

**AG E N D A**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 27, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes Adoption - August 9, 2016 Regular Meeting
2. Contract Award - Five Forks Water Treatment Plant Reverse Osmosis Membrane Replacement - \$279,499
3. Appointment of Assistant Treasurer to the Board of Directors of the James City Service Authority

**D. PUBLIC HEARING(S)**

1. Easement Abandonment-124 Cooley Road-Indigo Park

**E. BOARD CONSIDERATION(S)**

**F. BOARD REQUESTS AND DIRECTIVES**

**G. GENERAL MANAGER'S UPDATE**

**H. ADJOURNMENT**

1. Adjourn until October 25, 2016 for the Regular Meeting

**ITEM SUMMARY**

DATE: 9/27/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - August 9, 2016 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	080916 BOD Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/15/2016 - 8:38 AM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**August 9, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

John J. McGlennon, Roberts District  
Ruth M. Larson, Berkeley District  
P. Sue Sadler, Vice Chairman, Stonehouse District  
Michael J. Hipple, Powhatan District  
Kevin D. Onizuk, Chairman, Jamestown District

M. Douglas Powell, General Manager  
Bryan J. Hill, Secretary to the Board

**C. CONSENT CALENDAR**

A motion to Approve was made by Ms. Larson and the motion result was Passed.

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

Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

1. Minutes Adoption - July 26, 2016, Regular Meeting
2. Formal Acceptance of Water and Sewer Systems - FY 16
3. Changes to the Regulations Governing Utility Service - Utility Bill Due Date
4. Contract Award - Removal, Rebuild, Recondition and Installation of Water Treatment Plant Pump and Motor Assemblies - \$255,430
5. Contract Award - SCADA Upgrade and System Integration - \$136,687

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

1. Financial Policy and Investment Policy Update

A motion to Approve was made by Mr. Hipple and the motion result was Passed.

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

Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet.

Mr. Hipple clarified that this policy was recommended by the bond agencies and is designed to strengthen the James City Service Authority's overall financial position.

Mr. Powell stated correct.

Mr. McGlennon and Mr. Onizuk expressed their support for this written policy. It is consistent with the practices that are already in place, this just puts those practices into writing.

**F. BOARD REQUESTS AND DIRECTIVES**

Ms. Larson asked for an update on the information for the public regarding the joint permit application.

Mr. Powell stated that the document that will summarize all of the comments and questions received regarding the joint permit application public comment period should be completed within the next few days.

Mr. Onizuk asked up the current water usage.

Mr. Powell stated that the usage numbers over the past few weeks have come down mainly due to the wet weather.

Mr. Hipple stated that even with all of the wet weather we have experienced this summer, we are still approaching the maximum daily withdrawal limit for ground water. He stated that this is something that the Board needs to keep in mind.

**G. GENERAL MANAGER'S UPDATE**

Mr. Powell stated that he did not have any additional items to report since the joint permit application was already discussed.

**H. ADJOURNMENT**

Adjourn until 6:30 p.m. on September 27, 2016, for the Regular Meeting.

A motion to Adjourn was made by Ms. Sadler and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

Mr. Onizuk adjourned the Board at 6:52 p.m.

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Bryan J. Hill  
Secretary to the Board

**ITEM SUMMARY**

DATE: 9/27/2016

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant Reverse Osmosis Membrane Replacement - \$279,499

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The reverse osmosis membranes at the Five Forks Water Treatment Plant desalinate the groundwater withdrawn from the three Lower Potomac production wells. These membranes require replacement due to their age and expected service life.

An Invitation for Bids for membrane replacement was publicly advertised. Three firms submitted bids and two were considered for contract award.

**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	9/9/2016 - 2:31 PM
Publication Management	Burcham, Nan	Approved	9/9/2016 - 3:22 PM
Legal Review	Kinsman, Adam	Approved	9/12/2016 - 3:58 PM
Board Secretary	Mellen, Sue	Approved	9/14/2016 - 12:10 PM
Board Secretary	Purse, Jason	Approved	9/19/2016 - 8:19 AM
Board Secretary	Fellows, Teresa	Approved	9/19/2016 - 8:38 AM

**MEMORANDUM**

DATE: September 27, 2016

TO: The Board of Directors

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

SUBJECT: Contract Award - Five Forks Water Treatment Plant Reverse Osmosis Membrane Replacement - \$279,499

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The reverse osmosis membranes at the Five Forks Water Treatment Plant desalinate the groundwater withdrawn from the three Lower Potomac production wells. These membranes require replacement due to their age and expected service life.

An Invitation for Bids for membrane replacement was publicly advertised. Three firms submitted bids and two were considered for contract award.

<u>Firm</u>	<u>Amount</u>
Toray Membrane	\$279,499
Harn R/O System	\$281,638

Toray Membrane was determined to be the lowest responsive and responsible bidder. Toray Membrane has successfully supplied other public utilities with membranes and received satisfactory reference checks.

Staff recommends that the Board approve the attached resolution awarding the contract to Toray Membrane for \$279,499.

MDP/nb  
CA-MembraneRplmt-mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - FIVE FORKS WATER TREATMENT PLANT**

**REVERSE OSMOSIS MEMBRANE REPLACEMENT - \$279,499**

WHEREAS, the Invitation for Bids for the replacement of the reverse osmosis membranes at the Five Forks Water Treatment Plant was publicly advertised and three bids were received and two were considered for award; and

WHEREAS, Toray Membrane was 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 replacement of the reverse osmosis membranes at the Five Forks Water Treatment Plant to Toray Membrane in the amount of \$279,499.

\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of September, 2016.

CA-MembraneRplmt-res

**ITEM SUMMARY**

DATE: 9/27/2016

TO: The Board of Directors

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

SUBJECT: Appointment of Assistant Treasurer to the Board of Directors of the James City Service Authority

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The attached resolutions appoint Sharon Day as the Assistant Treasurer of the James City Service Authority and amends the bank resolution to include her as an authorized signer.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Bank Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	9/8/2016 - 7:44 AM
Publication Management	Burcham, Nan	Approved	9/8/2016 - 8:02 AM
Legal Review	Kinsman, Adam	Approved	9/8/2016 - 8:05 AM
Board Secretary	Fellows, Teresa	Approved	9/9/2016 - 10:55 AM
Board Secretary	Purse, Jason	Approved	9/19/2016 - 8:18 AM
Board Secretary	Fellows, Teresa	Approved	9/19/2016 - 8:38 AM



**MEMORANDUM**

DATE: September 27, 2016

TO: The Board of Directors

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

SUBJECT: Appointment of Assistant Treasurer to the Board of Directors of the James City Service Authority

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Tara Woodruff recently relinquished her duties as the Assistant Treasurer of the James City Service Authority. Sharon Day has been hired as the Assistant Director, Financial and Management Services, the position that serves as the Assistant Treasurer to the Board of Directors of the James City Service Authority. The Assistant Treasurer assists the Treasurer with the day-to-day financial affairs of the Authority.

The attached resolutions appoint Sharon Day as the Assistant Treasurer of the James City Service Authority and amend the bank resolution to include her as an authorized signer.

MDP/tlc  
SDayAsstTreas-mem

Attachments

**RESOLUTION**

**APPOINTMENT OF ASSISTANT TREASURER TO THE BOARD OF DIRECTORS OF**

**THE JAMES CITY SERVICE AUTHORITY**

WHEREAS, Tara Woodruff relinquished her duties as Assistant Treasurer to the Board of Directors of the James City Service Authority; and

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of appointing Sharon Day as Assistant Treasurer to the Board of Directors of the James City Service Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby appoints Sharon Day as Assistant Treasurer of the Service Authority of James City County, Virginia, effective September 27, 2016.

\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of September, 2016.

SDayAsstTreas-res

**RESOLUTION**

**BANK RESOLUTION AMENDMENT**

BE IT RESOLVED that Towne Bank, Williamsburg, Virginia, be and it is hereby designated as depository for the James City Service Authority funds and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Board of Directors; and

BE IT FURTHER RESOLVED that all checks, drafts, notes, or orders drawn against said accounts be signed by two of the following:

M. Douglas Powell                      General Manager

OR

Bryan J. Hill                              Secretary

OR

Stephanie Luton                         Treasurer

OR

Sharon Day                                Assistant Treasurer

whose signatures shall be duly certified to these financial institutions and that no checks, drafts, notes, or orders drawn against these financial institutions shall be valid unless so signed.

BE IT FURTHER RESOLVED that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the Bank is also authorized and directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase Certificates of Deposit, repurchase agreements or to make other lawful investments when requested by Stephanie Luton, Treasurer, or Sharon Day, Assistant Treasurer. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Certificate of the Secretary, accompanying a copy of this resolution when delivered to said Bank or in any similar subsequent certificate, until written notice to the contrary is duly served on said Bank.

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Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

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Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCLENNON	___	___	___
LARSON	___	___	___
ONIZUK	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of September, 2016.

BankRes16SDay-res

**ITEM SUMMARY**

DATE: 9/27/2016

TO: The Board of Directors

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

SUBJECT: Easement Abandonment - 124 Cooley Road - Indigo Park

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Mr. Ed Carr has requested on behalf of Gilbert Demari, owner of 124 Cooley Road in Indigo Park, that the James City Service Authority (JCSA) abandon 3,702.6 square feet or 0.085 acres of an existing 25-foot-wide JCSA easement on the eastern side of the property along Travis Lane.

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Plat	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	9/8/2016 - 7:44 AM
Publication Management	Burcham, Nan	Approved	9/8/2016 - 8:04 AM
Legal Review	Kinsman, Adam	Approved	9/8/2016 - 8:04 AM
Board Secretary	Fellows, Teresa	Approved	9/9/2016 - 10:57 AM
Board Secretary	Purse, Jason	Approved	9/19/2016 - 8:20 AM
Board Secretary	Fellows, Teresa	Approved	9/19/2016 - 8:39 AM

## MEMORANDUM

DATE: September 27, 2016

TO: The Board of Directors

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

SUBJECT: Easement Abandonment - 124 Cooley Road - Indigo Park

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Mr. Ed Carr has requested on behalf of Gilbert Demari, owner of 124 Cooley Road in Indigo Park, that the James City Service Authority (JCSA) abandon 3,702.6 square feet or 0.085 acres of an existing 25-foot-wide JCSA easement on the eastern side of the property along Travis Lane. The portion of the easement being requested for abandonment is no longer required by either 122 Cooley Road or 124 Cooley Road for water or sewer services. The services will be connected to the water and sewer along Cooley Road.

The sewer main is located within an older recorded 10-foot-wide easement to serve lots on Travis Lane. JCSA only requires an additional five feet from 124 Cooley Road for access to the sewer main. The sewer main will continue to be located within a privately owned right-of-way with JCSA retaining full access for maintenance.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached plat prepared by Angle & Distance Land Surveying, Inc. entitled "JCSA Sewer Easement Modification Plat Of The Properties Standing In The Name Of Gilbert J. Demari" and dated August 1, 2016.

MDP/ab  
EaseAban-CooleyRd-mem

Attachment

**RESOLUTION**

**EASEMENT ABANDONMENT - 124 COOLEY ROAD - INDIGO PARK**

WHEREAS, Mr. Ed Carr has requested on behalf of Gilbert Demari, owner of 124 Cooley Road in Indigo Park, that the James City Service Authority (JCSA) abandon 3702.6 square feet or 0.085 acres of an existing 25-foot-wide JCSA sewer easement on the eastern side of the property along Travis Lane as depicted on a plat prepared by Angle & Distance Land Surveying, Inc. entitled "JCSA Sewer Easement Modification Plat Of The Properties Standing In The Name Of Gilbert J. Demari" and dated August 1, 2016; and

WHEREAS, staff is comfortable that the smaller easement will afford the necessary access to maintain the sewer line located within the easement.

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 to sign the necessary documents to abandon the easement as described.

\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of September, 2016.

EaseAban-CooleyRd-res

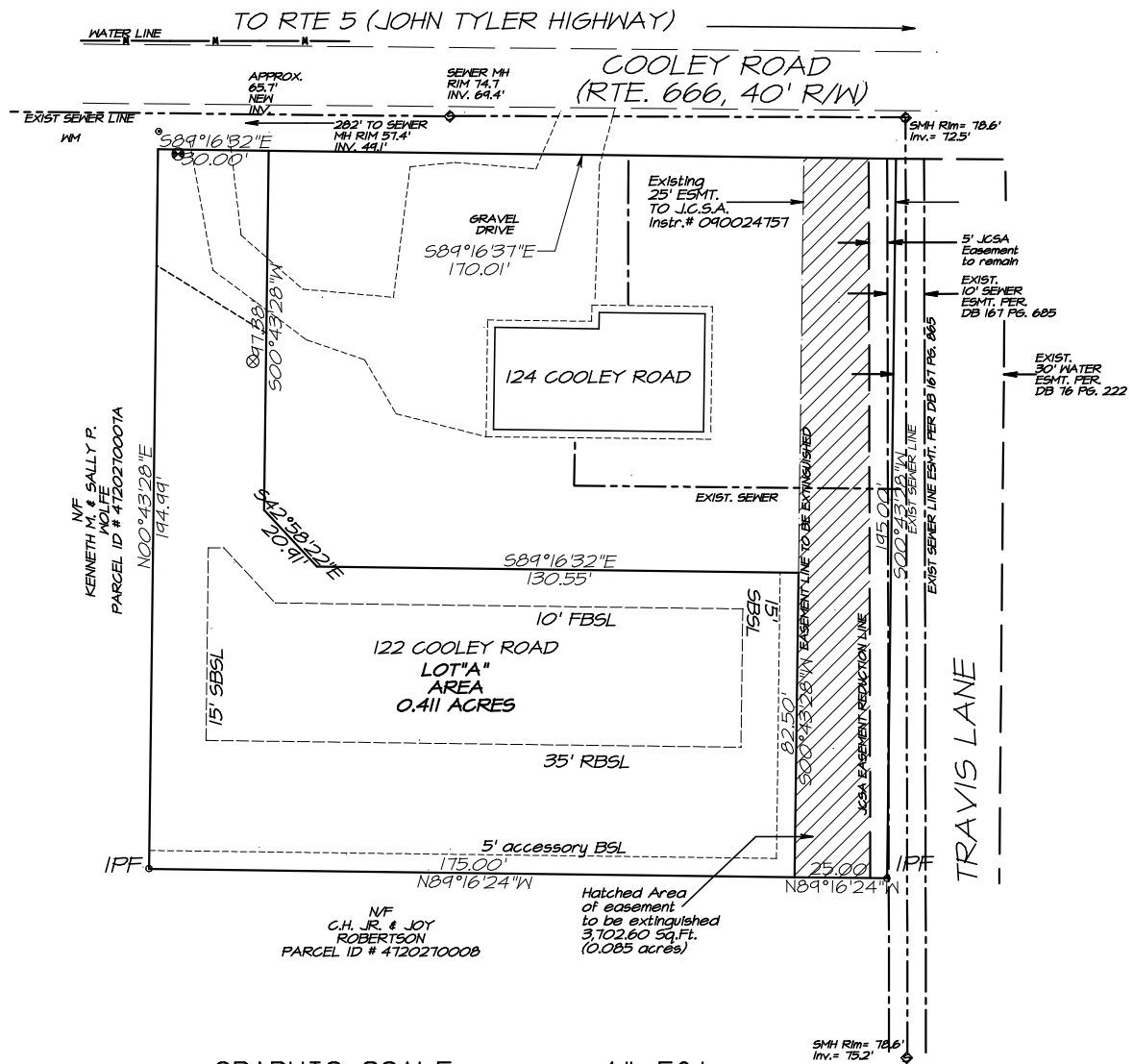
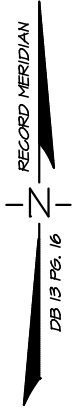
JCSA  
SEWER EASEMENT  
MODIFICATION  
PLAT

OF THE PROPERTIES  
STANDING IN THE NAME OF  
**GILBERT J. DEMARI**

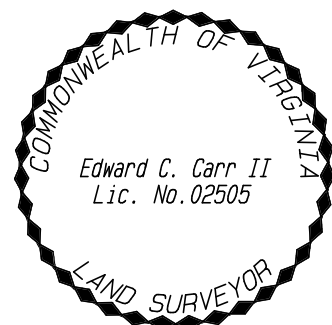
PROPERTY SHOWN IS LOCATED  
IN JAMESTOWN DISTRICT  
JAMES CITY COUNTY  
WILLIAMSBURG, VIRGINIA

PROPERTY ADDRESS  
122 COOLEY ROAD &  
124 COOLEY ROAD  
WILLIAMSBURG, VA.

PREPARED BY  
ANGLE & DISTANCE LAND SURVEYING, INC.  
264 RACEFIELD DRIVE, TOANO, VA. 23169  
757-561-5334  
PLAT DATE 8-1-16



EASEMENT MODIFICATION IS DESIRED BY CURRENT PROPERTY OWNERS DUE TO THE FACT THERE IS, IN EXISTANCE A 10' SEWER EASEMENT SOUTH FROM COOLEY ROAD UP TRAVIS LANE (A PRIVATE DRIVE). IT IS DESIRED THAT THE CURRENT 25' EASEMENT SHOWN ON RECORD SUBDIVISION PLAT, BE REDUCED TO THE J.C.S.A. STARDARD EASEMENT OF 20'. THE EASEMENT AS SHOWN ON RECENT PLAT WAS PLATTED SIGNED AND APPROVED BY ALL PARTIES. THE CURRENT OWNER DESIRES TO REDUCE THIS EASEMENT AS SHOWN TO THE 20' MINIMAL EASEMENT, SO AS NOT TO FURTHER ENCUMBER THE PROPERTY. 30' WATER EASEMENT ALSO SHOWN TO BE J.C.S.A. FORMALLY SYDNOR WELL AND PUMP SHOWN AS WELL.





**ITEM SUMMARY**

DATE: 9/27/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until October 25, 2016 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/15/2016 - 8:39 AM