

AG E N D A
JAMES CITY COUNTY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 28, 2016
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - May 24, 2016 Regular Meeting
2. Contract Award - Pipe Inspection Van and Camera Replacement - \$235,492
3. Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$4,500

D. PUBLIC HEARING(S)

1. Easement Abandonment - Woodhaven at Williamsburg Landing

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

G. GENERAL MANAGER'S UPDATE

H. ADJOURNMENT

1. Adjourn until 6:30 pm on July 26, 2016 for the Regular Meeting

ITEM SUMMARY

DATE: 6/28/2016
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - May 24, 2016 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	052416 BOD Minutes	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/21/2016 - 11:12 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 24, 2016
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Roberts District
Ruth M. Larson, Berkeley District
P. Sue Sadler, Vice Chairman, Stonehouse District
Michael J. Hipple, Powhatan District
Kevin D. Onizuk, Chairman, Jamestown District

M. Douglas Powell, General Manager
Bryan J. Hill, Secretary to the Board

C. CONSENT CALENDAR

1. Minutes Adoption - May 10, 2016, Regular Meeting
2. Contract Award - Wastewater Lift Station Wet Well Cleaning - \$66,080
3. FY 16 Congestion Mitigation and Air Quality Incentive Program - \$28,000

A motion to Approve was made by Mr. Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon thanked Mr. Powell for the information on population and water demand. He stated that it does appear that the average water usage is declining.

Mr. Onizuk stated that it might be beneficial for some of the Board members to tour James City Service Authority facilities.

Mr. Powell stated that he would be happy to set that up.

G. GENERAL MANAGER'S UPDATE

1. Population and Water Demand

No further discussion was necessary.

H. ADJOURNMENT

1. Adjourn until 6:30 p.m. on June 28, 2016

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

At 6:55 p.m., Mr. Onizuk adjourned the Board.

Bryan J. Hill
Secretary to the Board

ITEM SUMMARY

DATE: 6/28/2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Contract Award - Pipe Inspection Van and Camera Replacement - \$235,492

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/7/2016 - 11:52 AM
Publication Management	Burcham, Nan	Approved	6/7/2016 - 11:58 AM
Legal Review	Kinsman, Adam	Approved	6/7/2016 - 12:04 PM
Board Secretary	Fellows, Teresa	Approved	6/14/2016 - 4:58 PM
Board Secretary	Purse, Jason	Approved	6/21/2016 - 12:55 PM
Board Secretary	Fellows, Teresa	Approved	6/21/2016 - 1:08 PM

MEMORANDUM

DATE: June 28, 2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Contract Award – Pipe Inspection Van and Camera Replacement - \$235,492

The FY 17 James City Service Authority (JCSA) Capital Improvement Program approved budget includes funds to replace a van equipped with a closed-circuit television pipe inspection system and camera that has reached the end of its service life.

JCSA and Purchasing staff examined different options and determined the most efficient procurement method for this purchase was to use a cooperative purchasing contract issued by the Houston Galveston Area Council (HGAC) to Rausch Electronics USA, LLC as a result of a competitive procurement process. The HGAC contract contains wording allowing other localities to purchase from the contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the JCSA will increase efficiency, reduce administrative expenses and benefit from an accelerated delivery process.

JCSA and Purchasing staff determined the HGAC cooperative contract includes the vehicle and camera equipment required by the Authority. Contract pricing for the items available through the contract totals \$235,492.

The cost of the contract is within the funds allotted.

Staff recommends adoption of the attached resolution authorizing the contract award to Rausch Electronics USA, LLC in the amount of \$235,492 for a replacement pipe inspection van and camera when funds become available on July 1, 2016.

MDP/ab
CA-InspectandReplace-mem

Attachment

RESOLUTION

CONTRACT AWARD – PIPE INSPECTION VAN AND

CAMERA REPLACEMENT – \$235,492

WHEREAS, funds are available through the Capital Improvements Program budget for the purchase of a replacement van and camera required for pipe inspection; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the Houston Galveston Area Council issued a cooperative purchasing contract to Rausch Electronics USA, LLC as a result of a competitive procurement process; and

WHEREAS, the James City Service Authority and Purchasing staff determined the cooperative purchasing contract includes the vehicle and camera equipment required by the Authority; and

WHEREAS, contract pricing for the required items available through the cooperative contract totals \$235,492.

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 replacement pipe inspection van and camera to Rausch Electronics USA, LLC in the amount of \$235,492 when funds become available on July 1, 2016.

Kevin Onizuk
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

	<u>VOTES</u>		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of June, 2016.

CA-InspectandReplace-res

ITEM SUMMARY

DATE: 6/28/2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$4,500

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/8/2016 - 4:27 PM
Publication Management	Burcham, Nan	Approved	6/8/2016 - 4:29 PM
Legal Review	Kinsman, Adam	Approved	6/9/2016 - 8:56 AM
Board Secretary	Fellows, Teresa	Approved	6/14/2016 - 4:59 PM
Board Secretary	Purse, Jason	Approved	6/21/2016 - 12:56 PM
Board Secretary	Fellows, Teresa	Approved	6/21/2016 - 1:08 PM

M E M O R A N D U M

DATE: June 28, 2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Grant Award - Wellhead Protection - Virginia Department of Health Office of Drinking Water - \$4,500

The James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant by the Virginia Department of Health Office of Drinking Water in the amount of \$4,500. The grant funding sources are the Federal Safe Drinking Water Act and the Virginia Drinking Water State Revolving Fund Set-Asides.

The funds are to be used to properly abandon old, unused wells through the JCSA's Cap It Well Abandonment Program. Wells are abandoned when they are replaced by new wells or when homes are connected to the JCSA. Virginia law requires that private wells no longer in use be properly abandoned, which means that a licensed well driller permanently seals or "caps" the well. The Cap It Program provides funding and information to assist citizens in capping wells.

The purpose of the Cap It Program is to protect James City County's groundwater resources from pollutants and contamination via unused or improperly abandoned private wells in James City County, protect the Chesapeake Bay and local rivers and watersheds by reducing the threat of groundwater contamination, and reduce the threat to humans and animals that may become trapped in an open, unused well.

Over the past 13 years, over 290 wells have been abandoned through this program. County residents and businesses are eligible for the program with residential applications taking priority. The program currently has a waiting list of 14 applications.

The grant requires no match.

Staff recommends adoption of the attached resolution.

MDP/nb
GA-CapIt-mem

Attachment

RESOLUTION

GRANT AWARD - WELLHEAD PROTECTION - VIRGINIA DEPARTMENT OF

HEALTH OFFICE OF DRINKING WATER - \$4,500

WHEREAS, the James City Service Authority (JCSA) has been awarded a Wellhead Protection Grant by the Virginia Department of Health Office of Drinking Water in the amount of \$4,500; 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 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 2017 \$4,500

Expense:

Cap It Well Abandonment Program - FY 2017 \$4,500

Kevin Onizuk
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

	<u>VOTES</u>		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of June, 2016.

GA-CapIt-res

ITEM SUMMARY

DATE: 6/28/2016
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Easement Abandonment - Woodhaven at Williamsburg Landing

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Plat	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/7/2016 - 8:39 AM
Publication Management	Burcham, Nan	Approved	6/7/2016 - 8:41 AM
Legal Review	Kinsman, Adam	Approved	6/7/2016 - 12:59 PM
Board Secretary	Fellows, Teresa	Approved	6/14/2016 - 4:58 PM
Board Secretary	Purse, Jason	Approved	6/21/2016 - 12:56 PM
Board Secretary	Fellows, Teresa	Approved	6/21/2016 - 1:08 PM

MEMORANDUM

DATE: June 28, 2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Easement Abandonment – Woodhaven at Williamsburg Landing

AES Consulting Engineers has requested that the James City Service Authority (JCSA) abandon 12,746 square feet or 0.293 acres of a 20-foot-wide JCSA utility easement in the Woodhaven section of Williamsburg Landing to align with a new 20-foot-wide utility easement that measures 34,328 square feet or 0.788 acres.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached plat dated June 3, 2016, prepared by Wilson Engineers, LLC.

MDP/ab
Esmt-Woodhaven-mem

Attachment

RESOLUTION

EASEMENT ABANDONMENT –WOODHAVEN AT WILLIAMSBURG LANDING

WHEREAS, AES Consulting Engineers requested that the James City Service Authority (JCSA) abandon 12,746 square feet or 0.293 acre of a 20-foot-wide JCSA utility easement in the Woodhaven section of Williamsburg Landing to align with a new 20-foot-wide utility easement that measures 34,328 square feet or 0.788 acre as defined on a plat dated June 3, 2016, prepared by AES Consulting Engineers.

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 necessary documents to abandon the easement as described.

Kevin Onizuk
Chairman, Board of Directors

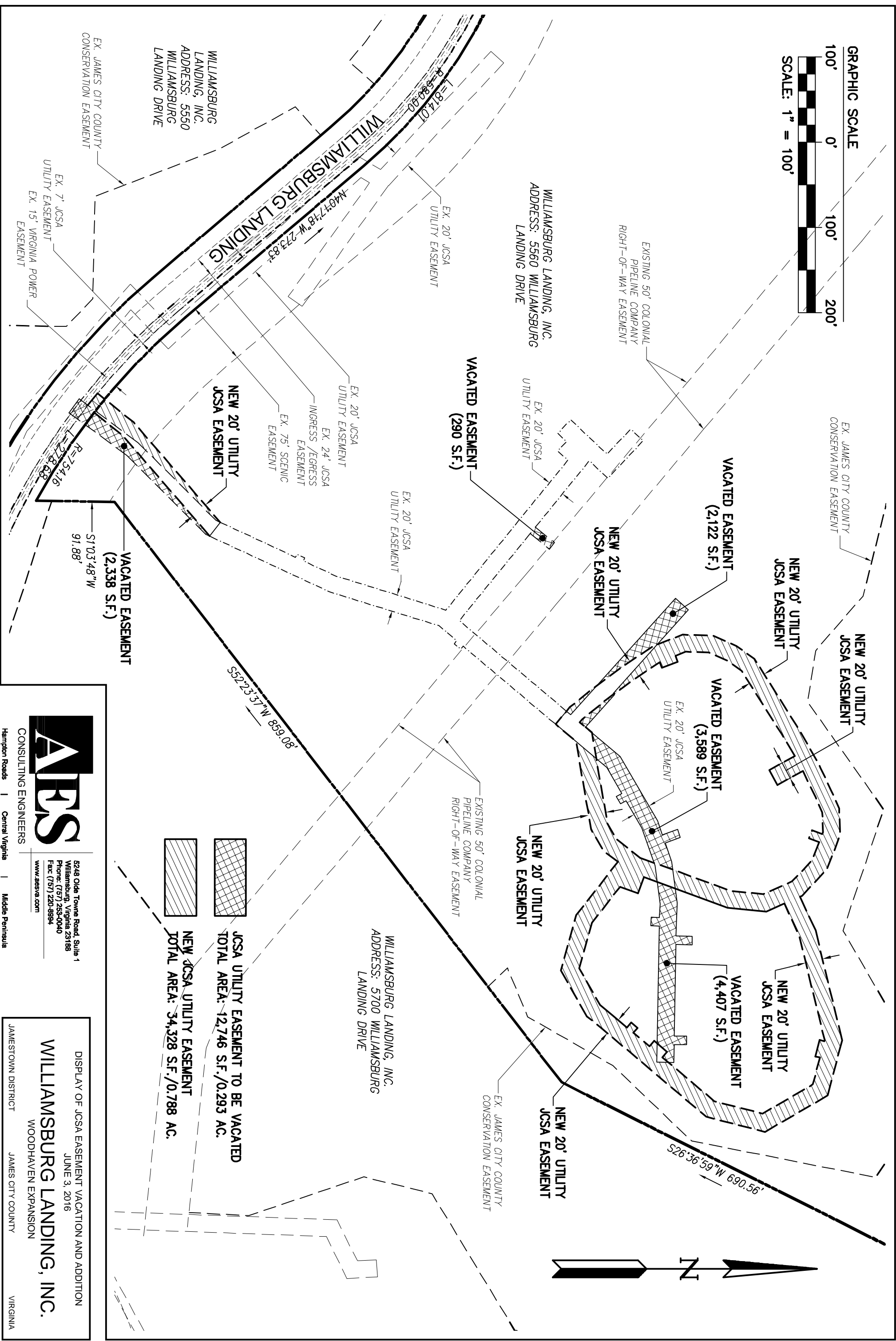
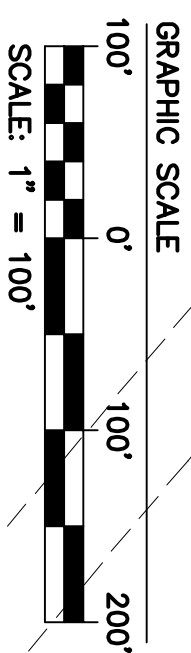
ATTEST:

Bryan J. Hill
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of June, 2016.

Esmt-Woodhaven-res



JCSA UTILITY EASEMENT TO BE VACATED
 TOTAL AREA: 12,746 S.F./0.293 AC.

NEW JCSA UTILITY EASEMENT
 TOTAL AREA: 34,328 S.F./0.788 AC.

WILLIAMSBURG LANDING, INC.
 ADDRESS: 5700 WILLIAMSBURG
 LANDING DRIVE

WILLIAMSBURG
 LANDING, INC.
 ADDRESS: 5550
 WILLIAMSBURG
 LANDING DRIVE

WILLIAMSBURG LANDING, INC.
 ADDRESS: 5560 WILLIAMSBURG
 LANDING DRIVE

EX. JAMES CITY COUNTY
 CONSERVATION EASEMENT

EX. JAMES CITY COUNTY
 CONSERVATION EASEMENT

NEW 20' UTILITY
 JCSA EASEMENT

NEW 20' UTILITY
 JCSA EASEMENT

VACATED EASEMENT
 (2,122 S.F.)

NEW 20' UTILITY
 JCSA EASEMENT

VACATED EASEMENT
 (3,589 S.F.)

VACATED EASEMENT
 (4,407 S.F.)

NEW 20' UTILITY
 JCSA EASEMENT

NEW 20' UTILITY
 JCSA EASEMENT

NEW 20' UTILITY
 JCSA EASEMENT

EXISTING 50' COLONIAL
 PIPELINE COMPANY
 RIGHT-OF-WAY EASEMENT

EX. JAMES CITY COUNTY
 CONSERVATION EASEMENT

EX. 20' JCSA
 UTILITY EASEMENT

EX. 20' JCSA
 UTILITY EASEMENT

EX. 20' JCSA
 UTILITY EASEMENT

EX. 20' JCSA
 UTILITY EASEMENT

EX. 24' JCSA
 INGRESS / EGRESS
 EASEMENT

EX. 75' SCENIC
 EASEMENT

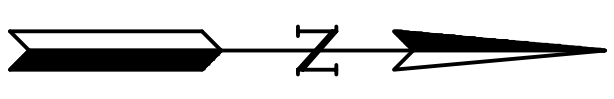
NEW 20' UTILITY
 JCSA EASEMENT

VACATED EASEMENT
 (2,338 S.F.)

S1°03'48"W
 91.88'

S52°23'37"W 859.08'

S26°36'59"W 690.56'



CONSULTING ENGINEERS
 Hampton Roads | Central Virginia | Middle Peninsula

5248 Olde Towne Road, Suite 1
 Williamsburg, Virginia 23198
 Phone: (757) 253-0040
 Fax: (757) 220-8994
 www.aersva.com

DISPLAY OF JCSA EASEMENT VACATION AND ADDITION
 JUNE 3, 2016
WILLIAMSBURG LANDING, INC.
 WOODHAVEN EXPANSION

JAMESTOWN DISTRICT JAMES CITY COUNTY VIRGINIA

ITEM SUMMARY

DATE: 6/28/2016
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 6:30 pm on July 26, 2016 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	6/21/2016 - 11:16 AM