

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 19TH DAY OF JANUARY, NINETEEN HUNDRED NINETY-THREE, AT 7:20 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Stewart U. Taylor, Chairman
Perry M. DePue, Vice Chairman
Jack D. Edwards
Judith N. Knudson
David L. Sisk

David B. Norman, Secretary
John E. McDonald, Treasurer
Frank M. Morton, III, County Attorney
Larry M. Foster, General Manager

B. ORGANIZATIONAL MEETING

Mr. Taylor asked for a nomination for Chairman of the Service Authority.

Ms. Knudson made a motion to nominate Mr. Sisk.

The motion passed by unanimous voice vote.

Mr. Sisk asked for a nomination for Vice Chairman of the Service Authority.

Mr. Edwards made a motion to nominate Mr. DePue.

The motion passed by unanimous voice vote.

Ms. Knudson made a motion to approve the Organizational Meeting resolution.

The motion passed by unanimous voice vote.

R E S O L U T I O N

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 1993.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, that the following rules shall apply for the year 1993:

1. Regular meetings of the Board shall be held following the second Board of Supervisors' meetings each month, except for the months of February and October when the meetings shall be held on February 16 and October 20, respectively.
2. The Board shall for parliamentary purposes follow Robert's Rules of Order and more specifically those provisions which pertain to conduct of Business in Boards, Newly Revised, 1981 at p. 404 as follows:

Procedures in Small Boards: In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate (15, 16) generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

The Chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

C. MINUTES - December 21, 1992

Mr. Sisk asked if there were corrections or additions to the minutes.

Mr. DePue made a motion to approve the minutes as presented.

The motion passed by unanimous voice vote.

D. BOARD CONSIDERATION

1. Award of Contract - JCSA Operation Center Renovation

Mr. Larry M. Foster, General Manager, James City Service Authority, stated that bids were received for the renovation of the existing James City Service Authority Operation Center located on Tewning Road.

Staff recommended approval of the lowest responsible bidder, Shoreline Industries, Inc., in the amount of \$107,805. That bid exceeded staff estimate and budget allocation; therefore, staff recommended appropriation of \$46,805 from Capital Improvements Contingency to the Operating Budget Building Maintenance.

Mr. Taylor asked that the resolution be amended to reflect the appropriation.

Mr. Edwards made a motion to approve the amended resolution.

The motion passed by unanimous voice vote.

RESOLUTION

CONTRACT FOR JAMES CITY SERVICE AUTHORITY

OPERATION CENTER RENOVATION

WHEREAS, the James City Service Authority publicly open bids for the JCSA Operation Center Renovation on December 18, 1992; and

WHEREAS, it has been determined that the lowest responsive and responsible bid of \$107,805 was their submitted by Shoreline Industries, Inc.; and

WHEREAS, funds are available in the James City Service Authority Operating budget and CIP for this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority of James City County, Virginia, hereby approves the award of a contract for the JCSA Operation Center Renovation to Shoreline Industries, Inc., on the basis of their bid of \$107,805 and authorizes and directs its Secretary to the Board to execute a contract for this work.

BE IT FURTHER RESOLVED that the Board of Directors amends the JCSA FY 93 Budget as follows:

From:

O&M Building Maintenance 101-110-0216	\$ 61,000
CIP Contingency 105-160-1300	<u>46,805</u>
	<u>\$107,805</u>

To:


CIP Operations Center Renovation	<u>\$107,805</u>
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E. BOARD REQUESTS AND DIRECTIVES - None

Mr. Taylor made a motion to adjourn.

The motion passed by unanimous voice vote.

The Board adjourned at 7:28 p.m.



David B. Norman
Secretary to the Board

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