

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**July 22, 2014**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes –
  - a. June 24, 2014, Regular Meeting
2. Mirror Lakes Dam Safety Grant Awards – Virginia Department of Conservation and Recreation – \$1,700 and \$9,500

**D. PUBLIC HEARING**

**E. BOARD CONSIDERATIONS**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT – to 7 p.m. on August 12, 2014**

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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 24TH DAY OF JUNE 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.

The motion passed by a unanimous voice vote.

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

**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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- D. PUBLIC HEARING - None**
- E. BOARD CONSIDERATIONS – None**
- F. BOARD REQUESTS AND DIRECTIVES - None**
- G. CLOSED SESSION**

Ms. Jones made a motion to go into Closed Session pursuant to the code section listed on the Agenda.

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

At 8:52 p.m. the Board of Directors entered Closed Session.

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

At 9:09 p.m. the Board of Directors reentered Open Session.

Mr. McGlennon made a motion to certify the Closed Session.

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

## **RESOLUTION**

### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) Section 2.2-3711(A)(1), to consider personnel matter(s), the performance of the General Manager.

Mr. Kennedy made a motion, effective July 1, 2014, to increase the salary of the General Manager, M. Douglas Powell, to \$135,000 per year and to contribute \$5,000 to his deferred compensation account in lieu of a vehicle allowance or assignment of a County-owned vehicle.

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

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

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 9:10 p.m., Mr. Kennedy adjourned the Board.

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M. Douglas Powell  
Secretary to the Board



**MEMORANDUM**

DATE: July 22, 2014

TO: The Board of Directors

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

SUBJECT: Dam Safety Grant Awards – Virginia Department of Conservation and Recreation – \$1,700 and \$9,500

The James City Service Authority (JCSA) has been awarded two Dam Safety Grants by the Virginia Department of Conservation and Recreation (DCR), Dam Safety and Floodplain Management Division in the amounts of \$1,700 and \$9,500. The 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 Lakes neighborhood. The \$1,700 grant reimburses the JCSA for 16 percent of the cost of an Alternatives Analysis engineering study. The study evaluated three alternatives for renovations needed to meet the Commonwealth’s Impounding Structure Regulations and included a cost summary for each alternative. The \$9,500 grant reimburses the JCSA for 16 percent of the cost of Renovation Engineering Services to design the selected alternative of adding additional pipes as a secondary spillway. Timmons Engineering performed the Alternatives Analysis study and designed the secondary spillway.

The grants each require a 50 percent match. The matching funds for these reimbursement grants were provided in the JCSA’s Capital Improvements Program (CIP) budget.

Staff recommends adoption of the attached resolution.

  
 M. Douglas Powell

MDP/nb  
 GA-VirginiaDCR-mem

Attachment

**RESOLUTION****DAM SAFETY GRANT AWARDS – VIRGINIA DEPARTMENT OF****CONSERVATION AND RECREATION – \$1,700 AND \$9,500**

WHEREAS, the James City Service Authority (JCSA) has been awarded two Dam Safety Grants by the Virginia Department of Conservation and Recreation in the amounts of \$1,700 and \$9,500; and

WHEREAS, the funds are to be used to reimburse the JCSA for 16 percent of the cost of an Alternative Analysis engineering study and 16 percent of the cost of Renovation Engineering Design Services required to meet the Commonwealth's Impounding Structure Regulations; and

WHEREAS, the grants each require a 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 2015	<u>\$11,200</u>
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Expense:

Mirror Lakes Dam – FY 2015	<u>\$11,200</u>
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James G. Kennedy  
Chairman, Board of Directors

ATTEST:

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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 22nd day of July, 2014.