

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**November 27, 2012**

**7:00 P.M.**

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CONSENT CALENDAR**
  - 1. Minutes -
    - a. October 23, 2012, Regular Meeting
- D. PUBLIC HEARING**
- E. BOARD CONSIDERATIONS**
- F. BOARD REQUESTS AND DIRECTIVES**
- G. ADJOURNMENT – to 7 p.m. on December 11, 2012**

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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 23RD DAY OF OCTOBER 2012, 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 (ABSENT)  
James O. Icenhour, Jr., Vice Chairman  
Mary K. Jones  
W. Wilford Kale, Jr.  
John J. McGlennon

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

**C. CONSENT CALENDAR**

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

The motion passed by a unanimous voice vote.

1. Minutes –
  - a. September 25, 2012, Regular Meeting
2. Contract Award – Manhole and Wet Well Rehabilitation and Related Services

**RESOLUTION**

**CONTRACT AWARD – MANHOLE AND WET WELL REHABILITATION AND**

**RELATED SERVICES**

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for manhole and wet well rehabilitation and related services; and

WHEREAS, the firms listed below were determined to be the best qualified to provide the required manhole and wet well rehabilitation services:

- Lyttle Utilities, Inc.
- ACTS Group, LLC

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contracts for manhole and wet well rehabilitation and related services to the firms listed in this resolution.

- 3. Wellhead Protection Grant Supplemental Award – Virginia Department of Environmental Quality and Virginia Department of Health – \$15,000

**RESOLUTION**

WELLHEAD PROTECTION GRANT SUPPLEMENTAL AWARD –  
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY AND  
VIRGINIA DEPARTMENT OF HEALTH – \$15,000

WHEREAS, the James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant supplement by the Virginia Department of Environmental Quality and the Virginia Department of Health in the amount of \$15,000; and

WHEREAS, the funds are to be used to properly abandon old, unused wells through the JCSA’s Cap It Well Abandonment Program; and

WHEREAS, the grant supplement requires no match.

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 appropriation to the Water Fund:

Revenue:

Wellhead Protection Grant – FY 2013	<u>\$15,000</u>
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Expense:

Cap It Well Abandonment Program – FY 2013	<u>\$15,000</u>
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- 4. Contract Award - Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects

**RESOLUTION**

CONTRACT AWARD - INDIGO DAM ROAD, JAMESTOWN ROAD, AND LAKE DRIVE  
WATER MAIN IMPROVEMENT PROJECTS

WHEREAS, the plans and specifications for the Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects have been publicly advertised and competitively bid with 13 firms submitting bids ranging from \$673,290 to \$1,125,735; and

WHEREAS, Henry S. Branscome, LLC, has been 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 Indigo Dam Road, Jamestown Road, and Lake Drive Water Main Improvement Projects to Henry S. Branscome, LLC in the amount of \$673,290.

**D. PUBLIC HEARING**

1. Authorization of Conveyance of James City Service Authority (JCSA) Properties to James City County (JCC)

Mr. Larry Foster, General Manager of James City Service Authority, addressed the Board giving a summary of the staff report found in the Agenda Packet.

As the Board had no questions for staff, Mr. Icenhour opened the Public Hearing.

As no one wished to speak to this case, Mr. Icenhour closed the Public Hearing.

Mr. Kale made a motion to approve the resolution.

The motion passed by a unanimous voice vote.

**RESOLUTION**

**AUTHORIZATION OF CONVEYANCE OF JAMES CITY SERVICE AUTHORITY (JCSA)**

**PROPERTIES TO JAMES CITY COUNTY (JCC)**

WHEREAS, the James City Service Authority (the "JCSA") is the owner of certain real property consisting of approximately 1.296 acres located at 5255 Longhill Road, further identified as James City County (JCC) Real Estate Tax Map Parcel No. 3820100002A, and shown and described as "Water Tank Lot" on that certain plat entitled "Plat of Subdivision E.S.H. Residue Parcel 2," prepared by AES Consulting Engineers, dated February 7, 2001; approximately 0.234 acres at 5315 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100154; and approximately 3.743 acres at 5321 Longhill Road, further identified as JCC Real Estate Tax Map Parcel No. 3910100155 (the "Properties"); and

WHEREAS, the JCSA desires to transfer ownership of the Properties to James City County (the "County") under certain terms and conditions to be set forth by deed; and

WHEREAS, the JCSA has determined the Properties to be surplus and unnecessary; and

WHEREAS, the Board of Directors conducted a public hearing on October 23, 2012, to receive public comment on the conveyance of the Properties to the County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority hereby authorizes and directs the General Manager to execute any and all documents necessary to convey to the Properties to the County in exchange for the payment of \$4,500.00.

**E. BOARD CONSIDERATION**

1. Authorization to Retire 2003 Bond Debt from James City Service Authority (JCSA) Fund Balance

Mr. Larry Foster addressed the Board, giving a summary of the staff report found in the Agenda Packet.

Mr. McGlennon made a motion to approve the resolution.

The motion passed by a unanimous voice vote.

**RESOLUTION**

**AUTHORIZATION TO RETIRE 2003 BOND DEBT FROM**

**JAMES CITY SERVICE AUTHORITY (JCSA) FUND BALANCE**

WHEREAS, in 2003 the James City Service Authority (JCSA) issued bonds in the amount of \$14,650,000 to finance the construction of the Five Forks Groundwater Treatment Plant; and

WHEREAS, the first opportunity to retire the balance of the debt is January 15, 2013, with a payment amount of \$6,029,700 in addition to the budgeted \$1,207,971.88, due on January 15, 2013, with early retirement of the bonds using uncommitted fund balance saving approximately \$600,000; and

WHEREAS, the JCSA has adequate uncommitted funds to retire the 2003 bonds.

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 proceed with the necessary actions to retire the 2003 bonds at the earliest date possible using approximately \$6.0 million in the uncommitted fund balance.

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

**G. ADJOURNMENT - to 7 p.m. December 11, 2012**

Ms. Jones made a motion to adjourn.

The motion passed by a unanimous voice vote.

Mr. Icenhour adjourned the meeting at 11:11 p.m.

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Robert C. Middaugh  
Secretary to the Board