

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 27TH DAY OF JANUARY 1998, AT 8:45 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

M. Anderson Bradshaw
John J. McGlennon
Ronald A. Nervitt
Jack D. Edwards
David L. Sisk

Sanford B. Wanner, Secretary
Robert H. Smith, Treasurer
Frank M. Morton, III, County Attorney
Larry M. Foster, General Manager

B. ORGANIZATIONAL MEETING

Mr. Sisk asked for nominations for Chairman for 1998.

Mr. McGlennon made a motion to appoint Mr. Bradshaw for Chairman.

The motion passed by unanimous voice vote.

Mr. Bradshaw asked for nominations for Vice Chairman for 1998.

Mr. Edwards made a motion to appoint Mr. Nervitt for Vice Chairman.

The motion passed by unanimous voice vote.

Mr. Edwards made a motion to approve the Organizational Meeting resolution.

The motion passed by unanimous voice vote.

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 1998.

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 1998.

1. Regular meetings of the Board shall be held following the second Board of Supervisors' meetings each month. The meetings shall be held following the 7:00 p.m. Board of Supervisors' meeting.

2. The Board shall, for parliamentary purposes, follow Robert's Rules of Order and more specifically those provisions which pertain to the conduct of Business in Boards, Newly Revised, 1981 at p. 404 as follows:

Procedure 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** - November 25, 1997
January 13, 1998

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

Mr. Sisk made a motion to approve the November 25, 1997, minutes.

The motion passed by unanimous voice vote.

Mr. Edwards made a motion to approve the January 13, 1998, minutes.

The motion passed by unanimous voice vote.

D. **BOARD CONSIDERATION**

1. Bid Award - Gravity Collection System Inspection Services

Mr. Larry M. Foster, General Manager, James City Service Authority, stated that due to the aging process, gravity line collection system basins have become the primary contributor to unwanted water inflow and infiltration. He further stated that the contract specifications require visual inspection, flow monitoring, smoke testing, closed circuit television and dye testing.

Staff recommended approval of the resolution awarding the contract to the lowest responsive bidder, URS Greiner, in the amount of \$88,800.

Board and staff discussed procedure of selection of bid award.

Mr. Edwards made a motion to approve the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

BID AWARD - GRAVITY COLLECTION SYSTEM INSPECTION

WHEREAS, The James City Service Authority desires to have Lift Station 1-1 (Jamestown 1607) and 1-2 (John Tyler Highway) basin areas inspected to identify sources of inflow and infiltration; and

WHEREAS, the project has been advertised and competitively bid, with URS Greiner submitting a low bid of \$88,800; and

WHEREAS, URS Greiner has been determined capable of performing the work associated with this project.

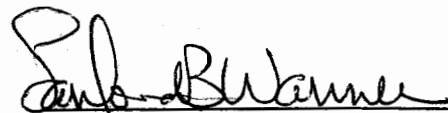
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James County, Virginia, hereby awards the contract for gravity collection inspection services of Lift Station 1-1 and 1-2 to URS Greiner.

E. BOARD REQUESTS AND DIRECTIVES

Mr. Sisk made a motion to adjourn.

The motion passed by unanimous voice vote.

The Board adjourned at 8:56 p.m.



Sanford B. Wanner
Secretary to the Board