

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

December 13, 2011

7:00 P.M.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CONSENT CALENDAR**
 - 1. Minutes – November 22, 2011, Regular Meeting
 - 2. Budget Amendment – FY 2012 Operating Budget
- D. BOARD REQUESTS AND DIRECTIVES**
- E. 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 22ND DAY OF NOVEMBER 2011, AT 8:11 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

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

Robert C. Middaugh, Secretary
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

C. CONSENT CALENDAR

1. Minutes – October 25, 2011, Regular Meeting

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

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

D. PUBLIC HEARING

1. Right-of-Way Agreement – Dominion Virginia Power – Surry Power Station Emergency Alert System (EAS)

Mr. Larry Foster discussed the purpose of installing two Surry Power Plant sirens at 4100 Longview Landing and 2351 West Island Road. He stated that the locations of the sirens will not interfere with pump station service. Mr. Foster asked the Board to approve the resolution authorizing the General Manager to sign the right-of-way agreement with Dominion Virginia Power for the purpose of Surry Power Plant to improve the Emergency Alter System (EAS).

Mr. James Kennedy opened the public hearing and as no one wished to speak to this matter, Mr. Kennedy closed the Public Hearing.

Mr. John McGlennon made a motion to approve the Consent Calendar.

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

Insert Resolution

2. Extinguishment of JCSA Utility Easement in Braddock Road and Spring Road Right-of-Way

Mr. Foster requested the Board approve an extinguishment of an existing right-of-way easement to be vacated in the Marywood subdivision. He stated that this will not impact JCSA's ability to maintain water and sewer lines which are located within the existing easement.

Mr. Goodson asked staff if services lines can still be maintained and Mr. Foster replied this would not affect service when and if needed. He also mentioned most of the James City Service Authority's lines are located in right-of-ways and it would not affect maintenance of service.

Mr. Kennedy opened the public hearing and as no one wished to speak to this matter, Mr. Kennedy closed the Public Hearing.

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

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


Insert Resolution

E. BOARD REQUESTS AND DIRECTIVES

The Board had no comments.

F. ADJOURNMENT

At 7:00 p.m. Mr. McGlennon made the motion to adjourn the Board of Directors.


Robert C. Middaugh
Secretary to the Board

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 13TH DAY OF DECEMBER 2011, 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

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

Robert C. Middaugh, Secretary
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

C. CONSENT CALENDAR

1. Minutes – November 22, 2011, Regular Meeting
2. Budget Amendment, FY 2012, Operating Budget

RESOLUTION

BUDGET AMENDMENT – FY 2012 OPERATING BUDGET

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) desires to amend the FY 12 budget to include a one-time bonus for eligible full- and part-time JCSA employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following budget amendment and adopts the funding appropriation as shown below:

FY 2012 OPERATING BUDGET

Revenue:

Fund Balance \$90,000

Expenditure:

Salaries \$90,000

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

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

D. BOARD REQUEST AND DIRECTIVE

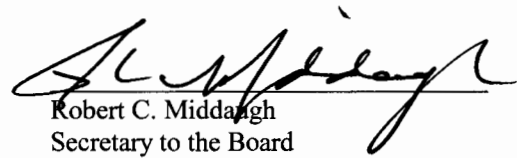
Mr. Goodson expressed his appreciation for having served on the Board of Directors for the James City Service Authority (JCSA).

E. ADJOURNMENT

Mr. McGlennon made the motion to adjourn the Board of Directors until January 24, 2012, at 7 p.m.

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

At 9:22 p.m., Mr. Kennedy adjourned the Board.


Robert C. Middaugh
Secretary to the Board

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 22ND DAY OF NOVEMBER 2011, AT 7:36 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

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

Robert C. Middaugh, Secretary
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

C. CONSENT CALENDAR

1. Minutes – October 25, 2011, Regular Meeting

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

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

D. PUBLIC HEARINGS

1. Right-of-Way Agreement – Dominion Virginia Power – Surry Power Station Emergency Alert System (EAS)

Mr. Larry Foster, General Manager, discussed the purpose of installing two Surry Power Plant sirens at 4100 Longview Landing and 2351 West Island Road. He stated that the locations of the sirens will not interfere with pump station service. Mr. Foster asked the Board to approve the resolution authorizing the General Manager to sign the right-of-way agreement with Dominion Virginia Power for the purpose of Surry Power Plant to improve the Emergency Alert System (EAS).

Mr. Kennedy opened the Public Hearing and as no one wished to speak to this matter, Mr. Kennedy closed the Public Hearing.

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

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

RESOLUTION

RIGHT-OF-WAY AGREEMENT - DOMINION VIRGINIA POWER -

SURRY POWER STATION EMERGENCY ALERT SYSTEM (EAS)

WHEREAS, James City Service Authority owns 0.372 acre located at 4100 Longview Landing and designated as Parcel No. 3630200001E and 0.237 acre located at 2351 West Island Road and designated as Parcel No.4410200001D on the James City County Real Estate Tax Map; and

WHEREAS, Dominion Virginia Power (Dominion) requires right-of-way and utility easements of 15 feet in width across a portion of the parcel at 4100 Longview Landing and 10-feet in width across a portion of the parcel at 2351 West Island Road in order to improve reliability for the Surry Power Station Emergency Alert System (EAS) by adding two alert sirens; and

WHEREAS, conveyance of the easements will have minimal impact on the JCSA since the easements are being conveyed for no consideration, the easements will not impact the JCSA's use of the properties, and the location of the easement can be adjusted upon request by the JCSA; and

WHEREAS, the Board of Directors, following a public hearing, is of the opinion that it is in the public interest to convey right-of-way and utility easements to Dominion.

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 execute the right-of-way agreements and other such documents necessary to convey the utility easements to Dominion for the Surry Power Station Emergency Alert System (EAS).

2. Extinguishment of JCSA Utility Easement in Braddock Road and Spring Road Right-of-Way

Mr. Foster requested the Board approve an extinguishment of an existing right-of-way easement to be vacated in the Marywood subdivision. He stated that this will not impact James City Service Authority's (JCSA) ability to maintain water and sewer lines which are located within the existing easement.

Mr. Goodson asked staff if service lines can still be maintained.

Mr. Foster replied this would not affect service when and if needed. He also mentioned most of the JCSA's lines are located in right-of-ways and it would not affect maintenance of service.

Mr. Kennedy opened the Public Hearing and as no one wished to speak to this matter, Mr. Kennedy closed the Public Hearing.

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

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

RESOLUTION

EXTINGUISHMENT OF JCSA UTILITY EASEMENT IN BRADDOCK ROAD

AND SPRING ROAD RIGHT-OF-WAY

WHEREAS, Centex Homes requested that the James City Service Authority (JCSA) extinguish an easement located in Braddock Road and Spring Road Right-of-Way to allow for the acceptance of these right-of-way by the Virginia Department of Transportation (VDOT); and

WHEREAS, the JCSA will maintain access to the waterline and sewer force main in these easements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, having conducted the required public hearing to receive public comment, hereby authorizes the General Manager to sign the appropriate documents to extinguish the easement area needed to allow for the acceptance of Braddock Road and Spring Road Right-of-Way that are generally shown on plats, prepared by AES Consulting Engineers, dated March 5, 2007, and revised September 20, 2011.

E. BOARD REQUESTS AND DIRECTIVES

The Board had no comments.

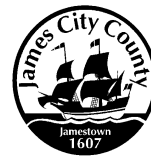
F. ADJOURNMENT

Mr. McGlennon made the motion to adjourn the Board of Directors.

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

At 7:41 p.m. Mr. Kennedy adjourned the Board of Directors.

Robert C. Middaugh
Secretary to the Board



MEMORANDUM COVER

Subject: Budget Amendment - FY 2012 Operating Budget

Action Requested: Shall the Board approve and appropriate funds for a one-time employee bonus?

Summary: The James City County Board of Supervisors will consider a one-time bonus for eligible employees at its December 13, 2011, meeting. The bonus, if approved, will apply to James City Service Authority (JCSA) employees who are normally eligible for performance increases.

The attached resolution authorizes an amendment to the FY 2012 JCSA Operating Budget and a related budget amendment to address the proposed employee bonus.

Staff recommends approval of the attached resolution.

Fiscal Impact: FY 2012 Budget Amendment and Appropriation

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: C-2

Date: December 13, 2011

MEMORANDUM

DATE: December 13, 2011

TO: The Board of Directors

FROM: Stephanie Luton, Assistant General Manager, James City Service Authority

SUBJECT: Budget Amendment – FY 2012 Operating Budget


The James City County Board of Supervisors will consider a one-time bonus for eligible employees at its December 13, 2011, meeting. The bonus would apply to James City Service Authority (JCSA) employees who are normally eligible for performance increases. Eligible employees include full- and part-time positions who have successfully completed their initial introductory period and received a “meets” or above on their last performance evaluation. The proposed bonus amount is \$1,000 for eligible full-time employees and \$500 for eligible part-time employees. The bonus will be subject to taxes and not added to base pay as a salary increase. The total bonus amount for the JCSA will be approximately \$90,000.

The JCSA proposes to finance the bonus using its fund balance. The current unobligated fund balance is approximately \$8.9 million. The attached resolution authorizes an amendment to the FY 2012 JCSA Operating Budget and a related appropriation.

Staff recommends approval of the attached resolution.

Stephanie Luton

CONCUR:


Larry M. Foster

SL/nb
JCSABonus_mem

Attachment

RESOLUTION

BUDGET AMENDMENT – FY 2012 OPERATING BUDGET

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) desires to amend the FY 12 budget to include a one-time bonus for eligible full- and part-time JCSA employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the following budget amendment and adopts the funding appropriation as shown below:

FY 2012 OPERATING BUDGET

Revenue:

Fund Balance	<u>\$90,000</u>
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Expenditure:

Salaries	<u>\$90,000</u>
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James G. Kennedy
Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 13th day of December, 2011.

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