Schultes of Maryland, Inc. for well rehabilitation with liner installation, cleaning, and production capacity testing; and

WHEREAS, the Purchasing Policy requires Board approval for the award of all contracts over \$100,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves the award of Emergency Purchase Order 314025 for LP 1 Rehabilitation, Cleaning, and Production Capacity Testing to A.C. Schultes of Maryland, Inc. in the amount of \$166,281.

3. Employer Contribution Rates

RESOLUTION

EMPLOYER CONTRIBUTION RATES

BE IT RESOLVED that the James City County Service Authority 55455 does hereby acknowledge that its contribution rates effective July 1, 2014 shall be based on the higher of a) the contribution rate in effect for FY 2014, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED that the James City County Service Authority 55455 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

(Check only one box)

The Certified Rate of 8.49%

The Alternate Rate of 6.79%; and

BE IT ALSO RESOLVED that the James City Service Authority 55455 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of James City Service Authority 55455 are hereby authorized and directed in the name of the James City County Service Authority to carry out the provisions of this resolution, and said officers of the James City Service Authority are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the James City Service Authority for this purpose.

D. PUBLIC HEARING - None

E. BOARD CONSIDERATIONS

1. Resolution of Appropriation - James City Service Authority (JCSA) - Fiscal Year 2015 Budget

Ms. Jones made a motion to approve the amended resolution provided to the Directors at the dais this evening which corrected a typographical error.

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

RESOLUTION

RESOLUTION OF APPROPRIATION –

JAMES CITY SERVICE AUTHORITY (JCSA) - FISCAL YEAR 2015 BUDGET

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015; and

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

NOW, THEREFORE, BE IT RESOLVED that 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	\$5,919,910
Interest	88,510
Miscellaneous	<u>30,621</u>
	<u>\$6,339,041</u>

Water Fund - Expenses:

Administrative Fund Allocation	\$2,797,327
Direct Expenses	3,226,714
Capital Equipment Outlay	165,000
CIP Transfer-Kingswood	<u>150,000</u>
	<u>\$6,339,041</u>

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

Sewer Fund - Revenues:

Service Charges	\$5,684,197
Interest	78,490
Grinder Pump Charges	180,000
Miscellaneous	<u>135,000</u>
	<u>\$6,077,687</u>

Sewer Fund - Expenses:

Administrative Fund Allocation	\$3,862,975
Direct Expenses	1,759,712
Grinder Pump Expenses	321,000
Capital Equipment Outlay	<u>134,000</u>
	<u>\$6,077,687</u>

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$2,797,327
Allocated to Sewer Fund	<u>3,862,975</u>
	<u>\$6,660,302</u>

Expenses:

Personnel Expenses	\$4,703,004
Operating Expenses	1,784,298
Capital Outlay	<u>173,000</u>
	<u>\$6,660,302</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Facility Charges	\$2,252,000
Sewer Facility Charges	1,500,000
Water Fund Transfer - Kingswood	150,000
Reserves Transfer	<u>2,000,000</u>
	<u>\$5,902,000</u>

Expenses:

Water Supply	\$4,211,000
Water Distribution	200,000
Water Transmission	500,000
Sewer System Improvements	891,000
Other Projects	<u>100,000</u>
	<u>\$5,902,000</u>

DEBT SERVICE FUND

Revenue:

Capital Improvements Program Contribution	<u>\$1,646,000</u>
	<u>\$1,646,000</u>

Expense:

Revenue Bonds, Series 2008	<u>\$1,646,000</u>
	<u>\$1,646,000</u>

F. BOARD REQUESTS AND DIRECTIVES

Mr. Kennedy asked how the community is doing on water consumption now that temperatures are rising.

Mr. Powell stated that the James City Service Authority (JCSA) is averaging about five million gallons a day, which is relatively low for this time of year. He stated that those numbers will rise as the temperatures continue to rise.

Mr. Kennedy asked that the Directors be kept informed of the water consumption, as it affects the JCSA budget.

G. ADJOURNMENT – until 7 p.m. on June 24, 2014, for the Regular Meeting

Ms. Jones made a motion to adjourn.

The motion passed by a unanimous voice vote.

M. Douglas Powell
Secretary to the Board

052714bod-min

MEMORANDUM

DATE: June 24, 2014

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$15,000

The James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant by the Virginia Department of Health Office of Drinking Water in the amount of \$15,000. The grant funding sources are the Federal Safe Drinking Water Act and the Virginia Drinking Water State Revolving Fund Set-Asides.

The funds are to be used to properly abandon old, unused wells through the JCSA’s Cap It Well Abandonment Program. Wells are abandoned when they are replaced by new wells or when homes are connected to the JCSA. Virginia law requires that private wells, no longer in use, be properly abandoned, which means that a licensed well driller permanently seals or “caps” the well. The Cap It program provides funding and information to assist citizens in capping wells.

The purpose of the Cap It Program is to protect James City County’s groundwater resources from pollutants and contamination via unused or improperly abandoned private wells in James City County, protect the Chesapeake Bay and local rivers and watersheds by reducing the threat of groundwater contamination, and reduce the threat to humans and animals that may become trapped in an open, unused well.

Over the past 11 years, 289 wells have been abandoned through this program. County residents and businesses are eligible for the program with residential applications taking priority. The program currently has a waiting list of seven applications.

The grant requires no match.

Staff recommends adoption of the attached resolution.



 M. Douglas Powell

MDP/gb
 GA-WelhdPro_mem

Attachment

RESOLUTION**GRANT AWARD - WELLHEAD PROTECTION - VIRGINIA DEPARTMENT OF****HEALTH OFFICE OF DRINKING WATER - \$15,000**

WHEREAS, the James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant by the Virginia Department of Health Office of Drinking Water in the amount of \$15,000; and

WHEREAS, the funds are to be used to properly abandon old, unused wells through the JCSA's Cap It Well Abandonment Program; and

WHEREAS, the grant requires no match.

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

Revenue:

Wellhead Protection Grant - FY 2015	<u>\$15,000</u>
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Expense:

Cap It Well Abandonment Program - FY 2015	<u>\$15,000</u>
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James G. Kennedy
Chairman, Board of Directors

ATTEST:

M. Douglas Powell
Secretary to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	___	___	___
JONES	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 24th day of June, 2014.

GA-WelhdPro-res