

AG E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 26, 2016
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. Organizational Meeting of the Board of Directors

D. CONSENT CALENDAR

1. Minutes Adoption - December 8, 2015 Regular Meeting
2. Contract Award - Lift Station 4-7 Control Building Replacement

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

1. Request for Permission to Connect to Sewer System

G. BOARD REQUESTS AND DIRECTIVES

H. ADJOURNMENT

1. Adjourn until 6:30 pm on February 23, 2016

ITEM SUMMARY

DATE: 1/26/2016
TO: The Board of Directors
FROM: Adam R. Kinsman, Interim County Attorney
SUBJECT: Organizational Meeting of the Board of Directors

Adoption of organizational meeting resolution.

ATTACHMENTS:

	Description	Type
▣	Organizational Meeting Memo	Cover Memo
▣	Organizational Meeting Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	1/12/2016 - 2:39 PM
Publication Management	Burcham, Nan	Approved	1/12/2016 - 2:46 PM
Legal Review	Kinsman, Adam	Approved	1/12/2016 - 2:46 PM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 3:33 PM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 3:35 PM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 3:46 PM

MEMORANDUM

DATE: January 26, 2016
TO: The Board of Directors
FROM: Adam R. Kinsman, Interim County Attorney
SUBJECT: Organizational Meeting of the Board of Directors

The Board should first take action on the election of the chairman and the vice chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2016 and the date of the 2017 organizational meeting as established in the attached resolution, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

ARK/nb
JCSAorgMeeting2016-mem

Attachment

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 2016.

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 2016.

1. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, except in August and December when the Board meeting shall be held on the second Tuesday of such months, and in the month of April when the Board shall meet on both the second and fourth Tuesday of the month. The meetings shall be held at 6:30 p.m.
2. The 2017 organizational meeting shall be held on the fourth Tuesday in January 2017 following the Board of Supervisors meeting.
3. The Board of Directors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
 - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - b. Motions need not be seconded.
 - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - d. Informal discussion of a subject is permitted while no motion is pending.
 - e. The chairman can speak in discussion without leaving the chair and can make motions and votes on all questions.

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 26th day of January, 2016.

ITEM SUMMARY

DATE: 1/26/2016
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - December 8, 2015 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	120815 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:31 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
December 8, 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
Bryan J. Hill, Secretary to the Board
Michelle M. Gowdy, County Attorney

C. CONSENT CALENDAR

A motion to Approve 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

1. Minutes Adoption - November 24, 2015, Regular Meeting
2. Authorization to Grant Easement to Virginia Electric and Power Company - 115 Ferncliff Dr.

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

Adjourn until 6:30 p.m. on January 26, 2015, for the Organizational Meeting.

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

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

At 9:58 p.m., Mr. Kennedy adjourned the Board.

Bryan J. Hill
Secretary to the Board

ITEM SUMMARY

DATE: 1/26/2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Contract Award - Lift Station 4-7 Control Building Replacement

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	1/7/2016 - 1:35 PM
Publication Management	Burcham, Nan	Approved	1/7/2016 - 1:45 PM
Legal Review	Kinsman, Adam	Approved	1/7/2016 - 4:56 PM
Board Secretary	Fellows, Teresa	Approved	1/8/2016 - 9:45 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 10:52 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 10:55 AM

MEMORANDUM

DATE: January 26, 2016
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award – Lift Station 4-7 Control Building Replacement

The purpose of the Lift Station 4-7 Control Building Replacement Project, located at 4604 John Tyler Hwy. near Five Forks, is to provide flood protection for the sewage lift station control building. James City Service Authority’s sewage Lift Station 4-7 has flooded several times causing damage to the equipment and wastewater overflows. The control building houses pumps, electrical motors, electrical controls and equipment, an emergency generator and indoor fuel tank. To alleviate the problem, JCSA is proposing to construct a flood proof control building to a height above the maximum recorded flood level. The building will be equipped with a watertight access door and ventilation louvers will be positioned above the flood level so the station can remain operable during flood conditions.

The Invitation for Bids was publicly advertised and competitively bid. Three bids were received as follows:

<u>FIRM</u>	<u>AMOUNT</u>
David A. Nice Builders, Inc.	\$ 333,000
R.E.W. Corporation	368,333
Shaw Construction	399,400

David A. Nice Builders, Inc. was determined to be the lowest responsive and responsible bidder and provided satisfactory references, bonds and proof of required insurance coverage.

Adequate funds are available in the JCSA Capital Improvements Program budget for this project. Staff recommends that the Board approve the attached resolution awarding the contract for the Lift Station 4-7 Control Building Replacement Project to David A. Nice Builders, Inc. for \$333,000.

MDP/ab
CA-LiftStation-mem

Attachment

RESOLUTION

CONTRACT AWARD – LIFT STATION 4-7 CONTROL BUILDING REPLACEMENT

WHEREAS, the Lift Station 4-7 Control Building Replacement Project has been publicly advertised and competitively bid with three bids received; and

WHEREAS, David A. Nice Builders, Inc. 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 the Lift Station 4-7 Control Building Replacement Project to David A. Nice Builders, Inc. in the amount of \$333,000.

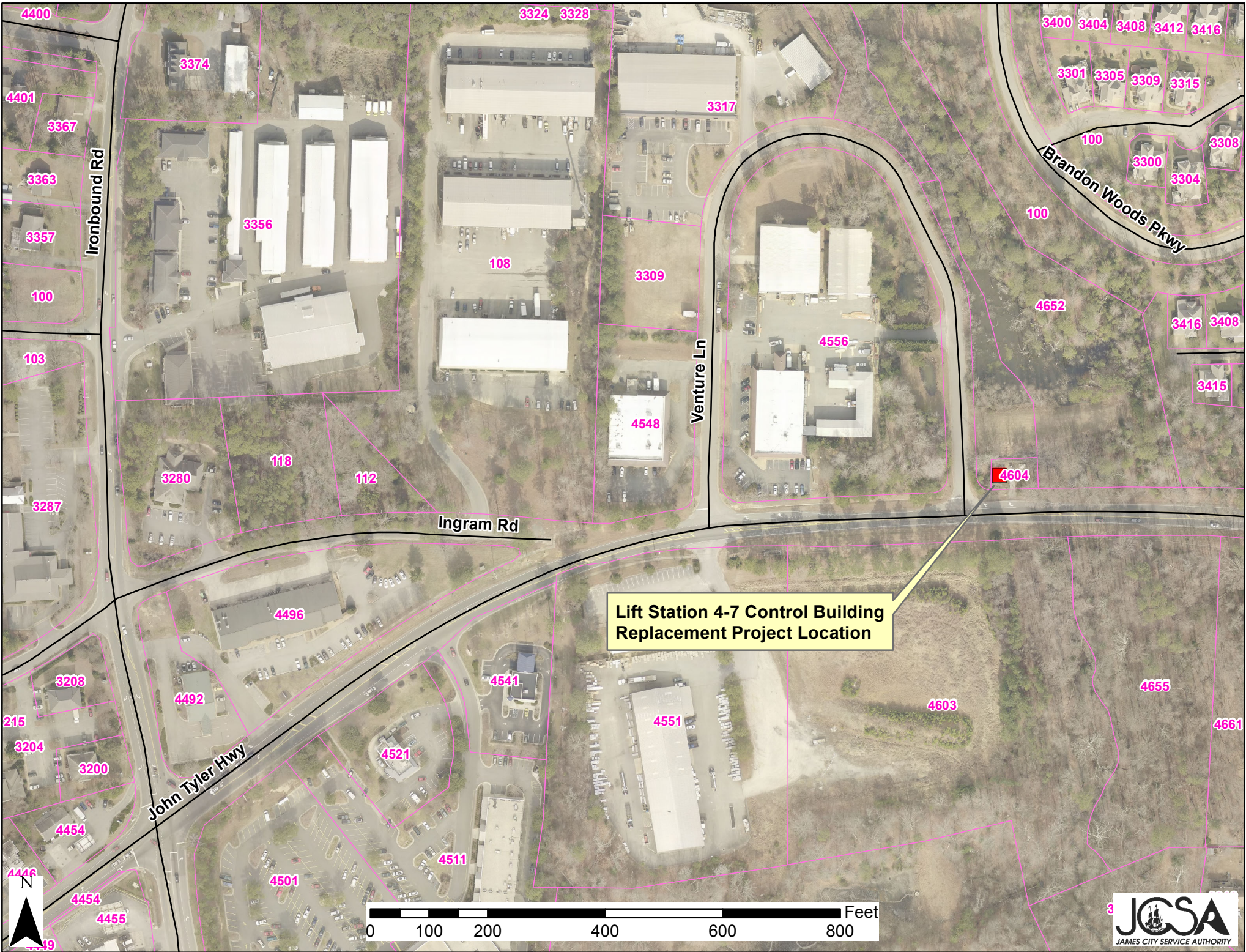
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 26th day of January, 2016.

CA-LiftStation-res



Lift Station 4-7 Control Building Replacement Project Location

ITEM SUMMARY

DATE: 1/26/2016
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Request for Permission to Connect to Sewer System

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	1/8/2016 - 2:23 PM
Publication Management	Boles, Amy	Approved	1/8/2016 - 2:43 PM
Legal Review	Kinsman, Adam	Approved	1/12/2016 - 10:58 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 11:04 AM
Board Secretary	Kinsman, Adam	Approved	1/12/2016 - 11:09 AM
Board Secretary	Fellows, Teresa	Approved	1/12/2016 - 11:12 AM

MEMORANDUM

DATE: January 26, 2016
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Request for Permission to Connect to Sewer System

Surber Development and Consulting, LLC proposes to develop a 148-unit senior living apartment complex at 6300 Old Mooretown Rd. in York County. They are requesting permission to connect to the existing James City Service Authority (JCSA) sewer line. Since this parcel is located in York County and the proposed development will likely require more than 30,000 gallons per day of sewer service, the approval of the Board of Directors is required.

The development has obtained all necessary approvals from York County and York County has provided a letter stating they do not object to JCSA providing sewer service to the parcel.

Under current standards, sufficient capacity exists to accommodate this development. Therefore, staff recommends approval of the request.

It should be noted that the Hampton Roads Sanitary District is developing new standards to determine capacity. If the new standards are developed and implemented before this development begins construction and sufficient capacity does not exist under the new standards, it is possible that this development would have to construct improvements to address the capacity.

MDP/nb
SewerSysReq-mem

Attachment

RESOLUTION

REQUEST FOR PERMISSION TO CONNECT TO SEWER SYSTEM

WHEREAS, Surber Development and Consulting, LLC proposes to construct a 148-unit senior living apartment complex at 6300 Old Mooretown Rd. in York County; and

WHEREAS, the James City Service Authority (JCSA) Regulations require that the Board of Directors approve a connection to the sewer system from a parcel in a neighboring locality if the development requires more than 30,000 gallons a day of sewer service; and

WHEREAS, sufficient capacity exists in the sewer system under current standards.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves the request to connect the parcel located at 6300 Old Mooretown Rd. to the JCSA sewer system.

Chairman, Board of Directors

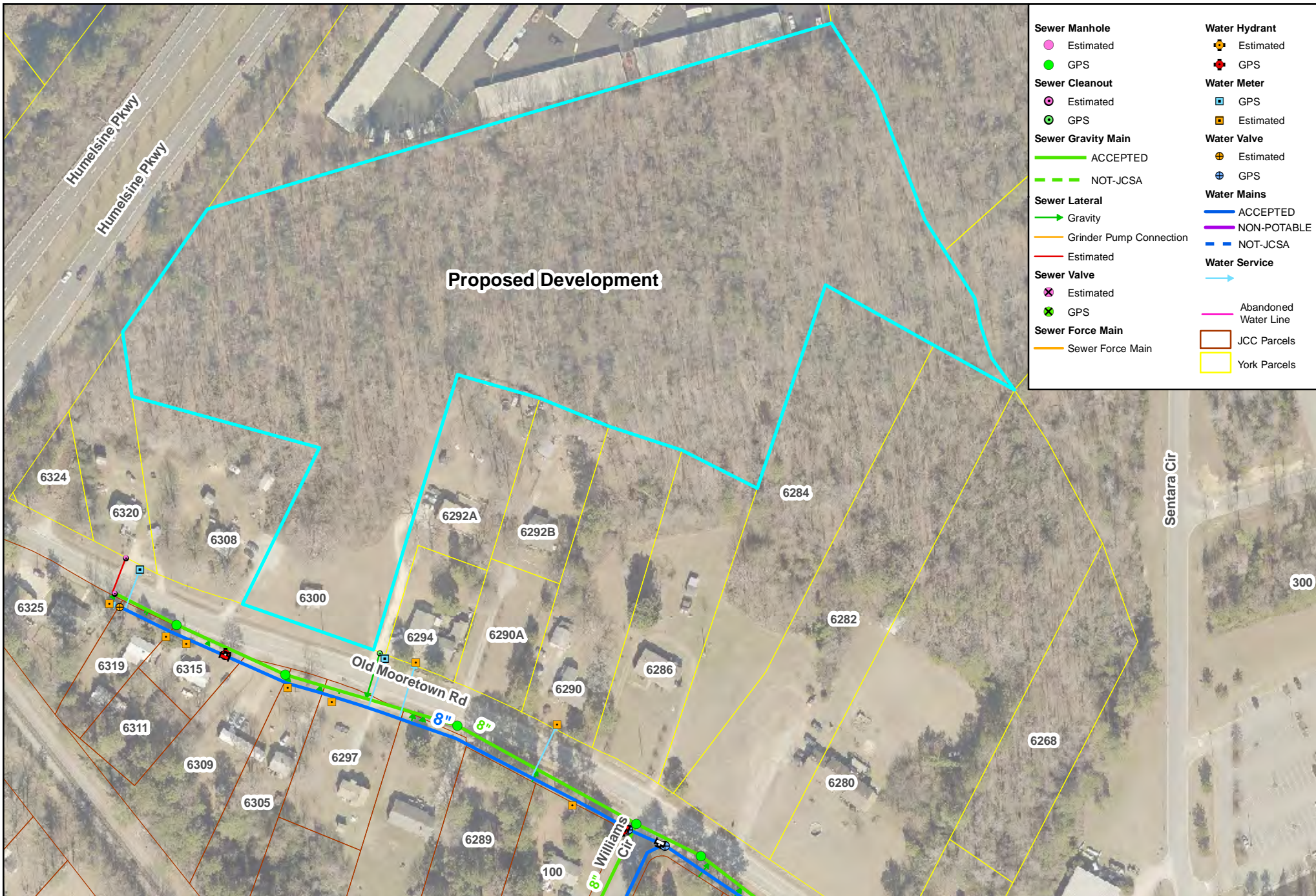
ATTEST:

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 26th day of January, 2016.

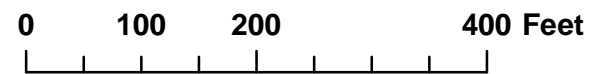
SewerSysReq-res



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	▭ JCC Parcels
— Sewer Force Main	▭ York Parcels

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.

6300 Old Mooretown Rd



ITEM SUMMARY

DATE: 2/23/2016
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on February 23, 2016

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/14/2016 - 3:05 PM