

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 26TH DAY OF JANUARY 1999, AT 8:22 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

**A. ROLL CALL**

M. Anderson Bradshaw, Chairman  
 Ronald A. Nervitt, Vice Chairman  
 John J. McGlennon  
 Jack D. Edwards  
 David L. Sisk

Sanford B. Wanner, Secretary  
 Robert H. Smith, Treasurer  
 Frank M. Morton, III, County Attorney  
 Larry M. Foster, General Manager

**B. ORGANIZATIONAL MEETING**

Mr. Bradshaw asked for nominations for Chairman for 1999.

Mr. McGlennon made a motion to elect Mr. Bradshaw as Chairman.

The motion passed by unanimous voice vote.

Mr. Edwards made a motion to elect Mr. Nervitt as Vice Chairman.

The motion passed by unanimous voice vote.

Mr. McGlennon made a motion to approve the resolution establishing rules for 1999.

The motion passed by unanimous voice vote.

**RESOLUTION**

**ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of establishing rules for the conducting of its business for the year of 1999.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following rules shall apply for the year 1999.

1. Regular meetings of the Board shall be held following the second Board of Supervisors' meetings each month. The meetings shall be held following the 7:00 p.m. Board of Supervisors' meeting.
2. The Board shall, for parliamentary purposes, follow Robert's Rules of Order and more specifically those provisions which pertain to the conduct of Business in Boards, Newly Revised, 1981 at p. 404 as follows:

Procedure in Small Boards: In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate (15, 16) generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

The Chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

#### C. CONSENT CALENDAR

Mr. Bradshaw asked if any Board member wished to discuss the Consent Calendar item.

Mr. Sisk made a motion to approve the Consent Calendar.

The motion passed by unanimous voice vote.

1. Minutes of December 22, 1998

#### D. CONSIDERATIONS

##### Auditor Report Fiscal Year 1998

Mr. Bradshaw introduced Ms. Elizabeth Foster, KPMG Peat Marwick LLP, who reported that the James City Service Authority as a component to James City County, had excellent audit results for Fiscal Year 1998.

1. Bid Award - James Terrace Water Main - Phase 3

Mr. Larry M. Foster, General Manager, stated that specifications for Phase 3 of the five phases of the James Terrace Water Main project were advertised with nineteen submitted bids. Purdue Contractors, Inc., submitted the lowest bid determined capable of performing the work required to complete the project.

Staff recommended approval of the resolution awarding the contract to Purdue Contractors, Inc., in the amount of \$299,500.

Mr. Nervitt asked that qualifications of the lowest bidder be included in future memorandums.

Mr. Nervitt made a motion to approve the resolution.

The motion passed by unanimous voice vote.

## RESOLUTION

### BID AWARD - JAMES TERRACE - WATER MAIN - PHASE 3

WHEREAS, specifications for the rehabilitation of a portion of the water system in the James Terrace advertised, competitively bid, and publicly opened with Purdue Contractors, Inc., submitting the low bid of \$299,500 of the nineteen firms submitting bids; and

WHEREAS, the bid is less than the \$500,000 estimated to complete the project submitted by the design engineer and within the \$400,000 allocation approved in the FY 1999 budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract to perform the James Terrace Phase 3 project to Purdue Contractors, Inc., for \$299,500.

#### 2. Bid Award - Underground Storage Tanks Removal

Mr. Foster stated that the underground storage tanks would be replaced with above ground storage tanks meeting current standards as mandated by State and Federal Regulations.

He stated that specifications were advertised and lowest bid submitted by Power Mechanical.

Staff recommended approval of the resolution awarding the contract to Power Mechanical in the amount of \$61,397.

Mr. McGlennon made a motion to approve the resolution.

The motion passed by unanimous voice vote.

## RESOLUTION

### BID AWARD - UNDERGROUND STORAGE TANKS REMOVAL

WHEREAS, specifications for the removal and replacement of underground storage tanks serving James City Service Authority facilities as required by State and Federal Regulations were advertised, competitively bid and opened; and

WHEREAS, seven bids were submitted with Power Mechanical Inc., submitting a low bid of \$61,397 which is within the FY 1999 budget allocation and engineering estimates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract to remove and replace the underground storage tanks serving James City Service Authority facilities to Power Mechanical, Inc., in the amount of \$61,397.

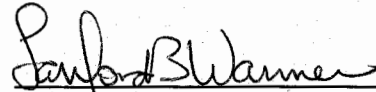
**E. BOARD REQUESTS AND DIRECTIVES**

Mr. Foster explained staff was proceeding with construction of well in Toano, with no additional withdrawal from Chickahominy Piney Point aquifer. He stated that the Potomac aquifer well was extremely productive, eventual plan was to change that well to a blending facility of waters from Potomac and Chickahominy Piney Point aquifers to increase overall productivity.

Mr. Nervitt made a motion to adjourn.

The motion passed by unanimous voice vote.

The Board adjourned at 8:48 p.m.



Sanford B. Wanner  
Secretary to the Board