

A G E N D A
JAMES CITY COUNTY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
October 27, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - September 22, 2015 Regular Meeting
2. Contract Award - Easement Clearing Services
3. Authorization to Grant Easement to Virginia Electric and Power Company

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

1. Approval of Connection to Water System Outside of James City County

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 6:30 pm on November 24, 2015 for the Regular Meeting

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - September 22, 2015 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	092215 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/16/2015 - 9:08 AM

MINUTES
JAMES CITY COUNTY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
September 22, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

Mary K. Jones, Berkeley District
John J. McGlennon, Roberts District
Kevin D. Onizuk, Vice-Chairman, Jamestown District
Michael J. Hipple, Powhatan District
James G. Kennedy, Chairman, Stonehouse District

M. Douglas Powell, General Manager
Michelle M. Gowdy, County Attorney
Bryan J. Hill, County Administrator

C. CONSENT CALENDAR

1. Minutes Adoption - August 11, 2015 Regular Meeting

A motion to Approve was made by Kevin Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy

Mr. Kennedy stated that the Board would recess until the end of the Board of Supervisors meeting.

The Closed Session item on the Agenda will be handled at that time.

At 8:27 p.m., Mr. Kennedy recessed the Board.

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

1. Consultation with legal counsel pertaining to a specific legal matter requiring the provision of legal advice concerning Qualicon pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

A motion to enter into a Close Session was made by Mr. Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy

At 9:08 p.m., Mr. Kennedy reconvened the Board of Directors.

At 9:08 p.m., the Board entered Closed Session.

At 9:11 p.m., the Board reconvened in Open Session.

2. Certification of Closed Session

A motion to Certify the Close Session was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

Adjourn until 6:30 p.m. on October 27, 2015, for the Regular Meeting.

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy

At 9:12 p.m., Mr. Kennedy adjourned the Board.

Bryan J. Hill
Secretary to the Board

ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Contract Award - Easement Clearing Services

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/15/2015 - 9:23 AM
Publication Management	Burcham, Nan	Approved	10/15/2015 - 10:36 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:12 PM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 8:22 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:51 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:56 AM

MEMORANDUM

DATE: October 27, 2015

TO: The Board of Directors

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

SUBJECT: Contract Award – Easement Clearing Services

The James City Service Authority (JCSA) is responsible for maintaining approximately 80 miles of water distribution and wastewater collection and conveyance pipelines within easements, outside of the Virginia Department of Transportation right-of-way. The easements must be properly maintained to ensure access remains unimpeded and pipelines are not compromised by tree growth. Additionally, JCSA's Department of Environmental Quality approved Management, Operations and Maintenance (MOM) Plan, which is part of the Consent Order, requires wastewater utility easements to be cleared every five years.

JCSA issued a Request for Proposals for easement clearing services with the intent to hire one or more contractors under an annual easement clearing contract. Three proposals were received and reviewed by the selection committee. Qualifications, experience, safety and proposed hourly rates for clearing crews and equipment were evaluated and two firms were shortlisted for interviews. NaturChem, Inc. was selected and is recommended for award of the annual easement clearing services contract.

The JCSA has budgeted over \$100,000 annually for easement clearing services, thus requiring Board approval for contract award.

It is recommended that the Board approve the attached resolution authorizing the Annual Easement Clearing Services Contract to NaturChem, Inc.

MDP/nb
CA-EasementClearSrv-mem

Attachment

RESOLUTION

CONTRACT AWARD – EASEMENT CLEARING SERVICES

WHEREAS, the James City Service Authority (JCSA) desires and is obligated to maintain its utility pipeline easements and has publicly advertised a Request for Proposals for annual easement clearing services with three firms submitting proposals; and

WHEREAS, NaturChem, Inc. was selected as the preferred vendor based on an evaluation of their qualifications, experience, safety practices and proposed hourly rates for clearing crews and equipment.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Annual Easement Clearing Services contract to NaturChem, Inc.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of October, 2015.

CA-EasementClearSrv-res

ITEM SUMMARY

DATE: 10/27/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Authorization to Grant Easement to Virginia Electric and Power Company

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Plat	Backup Material
☐	Easement	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/15/2015 - 9:23 AM
Publication Management	Burcham, Nan	Approved	10/15/2015 - 9:59 AM
Legal Review	Gowdy, Michelle	Approved	10/18/2015 - 1:14 PM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 8:21 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:52 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:56 AM

MEMORANDUM

DATE: October 27, 2015
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Authorization to Grant Easement to Virginia Electric and Power Company

The Virginia Electric and Power Company requests an easement from the James City Service Authority (JCSA) at 103 The Colony for the purpose of installing underground facilities and the removal of overhead electric lines. The easement will be 15-feet wide along the front of the property adjacent to the right-of-way as shown on the attached plat.

The JCSA has a pressure reducing station on the parcel. The easement will have no impact on JCSA operations, and the JCSA facility should benefit from being served by underground electrical lines.

Staff recommends that the Board authorize the General Manager to execute the attached easement.

MDP/nb
VAElectPwrEasmt-mem

Attachment

RESOLUTION

AUTHORIZATION TO GRANT EASEMENT TO VIRGINIA ELECTRIC

AND POWER COMPANY

WHEREAS, the James City Service Authority (JCSA) owns property located at 103 The Colony, Williamsburg, VA 23185, further identified as James City County Tax Map No. 4740500008A (the "Property"); and

WHEREAS, the Virginia Electric and Power Company has requested a 15-foot easement along the portion of the Property adjacent to the right-of-way in order to place its power lines underground; and

WHEREAS, the Board of Directors of the JCSA finds that underground placement of the power lines will benefit the Property and the general health, safety and welfare of the citizens of James City County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager of the JCSA to execute all documents necessary to convey an easement to the Virginia Electric and Power Company for the underground placement of electric utility lines across, under, and through the Property as shown on the plat entitled "Plat to Accompany Right-of-Way Agreement," dated August 4, 2015, prepared by K. Tilas for Virginia Electric and Power Company, doing business as Dominion Virginia Power UG.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of October, 2015.



THE COLONY

15' DVP UG ESMT

**JAMES CITY
SERVICE AUTHORITY
103 THE COLONY
474050008A**

N/F
**STEVEN F. LESNICK &
KATHLEEN
POWELL-LESNICK
4740500009**

N/F
**MICHAEL T. FARSON DECLARATION OF
TRUST, DATED SEPTEMBER 8, 1999 &
PHYLLIS H. FARSON DECLARATION OF
TRUST, DATED SEPTEMBER 8, 1999
4740500001**

*Plat to Accompany
Right-of-Way Agreement*
VIRGINIA ELECTRIC AND POWER COMPANY
doing business as
Dominion Virginia Power UG

Legend

- Location of Boundary Lines of Right-of-Way 15' in Width.
- ==P== Indicates Property Line is Right-of-Way Boundary 15' in Width.
- N/F Now or Formerly

*NOTE: Location of underground cable as installed will determine the centerline of the easement.

District WILLIAMSBURG		
District-Township-Borough WILLIAMSBURG	County-City WILLIAMSBURG	State VA
Office EASTERN REGION	Plat Number 17-15-4567	
Estimate Number 7693306	Grid Number M1835	
Date 08/04/2015	By K. TILAS	Owners Initials



Underground Distribution Easement Agreement

This Underground Distribution Easement Agreement (this "Agreement") is made and entered into as of _____, 2015 by and between JAMES CITY SERVICE AUTHORITY ("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business as Dominion Virginia Power, with its principal office in Richmond, Virginia ("GRANTEE").

WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, GRANTOR grants and conveys unto GRANTEE the perpetual right, privilege and non-exclusive easement on the property described herein, for the distribution and transmission of electricity and internal communications related thereto (the "Easement") which shall include the right to lay, construct, operate and maintain one or more lines of underground conduits and cables and the right to install, operate and maintain certain aboveground facilities associated with the underground electric distribution system.
2. The portion of the GRANTOR's property encumbered by the Easement shall be referred to herein as the "Right-of-Way." The Right-of-Way shall extend across the lands of the GRANTOR situated in James City County, Virginia, as more fully described on Plat Number 17-15-4567 (the "Plat"), attached to and made a part of this Agreement. The location and width of the boundaries of the Right-of-Way is shown in broken lines on the Plat, the width of the Right-of-Way shall be fifteen (15) feet.
3. All facilities constructed hereunder shall remain the property of GRANTEE. GRANTEE shall have the right to inspect, reconstruct, remove, repair, improve, relocate (within the boundaries of the Right-of-Way), and make such changes, alterations, substitutions, additions to or extensions of the GRANTEE's facilities as GRANTEE may from time to time deem advisable.
4. GRANTEE shall have the right to keep the Right-of-Way clear of all obstructions which would interfere with its exercise of the rights granted hereunder and/or endanger the safe and proper operation of GRANTEE's facilities. Subject to the foregoing, GRANTEE shall repair damage caused by GRANTEE to roads, fences or other improvements on GRANTOR's property provided, however, GRANTOR gives written notice thereof to GRANTEE within sixty (60) days after such damage occurs.
5. GRANTOR may use the Right-of-Way for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with GRANTEE's exercise of any of its rights hereunder and/or endanger the safe and proper operation of GRANTEE's facilities.
6. GRANTEE shall have the right of ingress to and egress from the Right-of-Way over such private roads and/or lands of Grantor as may now or hereafter exist within the property boundaries of GRANTOR.
7. GRANTOR represents that it has the right to convey the rights and privileges granted hereunder; that GRANTEE shall have quiet and peaceable possession, use and enjoyment of the easement granted hereunder; and that GRANTOR shall execute such further assurances thereof as may be reasonably required.



8. This Right of Way Agreement is binding upon the successors and assigns of the parties hereto.

NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

WITNESS the following signatures and seals:

Corporate Name: James City Service Authority

By (Signature): _____

Name: _____

Its: _____

State of _____

City/County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, _____,

by, _____, _____
(Name of officer or agent) (Title of officer or agent)

of James City Service Authority, an _____ Virginia
(Name of corporation) (State of incorporation)

corporation, on behalf of the corporation.

Notary Public (Print Name)

Notary Public (Signature)

Virginia Notary Reg. No. _____

My Commission Expires _____

ITEM SUMMARY

DATE: 10/27/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Approval of Connection to Water System Outside of James City County

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution
▣	Map	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	10/14/2015 - 4:08 PM
Publication Management	Burcham, Nan	Approved	10/14/2015 - 4:16 PM
Legal Review	Gowdy, Michelle	Approved	10/14/2015 - 4:38 PM
Board Secretary	Fellows, Teresa	Approved	10/16/2015 - 9:05 AM
Board Secretary	Kinsman, Adam	Approved	10/19/2015 - 10:53 AM
Board Secretary	Fellows, Teresa	Approved	10/19/2015 - 10:56 AM

M E M O R A N D U M

DATE: October 27, 2015

TO: The Board of Directors

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

SUBJECT: Approval of Connection to Water System Outside of James City County

A property owner in York County has requested approval to connect to the James City Service Authority (JCSA) water system. The property, located at 6286 Old Mooretown Road, is directly across the road from a JCSA water line. The property has been served by a well in the past, but the well has failed.

An adjacent parcel located at 6290 Olde Mooretown Road is served by JCSA water. As shown on the attached map, there are also several other nearby parcels served by JCSA water. In addition, JCSA provides water to Sentara Hospital as a backup to Newport News Waterworks.

According to the JCSA Regulations, the Board of Directors must approve a connection outside of James City County. York County has submitted written notice that they do not object to the JCSA serving this property since York County has no public utilities in the area.

Staff recommends the Board approve a connection to the JCSA water system for 6286 Old Mooretown Road.

MDP/nb
WtrConnectAppvl-OutsideJCC-mem

Attachments

RESOLUTION

APPROVAL OF CONNECTION TO WATER SYSTEM OUTSIDE OF JAMES CITY COUNTY

WHEREAS, the owner of property in York County located at 6286 Old Mooretown Road has requested approval to connect to the James City Service Authority (JCSA) water system because the well has failed; and

WHEREAS, the JCSA Regulations require the Board of Directors to approve a connection outside of James City County; and

WHEREAS, this request is for one residential connection only; and

WHEREAS, York County does not object to the JCSA serving this property since York County has no public utilities in the area.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves a connection to the JCSA water system for 6286 Old Mooretown Road.

James G. Kennedy
Chairman, Board of Directors

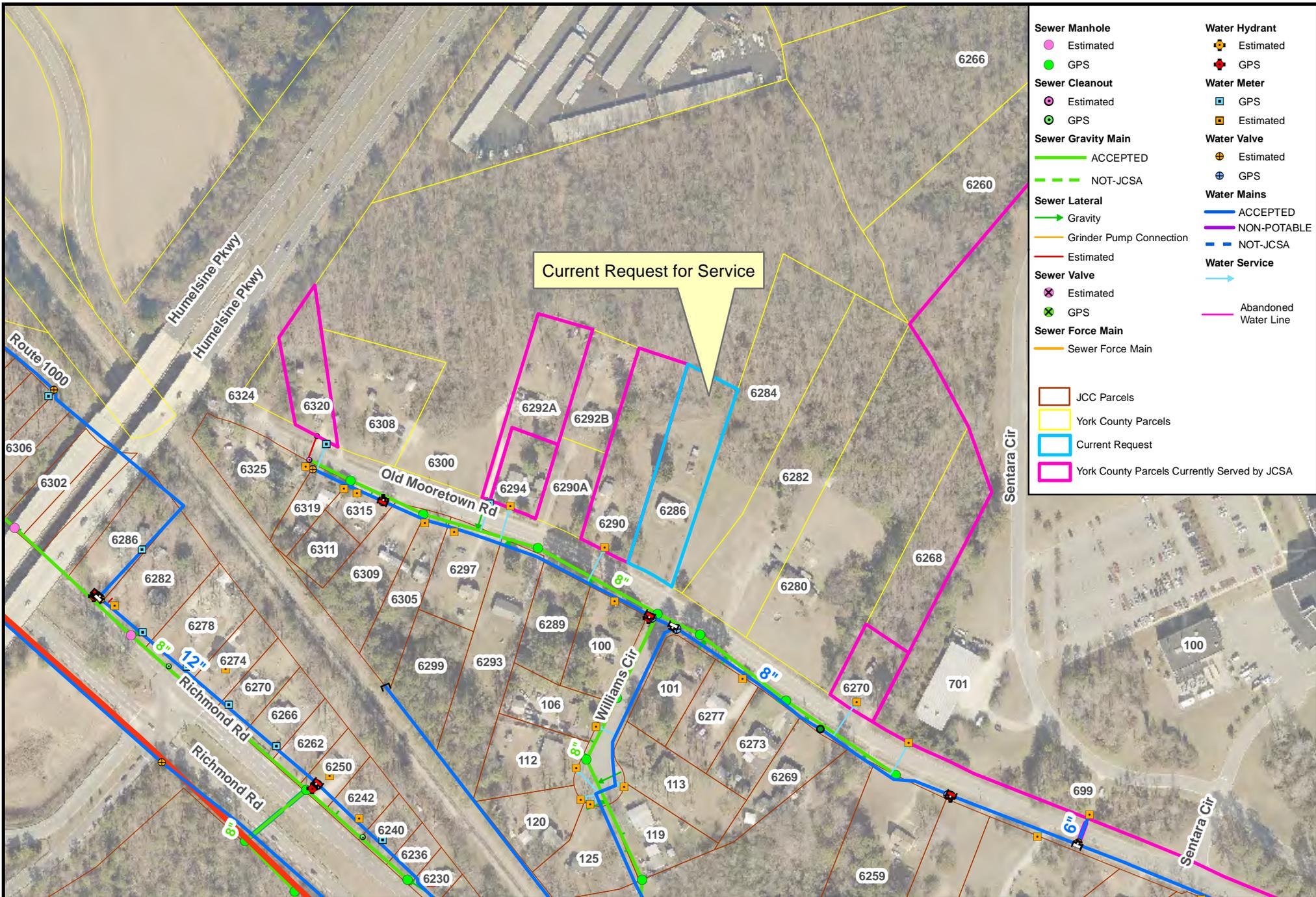
ATTEST:

Bryan J. Hill
Secretary to the Board

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

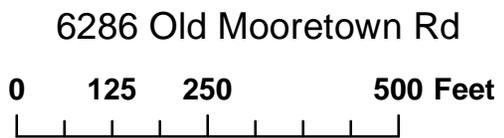
Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of October, 2015.

WtrConnectAppvl-OutsideJCC-res



Sewer Manhole	Water Hydrant
● Estimated	⊕ Estimated
● GPS	⊕ GPS
Sewer Cleanout	Water Meter
○ Estimated	⊠ GPS
○ GPS	⊠ Estimated
Sewer Gravity Main	Water Valve
— ACCEPTED	⊕ Estimated
- - - NOT-JCSA	⊕ GPS
Sewer Lateral	Water Mains
→ Gravity	— ACCEPTED
→ Grinder Pump Connection	— NON-POTABLE
→ Estimated	- - - NOT-JCSA
Sewer Valve	Water Service
⊗ Estimated	→
⊗ GPS	— Abandoned Water Line
Sewer Force Main	
— Sewer Force Main	
□ JCC Parcels	
□ York County Parcels	
□ Current Request	
□ York County Parcels Currently Served by JCSA	

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.



ITEM SUMMARY

DATE: 10/27/2015
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on November 24, 2015 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	10/15/2015 - 9:30 AM