

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
July 28, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - June 23, 2015 Regular Meeting
2. Dam Safety Grant Awards – Virginia Department of Conservation and Recreation – \$2,700 and \$4,900
3. Formal Acceptance of Water and Sewer Systems – FY 2015

D. PUBLIC HEARING(S)

1. Easement Abandonment – Saint Bede Catholic Church

E. BOARD CONSIDERATION(S)

1. Closed Session Item: Authorization to Enter into Contract Negotiations pursuant to Section 2.2-3711 (A)(29) of the Code of Virginia

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 6:30 pm on August 11, 2015 for the Regular Meeting

ITEM SUMMARY

DATE: 7/28/2015
TO: The Board of Supervisors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - June 23, 2015 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	062315 Mins	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/20/2015 - 8:55 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 23, 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
Adam R. Kinsman, Deputy Secretary to the Board

C. CONSENT CALENDAR

1. Minutes Adoption - May 26, 2015, Regular Meeting
2. Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$9,000

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

1. Closed Session (Va. Code 2.2-3711(A)(7))

Mr. McGlennon made a motion to enter into Closed Session pursuant to the Code Section listed on the Agenda.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

At 6:38 p.m., the Board entered into Closed Session.
At 6:52 p.m., the Board reconvened in Open Session.

2. Certification of Closed Session

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

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

F. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon asked about water usage with the current high temperatures.

Mr. Powell stated that usage is definitely higher and is currently seeing about 5.5 to 6 million gallons a day being used.

Mr. Onizuk questioned where we stand with regard to the Department of Environmental Quality (DEQ) withdrawal permit.

Mr. Powell stated that there are several meetings scheduled with DEQ for the beginning of July and would hopefully be able to report back to the Board at its next meeting.

G. ADJOURNMENT

Adjourn until July 28, 2015, for the Regular Meeting.

Mr. Hipple made a motion to adjourn.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

At 6:55 pm, Mr. Kennedy adjourned the Board.

Bryan J. Hill
Secretary to the Board

ITEM SUMMARY

DATE: 7/28/2015

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 – \$2,700 and \$4,900

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 \$2,700 and \$4,900. 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 \$2,700 grant reimburses the JCSA for 25 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 \$4,900 grant reimburses the JCSA for 8 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 budget.

ATTACHMENTS:

	Description	Type
☐	GAs-DamSafety-mem(DougPowell)	Cover Memo
☐	GAs-DamSafety-res(DougPowell)	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/30/2015 - 10:09 AM
Publication Management	Burcham, Nan	Approved	6/30/2015 - 10:17 AM
Board Secretary	Fellows, Teresa	Approved	6/30/2015 - 12:19 PM
Board Secretary	Kinsman, Adam	Approved	7/1/2015 - 12:34 PM
Board Secretary	Fellows, Teresa	Approved	7/1/2015 - 1:05 PM

MEMORANDUM

DATE: July 28, 2015

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 – \$2,700 and \$4,900

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 \$2,700 and \$4,900. 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 \$2,700 grant reimburses the JCSA for 25 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 \$4,900 grant reimburses the JCSA for 8 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 budget.

Staff recommends adoption of the attached resolution.

MDP/nb
Gas-DamSafety-mem

Attachments

RESOLUTION

DAM SAFETY GRANT AWARDS –

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION – \$2,700 AND \$4,900

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 \$2,700 and \$4,900; and

WHEREAS, the funds are to be used to reimburse the JCSA for 25 percent of the cost of the Alternative Analysis engineering study and 8 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 that 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 2016	<u>\$7,600</u>
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Expense:

Mirror Lakes Dam – FY 2016	<u>\$7,600</u>
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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 28th day of July, 2015.

ITEM SUMMARY

DATE: 7/28/2015

TO: The Board of Directors

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

SUBJECT: Formal Acceptance of Water and Sewer Systems – FY 2015

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during FY 2015. The resolution lists the value of the infrastructure at the time of completion. The total value of \$5,248,545 will be included in the net capital asset calculations for the JCSA’s FY 2015 Comprehensive Annual Financial Report pending the Board’s acceptance of the systems. The JCSA had net capital assets totaling \$162,582,955 in the FY 14 annual report.

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

ATTACHMENTS:

	Description	Type
☐	Formal Acceptance of Water and Sewer Systems – FY 2015	Cover Memo
☐	Formal Acceptance of Water and Sewer Systems – FY 2015	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	7/9/2015 - 8:23 AM
Publication Management	Burcham, Nan	Approved	7/9/2015 - 8:29 AM
Board Secretary	Fellows, Teresa	Approved	7/9/2015 - 8:29 AM
Board Secretary	Kinsman, Adam	Approved	7/9/2015 - 9:03 AM
Board Secretary	Kinsman, Adam	Approved	7/14/2015 - 3:53 PM
Board Secretary	Kinsman, Adam	Approved	7/14/2015 - 3:54 PM
Board Secretary	Fellows, Teresa	Approved	7/15/2015 - 1:24 PM

MEMORANDUM

DATE: July 28, 2015
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Formal Acceptance of Water and Sewer Systems – FY 2015

Attached is a resolution formally accepting water and sewer systems constructed and contributed to the James City Service Authority (JCSA) by developers during FY 2015. The resolution lists the value of the infrastructure at the time of completion. The total value of \$5,248,545 will be included in the net capital asset calculations for the JCSA's FY 2015 Comprehensive Annual Financial Report pending the Board's acceptance of the systems. The JCSA had net capital assets totaling \$162,582,955 in the FY 14 annual report.

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

MDP/nb
AccptWtrSwr-FY15-mem

RESOLUTION

FORMAL ACCEPTANCE OF WATER AND SEWER SYSTEMS – FY 2015

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, 2015:

Water Dedications

<u>Development</u>	<u>Value</u>
Greensprings West-Phase 7A	\$ 96,500
Point at Jamestown-Phase 2B	142,800
Settlement at Powhatan Creek-Phase 2	194,500
Settlers Market at Courthouse Commons	90,500
Stonehouse-Tract 12, Phase 3	55,675
White Hall-Section 1	353,820
White Hall-Section 2	671,860
Windsor Ridge-Section 2A	<u>136,875</u>
Total:	<u>\$1,742,530</u>

Sewer Dedications

<u>Development</u>	<u>Value</u>
Colonial Heritage Force Main	\$1,092,000
Greensprings West-Phase 7A	118,145
Kingsmill-Spencer's Grant-Phase 2	29,990
Point at Jamestown-Phase 2B	208,975
Settlement at Powhatan Creek-Phase 2	252,600
Stonehouse-Tract 12, Phase 3	138,915
White Hall East Offsite Sewer	198,880
White Hall-Section 1	408,790
White Hall-Section 2	801,225
Windsor Ridge-Section 2A	<u>256,495</u>
Total:	<u>\$3,506,015</u>

Water and Sewer Total: \$5,248,545

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 28th day of July, 2015.

AccptWtrSwr-FY15-res

ITEM SUMMARY

DATE: 7/28/2015

TO: The Board of Directors

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

SUBJECT: Easement Abandonment – Saint Bede Catholic Church

Wilson Engineers, LLC has requested that the James City Service Authority (JCSA) abandon 228.38 square feet of a 20-foot-wide JCSA utility easement at Saint Bede Catholic Church to align with a new 20-foot-wide utility easement that measures 6,084.50 square feet.

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 dated May 29, 2015, prepared by Wilson Engineers, LLC.

ATTACHMENTS:

	Description	Type
☐	EaseAban-SBchurch-mem(DougPowell)	Cover Memo
☐	EaseAban-SBchurch-res(DougPowell)	Resolution
☐	BODPlatEasementAbandonmentStBede	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	7/9/2015 - 8:31 AM
Publication Management	Burcham, Nan	Approved	7/9/2015 - 8:35 AM
Board Secretary	Fellows, Teresa	Approved	7/9/2015 - 8:37 AM
Attorney	Gowdy, Michelle	Approved	7/9/2015 - 1:37 PM

MEMORANDUM

DATE: July 28, 2015
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Easement Abandonment – Saint Bede Catholic Church

Wilson Engineers, LLC has requested that the James City Service Authority (JCSA) abandon 228.38 square feet of a 20-foot-wide JCSA utility easement at Saint Bede Catholic Church to align with a new 20-foot-wide utility easement that measures 6,084.50 square feet.

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 dated May 29, 2015, prepared by Wilson Engineers, LLC.

MDP/gb
EaseAban-SBchurch-mem

Attachments

RESOLUTION

EASEMENT ABANDONMENT – SAINT BEDE CATHOLIC CHURCH

WHEREAS, Wilson Engineers, LLC requested that the James City Service Authority (JCSA) abandon 228.38 square feet of a 20-foot-wide JCSA utility easement at Saint Bede Catholic Church to align with a new 20-foot-wide utility easement that measures 6,084.50 square feet as defined on a plat dated May 29, 2015, prepared by Wilson Engineers, LLC.

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.

James G. Kennedy
Chairman, Board of Directors

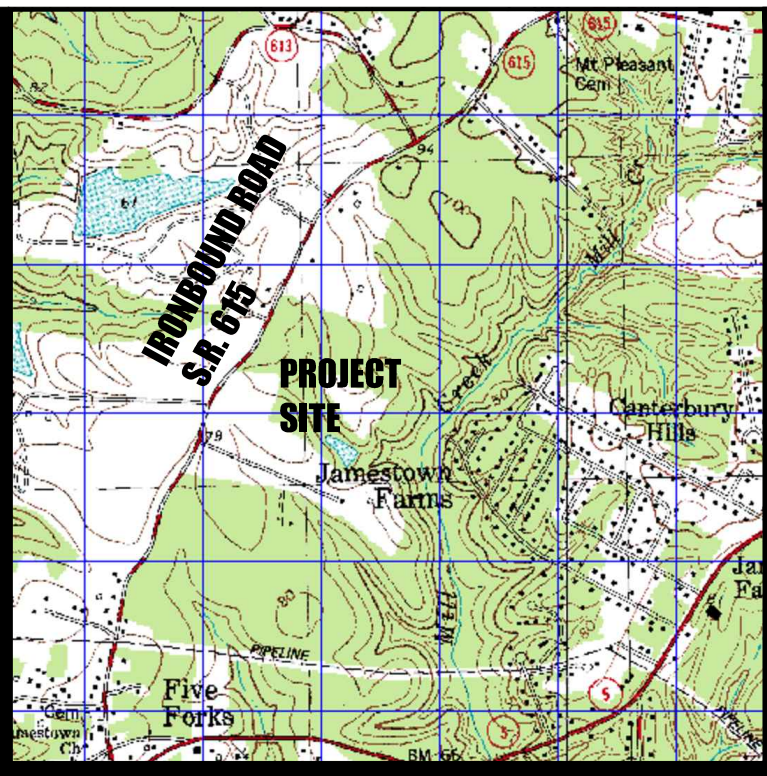
ATTEST:

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 28th day of July, 2015.

EaseAban-SBchurch-res



VICINITY MAP
SCALE: 1" = 2000'

GENERAL NOTES:

- THIS PLAT DEDICATES THOSE UTILITY EASEMENTS SHOWN HEREON AS "NEW UTILITY EASEMENT" TO THE JAMES CITY SERVICE AUTHORITY.
- THIS PLAT VACATES THAT PORTION OF AN EXISTING JAMES CITY SERVICE UTILITY EASEMENT DESIGNATED HEREON AS "UTILITY EASEMENT TO BE VACATED".
- NEW UTILITY EASEMENT AREA = 6718.33 S.F. +/-
- AREA OF UTILITY EASEMENT VACATED = 228.38 S.F. +/-
- REFERENCES:
INSTRUMENT No. 080023685
PLAT BOOK 72, PAGE 85

NUMBER	BEARING	DISTANCE
L1	S 49°44'20" E	14.52'
L2	S 40°15'40" W	31.69'
L3	S 49°44'20" E	20.00'
L4	N 40°15'40" E	31.69'
L5	N 49°44'20" W	20.00'
L6	S 16°14'38" E	19.00'
L7	S 14°24'21" W	53.46'
L8	S 75°42'50" W	27.69'
L9	S 14°17'10" E	20.00'
L10	N 75°42'50" E	33.20'
L11	S 30°35'39" E	5.68'
L12	S 75°35'39" E	56.49'
L13	S 64°46'09" E	168.21'

NUMBER	BEARING	DISTANCE
L14	N 25°13'51" E	20.00'
L15	N 64°46'09" W	170.11'
L16	N 75°35'39" W	50.10'
L17	N 30°35'39" W	9.53'
L18	N 14°24'21" E	19.16'
L19	N 14°24'21" E	32.19'
L20	S 16°40'53" E	32.99'
L21	N 73°28'43" E	3.46'
L22	N 73°28'43" E	16.54'
L23	N 16°31'17" W	27.61'

**UTILITY EASEMENT PLAT
FOR DEDICATION TO THE
JAMES CITY SERVICE AUTHORITY**

ON PROPERTY STANDING IN THE NAME OF
CATHOLIC DIOCESE OF RICHMOND
BEING TAX PARCEL No. 3830100018
KNOWN AS
SAINT BEDE CATHOLIC CHURCH
3686 IRONBOUND ROAD

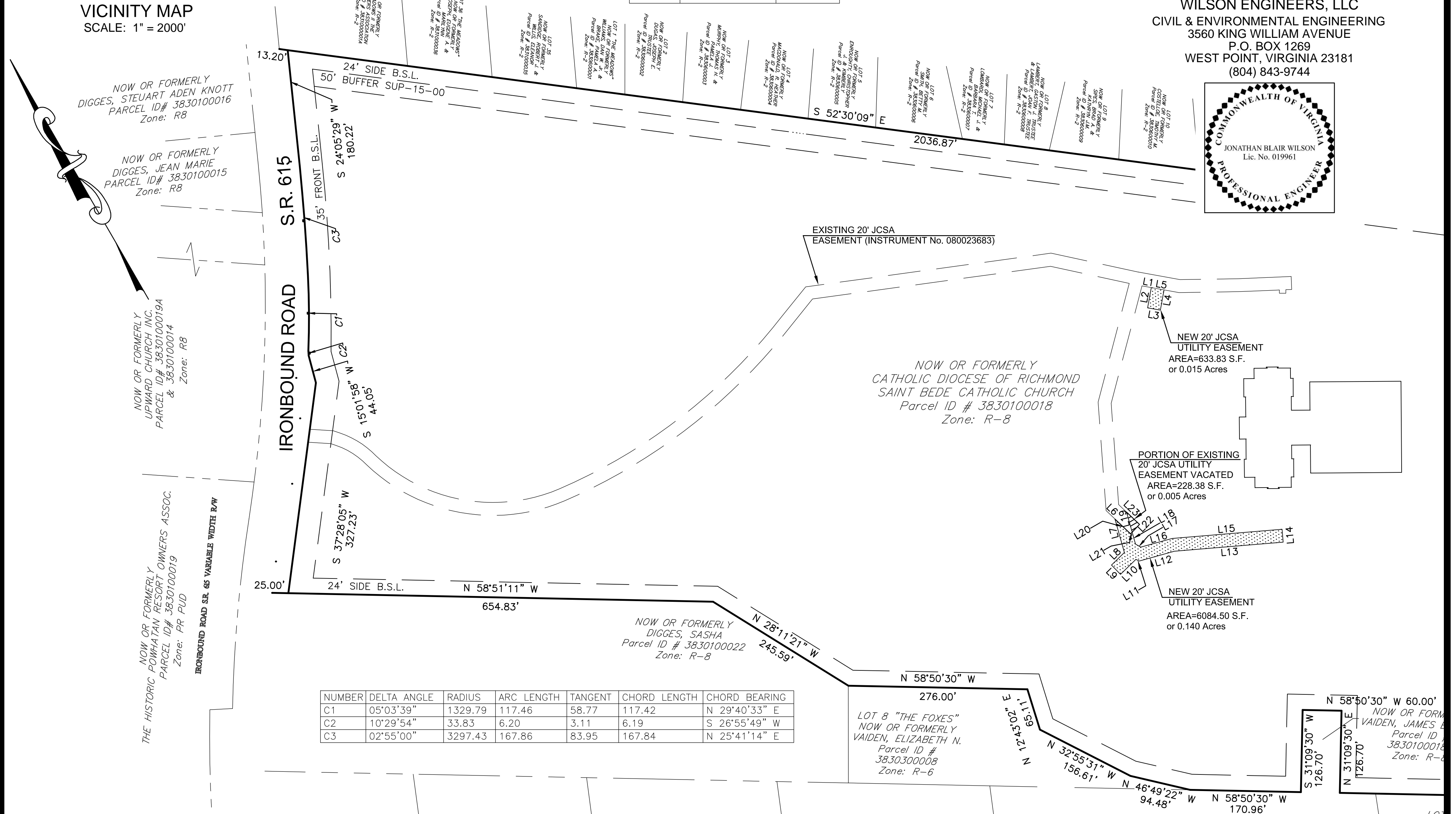
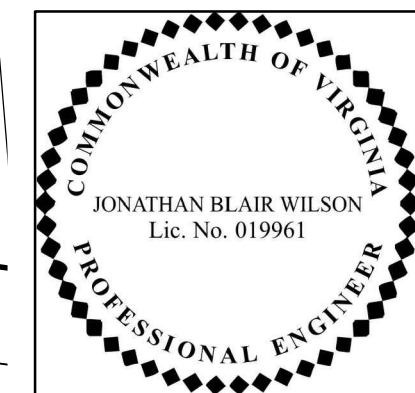
JAMESTOWN MAGISTERIAL DISTRICT
JAME CITY COUNTY, VIRGINIA

DATE: MAY 29, 2015 SCALE: 1" = 100'

SHEET 1 OF 1

PREPARED BY:

WILSON ENGINEERS, LLC
CIVIL & ENVIRONMENTAL ENGINEERING
3560 KING WILLIAM AVENUE
P.O. BOX 1269
WEST POINT, VIRGINIA 23181
(804) 843-9744



NUMBER	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD LENGTH	CHORD BEARING
C1	05°03'39"	1329.79	117.46	58.77	117.42	N 29°40'33" E
C2	10°29'54"	33.83	6.20	3.11	6.19	S 26°55'49" W
C3	02°55'00"	3297.43	167.86	83.95	167.84	N 25°41'14" E

ITEM SUMMARY

DATE: 7/28/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Closed Session Item: Authorization to Enter into Contract Negotiations pursuant to Section 2.2-3711 (A)(29) of the Code of Virginia

ATTACHMENTS:

	Description	Type
▣	Authorization to Enter into Contract Negotiations	Resolution
▣	Authorization to Enter into Contract Negotiations	Resolution
▣	Authorization to Enter into Contract Negotiations	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	7/17/2015 - 8:47 AM
Publication Management	Burcham, Nan	Approved	7/17/2015 - 9:40 AM
Legal Review	Gowdy, Michelle	Approved	7/17/2015 - 4:19 PM
Board Secretary	Fellows, Teresa	Approved	7/21/2015 - 4:09 PM
Board Secretary	Kinsman, Adam	Approved	7/21/2015 - 4:10 PM
Board Secretary	Fellows, Teresa	Approved	7/21/2015 - 4:10 PM

ITEM SUMMARY

DATE: 7/28/2015
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on August 11, 2015 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/28/2015 - 10:34 AM