

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

April 22, 2003

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes
 - a. March 25, 2003, Work Session
 - b. April 8, 2003, Regular Meeting
2. Award of Bid - Jamestown Road Water Improvements

C. BOARD CONSIDERATIONS

1. Changes to the Regulations Governing Utility Service - Retail Service Charge
2. Changes to the Regulations Governing Utility Service - Site Plan Reviews
3. Resolution of Appropriation - JCSA - FY 2004

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT

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AT A WORK SESSION OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 25TH DAY OF MARCH, 2003, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Michael J. Brown, Chairman
John J. McGlennon, Vice Chairman
Jay T. Harrison, Sr.
James G. Kennedy
Bruce C. Goodson

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

B. BOARD CONSIDERATION

Mr. Larry Foster, General Manager of the James City Service Authority (JCSA), introduced Mr. Courtney Rogers, Davenport and Company, and Mr. Steve Johnson, Troutman and Saunders, the JCSA bond counsel.

Mr. Rogers stated that the JCSA received very favorable bond ratings from Moodys and Standard & Poors for the financing of the Groundwater Treatment Facility (GTF). Mr. Rogers also provided a summary of the steps to authorize the issuance of bonds to finance the facility.

Mr. Johnson provided the Board with an overview of the legal aspect of the issuance of the planned revenue bonds and any future bond issue associated with Master Indenture of Trust.

The Board, staff, Mr. Rogers, and Mr. Johnson discussed the anticipated closing date of the issuance of bonds and the construction time frame for the GTF.

Mr. Goodson inquired about the impact of the GTF with Newport News Waterworks (NNWW) and fiscal responsibility with NNWW during the term of the bonds. Mr. Rogers responded that future facilities were considered and would be addressed at the appropriate time.

Mr. Rogers stated that the documents permit additional debt although the debt outlined here is for a term of 15 years with the option of a ten-year call.

Mr. McGlennon inquired about the anticipated impacts of the bonds on water rates.

Mr. Rogers stated that this issuance of bonds should not impact the Authority's rate structure.

Mr. Goodson stated that the GTF is being built with an initial capacity of 2.5 mgd with an additional 2.5 mgd capacity being added in 2010. He inquired about the additional costs to build the facility to full capacity.

Mr. Foster stated that the infrastructure of the facility is being built to build-out capacity with the exception of the membranes of the vessels, which is nominal in cost and would not incur additional debt to install the membranes.

C. RECESS

At 4:25 p.m. Mr. Brown recessed the Board of Directors until 7 p.m.

Sanford B. Wanner
Secretary to the Board

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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 8TH DAY OF APRIL, 2003, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Michael J. Brown, Chairman
John J. McGlennon, Vice Chairman
Jay T. Harrison, Sr.
James G. Kennedy
Bruce C. Goodson

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

B. PUBLIC HEARING

1. FY 2004 JCSA Budget

Ms. Suzanne Mellen, Director of Budget and Accounting, provided the Board with an overview of the proposed FY 2004 JCSA Budget and proposed water/sewer rate increases, and recommended the Board hold a Public Hearing to invite public comment on any aspect of the Budget.

Mr. Brown opened the Public Hearing.

As no one wished to speak to this matter, Mr. Brown closed the Public Hearing.

At 8:25 p.m., Mr. Brown recessed the Board for the duration of the Board of Supervisors meeting.

Mr. Brown reconvened the Board at 9:28 p.m.

C. CONSENT CALENDAR

Mr. Harrison made a motion to adopt the items on the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes – March 25, 2003, Regular Meeting

2. Support for the King William Reservoir Project

RESOLUTION

SUPPORT FOR THE KING WILLIAM RESERVOIR PROJECT

WHEREAS, the City of Newport News has submitted an application to the Virginia Marine Resource Commission for a permit to withdraw water from the Mattaponi River to provide water to the King William Reservoir; and

WHEREAS, the King William Reservoir has been identified, after the evaluation of over 35 alternative projects, as the most feasible option for meeting the long-term water needs of the citizens and businesses located on the Virginia Peninsula; and

WHEREAS, the Virginia Marine Resource Commission will conduct a public hearing on the application for a permit to withdraw water from the Mattaponi on April 22, 2003.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, expresses its support of the King William Reservoir Project and encourages the Virginia Marine Resources Commission to issue the permit to withdraw water from the Mattaponi River to support the King William Reservoir Project.

3. Amended Articles of Incorporation for the James City Service Authority

RESOLUTION

AMENDED ARTICLES OF INCORPORATION FOR

JAMES CITY SERVICE AUTHORITY

WHEREAS, by resolution of March 25, 2003, the Board of Supervisors of James City County, Virginia, made certain amendments to the Articles of Incorporation of the James City Service Authority (JCSA); and

WHEREAS, it would be appropriate for the Board of Directors of the JCSA to ratify and confirm all prior actions of the JCSA Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that it hereby ratifies and confirms all prior actions of the JCSA Board of Directors

D. BOARD CONSIDERATION

1. Bond Resolution – Groundwater Treatment Facility

Mr. Foster stated that representatives of Davenport and Company advised the Board of the options for financing the Groundwater Treatment Facility including the placement of bonds. Proposals for the private placement of bonds to finance the Groundwater Treatment Facility were received from several interested investment institutions and it was determined that a public placement would result in a lower interest rate.

Mr. Foster recommended the Board approve the resolution authorizing the issuance of bonds to finance the Groundwater Treatment Facility at a rate not to exceed six percent and also authorizing the Chairman or Vice Chairman to sign all documents associated with the issuance of the bonds.

Mr. Goodson made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

RESOLUTION

AUTHORIZING THE ISSUANCE BY THE JAMES CITY SERVICE AUTHORITY

OF ITS WATER AND SEWER SYSTEM REVENUE BONDS, SERIES 2003

AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the James City Service Authority (the "Authority") has determined that it will establish a program pursuant to which it may finance improvements and extensions to its water and wastewater systems (collectively, the "System") by the issuance of bonds payable solely from the revenues of such System; and

WHEREAS, such bonds will be issued pursuant to the terms of a Master Indenture of Trust, dated as of April 1, 2003 (the "Master Indenture"), between the James City Service Authority (the "Authority") and SunTrust Bank, as Trustee (the "Trustee"); and

WHEREAS, the Authority at the present time desires to issue its water and sewer system revenue bonds in an amount not to exceed \$18 million (the "2003 Bonds") and use the proceeds of the 2003 Bonds to: (i) finance a groundwater treatment facility, wells, and water transmission lines (collectively, the "Projects"); and (ii) pay related issuance costs and fund reserves;

WHEREAS, the 2003 Bonds will be issued pursuant to the terms of the Master Indenture and a First Supplemental Indenture of Trust, dated as of April 1, 2003 (the "First Supplemental Indenture"), between the Authority and the Trustee (the Master Indenture and the First Supplemental Indenture being collectively referred to herein as the "Indenture"), and the 2003 Bonds will be sold to Morgan Keegan & Company, Inc., and SunTrust Capital Markets, Inc. (collectively, the "Underwriters"), pursuant to a Bond Purchase Agreement to be dated on or before the date the 2003 Bonds are to be issued (the "Bond Purchase Agreement"), between the Authority and the Underwriters; and

WHEREAS, in connection with the issuance of the 2003 Bonds, the forms of all of the following documents have been presented to this meeting and filed with the Authority's records: (i) the Master Indenture; (ii) the First Supplemental Indenture; (iii) the 2003 Bonds, the form of which is attached to the First Supplemental Indenture; (iv) the Bond Purchase Agreement; (v) the Continuing Disclosure Agreement to be dated on or before the date the 2003 Bonds are to be issued (the "Continuing Disclosure Agreement") from the Authority; and (vi) the Preliminary Official Statement (the "Preliminary Official Statement") pursuant to which the 2003 Bonds are to be offered for sale.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that:

1. The Authority hereby approves the issuance of the 2003 Bonds upon the terms set forth therein and in the Indenture. As of the date of this resolution, (A) the final

principal amount of the 2003 Bonds, including the principal amount of each maturity and of each mandatory sinking fund redemption payment, has not been determined; (B) the Underwriters have not proposed the final interest rates to be payable on the 2003 Bonds; (C) the Underwriters and the Authority have not agreed upon the final price at which the Authority will sell the 2003 Bonds to the Underwriters; and (D) the optional redemption provisions have not been established. The Chairman and Vice Chairman of the Authority, either of whom may act, are each hereby authorized to approve; (i) the final principal amount of the 2003 Bonds, including the final principal amount of each maturity and of each mandatory sinking fund redemption payment, so long as the aggregate principal amount of the 2003 Bonds does not exceed \$18 million and the weighted average maturity of the 2003 Bonds does not exceed twenty-five (25) years; (ii) the actual interest rates to be payable on the 2003 Bonds, so long as the true interest cost of the 2003 Bonds does not exceed six percent (6%) per year; (iii) the final sales price of the 2003 Bonds to the Underwriters (exclusive of original issue discount or premium), so long as the final sales price shall not be less than ninety-eight percent (98%) of the aggregate principal amount of the 2003 Bonds, plus accrued interest to the date of issuance; and (iv) the optional redemption provisions, so long as optional redemptions of the 2003 Bonds will be permitted after ten and one half years (or such shorter period as is determined to be advisable in the pricing of the 2003 Bonds) and at a declining redemption premium (if any) thereafter not in excess of two percent (2%). Such approvals shall be conclusively evidenced by the execution and delivery of the First Supplemental Indenture by the Chairman or Vice Chairman.

2. The Indenture, the Bond Purchase Agreement and the Continuing Disclosure Agreement (collectively, the "Bond Documents") and the 2003 Bonds are hereby approved in substantially the forms submitted to this meeting, with such changes, insertions or omissions (including, without limitation, changes of the dates thereof and changes necessary to reflect the final terms of the 2003 Bonds, as described in Paragraph 1 above), as may be approved by the Chairman or the Vice Chairman of the Authority, whose approval shall be evidenced conclusively by the execution and delivery of each such document. The execution, delivery, and performance by the Authority of the Bond Documents are authorized and directed.
3. The execution of the 2003 Bonds and their delivery against payment, therefor, the amount of such payment to be disbursed in accordance with the terms of the First Supplemental Indenture, are authorized and directed.
4. The Chairman and the Vice Chairman of the Authority, either of whom may act, are each authorized and directed to execute and deliver on behalf of the Authority the 2003 Bonds and the Bond Documents and, if required, the Secretary is authorized and directed to countersign and affix the Authority's seal to the 2003 Bonds and the Bond Documents on behalf of the Authority. The signatures of the Chairman or Vice Chairman and the Secretary on the 2003 Bonds may be by facsimile.

5. The Chairman, Vice Chairman, General Manager, and any other officials of the Authority as may be requested are authorized and directed to execute and deliver on behalf of the Authority such instruments, documents, or certificates, including without limitation Internal Revenue Service Form 8038-G, a Letter of Representations to The Depository Trust Company, a non-arbitrage certificate and documents related to any bond insurance, and to do and perform such things and acts, as they shall deem necessary or appropriate to carry out the transactions authorized by this Resolution or contemplated by the 2003 Bonds, the Bond Documents or such instruments, documents or certificates. All of the foregoing previously done or performed by such officials of the Authority are in all respects confirmed, ratified, and approved.
6. The Authority determines that the issuance of the 2003 Bonds is in accordance with the terms of the Indenture, and all actions of the Authority contemplated thereunder will be in the furtherance of the purposes of the Virginia Water and Waste Authorities Act, Chapter 51, Title 15.2 of the Code of Virginia of 1950, as amended (the "Act").
7. The Preliminary Official Statement is hereby approved in substantially the form submitted to this meeting, with such changes, insertions, or omissions as may be approved by officials of the Authority. The Chairman and the Vice Chairman of the Authority, either of whom may act, are each hereby authorized to deem the Preliminary Official Statement to be final, within the meaning of Rule 15c2-12 of the Securities and Exchange Commission, except for the omission of certain pricing and other information allowed to be omitted pursuant to such Rule 15c2-12. The use and distribution of the Preliminary Official Statement by the Underwriters in the issuance and sale of the 2003 Bonds are hereby authorized.

The officials and staff of the Authority are hereby authorized and directed to assist with the preparation of a final Official Statement, appropriately dated, in the form of the Preliminary Official Statement, with appropriate completions, insertions, omissions, and changes as shall be necessary to accurately describe the Authority the 2003 Bonds, the security therefor, the Bond Documents and the Projects. The Chairman and the Vice Chairman of the Authority, either of whom may act, are each authorized and directed to execute and deliver the final Official Statement on behalf of the Authority. The use and distribution by the Underwriters of such final Official Statement are hereby approved.

8. The Authority hereby approves the commitment of Financial Security Assurance, Inc. (the "Commitment"), to provide its municipal bond insurance policy to secure the 2003 Bonds. The execution and delivery of the Commitment by the Chairman, Vice Chairman, and General Manager, any of whom may act, are hereby authorized. Any amendments to the Bond Documents and 2003 Bonds that are required by the Commitment are also hereby authorized.
9. SunTrust Bank is hereby selected to act as trustee under the Master Indenture and the First Supplemental Indenture.
10. The Authority has previously adopted a Reimbursement Resolution in connection with the financing of the Projects. The Authority hereby amends the maximum principal amount of the Indebtedness as defined and set forth in such Reimbursement Resolution from \$9.5 million to \$18 million. The Reimbursement

Resolution, except as modified by the preceding sentence, remains in full force and effect, and is ratified and confirmed hereby.

11. All other actions hereafter taken by the officials or agents of the Authority that are in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the 2003 Bonds and the undertaking of the Projects are hereby confirmed, ratified, and approved.
12. This resolution shall take effect immediately upon its adoption.

E. BOARD REQUESTS AND DIRECTIVES

Mr. Kennedy thanked Mr. Foster for the call-in program regarding the Outdoor Watering Regulations.

Mr. Foster recommended that the Board recess until 7 p.m. on April 10, 2003, for a Budget Work Session.

F. RECESS

At 9:32 p.m. Mr. Brown recessed the Board until 7 p.m. on April 10, 2003.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: April 22, 2003
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Award of Bid - Jamestown Road Water Improvements

The plans and specifications for improvements to the water system, which includes the installation of a waterline along Route 5 and the construction of two pressure-reducing facilities have been publicly advertised and competitively bid. The waterline is an integral part of the Groundwater Treatment Facility project. The pressure-reducing facilities will monitor and maintain consistent water system pressure in the Route 5 and Jamestown Road corridor. Eight firms submitted bids on the project ranging from \$872,298 to \$1,973,318. The results of the bid are as follows:

<u>Firm Name</u>	<u>Bid Amount</u>
Walter C. Via, Inc.	\$ 872,298.00
W. R. Hall Contractors	989,483.75
J. Sanders, Inc.	1,117,750.00
Basic Construction	1,132,588.00
George Nice and Sons	1,219,118.00
T. A. Sheets	1,285,060.00
Suburban Grading	1,374,066.00
Peters and White	1,973,318.00

The low bid submitted by Walter C. Via, Inc., was subsequently withdrawn due to a calculation error. The next low bid submitted by W. R. Hall Contractors was close to the design engineer's estimate of \$975,000. Funds are available in the Capital Improvement Plan budget. A review of references and past experience indicates the firm is capable of performing the work associated with the project.

Staff recommends that the Board approve the attached resolution awarding the Jamestown Road Water Improvements to W. R. Hall Contractors for a contract amount of \$989,483.75.

Larry M. Foster

LMF/gs
 jamesrdwtr.mem

Attachment

RESOLUTION

AWARD OF BID - JAMESTOWN ROAD WATER IMPROVEMENTS

WHEREAS, the plans and specifications have been advertised and competitively bid for the Jamestown Road Water Improvements project; and

WHEREAS, eight firms submitted bids, with W.R. Hall Contractors submitting the lowest responsive bid of \$989,483.75; and

WHEREAS, the bid is within budget, funds are available, and W.R. Hall Contractors has been determined capable of performing the work associated with the project.

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 Jamestown Road Water Improvements to W. R. Hall Contractors for a contract amount of \$989,483.75.

Michael J. Brown
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of April, 2003.

jamesrdwtr.res

MEMORANDUM

DATE: April 22, 2003
 TO: The Board of Directors
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority
 SUBJECT: Changes to the Regulations Governing Utility Service - Retail Service Charges

The attached resolution approves changes to the “Regulations Governing Utility Service.” A public hearing was held by the Board on April 8, 2003, on proposed changes to the water rate structure as well as a sewer rate increase for FY 04. The projected sewer rate increase remains necessary to generate the required revenues to meet expenditures in FY 04. The last rate increase was made to the sewer rate on July 1, 1995.

The Board also requested that staff review the water block rate structure while maintaining a revenue neutral position. The revision was requested to widen the consumption range in the 2nd block. The proposed water rate structure range and corresponding rates have been adjusted to reflect a revenue neutral position as indicated below. The last change made to the water rate structure was on October 1, 2000, which was also revenue neutral.

The attached changes do the following:

1. Residential Water Retail Service Rate (Inverted-Block Rate):

	<u>Current Rate</u>	<u>Proposed Rate</u>
<u>1st Block</u>		
Less than 15,000 gallons per quarter	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)	No Change
<u>2nd Block</u>		
More than 15,000 gallons but less than 25,000 30,000 gallons per quarter	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)	No Change
<u>3rd Block</u>		
More than 25,000 30,000 gallons per quarter	\$6.00 per 1,000 gallons (\$4.49 per 100 cubic feet)	\$7.45 per 1,000 gallons (\$5.57 per 100 cubic feet)

Changes to the Regulations Governing Utility Service - Retail Service Charges

April 22, 2003

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2. Nonresidential Water Retail Service Rate:

	<u>Current Rate</u>	<u>Proposed Rate</u>
<u>Flat Rate</u>	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)	No Change

3. Sewer Retail Service Rate:

<u>Flat Rate</u>	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)
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Attached is a resolution adopting the proposed changes, which would become effective July 1, 2003. Staff recommends adoption of the proposed resolution.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/gs
rates04change.mem

Attachments

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING

UTILITY SERVICE - RETAIL SERVICE CHARGES

WHEREAS, the Board of Directors of the James City Service Authority set a Public Hearing on April 8, 2003, for proposed changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts changes to the rates, fees, and charges which are summarized below to be effective for all bills mailed on or after July 1, 2003.

1. Residential Water Retail Service Rate (Inverted-Block Rate):

1st Block

Less than 15,000 gallons per quarter	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)
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2nd Block

More than 15,000 gallons but less than 30,000 gallons per quarter	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)
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3rd Block

More than 30,000 gallons per quarter	\$7.45 per 1,000 gallons (\$5.57 per 100 cubic feet)
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2. Nonresidential Water Retail Service Rate:

Flat Rate

\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)
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3. Sewer Retail Service Rate:

Flat Rate

\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)

BE IT FURTHER RESOLVED, that the complete proposed amendments be made part of this resolution.

Michael J. Brown
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 22nd day of April, 2003.

rates04change.res

<u>Volume</u>	<u>Collection</u>
Per 1,000 gallons of water consumed	\$2.30 2.50
Per 100 cubic feet of water consumed	\$1.72 1.87

Metered water usage shall be reduced by a metered reading from a landscaping meter or similar device if the landscaping meter or device is registered with the Authority.

A copy of the deduction meter reading must be received by the Authority 20 days prior to the end of each billing period. Regardless of the length of time, sub-meter reading adjustments will only be allowed up to the consumption in the current billing period.

(b) Unmetered water source.

Where no meter exists or where meter readings are not made available by the water supplier to the Authority, then the following estimated charges shall be assessed:

<u>Activity, use</u>	<u>Unit</u>	<u>Collection</u>
Single-family residences	Each	\$ 42.00
Single-family mobile homes	Each	42.00
Mobile homes in parks	Each lot	37.25
Duplex, apartments and townhouses	Each	37.25
Schools (with showers)	Student	4.25
Schools (without showers)	Student	2.65
Motels and hotels	Room	18.55
Minimum		186.70
Manufacturing	Msf	11.10
Minimum		55.85
Warehouses	Msf	7.45
Minimum		46.50
Service stations	Each	49.95
Camping facilities	Each space	16.25
Minimum		64.25
Restaurants	Seat	4.95
Minimum		55.85
Commercial	Msf	18.55
Minimum	1,000 Sq. Ft.	55.85
Churches	Each	40.65
Swimming pools	Sfe	40.65
Laundromats	Sfe	40.65

Others to be established when needed.

The purpose of the retail service charge is to defray all other costs of providing wastewater collection for domestic, commercial and industrial uses including replacement, renewals, extensions; and repayment of money borrowed to acquire or construct the wastewater collection and transmission system.

C. Water charges.

1. System facilities charge. A system facilities charge for water service to be furnished through each new separate service connection which is to be made to a public water main, regardless of who may have paid for the installation of the public water main to which the connection is to be made, shall be paid by each applicant for service prior to the installation of the water service connection, as follows:

Commercial, industrial, institutional, multifamily residential and single-family residential:

<u>Meter size</u> <u>(inches)</u>	<u>Charge</u>	<u>Meter size</u> <u>(inches)</u>	<u>Charge</u>
5/8 Residential	\$ 300 per Bathroom fixture	3	\$24,000
5/8 Nonresidential	2,500	4	37,500
3/4	3,500	6	75,000
1	4,000		
1-1/2	7,500		
2	12,000		

The purpose of this charge is to defray in part the cost of providing major supply, transmission main, booster pumping and distribution storage facilities. The charge shall be paid prior to the issuance of a plumbing permit from Code Compliance.

2. Local facilities charge. A local facilities charge of \$1,300.00 for each separate connection to an existing water main shall be paid by each applicant who desires to secure water service therefrom, which charge shall be paid prior to the approval of the application for service; provided, however, in any instance where satisfactory evidence shows that an applicant for a connection has paid the cost of installation of the local facility to which the connection is to be made, either by installing the local facility at his expense and then conveying the same to the Authority (or its predecessors) or by reimbursing the Authority (or its predecessors) for the cost of such local facility, the local facilities charge shall be waived. Additionally, where the Authority did not install or have a rebate agreement, the local facilities charge shall also be waived.

The purpose of this charge is to defray in part the cost of installing mains, valves and fire hydrants which are necessary to provide water service to abutting properties and which have been provided at the expense of the Authority or persons, firms or corporations other than the applicant. The charge shall be paid prior to the issuance of a plumbing permit from Code Compliance.

3. Service connection charge. A service connection charge shall be paid by each applicant for each new service connection and meter installation prior to the approval of the application, as follows:

<u>Installation of connection by</u>	<u>Charge</u>
Developer, applicant	\$10 per meter inspection fee
Authority	Actual cost times 1.25, including overhead

The purpose of this charge is to defray the cost of installation or inspection of a service connection from the water main in the street to the curb or property line and the installation of a meter either at the curb or property line or within the premises.

The service connection charge shall be waived provided the applicant has paid a local facilities charge and the water service line is not greater than 2 inches in diameter. In the event that the service connection charge is not waived, the local facilities charge will be applied against the service connection charge.

4. Retail service charge. Water service shall be based upon a commodity charge for all consumption, as follows:

<u>Residential:</u>	<u>Volume</u>	<u>Charge</u>
First Block	Less than 15,000 gallons per Quarter	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)
Second Block	The next 10,000 gallons up to 25,000 30,000 gallons per Quarter	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)
Third Block	More than 25,000 30,000 gallons per Quarter	\$6.00 7.45 per 1,000 gallons (\$4.49 5.57 per 100 cubic feet)

<u>Nonresidential:</u>	<u>Volume</u>	<u>Charge</u>
	Per 1,000 gallons	\$2.60
	Per 100 cubic feet	\$1.94

MEMORANDUM

DATE: April 22, 2003
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Change to the Regulations Governing Utility Service - Site Plan Reviews

The attached resolution authorizes a change to the "Regulations Governing Utility Service." The Board adopted a corresponding change on April 23, 2002, to charge \$1,500 for each Wastewater Pumping Station and Well Facility under Subdivision Plan Review submittals. The fee is to offset the James City Service Authority (JCSA) costs for reviewing plans of developer-driven facilities such as sewerage pump stations. This fee should have been included under Site Plan Review submittals but was inadvertently left out of the proposed change.

The attached change proposes to add the Wastewater Pumping Station and Well Facility fee of \$1,500 each to the Plan Review Fee Schedule under Site Plan Reviews.

Staff recommends approval of the attached resolution.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/gb
change03.mem

Attachment

RESOLUTION

CHANGE TO THE REGULATIONS GOVERNING

UTILITY SERVICE - SITE PLAN REVIEWS

WHEREAS, the James City Service Authority staff has identified the need to add a Wastewater Pump Station and Well Facility fee of \$1,500 each for Site Plan Reviews to the Regulations Governing Utility Service; and

WHEREAS, a corresponding Wastewater Pump Station and Well Facility fee of \$1,500 each was adopted under Subdivision Plan Reviews on April 23, 2002.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the change which is summarized below to become effective May 1, 2003.

Set the Plan Review Fee Schedule as follows:

Site Plans

Facility Plan Reviews

Wastewater Pumping Station	\$1,500
Well Facility	\$1,500

BE IT FURTHER RESOLVED, that the complete proposed amendments be made part of this resolution.

Michael J. Brown
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of April, 2003.

change03.res

MEMORANDUM

DATE: April 22, 2003
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority - FY 04

Subject to any changes at the Budget Work Session held on April 16, 2003, attached for your consideration and adoption is the resolution for the FY 04 appropriations for the James City Service Authority:

Water Fund
Sewer Fund
Administration Fund
Capital Improvement Program

Staff recommends adoption of the attached resolution.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/gs
fy04app.mem

Attachment

RESOLUTION OF APPROPRIATION -

JAMES CITY SERVICE AUTHORITY - FY 04

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2003, and ending June 30, 2004; and

WHEREAS, the Board of Directors has considered said budget and does now propose to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following amounts are hereby adopted and appropriated for operations and activities in the amounts as shown below:

1. The following amounts are hereby appropriated in the Water Fund:

Water Fund - Revenues:

Service Charges	<u>\$5,162,515</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$1,724,414
Operations and Maintenance	1,787,666
Capital Equipment Outlay	40,000
Capital Improvements Program	310,435
Debt Services Fund	<u>1,300,000</u>
	<u>\$5,162,515</u>

2. The following amounts are hereby appropriated in the Sewer Fund:

Sewer Fund - Revenues:

Service Charges	<u>\$4,309,130</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,381,333
Operations and Maintenance	1,457,567
Capital Equipment Outlay	50,000
Capital Improvements Program	<u>420,230</u>
	<u>\$4,309,130</u>

3. That the following amounts are hereby appropriated for the funds as indicated below:

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$1,724,414
Allocated to Sewer Fund	<u>2,381,333</u>
	<u>\$4,105,747</u>

Expenditures:

Personnel Expenses	\$3,008,781
Operating Expenses	1,022,966
Capital Outlay	<u>74,000</u>
	<u>\$4,105,747</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Operating Fund Transfer	\$ 730,665
Facility Charges	<u>3,140,070</u>
	<u>\$3,870,735</u>

Expenditures:

Water Supply	\$ 580,735
Water Distribution	880,000
Water Transmission	200,000
Sewer System Improvements	1,710,000
Other Projects	<u>500,000</u>
	<u>\$3,870,735</u>

Michael J. Brown
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City
County, Virginia, this 22nd day of April, 2003.

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