

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**August 12, 2014**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes –
  - a. July 22, 2014, Regular Meeting
2. Formal Acceptance of Water and Sewer Systems – FY 2014

**D. PUBLIC HEARING**

1. Building E and JCSA Operations Building Lease Agreements with James City County

**E. BOARD CONSIDERATIONS**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. ADJOURNMENT – to 7 p.m. on September 23, 2014**

081214bod-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 JULY 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**

Ms. Jones made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote.

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

**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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**D. PUBLIC HEARING** – None

**E. BOARD CONSIDERATIONS** – None

**F. BOARD REQUESTS AND DIRECTIVES**

Mr. Kennedy asked Mr. Powell about the water usage numbers this summer and how they are affecting the financial goals of the James City Service Authority (JCSA).

Mr. Powell stated that the water usage numbers for this month are averaging around 6 million gallons, which is probably a little less than a typical summer. He stated that the JCSA ended the last fiscal year okay, and this is the first month of the new fiscal year so it is hard tell. However, it is a struggle to manage the dynamic as usage goes down, so do the revenues.

**G. ADJOURNMENT** – until 7 p.m. on August 12, 2014, for the Regular Meeting

Mr. Hipple made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 7:58 p.m. Mr. Kennedy adjourned the Board.

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M. Douglas Powell  
Secretary to the Board

**MEMORANDUM**

DATE: August 12, 2014  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Formal Acceptance of Water and Sewer Systems – FY 2014

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Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during FY 2014. The resolution lists the value of the infrastructure at the time of completion. The total value of \$3,392,625 will be included in the net capital asset calculations for the JCSA's FY 2014 Comprehensive Annual Financial Report pending the Board's acceptance of the systems. The JCSA had net capital assets totaling \$165,151,206 in the FY 13 Annual Report.

Staff recommends adoption of the attached resolution accepting the dedication of the infrastructure.

  
M. Douglas Powell

MDP/nb  
FY14WtrSwrSys-mem

Attachment

## RESOLUTION

### FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS – FY 2014

WHEREAS, certain water and sewer infrastructure has been constructed by developers and dedicated to the James City Service Authority (JCSA); and

WHEREAS, this water and sewer infrastructure has been constructed in accordance with technical requirements of the JCSA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, does hereby formally accept the dedication of the water and sewer systems listed below, as of June 30, 2014:

#### Water Dedications

<u>Development</u>	<u>Value</u>
Colonial Heritage-Phase 4, Section 1	\$ 335,375
New Town-Section 7, Phase 9	180,625
New Town-Section 7, Phase 11	53,500
Settlement at Powhatan Creek, Phase 1	459,400
Stonehouse-Tract 12, Phase 2	89,850
Walmart at New Town	68,800
Williamsburg Pottery	217,350
Windsor Ridge-Section 2B	<u>166,200</u>
Total:	<u>\$1,571,100</u>

#### Sewer Dedications

<u>Development</u>	<u>Value</u>
Colonial Heritage-Phase 4, Section 1	\$ 417,800
New Town-Section 7, Phase 9	217,895
New Town-Section 7, Phase 11	70,015
Settlement at Powhatan Creek, Phase 1	639,235
Stonehouse-Tract 12, Phase 2	176,250
Walmart at New Town	31,965
Williamsburg Pottery	84,045
Windsor Ridge-Section 2B	<u>184,320</u>
Total:	<u>\$1,821,525</u>

Water and Sewer Total:	<u>\$3,392,625</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 12th day of August, 2014.

FY14WtrSwrSys-res



**MEMORANDUM**

DATE: August 12, 2014

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority  
Leo. P. Rogers, County Attorney

SUBJECT: Building E and JCSA Operations Building Lease Agreements with James City County

Attached is a resolution authorizing the General Manager to enter into two lease agreements with James City County (the "County") to allow the County to lease space in Building E of the Government Complex and at the James City Service Authority (JCSA) Operations Building at 107 Tewning Road. The lease agreements are necessary to allow the County to operate certain County departments in JCSA facilities. The Board of Supervisors will consider a resolution authorizing the lease at its meeting on August 12, 2014.

The initial terms of the lease agreements between JCSA and the County will be a rate of \$2 per square foot for 10 years with adjustments to the Lease payment according to the percentage change in the Consumer Price Index (CPI) every five years.

Staff recommends adoption of the attached resolution authorizing and directing the General Manager to execute any and all documents necessary to enter into the Building E and 107 Tewning Road lease agreements with the County.

  
M. Douglas Powell

  
Leo P. Rogers

MDP/LPR/nb  
BldgE-Lease-JCSA-mem

Attachment

**RESOLUTION**

**LEASE AGREEMENTS WITH JAMES CITY COUNTY**

WHEREAS, the James City Service Authority (JCSA) is the owner of certain real property identified as Building E of the Government Complex, 101 Mounts Bay Road, further identified as a portion of James City County Real Estate Tax Map No. 5010100009, and in the JCSA Operations Building, 107 Tewning Road, further identified as a portion of James City County Real Estate Tax Map No. 3910100003; and

WHEREAS, James City County (the "County") wishes to lease space in Building E and in the JCSA Operations Building at 107 Tewning Road; and

WHEREAS, the County has agreed to pay \$2 per square foot, which is acceptable to JCSA staff; and

WHEREAS, every five years the Lease payment shall be increased by the percentage change in the Consumer Price Index (CPI); and

WHEREAS, the JCSA must enter into a lease agreement in order to protect its interests in Building E and the JCSA Operations Building; and

WHEREAS, the Board of Directors of the JCSA is of the opinion that it is in the public interest to execute the lease agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes and directs the General Manager to execute any and all documents necessary to amend the deed restrictions and enter into the lease agreements with the County.

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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 12th day of August, 2014.

BldgE-Lease-JCSA-res