

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

January 22, 2013

7:00 P.M.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. ORGANIZATIONAL MEETING**
 - 1. Nominations for Chairman and Vice-Chairman, with Elections to Follow
 - 2. Establishment of Meeting Dates and Times
 - 3. Adoption of Rules of Order
- D. CONSENT CALENDAR**
 - 1. Minutes –
 - a. December 11, 2012, Regular Meeting
 - 2. Bid Award – Lift Station 1-5 Area 1 Flextran Rehabilitation
- E. PUBLIC HEARING**
- F. BOARD CONSIDERATIONS**
- G. BOARD REQUESTS AND DIRECTIVES**
- H. ADJOURNMENT** – to 7 p.m. on February 26, 2013

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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 11TH DAY OF DECEMBER 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
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
John J. McGlennon

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

C. CONSENT CALENDAR

1. Minutes -
 - a. November 27, 2012

Ms. Jones made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote.

D. PUBLIC HEARING - None

E. BOARD CONSIDERATION - None

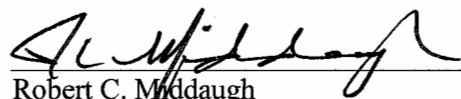
F. BOARD REQUESTS AND DIRECTIVES - None

G. ADJOURNMENT - until 7 p.m. January 22, 2013

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:48 p.m., Mr. Kennedy adjourned the Board of Directors.


Robert C. Middaugh
Secretary to the Board

MEMORANDUM COVER

Subject: Organizational Meeting

Action Requested: Shall the Board of Directors approve the resolution to organize at its first meeting in January?

Summary: The Board of Directors organizes at its first meeting in January and elects its Chairman and Vice Chairman, establishes meeting dates, place and times, makes appointments to commissions and committees, and agrees on specific provisions of Robert's Rules of Order for conducting its meetings.

Staff recommends adoption of the resolution.

Fiscal Impact:

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell DP

County Administrator

Robert C. Middaugh _____

Attachments:

- 1. Memorandum
- 2. Resolution

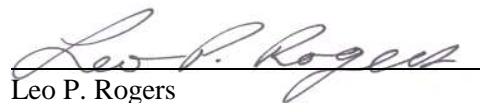
Agenda Item No.: C-1

Date: January 22, 2013

MEMORANDUM

DATE: January 22, 2013
TO: The Board of Directors
FROM: Leo P. Rogers, County Attorney
SUBJECT: Organizational Meeting

The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2013 and the date of the 2014 organizational meeting as established in the attached resolution, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.


Leo P. Rogers

LPR/tlc
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Attachment

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 2013.

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 2013.

1. Regular meetings of the Board of Directors shall be held following the regular Board of Supervisors' meetings on the fourth Tuesday of each month, except in August and December when the Board meeting shall be held following the regular Board of Supervisors' meetings on the second Tuesday of such months. The meetings shall be held following the 7:00 p.m. Board of Supervisors meeting.
2. The 2014 organizational meeting shall be held on the fourth Tuesday in January 2014 following the 7:00 p.m. Board of Supervisors meeting.
3. The Board of Directors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
 - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - b. Motions need not be seconded.
 - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - d. Informal discussion of a subject is permitted while no motion is pending.
 - e. The Chairman can speak in discussion without leaving the chair; and can make motions and votes on all questions.

Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
JONES	_____	_____	_____
KENNEDY	_____	_____	_____
ICENHOUR	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of January, 2013.

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 11TH DAY OF DECEMBER 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
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
John J. McGlennon

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

C. CONSENT CALENDAR

1. Minutes -
 - a. November 27, 2012

Ms. Jones made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote.

D. PUBLIC HEARING - None

E. BOARD CONSIDERATION - None

F. BOARD REQUESTS AND DIRECTIVES - None

G. ADJOURNMENT - until 7 p.m. January 22, 2013

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:48 p.m., Mr. Kennedy adjourned the Board of Directors.

Doug Powell
Deputy Secretary to the Board

MEMORANDUM COVER

Subject: Bid Award – Lift Station 1-5 Area 1 Flextran Rehabilitation

Action Requested: Shall the Board award the bid for the above project to Layne Inliner for \$1,345,070?

Summary: The JCSA has advertised for competitive bids the Lift Station 1-5 Area 1 Flextran Rehabilitation Project receiving bids from four firms with Layne Inliner submitting the low bid of \$1,345,070. Layne Inliner has been determined to be capable of complete the requirements of the project. The bid was substantially lower than the engineers estimate and within budget allocations. This project is an example of the type of projects the JCSA will be undertaking over the next several years to meet the terms and conditions of the Consent Order with the Virginia Department of Environmental Quality. Two similar projects that have been completed, while expensive, have been very effective in eliminating extraneous water entering the JCSA sewer system.

Staff recommends approval of the attached resolution awarding this project to Layne Inliner in the amount of \$1,345,070.

Fiscal Impact: The project will be funded through the JCSA’s FY 13 CIP - funds are available.

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell DP

County Administrator

Robert C. Middaugh _____

Attachments:
1. Memorandum
2. Resolution
3. Map

Agenda Item No.: D-2

Date: January 22, 2013

MEMORANDUM

DATE: January 22, 2013
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Bid Award – Lift Station 1-5 Area 1 Flextran Rehabilitation

Having been publicly advertised, competitive bids for lining approximately 11,400 linear feet of existing sewer line in the Lift Station 1-5 service area were opened on December 18, 2012. The sewer line that will be rehabilitated as part of this project is located generally within the Powhatan Creek Drainage area in and near the Ford’s Colony Development. The project includes relining approximately 11,400 feet of 15-18-inch sewer line and rehabilitating 45 manholes. The existing Flextran sewer pipe material is inferior when compared to modern products and is subject to catastrophic failure resulting in sewer spills. This work is an integral part of the sewer rehabilitation effort necessary to meet the requirements of the Consent Order with the Virginia Department of Environmental Quality. The engineers estimate for the project is \$2,010,000. Funding for the project was included in the FY 13 Budget.

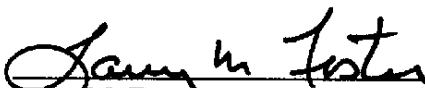
Four firms submitted bids as follows:

<u>Firm</u>	<u>Amount</u>
Layne Inliner	\$1,345,070
WB&E Construction	1,726,800
SAK Construction	1,963,700
Tri-State Utilities Co.	2,544,000

Layne Inliner has been determined to be the lowest responsive/responsible bidder. Layne Inliner recently merged with Reynolds Inliner who successfully completed a similar project for the James City Service Authority. It has been determined that Layne Inliner is capable of completing the work associated with the project.

The JCSA has completed two other similar projects of this type over the past five years. Both have proven successful resulting in significant reductions of extraneous water entering the sewer system. A reduction of extraneous water from a sewer system increases sewer capacity and reduces wear and tear on pumps. In addition, the relining process adds significant structural integrity to the existing Flextran pipe which, by its nature, is fragile and brittle. A copy of a map indicating the location of the three projects is attached.

Staff recommends approval of the attached resolution awarding this project to Layne Inliner in the amount of \$1,345,070.



 Larry M. Foster

LMF/tlc
 BA_LS1-5Rehab_mem

Attachments

RESOLUTION

BID AWARD – LIFT STATION 1-5 AREA 1 FLEXTRAN REHABILITATION

WHEREAS, the James City Service Authority has publicly advertised for competitive bid the Lift Station 1-5 Area 1 Flextran Rehabilitation project; and

WHEREAS, four firms submitted bids on the project with Layne InLiner, who has been determined to be responsive and responsible, submitting the lowest bid of \$1,345,070.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the bid for the Lift Station 1-5 Area 1 Flextran project to Layne InLiner in the amount of \$1,345,070.

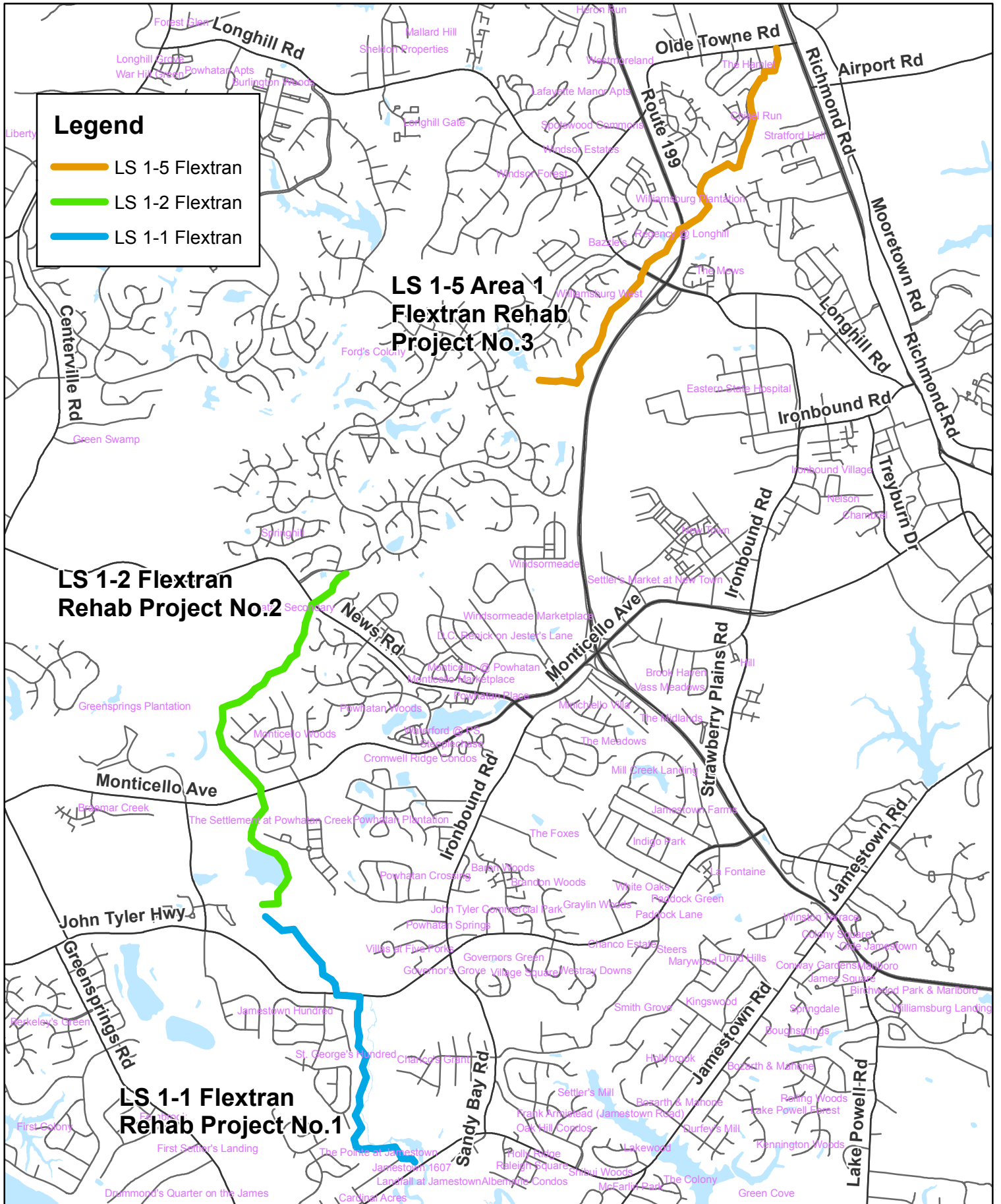
Chairman, Board of Directors

ATTEST:		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
	MCGLENNON	_____	_____	_____
	JONES	_____	_____	_____
	KENNEDY	_____	_____	_____
	ICENHOUR	_____	_____	_____

Robert C. Middaugh
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of January, 2013.

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Flextran Rehabilitation Projects

