

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

March 28, 2006

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes - February 28, 2006, Regular Meeting
2. Transfer of Sewerage Lift Station 1-2 to Hampton Roads Sanitation District
3. Contract Award - Facility Demolition Contract
4. Bid Award - Route 199-College Creek Waterline Connection
5. Recalibration Implementation
6. Jamestown-Yorktown Foundation Equipment Purchase Agreement

C. BOARD REQUESTS AND DIRECTIVES

D. ADJOURNMENT

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AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 28TH DAY OF FEBRUARY 2006, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Chairman
Jay T. Harrison, Sr., Vice Chairman
James O. Icenhour
Bruce C. Goodson
M. Anderson Bradshaw

Sanford B. Wanner, Secretary
Adam R. Kinsman, Assistant County Attorney
Larry M. Foster, General Manager

C. CONSENT CALENDAR

Mr. Foster provided an overview of the items on the Consent Calendar.

Mr. Goodson made a motion to adopt the items on the Consent Calendar.

On a roll call vote, the vote was AYE; Harrison, Icenhour, Goodson, Bradshaw, McGlennon (5).
NAY: (0).

1. Minutes -
 - a. January 24, 2006, Special Meeting
 - b. January 24, 2006, Regular Meeting
2. Approval of Bridge Maintenance and Cost-Sharing Agreement - Virginia United Methodist Homes

RESOLUTION

APPROVAL OF BRIDGE MAINTENANCE AND COST SHARING AGREEMENT -

VIRGINIA UNITED METHODIST HOMES

WHEREAS, Virginia United Methodist Homes is developing a retirement home in James City County and the home will have numerous walking trails and other recreational amenities; and

WHEREAS, the James City Service Authority will provide public sewer service to the development and one of the planned sewer lines will require a bridge lending itself to dual use as the support structure for a walking trail bridge; and

WHEREAS, James City Service Authority staff, in conjunction with representatives of Virginia United Virginia Methodist Homes, have developed an agreement providing the terms for joint use of the sewer/walking trail bridge.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager of the James City Service Authority to sign the agreement defining the terms for the joint use of the sewer walking trail bridge.

3. Groundwater Mitigation Program - Renewal of Memorandum of Agreement

RESOLUTION

GROUNDWATER MITIGATION PROGRAM –

RENEWAL OF MEMORANDUM OF AGREEMENT

WHEREAS, the Hampton Roads Planning District Commission has provided technical support to area localities and utilities for the mitigation of their Groundwater Mitigation Program as required by the Groundwater Withdrawal Permits that are issued by the Virginia Department of Environmental Quality; and

WHEREAS, the second five-year term of the Memorandum of Agreement has expired and is in need of renewal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the County Administrator to sign the Regional Groundwater Mitigation Program Administration - Memorandum of Agreement on behalf of James City County and the James City Service Authority with Hampton Roads Planning District Commission.

D. ADJOURNMENT

Mr. Harrison made a motion to adjourn.

The motion passed by an unanimous voice vote.

At 8:14 p.m., Mr. McGlennon adjourned the Board.

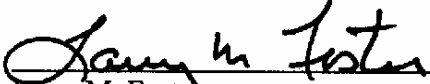
Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: March 28, 2006
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Transfer of Sewerage Lift Station 1-2 to Hampton Roads Sanitation District

The James City Service Authority (JCSA) owns and operates sewerage Lift Station 1-2, which is located off John Tyler Highway near Jamestown High School. The facility was recently rehabilitated and enlarged to Hampton Roads Sanitation District (HRSD) standards with the intention of it being transferred to HRSD when the one-year manufacturer's warranties expire on the equipment installed during the upgrade. The warranties expire in April 2006.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the appropriate documents to transfer Sewerage Lift Station 1-2 to the HRSD.


Larry M. Foster

LMF/nb
TrfSwgeLtStn1_2.memo

Attachment

RESOLUTION

TRANSFER OF SEWERAGE LIFT STATION 1-2 TO

HAMPTON ROADS SANITATION DISTRICT

WHEREAS, the James City Service Authority owns Sewerage Lift Station 1-2 located off John Tyler Highway near Jamestown High School that was designed and constructed with the intent of eventual transfer to the Hampton Roads Sanitation District (HRSD); and

WHEREAS, HRSD has agreed to accept the transfer of the facility when the manufacturer warranties on the equipment expire in April 2006.

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 appropriate documents, transferring ownership of Sewerage Lift Station 1-2 to the HRSD.

John J. McGlennon
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, 2006.

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MEMORANDUM

DATE: March 28, 2006

TO: The Board of Directors

FROM: Larry M. Foster, General Manager, James City Service Authority

SUBJECT: Contract Award - Facility Demolition Contract


A Request for Proposals (RFP) to demolish seven well facilities and a sewerage pumping station was advertised, with proposals being submitted by four interested firms and reviewed by staff. The well facilities are small low-production facilities that are no longer needed. The sewerage pumping station was replaced by consolidating two facilities on Jamestown Island into one.

The following four firms submitted proposals:

Firm
Canada Contracting Company, Inc.
W. L. Padden Construction
Macsons, Inc.
J. Sanders Construction

At the January 24, 2006, meeting, the Board awarded the contract for this project to Canada Contracting Company, Inc. One of the primary reasons Canada was selected was the safety record reported in their response to the Request for Proposals. During the notice of award posting period required by procurement law, staff obtained additional information about Canada's safety record and consulted the County's Risk Manager and the County Attorney. The proposals were reevaluated and staff determined Canada's safety experience was no better than Macsons, Inc., originally the second ranked firm who offered to perform the work at a lower cost of \$129,300. As a result of the reevaluation, staff determined Macsons, Inc., submitted the most responsive and cost effective proposal.

Since the contract documents have not been completed, staff recommends that the Board approve the attached resolution awarding the Facility Demolition Contract to Macsons, Inc., and rescinding the award to Canada Contracting Company, Inc.


Larry M. Foster

LMF/gs
macsonsbidawd.mem

Attachment

RESOLUTION

CONTRACT AWARD - FACILITY DEMOLITION CONTRACT

WHEREAS; the James City Service Authority (JCSA) has publicly advertised and reviewed proposals from four firms interested in performing work associated with the demolition of eight facilities; and

WHEREAS; the Board awarded the contract for the project to Canada Contracting Company, Inc., at its January 24, 2006, meeting, and it was later determined that Canada's safety record was no better than Macsons, Inc.; and

WHEREAS; upon reevaluating the proposals to include the additional information regarding safety, staff determined that Macsons, Inc., submitted the most responsive and cost effective proposal.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby rescinds its January 24, 2006, action awarding the contract for this project to Canada Contracting Company, Inc., and awards the contract for demolishing eight JCSA facilities as defined in the Request for Proposal documents to Macsons, Inc., for \$129,300.

John J. McGlennon
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, 2006.

macsonsbidawd.res

MEMORANDUM

DATE: March 28, 2006
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Bid Award - Route 199-College Creek Waterline Connection

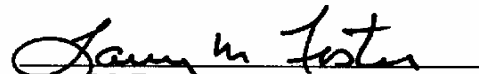
The James City Service Authority (JCSA) has parallel waterlines following Route 199 at College Creek. The waterline under College Creek ruptured and has been isolated from the remainder of the water system. The other waterline is attached to the Route 199 College Creek Bridge. Reconnecting the waterline at a different location on the south side of the College Creek Bridge is needed to improve water flows and pressures in the areas along Lake Powell and Williamsburg Landing. In essence, this project will eliminate the redundant waterline under College Creek.

The plans and specifications for installing a water connection that will cross Route 199 at the south end of the College Creek Bridge connecting the parallel lines has been publicly advertised and competitively bid with five firms submitting a follows:

<u>Firm</u>	<u>Amount</u>
Wayjo, Inc.	\$109,800
Walter C. Via, Enterprises	319,281
Tidewater Utility Construction	346,180
JCB Construction	395,505
Suburban Construction	448,225

Wayjo's bid is within the engineer's estimate of \$125,000 and funds are available in the budget. Wayjo has performed similar work for JCSA, and therefore has been determined capable of performing the work associated with this project.

Staff recommends approval of the attached resolution awarding the Route 199-College Creek Waterline Connection project to Wayjo, Inc.


 Larry M. Foster

LMF/gs
 wajoawdbid.mem

Attachment

RESOLUTION

BID AWARD - ROUTE 199-COLLEGE CREEK WATERLINE CONNECTION

WHEREAS, the specifications to construct and install a waterline connection on Route 199 at the south end of the College Creek Bridge has been advertised and publicly opened; and

WHEREAS, five firms submitted bids on the project with Wayjo Inc., who has been determined capable of performing the work associated with the project, submitting the lowest bid. Staff recommends awarding the Route 199-College Creek Waterline Connection project to Wayjo Inc., for a contract price of \$109,800.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the bid for the Route 199-College Creek Waterline Connection to the firm submitting the lowest responsive bid - Wayjo, Inc., for \$109,800.

John J. McGlennon
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, 2006.

wajoawdbid.res

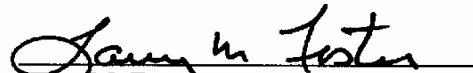
MEMORANDUM

DATE: March 28, 2006
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Recalibration Implementation

At the March 14, 2006, meeting, the Board of Supervisors approved a resolution implementing the Recalibration Study for James City County Employees, effective April 1, 2006. James City Service Authority employees were included in the Study and the County's Compensation Plan. Formal Action by the Board of Directors is necessary to implement the recommendations of the Recalibration Study for JCSA employees.


The Compensation Plan is recalibrated every four years to ensure that County and JCSA employees are paid competitively. This year's study confirmed what we are experiencing - the compensation of many job classifications are not competitive in the job market making it difficult to recruit and retain individuals in these positions. Implementing the new salary ranges on April 1, 2006, will cost approximately \$25,000 through the end of the current fiscal year.

Staff recommends adoption of the attached resolution authorizing the implementation of the Recalibration, effective April 1, 2006, and making appropriate budget adjustments to cover the additional personnel costs.


 Larry M. Foster

CONCUR:


 Carol M. Luckam


 Sanford B. Wanner

LMF/tlc
 06recalib.mem

Attachment

RESOLUTION

RECALIBRATION IMPLEMENTATION

WHEREAS, a Recalibration Study to determine the competitiveness of James City Service Authority (JCSA) personnel salaries has been completed and new salary ranges and salary adjustments are recommended based on the information gathered in comparing JCSA compensation to that of other organizations; and

WHEREAS, it would be in the best interest of the JCSA to implement the Recalibration as soon as possible to take advantage of the recommended Compensation Plan to attract and retain quality employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, authorizes the implementation of the Recalibration Study, effective April 1, 2006, and authorizes the needed budget amendments to cover the costs of the salary adjustments associated with implementing the plan in the Fiscal Year 2006 budget.

John McGlennon
Chairman, Board of Supervisors

ATTEST:

Sanford B. Wanner
Clerk to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of March, 2006.

06recalib.res

MEMORANDUM

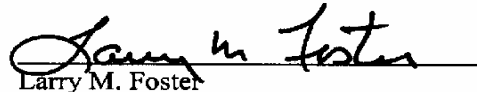
DATE: March 28, 2006
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Jamestown-Yorktown Foundation Equipment Purchase Agreement

The Jamestown-Yorktown Foundation (JYF) is in the final design/competitive bid stage of building a sewerage pumping station to accommodate 2007 activities at the Jamestown Settlement. Once complete, the facility will be dedicated to the James City Service Authority (JCSA) for operation and maintenance.

In designing sewerage pumping stations for the JCSA, developers, in this case JYF, incorporate the standardized equipment requirements established by the JCSA. The JCSA has standardized certain equipment to ensure that the JCSA receives quality equipment and reduce inventory. Commonwealth of Virginia purchasing officials would not allow JYF to incorporate the pumps, generator, etc., into the project specifications.

JYF and JCSA staff subsequently developed an agreement that provides for the JCSA to purchase this critical equipment at a cost of approximately \$140,000. JYF would then reimburse the JCSA directly for the expenditure.

Staff recommends approval of the attached resolution authorizing the General Manager to sign the agreement with JYF accomplishing the purchase/reimbursement transaction described above.


Larry M. Foster

LMF/gs
JYFequipagr.mem

Attachment

RESOLUTION

JAMESTOWN-YORKTOWN FOUNDATION EQUIPMENT PURCHASE AGREEMENT

WHEREAS, the Jamestown-Yorktown Foundation (JYF) is designing a sewerage pumping station upgrade and replacement to accommodate increased flows resulting from activities associated with the 2007 Commemoration; and

WHEREAS, the JYF and the James City Service Authority (Authority) staff have developed an agreement allowing the Authority to purchase specific equipment for the pumping station to ensure quality equipment, reduce inventory requirements, and facilitate similar James City Service Authority facilities for maintenance purposes; and

WHEREAS, the agreement states that the Authority will provide the equipment to JYF's construction contractor and the JYF will reimburse the monies used to purchase the equipment.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager to sign the agreement providing the terms for the equipment purchase and reimbursement described in this resolution.

John J. McGlennon
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, 2006.

JYFequipagr.res