

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**November 24, 2009**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes – October 27, 2009, Regular Meeting
2. Bid Award – James City Service Authority Operations Center – \$2,251,000
3. Groundwater Mitigation Program – Memorandum of Agreement with Hampton Roads Planning District Commission

**D. BOARD REQUESTS AND DIRECTIVES**

**E. ADJOURNMENT** to December 8, 2009, at 7 p.m.

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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 27TH DAY OF OCTOBER 2009, 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**

Bruce C. Goodson, Chairman  
John J. McGlennon, Vice Chairman  
Mary Jones  
James O. Icenhour, Jr.  
James Kennedy

Sanford B. Wanner, Secretary  
Leo P. Rogers, County Attorney  
Larry Foster, General Manager

**C. CONSENT CALENDAR**

Mr. McGlennon made a motion to adopt the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes – September 22, 2009, Regular Meeting

**D. PUBLIC HEARING**

Mr. Goodson excused himself from serving as Chairman since he was the owner of the property in question for the public hearing.

Mr. McGlennon, Vice Chairman, presided over the public hearing item.

1. Abandonment of Sewer Easement – 313 Littletown Quarter

Mr. Foster stated the public hearing was advertised to remove a small portion of the easement at 313 Littletown Quarter. He gave an overview of the easement location and noted that the structure was built on a sewer easement. He stated that the owner has asked the James City Service Authority (JCSA) to abandon the easement and JCSA has determined that it would not impede the ability to service the sewer line. He recommended approval following a public hearing.

Mr. McGlennon opened the Public Hearing.

As no one wished to speak to this matter, Mr. McGlennon closed the Public Hearing.

Mr. Kennedy made a motion to approve the resolution.

On a roll call vote, the vote was AYE: Jones, McGlennon, Icenhour, Kennedy (4). NAY: (0). ABSTAIN: Goodson (1).

**RESOLUTION**

**ABANDONMENT OF SEWER EASEMENT –**

**313 LITTLETON QUARTER**

WHEREAS, approximately 100± square feet of sewer easement is encumbered by the structure located at 313 Littleton Quarter (Parcel No. 5040600313); and

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) conducted a public hearing on October 27, 2009, to receive public comment on the abandonment of the sewer easement area encumbered by the structure; and

WHEREAS, the staff of the JCSA has determined that the abandonment of the easement will not impair its ability to maintain the sewer line located within the easement.

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 necessary to vacate the portion of the sewer easement area encumbered by the structure located on 313 Littleton Quarter (Parcel No. 5040600313).

Mr. Goodson resumed chairmanship of the meeting.

**E. BOARD REQUESTS AND DIRECTIVES - None**

**F. ADJOURNMENT** to November 24, 2009, at 7:00 p.m.

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 9:06 p.m. Mr. Goodson adjourned the Board of Directors until 7 p.m. on November 24, 2009.

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Sanford B. Wanner  
Secretary to the Board

**MEMORANDUM**

DATE: November 24, 2009

TO: The Board of Directors

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

SUBJECT: Bid Award – James City Service Authority, Operations Center – \$2,251,000

Approximately 20 years ago a citizen group audited the operations and efficiency of the James City Service Authority (JCSA). One of the primary recommendations offered by the group was to consolidate the JCSA’s administration and operations into one facility. In addition, recent evaluations of the JCSA by external consultants highly recommended that the JCSA’s Administration and Operations divisions be consolidated into one facility. Approximately five years ago the JCSA began budgeting for a new administration building that would be constructed closer to its Operations Center on Tewning Road. In early 2009, the Board was informed of the JCSA’s desire to proceed with the design and construction of a new Operations Center on Tewning Road that would house all of the JCSA team except for the Customer Service division (billing).

This effort evolved into a plan to relocate the existing Convenience Center on Tewning Road where a new 12,500-square-foot building will be constructed. The building will provide much needed space for the JCSA’s Operations and Engineering team. The building would also be designed to withstand severe weather conditions for JCSA personnel when preparing for and responding to severe weather events such as hurricanes. Once the JCSA team is relocated into the new structure, the General Services department will take over the areas currently used by the JCSA on Tewning Road providing it with much needed space.

The plans and specification for the new structure were advertised and publicly opened on November 12, 2009, with 15 firms submitting bids ranging from \$2,251,000 to \$2,919,317 as follows:

<u>Firm</u>	<u>Amount</u>
Raymond Key Construction	\$2,251,000
Virtexco	2,441,600
David A. Nice Builders	2,442,000
Ritchie-Curbow	2,465,800
Kenbridge Construction	2,523,000
Haley Builders	2,542,000
P.G. Harris Construction	2,547,000
Oyster Point	2,573,891
E.T. Gresham	2,585,000
O.K. James Construction	2,641,467
Phoenix Corporation	2,645,300
A.D. Whitaker Construction	2,812,000
R.D. Lambert	2,831,556
Abbott General Construction	2,877,500
Courthouse Construction	2,919,317

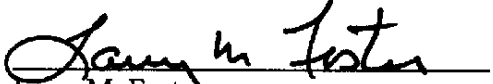
Bid Award – James City Service Authority, Operations Center – \$2,251,000

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Raymond Key Construction is the firm submitting the lowest bid of \$2,251,000 and has been determined capable of performing the work associated with this project. The bid is within budget appropriation and the architect/engineer's estimate of \$2.5-2.7 million.

Staff recommends approval of the attached resolution awarding the contract for the construction of Tewning Road Operations Center to Raymond Key Construction.

  
Larry M. Foster

LMF/nb

BA\_OperCtr\_mem

Attachment

**RESOLUTION**

**BID AWARD – JAMES CITY SERVICE AUTHORITY, OPERATIONS CENTER – \$2,251,000**

WHEREAS, the plans and specifications for the construction of the James City Service Authority (JCSA) Administration and Operations Center have been advertised, competitively bid, and publicly opened on November 12, 2009, with Raymond Key Construction submitting the lowest bid out of 15 firms submitting bids; and

WHEREAS, Raymond Key Construction's bid is within budget and the architect/engineer's estimate of \$2.5-2.7 million, and adequate funds have been allocated within the JCSA's Capital Improvement Projects 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 construct the JCSA Administration and Operations Center to Raymond Key Construction in the amount of \$2,251,000.

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 24th day of November, 2009.

BA\_OperCtr\_res

**MEMORANDUM**

DATE: November 24, 2009

TO: The Board of Directors

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

SUBJECT: Groundwater Mitigation Program – Memorandum of Agreement (MOA) with Hampton Roads Planning District Commission (HRPDC)

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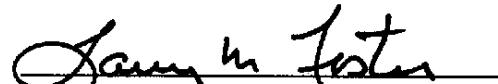
In 1994, James City County entered into an agreement with the Hampton Roads Planning District Commission (HRPDC) to establish a Groundwater Mitigation Program. The Agreement established the terms for the HRPDC to assist the 15 participating local governments with groundwater research and the apportionment of claims for mitigation expenses for the failure of private wells associated with groundwater withdrawals that are permitted by the Virginia Department of Environmental Quality.

This support has been extremely helpful in the region's efforts to manage and protect groundwater resources. Annual costs to the James City Service Authority (JCSA) average less than \$15,000.

All Groundwater Withdrawal Permits include a condition that requires the permittee to mitigate pre-existing wells that fail as a result of the aquifer drawdown of a permitted withdrawal. Since groundwater withdrawal impact areas overlap, the HRPDC has been invaluable in determining via Coastal Plain Groundwater Model, the apportionment of the costs for mitigation between permittees. In addition, the HRPDC has played an important role in coordinating regional groundwater research performed by the United States Geological Survey (USGS) and funded by Hampton Roads localities.

Heretofore, the Memorandum of Agreement (MOA) has been between James City County and the HRPDC. Since the agreement is funded by the JCSA and the groundwater withdrawal permits are issued to the JCSA, it was determined that the Agreement was more appropriately between the HRPDC and the JCSA.

Staff recommends approval of the attached resolution authorizing the General Manager to sign the Regional Groundwater Mitigation Program Administration - Memorandum of Agreement on behalf of the JCSA.

  
Larry M. Foster

LMF/nb  
MOA\_HRPDC\_mem

Attachment

**RESOLUTION**

**GROUNDWATER MITIGATION PROGRAM – MEMORANDUM OF AGREEMENT (MOA)**

**WITH HAMPTON ROADS PLANNING DISTRICT COMMISSION (HRPDC)**

WHEREAS, in 1994, James City County entered into a Memorandum of Agreement (MOA) with the Hampton Roads Planning District Commission to provide assistance with the region's groundwater mitigation and management program; and

WHEREAS, the agreement's third five-year term will soon expire; and

WHEREAS, the two original terms of the Agreement were between James City County and the Hampton Roads Planning District Commission (HRPDC); and

WHEREAS, it has been determined more appropriate that the Agreement is between the HRPDC and the James City Service Authority (JCSA) because the permits for groundwater withdrawals are issued to the JCSA.

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 JCSA to sign the Groundwater Mitigation Program MOA with HRPDC.

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,  
Virginia, this 24th day of November, 2009.

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