

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

March 28, 2000

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Amendment Section 34, Regulations Governing Utility Service - Groundwater Withdrawal
2. Triton, PCS, Lease - Longhill Road and Seasons Trace Water Tanks
3. Revised Minutes of January 26, 2000, Meeting

C. BOARD CONSIDERATION

1. Utility Participation Agreement - Greensprings Plantation, Inc./Monticello Avenue Waterline
2. Budget Amendment - Well Mitigation

D. BOARD REQUESTS AND DIRECTIVES

MEMORANDUM

DATE: March 28, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Amendment - Section 34 Regulations Governing Utility Service

The James City Service Authority (JCSA) has groundwater withdrawal permits that were issued by the Department of Environmental Quality (DEQ) for all water withdrawals that exceed 300,000 gallons per month. The DEQ permit regulations require the JCSA to have a Withdrawal Impact Mitigation Plan. The Plan establishes a dispute-resolution mechanism for any well that existed prior to the issuance of the groundwater withdrawal permits.

The JCSA's Regulations Governing Utility Service (Regulations) was amended in May 1998 to incorporate Section 34 Withdrawal Impact Mitigation Plan for the JCSA's Center Water System. The JCSA has since been issued seven additional groundwater withdrawal permits. The new permits are not referenced in the Regulations. DEQ has asked that the permits be included in the JCSA Regulations by direct reference.

The attached amended Section 34 reflects the change to the Regulations as requested by DEQ. The only change to the Regulations is to reference the groundwater withdrawal permit by name and number. Approval of the attached resolution amending the Regulations is recommended.

Larry M. Foster

LMF/alc
utility.mem

Attachment

RESOLUTION

AMENDMENT - SECTION 34 REGULATIONS GOVERNING UTILITY SERVICE

WHEREAS, the Department of Environmental Quality (DEQ) has requested that Section 34 - Withdrawal Impact Mitigation Plan of the James City Service Authority's (JCSA) Regulations Governing Utility Service be amended to reference all groundwater withdrawal permits issued to the JCSA; and

WHEREAS, the reference to the permit in the Regulations is a requirement for the issuance of the individual groundwater withdrawal permits issued to the JCSA by DEQ.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby amends Section 34 - Withdrawal Impact Mitigation Plan - Preamble reflected in the attached.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 28th day of March, 2000.

utility.res

MEMORANDUM

DATE: March 28, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Triton, PCS, Lease - Longhill Road and Seasons Trace Water Tanks

The James City Service Authority (JCSA) negotiated a lease with Triton, PCS, to place a cellular antennae on water storage tanks located on Longhill Road and in Seasons Trace. The lease provides for a fee of \$24,000 per year with an annual escalator equal to the Consumer Price Index. The lease is for five years and renewable for another five years.

Triton, PCS, has performed the required studies to assure that the new antennae will not interfere with existing antennae currently located on the tanks. In addition, the antennae will be installed and painted in a manner to assure that they are as inconspicuous as possible.

The JCSA currently leases space to cellular phone companies at three of the water storage tank sites. These working relationships have been harmonious and mutually beneficial.

It is recommended that the Board approve the attached resolution authorizing the Chairman to sign the Lease Agreement with Triton, PCS, to place a cellular phone antennas and associated appurtenances on the Longhill Road and Seasons Trace water tanks.

Larry M. Foster

LMF/tlc
triton.mem

Attachment

RESOLUTION

TRITON, PCS, LEASE - LONGHILL ROAD AND SEASONS TRACE WATER TANKS

WHEREAS, Triton, PCS, has petitioned the James City Service Authority (JCSA) to enter into a lease to allow the installation of a cellular telephone antennae on the Longhill Road and Seasons Trace elevated water tanks; and

WHEREAS, the JCSA has negotiated a lease that provides terms to adequately protect and compensate the JCSA for allowing the use of its facility for the attachment of the cellular telephone antennae and associated appurtenances.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the Chairman to sign the Lease Agreement with Triton, PCS, on behalf of the JCSA.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of March, 2000.

triton.res

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 2000, AT 10:25 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Ronald A. Nervitt, Vice Chairman
Jay T. Harrison, Sr.
John J. McGlennon
Bruce C. Goodson
James G. Kennedy

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

B. ORGANIZATIONAL MEETING

Mr. Nervitt, Vice Chairman, requested nominations for Chairman and Vice Chairman.

Mr. Goodson nominated Mr. Kennedy for Chairman and Mr. Harrison for Vice Chairman.

On a roll call, the vote was: AYE: McGlennon, Harrison, Goodson, Kennedy, Nervitt (5). NAY: (0).

Mr. McGlennon moved to adopt the Organizational Meeting of the Board of Directors Resolution.

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

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 2000.

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 2000.

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. Foster distributed revised minutes of December 21, 1999, meeting.

Mr. Goodson moved to approve the revised minutes

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

D. BOARD CONSIDERATIONS

1. Bid Award - Well No. 33 - Tank and Control Rehabilitation

Mr. Foster, General Manager, recommended the Board approve the resolution awarding the Well No. 33 rehabilitation project to Qualicon, Inc., in the amount of \$156,000.

Mr. Goodson moved to approve the resolution.

On a roll call, the vote to approve the following resolution was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

BID AWARD - WELL NO. 33 REHABILITATION

WHEREAS, the plans and specification for improvements to Well No. 33 have been publicly advertised and competitively bid with three firms submitting bids ranging from \$156,000-\$169,000; and

WHEREAS, Qualicon, Inc., submitted the low bid and has been determined capable of completing the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that adequate funds are available in the budget to cover the costs of the project and the Board hereby awards the Well No. 33 rehabilitation project to Qualicon, Inc., for a bid of \$156,000.

2. Bid Award - James Terrace Water System Rehabilitation Phases 4 and 5

Mr. Foster recommended the Board award the contract for the James Terrace project to J. Sanders Construction in the amount of \$609,611. The rehabilitation of the water system will improve the water quality, fire protection, and pressure in the James Terrace area.

The Board discussed the current phase of work being done in James Terrace.

Mr. Nervitt moved to approve the bid award.

On a roll call, the vote to approve the following resolution was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

BID AWARD - JAMES TERRACE WATER SYSTEM REHABILITATION

PHASES 4 AND 5 (00-B-0021)

WHEREAS, plans and specifications for Phases 4 and 5 of the James Terrace Water System Rehabilitation were advertised and competitively bid; and

WHEREAS, J. Sanders Construction submitted a low bid of \$609,611 and has been determined capable of completing the project, and adequate funds are in the budget to cover the project costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for the James Terrace Water System Rehabilitation to J. Sanders Construction in the amount of \$609,611.

3. Bid Award - Well No. 6 Rehabilitation

Mr. Foster recommended the Board award the Well No. 6 Rehabilitation project to J. Sanders Construction, Co. The rehabilitation will replace the temporary facility and provide for upgraded controls to monitor the facility from a remote location.

Mr. Harrison moved to approve the bid award.

On a roll call, the vote to approve the following resolution was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

BID AWARD - WELL NO. 6 REHABILITATION

WHEREAS, the plans and specification to rehabilitate Well No. 6 located on Olde Towne Road have been advertised for competitive bid and publicly opened; and

WHEREAS, four firms submitted bids with J. Sanders Construction, Co., submitting a low bid of \$103,633.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Well No. 6 rehabilitation project to J. Sanders Construction, Co., in the amount of \$103,633.

4. **Waterline Extension Agreement, Government Road Interconnection**

Mr. Foster reported on the completed design of the permanent interconnection between the JCSA and Newport News Water Works and the agreement to accomplish the interconnection. The connection is proposed to provide a means to supplement the JCSA water supply.

Mr. Harrison moved to approve the resolution.

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

NEWPORT NEWS WATER EXTENSION AGREEMENT -

GOVERNMENT ROAD INTERCONNECTION

WHEREAS, the James City Service Authority (JCSA) desires to provide for a permanent emergency interconnection with the Newport News Waterworks (NNWW) water system in the Government Road area of the County; and

WHEREAS, NNWW has submitted a water extension agreement providing the terms and fees (\$13,059) for the interconnection.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes its Chairman to sign the Government Road Interconnection Agreement on behalf of the JCSA.

5. **Establishment of Water Conservation Committee**

Mr. Foster presented a proposal to establish a Water Conservation Committee which would consist of seven members serving three-year terms.

The Board discussed increasing the size of the committee.

Mr. McGlennon requested the resolution say "at least seven members."

Mr. McGlennon made a motion to approve the revised resolution to include “at least seven members.”

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

WATER CONSERVATION COMMITTEE

WHEREAS, effectively educating our citizens in the need to conserve potable water is an essential component to meeting the County’s long-term water needs; and

WHEREAS, the establishment of a citizen committee has proven invaluable in developing understandable programs that are supported by County constituents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, hereby establish a Water Conservation Committee consisting of at least seven County citizens serving three-year terms.

BE IT FURTHER RESOLVED that the purpose and goals of the Committee are:

Purpose: Raise public awareness of water conservation issues and recommend water conservation initiatives.

Goals: Provide a community perspective on water conservation issues;

Assist and advise the JCSA and Water Conservation Coordinator in the development of water conservation programs;

Assist in the promotion of water conservation goals throughout the County;

Provide citizen input on the implementation of JCSA/JCC water conservation programs; and

Raise public awareness of the County’s water supply and the need to use water efficiently with the objective of changing water use habits.

E. BOARD REQUESTS AND DIRECTIVES

Mr. Nervitt expressed his concern regarding utility lines adjacent to the Jamestown Road bridge.

Mr. Nervitt inquired about landscaping at the Kristiansand well site.

Mr. Kennedy inquired about an item in the Board’s Reading File. Specifically the letter regarding property owners responsible for tenant’s unpaid bills. Mr. Foster stated he did not recommend changing the policy. Mr. Foster will investigate sending delinquency notices to landlords if tenants water bills are not paid prior to the issuance of a second notice.

Mr. Kennedy moved to adjourn the Board meeting until February 22, 2000, at 7:00 p.m.

On a roll call, the vote was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

The Board adjourned at 1:00 a.m.

Sanford B. Wanner
Secretary to the Board

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MEMORANDUM

DATE: March 28, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Utility Participation Agreement - Greensprings Plantation, Inc./Monticello Avenue Waterline

Greensprings Plantation, Inc., is in the process of constructing a portion of Monticello Avenue, in accordance with the proffers for the Greensprings project. The James City Service Authority's (JCSA) Infrastructure Plan recommends that a 12-inch waterline be included in the Monticello Avenue Corridor to improve system reliability, hydraulics, and fire flows. The majority of the recommended waterline is being installed as part of the Monticello Avenue constructed project being jointly administered by the Virginia Department of Transportation and James City County.

The waterline for the Greensprings Plantation portion of Monticello Avenue is approximately 1,000 feet in length. Greensprings Plantation, Inc., has agreed to install the waterline for \$54,008.42, while the road is being constructed. Installing the waterline during the road construction allows the entire waterline to be operational in a more timely manner and is a more convenient method of construction. A comparison of recent prices for similar projects indicates the proposed price is reasonable.

The JCSA's Regulations Governing Utility Services - Section 24-1(a) states that "when a developer provides for the extension or expansion of a facility over that needed by the project...the JCSA may reimburse the developer directly...for its share of the costs of the project." The Regulation further provides that the JCSA enter into a Utility Participation Agreement defining the terms for reimbursing the developer.

The costs and timing of the installation of the proposed waterline during the construction of the Greensprings Plantation, Inc., portion of Monticello Avenue is advantageous. Therefore, it is recommended that the Board adopt the attached resolution authorizing the Chairman to sign an agreement with Greensprings Plantation, Inc., providing the terms for reimbursement of up to \$60,000 to Greensprings Plantation, Inc., to cover the costs associated with the installation of the waterline.

Larry M. Foster

LMF/tlc
grnspgupa.mem

Attachment

UTILITY PARTICIPATION AGREEMENT

MONTICELLO AVENUE WATERLINE

WHEREAS, Greensprings Plantation, Inc., is constructing a portion of Monticello Avenue as a portion of the development proffers.

WHEREAS, the James City Service Authority (JCSA) Infrastructure Master Plan has recommended the installation of a 12-inch waterline in this portion of the roadway; and

WHEREAS, the JCSA and Greensprings Plantation, Inc., have agreed that it is prudent and efficient for Greensprings Plantation, Inc., to install the waterline in conjunction with the construction of the road.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City County Service Authority, James City County, Virginia agrees to reimburse Greensprings Plantation, Inc., up to \$60,000 for installing the waterline in accordance with Section 29 of the James City Service Authority's Regulations Governing Utility Service.

Marc Sharp
President, Greensprings Plantation, Inc.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 28th day of March, 2000.

utilpartMA.res

RESOLUTION

UTILITY PARTICIPATION AGREEMENT

GREENSPRINGS PLANTATION, INC., - MONTICELLO AVENUE WATERLINE

WHEREAS, Greensprings Plantation, Inc., is in the process of constructing a portion of Monticello Avenue where the James City Service Authority's Infrastructure Master Plan has recommended a 12-inch water main; and

WHEREAS, Greensprings Plantation, Inc., has agreed to extend the waterline in conjunction with other construction activities in their portion of Monticello Avenue at costs not to exceed \$60,000; and

WHEREAS, it is timely and cost-effective to have the waterline installed in conjunction with the road construction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the Chairman to sign a Utility Participation Agreement providing the terms for reimbursing Greensprings Plantation, Inc., for the costs of installing the waterline in an amount not to exceed \$60,000.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of March, 2000.

gmspgupa.res

MEMORANDUM

DATE: March 28, 2000
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Budget Amendment - Well Mitigation

The James City Service Authority (JCSA) Board of Directors approved a Well Mitigation Plan on May 26, 1998, to establish a dispute-resolution mechanism that existing and "grandfathered" groundwater users could use to resolve claims that may arise because of groundwater withdrawals from the JCSA's wells in James City County. The program is a condition of the JCSA Groundwater Withdrawal Permit issued by the Department of Environmental Quality (DEQ).

Modeling predictions, developed by JCSA and accepted by the DEQ, predict areas affected by the JCSA permitted withdrawals and indicate that the withdrawals may have impacts on existing groundwater users. To safeguard existing groundwater users the JCSA developed the Mitigation Plan.

During Fiscal Year 1999, the JCSA received 36 claims totaling \$43,911. Six claims were denied. Approval of the other claims total \$27,981. The JCSA has received 58 claims in FY 2000 totaling \$87,996 with approved claims totaling \$60,991. In that we did not know the extent of the impacts on private wells, the expense for both FY 1999 and 2000 was not programmed.

In view of the significant financial impact on the JCSA's Water Fund Budget for FY 2000, it is requested that an additional \$75,000 be appropriated from the JCSA reserve funds to the current and anticipated well mitigation claims.

Attached for your consideration and adoption is a resolution for an additional appropriation from the Reserve Fund to support the Well Mitigation Plan expenses.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/alc
welmitamend

Attachment

RESOLUTION

BUDGET AMENDMENT - WELL MITIGATION

WHEREAS, the Board has approved a program for handling well mitigation claims; and

WHEREAS, funds totaling \$75,000 are available in the James City Service Authority Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adjusts the budget as follows:

From:

Reserve Fund	<u>\$75,000</u>
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To:

Well Mitigation	<u>\$75,000</u>
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James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of March, 2000.

welmitamend.res