

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**May 24, 2005**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes - April 26, 2005, Regular Meeting
2. Request to Advertise Public Hearing on Proposed Water and Sewer Rate Change

**D. PUBLIC HEARING**

1. Amendment to the Regulations Governing Utility Service - Grinder Pump Maintenance and Associated Fees

**E. ADJOURNMENT**

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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 26TH DAY OF APRIL 2005, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

**A. ROLL CALL**

John J. McGlennon, Chairman  
Bruce C. Goodson, Vice Chairman  
Jay T. Harrison, Sr.  
Michael J. Brown  
M. Anderson Bradshaw

Sanford B. Wanner, Secretary  
Leo P. Rogers, County Attorney  
Larry M. Foster, General Manager

**B. CONSENT CALENDAR**

Mr. Bradshaw requested that Item Number 3, Stonehouse Water Storage and Supply Costs Participation Agreement, be pulled.

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

The motion passed by a unanimous voice vote.

1. Minutes - March 22, 2005, Regular Meeting
2. Award of Bid – Norge Water System Improvement

**RESOLUTION**

**AWARD OF BID – NORGE WATER SYSTEM IMPROVEMENT**

WHEREAS, the James City Service Authority has determined that water system improvements are needed in order to serve its customers in the Norge Community; and

WHEREAS, the plans and specifications for the Norge Water System Improvements have been competitively bid with Walter C. Via Enterprises, who has been determined capable of performing the scope associated with the project submitting the low bid of \$1,175,704.33.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the bid for the Norge Water System Improvements to Walter C. Via Enterprises in the amount of \$1,175,704.33.

4. Resolution of Appropriation – James City Service Authority – FY 06

**RESOLUTION OF APPROPRIATION -**

**JAMES CITY SERVICE AUTHORITY - FY 06**

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2005, and ending June 30, 2006; 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>\$6,171,737</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$2,022,499
Operations and Maintenance	2,631,839
Capital Equipment Outlay	78,000
Capital Improvements Program (3R)	57,517
Debt Services Fund	<u>1,381,882</u>
	<u>\$6,171,737</u>

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

Sewer Fund - Revenues:

Service Charges	<u>\$4,958,393</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,792,974
Operations and Maintenance	1,724,620
Capital Equipment Outlay	86,800
Operating Reserve	134,802
Capital Improvements Program (3R)	<u>219,197</u>
	<u>\$4,958,393</u>

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$2,022,499
Allocated to Sewer Fund	<u>2,792,974</u>
	<u>\$4,815,473</u>

Expenditures:

Personnel Expenses	\$3,482,637
Operating Expenses	1,234,136
Capital Outlay	<u>98,700</u>
	<u>\$4,815,473</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Operating Fund Transfer	\$ 276,714
Facility Charges	3,230,640
Stonehouse Well Contribution	<u>350,000</u>
	<u>\$3,857,354</u>

Expenditures:

Water Supply	\$ 107,517
Water Distribution	150,000
Water Storage	2,365,640
Sewer System Improvements	909,197
Other Projects	<u>325,000</u>
	<u>\$3,857,354</u>

DEBT SERVICE FUND

Revenue:

Water Fund Contribution	<u>\$1,381,882</u>
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Expenditure:

Revenue Bonds, Series 2003	<u>\$1,381,882</u>
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3. Stonehouse Water Storage and Supply Costs Participation Agreement

Mr. Robert Smith, Assistant General Manager, stated that at its December 14, 2004, meeting, the Board of Directors authorized the James City Service Authority (JCSA) to enter into an agreement with Stonehouse Capital, LLC (“Stonehouse”) for a cash contribution to the costs of constructing a 1.25-million-gallon water tank in Stonehouse Commerce Park in lieu of building a 0.5-million-gallon tank in the development. Since that time, the proposal has changed from the one presented to the Board and staff has determined it appropriate to review the proposed changes and obtain Board approval to enter into an agreement with Stonehouse Capital, LLC, providing the terms for contributions to a proposed elevated water storage tank and for the provision of future water supply.

The Board and Mr. Rogers discussed the change to Item 4.c.ii in the Agreement and that the resolution before the Board authorizes the General Manager to sign an agreement providing the terms for the cash contribution for water storage capacity and water supply by Stonehouse Capital, LLC.

Mr. Brown made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

## **RESOLUTION**

### **STONEHOUSE WATER STORAGE AND SUPPLY COSTS PARTICIPATION AGREEMENT**

WHEREAS, the James City Service Authority desires to construct at least a 1.0 million gallon elevated water storage tank in the Stonehouse Commerce Park to serve the water storage needs of the Central Water System; and

WHEREAS, Stonehouse Capital, LLC and others will, in the very near future, construct a waterline in Fieldstone Parkway that will connect the Stonehouse Development to the Central Water System; and

WHEREAS, planned growth in the Stonehouse Development will necessitate the addition of water storage in the development in the near future, and the Stonehouse Master Water Plan provides for a 500,000-gallon capacity groundwater storage facility as the next water storage component of the development at an estimated costs of \$400,000; and

WHEREAS, the James City Service Authority staff and representatives of Stonehouse Capital, LLC, have agreed that diversion of the costs to build the planned ground-level storage tank to the larger elevated tank would be of mutual benefit; and

WHEREAS, Stonehouse is required to provide additional water supply as necessary to support its development and connecting the two systems will make this difficult and complex; and

WHEREAS, staff and representatives of Stonehouse have agreed that a cash contribution for water supply equivalent to the contribution proffered by developers in rezoning cases would be an acceptable alternative to providing additional water supply, and

WHEREAS, James City Service Authority staff, in conjunction with the County Attorney and representatives of Stonehouse Capital, LLC, have prepared an agreement providing the terms for Stonehouse to make the cash contribution to the elevated tank in lieu of building a separate, smaller, ground-level water tank and providing for the water supply contribution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager to sign the agreement providing the terms for the cash contribution for water storage capacity and water supply by Stonehouse Capital, LLC, Stonehouse Glen, LLC, Fieldstone Investment, LLC, Mount Laurel, LLC, Fairmont Investment, LLC, Six Hundred North, LLC, Tymar Capital, LLC, and Commerce Park at Stonehouse, LLC.

**C. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon stated that he attended the dedication ceremony of the Groundwater Treatment Facility on Route 5 and is pleased to see it operating, recognized steps of the James City Service Authority to provide water supply for future use, and thanked staff and the consultants for getting the Groundwater Treatment Facility underway.

Mr. Smith thanked the Board for its continued support for such facilities.

**D. ADJOURNMENT**

Mr. Harrison made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:28 p.m. Mr. McGlennon adjourned the Board until May 24, 2005.

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Sanford B. Wanner  
Secretary to the Board



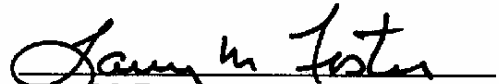
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The reduced per Bathroom fixture fee for master metered residential projects is recommended because typically these units use less water than standard residential units. In addition, the JCSA will not have the responsibility for maintaining the internal water and sewer infrastructure serving the project.

The State Code requires a 60-day notice of a public hearing advertising a change in sewer fees. Staff recommends that the Board approve the attached resolution authorizing the August 9, 2005, meeting, to be advertised as a public hearing to receive comments on the above-described amendments to the Regulations Governing Utility Service relating to water and sewer connections fees.

  
Larry M. Foster

LMF/gs  
wtrsewerfees.mem

Attachments



**RESOLUTION**

**REQUEST TO ADVERTISE PUBLIC HEARING ON PROPOSED**

**WATER AND SEWER RATE CHANGE**

WHEREAS, James City County is experiencing a significant number of dense residential projects such as apartments, townhouses, condominiums; and

WHEREAS, the Regulations Governing Utility Service requires all individually owned structures be metered separately; and

WHEREAS, individually metering structures in densely developed projects is often not practical due to space limitations; and staff has suggested amendments to Section 12 (D) and Section 32 (B) and (C) of the Regulations Governing Utility Service to accommodate master metering of these projects.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes that the August 9, 2005, Board of Directors meeting be advertised as a public hearing on the proposed amendments to the Water and Sewer Connection Fees, defined in Section 32 of the Regulations Governing Utility Service.

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John J. McGlennon  
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 24th day of May, 2005.

wtrsewerfees.res

**SECTION 32. GENERAL RATE POLICY AND RATE SCHEDULE**

A. General rate policy. The determination of rates for the Authority is based upon three interrelated elements:

1. Revenue requirements. Revenue requirements to ensure proper operation and maintenance, development and perpetuation of the system, legal requirements imposed by the Code of Virginia and by debt agreements, and maintenance of the Authority financial integrity.

Revenue requirements are generally defined under either a cash basis or a utility basis. EPA mandates a utility basis for a system constructed with grant funds and the major regulatory agencies endorse the utility basis for defining revenue requirements.

A brief visual comparison is shown below:

<u>Revenue requirements defined</u>	<u>Cash basis</u>	<u>Utility basis</u>
Operations and maintenance	X	X
Debt service - interest expense	X	X
Debt service - payment of principal and reserves	X	
Annual requirements for improvements	X	
Return on investment		X
Depreciation		X

The Authority endorses and uses the cash basis to define revenue requirements with improvements financed from commodity service charges and connection fees.

2. Allocation of costs to services provided. Water and wastewater systems are designed and built with several objectives and the associated costs should be allocated to these cost components, as follows:

<u>Water</u>	<u>Wastewater</u>
Base costs for service	Base costs for collection
Demand costs	Base costs for treatment
Customer costs	Demand costs
Direct fire protection	Customer costs
Future capacity	Future capacity

Water and wastewater systems must have the capacity, and therefore generate costs, to provide basic services for average consumption. They must also be designed to meet customer demands for peak usage - seasonal, maximum day and maximum hour. There are certain costs that are also associated with customers, such as meter reading and billing, that are not associated with usage. Water systems also provide capacity (and incur costs) for fire protection.

If a system can be developed to isolate these costs and assess them based upon the parties benefitted, then the "cost of service" assignment of costs philosophy is best met. This procedure is identified as the Base-Extra Capacity Method. The Authority has adopted a goal of fully implementing the base-extra capacity method to associate charges with service.

This rate policy is a major step in pursuit of that goal and generally has included the following basic tenets:

- (a) Base costs will be assigned to the overall customer base and a separate charge will be assessed for customer costs. The base costs will be billed, whenever possible, on the basis of demand or usage, using water consumption as measured by a meter.
- (b) Costs of excess capacity shall be assessed against the entire customer base until a satisfactory method can be developed to assess these costs to specific beneficiaries.
- (c) The costs of future capacity for both water and wastewater, as well as the specific costs for fire protection have been financed in the past by contributions from the County. A specific identification of the costs and benefits associated with future capacity and fire service should better define and clarify the County's role in utility financing.

3. Distribution of costs to customer classes. In the past the Authority has allocated costs to various customer classes based upon an estimate of equivalent residential units with average service requirements. The rate revisions proposed attempt to eliminate estimates of usage and substitute actual usage for customer classes based upon metered consumption. These rates clearly attempt to establish service charges most directly in relationship to the cost of service. Customer classes are defined by meter size. This meter size determines the capacity for service and therefore reflects the customer's proportional estimated use. Actual use will be the basis for billing unless actual use cannot be measured. In that case, estimated use based upon equivalent residential units will be assessed.

Costs relating to unique uses of the system, such as separate fire connections and grinder pumps, are proposed to be assessed separately to those customer classes who benefit.

The following are the rates and fees:

B. Wastewater charges.

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

(a) Metered water service

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		

(b) Metered water service.

For mixed-use structures such as apartments, townhouses, timeshares, and residential condominium projects, the developer has three options to establish connection fees:

- (1) Individually meter each unit \$300 per Bathroom fixture
- (2) Meter each building in multibuilding projects \$300 per Bathroom fixture  
or
- (3) Master meter the entire project \$225 per Bathroom fixture

Note: Should Option No. 3, master meter be selected, a \$225 per Bathroom fixture will be assessed and the JCSA will not be responsible for the water distribution system beyond the master meter or the on-site wastewater collection system. Meter size will be determined by the JCSA Engineering Division.

(b) Non-metered water service.

Where water is provided by an unmetered source, the following estimated charges shall be assessed:

<u>Activity, Use</u>	<u>Unit</u>	<u>Charge</u>
Single-family residences	Each	\$300 per Bathroom fixture
Single-family manufactured homes	Each	1,000

Manufactured homes in parks	Each lot	1,000	
Two family, apartments and townhouses	Each	300	per Bathroom fixture
Schools (with showers)	Student	80	
Schools (without showers)	Student	50	
Motels and hotels	Room	650	
Minimum		2,500	
Manufacturing	Msf	300	
Minimum		1,200	
Warehouses	Msf	100	
Minimum		1,200	
Service stations	Each	1,200	
Camping facilities	Each space	500	
Minimum		1,200	
Restaurants	Seat	20	
Minimum		1,200	
Commercial	Msf	N/A	
Minimum		1,500	
First	30,000 sq. ft.	500	
Next	10,000 sq. ft.	450	
Next	10,000 sq. ft.	400	
Over	50,000 sq. ft.	350	

The purpose of this charge is to defray in part the cost of providing force mains, pump stations, transmission mains, booster pumps, and other system 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 \$1,050 for each separate connection to public sewer shall be paid by each applicant who desires to secure wastewater 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 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 facilities, the local facilities charge shall be waived. Additionally, when the Authority did not install or have a rebate agreement, the local facilities charge shall also be waived.

In situations where a new wastewater system has been installed by the Authority and whereas any applicant adjacent to this new system that has an existing septic system desires to secure wastewater service therefrom, the local facilities charge shall be waived for a period of 12 months from the completion date of the new wastewater system installation.

**The purpose of this charge is to defray in part the cost of installing collection mains which are necessary to provide wastewater collection 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. Grinder Pump Installation and Maintenance Charge.

- (a) Any applicant for a sewer connection requiring a residential grinder pump may purchase the grinder pump (that meets Authority Standards and Specifications) plus ancillary parts from the Authority at cost if the grinder pump is necessary to replace an existing septic system. In addition, if the connection to the public sewer system is replacing a septic system, the applicant is eligible for the deferred payment plan discussed in Paragraph G, Section 2.
- (b) The Authority may, at the applicant request, install the residential grinder pump for the cost of materials as stated above plus labor and equipment costs. These costs are in addition to the normal Sewer System Facilities Charge if required. Grinder pumps will normally be installed within the existing right-of-way where the force main is located. If the topography dictates that the grinder pump be located within the applicants property then the Authority will prepare the necessary plat and easement for the applicant to execute to permit installation of the grinder pump on the applicants property.
- (c) A annual grinder pump maintenance charge of \$145.80 shall be paid for each separate connection to a grinder pump when the operation and maintenance of said residential grinder pump is the responsibility of the Authority. The payment for this charge will be prorated in equal amounts in the customers utility service charge billing. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless such utility maintenance is deemed by the Authority to be in the interest of the public health or is necessary to protect the integrity of the system, or such facility is located within a designated Reservoir Protection Zone.

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

<u>Service installed by:</u>	<u>Charge</u>
Developer, applicant	\$10 per connection 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 public sewer main in the street to the curb or property line.**

The service connection charge shall be waived provided the applicant has paid a local facilities charge and the sewer service line is not greater than 6 inches in diameter for a gravity main or 2 inches in diameter for a force main. In the event that the service connection charge is not waived, the local facilities charge will be applied against the service connection charge.

5. Retail service rates. The wastewater service charge shall be based on usage from a metered water source where available. For wastewater service on an unmetered water source a meter size equivalent shall be used, based upon an estimated charge.

- (a) Metered water source.

Charge for all collection and treatment of wastewater

<u>Volume</u>	<u>Collection</u>
Per 1,000 gallons of water consumed	\$2.70
Per 100 cubic feet of water consumed	\$2.02

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:

(a) Metered water service.

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		



**(b) Metered water service.**

For mixed-use structures such as apartments, townhouses, timeshares, and residential condominium projects, the developer has three options to establish connection fees:

- |   |                                   |
|---|-----------------------------------|
| (1) Individually meter each unit                  | \$300 per Bathroom fixture        |
| (2) Meter each building in multibuilding projects | <u>\$300 per Bathroom fixture</u> |
| <u>or</u>   |                                   |
| (3) Master meter the entire project               | \$225 per Bathroom fixture        |

Note: Should Option No. 3, master meter be selected, a \$225 per Bathroom fixture will be assessed and the JCSA will not be responsible for the water distribution system beyond the master meter or the on-site wastewater collection system. Meter size will be determined by the JCSA Engineering Division.

**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 30,000 gallons per Quarter	\$2.71 per 1,000 gallons (\$2.03 per 100 cubic feet)
Third Block	More than 30,000 gallons per Quarter	\$7.60 per 1,000 gallons (\$5.69 per 100 cubic feet)
<u>Nonresidential:</u>	<u>Volume</u>	<u>Charge</u>
	Per 1,000 gallons	\$2.70
	Per 100 cubic feet	\$2.02

**The purpose of the retail service charge is to defray all costs of providing water service for domestic, commercial and industrial uses and for firefighting purposes, including repayment of moneys borrowed to acquire or construct the water system; operation and maintenance; and renewals, replacements and extensions.**

- D. Independent Water Systems Connection Fee. The developer of any Independent Water System for which the development plans are submitted in accordance with the provisions of Section 19-57, Water Facilities of the Subdivision Ordinance, shall be required to pay a per-lot or residential unit Independent Water System Connection Fee of \$4,000 to the JCSA for each lot or residential unit created by the subdivision prior to the JCSA accepting the facilities for operation and maintenance.

The monies collected shall be placed in a dedicated account; the proceeds and investment returns will be used to offset the costs of operating the Independent Water Systems created after August 10, 2004. Should it become financially practical for the JCSA to connect an Independent Water

- System constructed under these provisions to the JCSA Central Water System and all necessary land use approvals are obtained from the County, then the monies deposited in the account for such system shall be used to offset the costs of constructing the infrastructure to connect the two water systems. Any balance of the funds will remain in the JCSA account and be used to offset the operating deficits of the Independent Water System created after August 10, 2004.
5. Contractual Agreement. Any developer (person, corporation or partnership) of an Independent Water System that is to be dedicated to the JCSA shall enter into an agreement with the JCSA prior to approval by the JCSA of the Independent Water Facility submission. The agreement shall set forth, at a minimum, the following:
    - a. The location, size, and capacity of the facilities to be constructed;
    - b. The developer's obligation to comply with the requirements of the JCSA regulations Section 29.A.2; and
    - c. The obligation of the developer to dedicate and the JCSA to accept the facilities pursuant to Section 29.A.4. of the JCSA regulations and after payment of the Independent Water Connection Fee set forth in Paragraph D above.
  2. System Facilities Charge Exemption. Any lots created after August 10, 2004, which are to be served by an Independent Water System, shall be exempt from the Water System Facilities Charge set forth in Section 32. C. 1. of the Regulations Governing Utility Service.
- E. Exceptions to local, system facilities charges. The provisions of Section 29 above shall be observed when there is a conflict between Section 29 and the provisions of Sections 32 (B) and 32 (C) above.
- F. Billing and account charges. The following charges shall be assessed for any customer billed by the Authority.
1. Account charge. An account charge of \$10.00 (\$20.00 if the meter is read) shall be paid by each applicant for continuing service, whether for a new account or for a transfer of account, for water and/or wastewater service.  
**The purpose of this charge is to defray the cost incurred in clerical and bookkeeping activities, the turning on of services and/or meter reading required for each new account or transfer of account.**
  2. Transaction charge for late payment. A transaction charge for late payment of 10% of the current bill balance due, shall be added to a bill in the event that the bill is not paid within thirty (30) days following the date thereof.  
**The purpose of this charge is to defray the cost associated with the rebilling of accounts not paid on a prompt basis.**
  3. Interest charge for late payments with a lien. An interest charge for late payment of 8 percent simple interest on the principal (delinquent amount) due, shall be added to any account when a lien has been placed upon real estate. Such lien on any real estate may

be discharged by the payment to the Authority of the total lien amount, penalty, and the interest which has accrued to the date of the payment.

4. Restoration of service charge. Where service has been terminated on account of the nonpayment of any bill, a restoration of service charge of \$30.00 (\$100.00 for a single service wastewater customer not on metered water service) shall be paid before service is restored, except as defined in Section 17 (A)(2).

**The purpose of this charge is to defray the expenses of terminating and restoring service, including clerical and bookkeeping activities.**

5. Meter test deposit. A test of a water meter shall be done at the request of a water customer upon payment of a meter test deposit as defined in Section 11. If the meter is found to be 3 percent or more fast then the deposit shall be refunded. If inoperable or 25 percent or more slow, the deposit shall be credited against a revised billing. The deposit shall be determined by meter size, as follows:

<u>Meter size</u>	<u>Deposit</u>
5/8" - 2"	\$30
3" and over	\$80

6. Fire hydrant charge. For customer-requested hydrants installed under the provisions of Section 21, there shall be an installation cost of actual cost plus an allowance of 25 percent for overhead. The applicant shall deposit with the Authority an estimated fee prepared by the Authority, subsequently adjusted at the completion of the installation with costs exceeding the estimate billed or, in case the estimate exceeds the cost, refunded to the applicant.

**The purpose of this charge is to assess to the user the cost of installing fire hydrants for the benefit of the applicant.**

7. Temporary water service charge. Under the provisions of Section 22, an applicant for temporary service shall pay, upon application, for the estimated costs of installing, replacing and removing the facilities which are required to furnish such services plus an allowance of 25 percent for overhead. The applicant shall receive a refund if the estimate exceeds the actual. The applicant shall also pay service charges and all charges caused by a late payment or nonpayment. The applicant may also be required to post a deposit as described in Section 6.
8. Fire connection detector check meter charge. Fire connection detector check meters shall be read and billed at least annually or on a more frequent basis, as determined by the Authority. Rates governing normal water usage shall be assessed.

**Fire connection detector check meters monitor non-fire flow usage from a fire connection and there should be little or no water activity.**

- G. **Multiple charges bills. All charges and fees above are in addition to charges and fees assessed and owed to Newport News Waterworks, the Hampton Roads Sanitation District, or any other private or municipal utility.**
- H. **No free service. There shall be no utility service provided to any customer without the assessment of service charges.**
- I. **Plan Review Fee. The following charges shall be assessed for the appropriate plan. The purpose of this charge is to defray cost incurred for time used to provide engineer technical review.**

<u>Document</u>	<u>Collection</u>
<b>REZONINGS</b>	
5 acres or less	\$100
Greater than 5, but less than 10 acres	\$150
Greater than 10 acres	\$200
<b>SPECIAL USE PERMITS (SUP)</b>	
General	\$200
Family Subdivision	\$ 50
Other	\$ 50
<b>SITE PLANS</b>	
<u>Administrative Review</u>	
Residential Structures (Multifamily)	\$200 plus \$5 per unit
Nonresidential Structures	\$200 plus \$0.004 per sq. ft. of building area
Mixed Use Structures	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area
<u>Planning Commission Review</u>	
Residential Structures (Multifamily)	\$200 plus \$5 per unit
Nonresidential Structures	\$200 plus \$0.004 per sq. ft. of building area
Mixed Use Structures	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area
<u>Amendment to an Approved Plan</u>	
Residential Structures (Multifamily)	\$50 plus \$2 per residential unit
Nonresidential Structures	\$50 plus \$0.001 per sq. ft. of building area

Mixed Use Structures \$50 plus \$2 per residential unit plus  
\$0.001 per sq. ft. of nonresidential  
building area

Facility Plan Reviews

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

MASTER PLAN REVIEW

Initial Review \$600  
Revision of plan \$600

SUBDIVISION PLAN REVIEW

No Public Improvements Required \$25  
Public Improvements  
Required \$150 per plan plus \$25 per lot for each lot over  
2.

Facility Review \$1,500 per wastewater pumping station or well  
facility.

- J. Inspection Fee. There shall be an inspection fee of \$25.00 for the third and subsequent inspections for water and sewer service connections. These will include, but are not limited to, water meter box installations, water and sewer service line connections, and grinder pump installations. This charge will be paid prior to the third and/or subsequent inspections.

**The purpose of this fee is to defray the expenses of making multiple on-site inspections to correct previously identified deficiencies.**

- K. Sub-Meter Account Charge. An account charge of \$18.00 shall be paid annually by each customer who has established a Sub-Meter Account. The payment for this charge will be prorated in equal amounts in the customer utility service charge billing.

**The purpose of this charge is to defray the cost incurred in clerical and bookkeeping activities. The sending out and receiving of sub-meter forms for each reading and making adjustments to the respective accounts.**

- L. Inspection Fee for Water and Sewer Lines. There shall be a fee for the inspection of public water and sewer installations. Such fee shall be \$1.43 per foot for every foot of water main and sewer main constructed and shall be submitted at the time of filing an application for a certificate to construct.

**The purpose of this change is to defray the cost incurred to make the actual inspection of the water and sewer lines.**

sect32.ratepolicysch.doc

## SECTION 12. SEPARATE SERVICE CONNECTIONS; MULTIPLE UNITS

Each dwelling unit and each unit in a non-residential structure shall be served by a separate service connection and a separate meter; provided, however, the premises identified below shall be considered one premises and shall be served by one service connection and one meter:

- A. Residence used as a rooming house;
- B. Dwelling or building for transients;
- C. Dwelling with accessory apartment;
- ~~D. Two family and multifamily structure, including apartment building and townhouse, where the utility service is included in the rent;~~
- | ~~E.~~D. Mobile home park where the utility service to each mobile home lot is included in the rent;
- | ~~F.~~E. Nonresidential structure which contains two or more contiguous units occupied by a tenant or lessee where the utility service is included in the rent;
- | ~~G.~~F. Separate houses, buildings, or mobile homes located on the same premises and under single ownership or management.

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## M E M O R A N D U M

DATE: May 24, 2005

TO: The Board of Directors

FROM: Megan Brady, 2005 Graduate - Marshall Wythe School of Law

SUBJECT: Amendment to the Regulations Governing Utility Service - Grinder Pump Maintenance and Associated Fees

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As authorized by the Board of Directors, this meeting has been advertised as a Public Hearing on a proposed addition to Section 32.B.3. of the JCSA Regulations Governing Utility Service to allow the James City Service Authority (JCSA) to charge future owners of property an annual grinder pump maintenance fee if they elect to contract with the JCSA for such service.

Attached is a proposed amendment to allow the JCSA to standardize its maintenance obligations and charges for all grinder pump maintenance customers. Currently, there are about 230 grinder pump maintenance customers who do not pay the annual fee of \$145.80. These property owners or their predecessors paid the JCSA between \$300 and \$600 for lifetime grinder pump maintenance. Since that time, costs associated with grinder pump maintenance has risen significantly. It is fiscally unwise to continue to maintain those grinder pumps essentially free of charge. The JCSA strongly believes in honoring its commitment to its customers, so **the proposed regulation would not affect current homeowners.**

The proposed regulation amendment provides that upon the sale or transfer of any of the properties currently being served by a lifetime maintenance plan, the JCSA will no longer provide grinder pump maintenance without a new contract and payment of the annual fee. This would allow the JCSA to continue to provide service and apportion costs equally among all of its grinder pump maintenance customers in accordance with the stated obligations of the Authority contained in the Purpose statement at the beginning of the JCSA regulations.

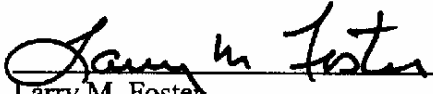
Letters explaining the proposed changes were mailed to all JCSA grinder pump customers that will be affected by the proposed change. Only a few telephone calls were received asking for clarification.

After receiving public comment, staff recommends that the Board approve the attached resolution amending Section 32.B.3 of the JCSA Regulations Governing Utility Service.

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Megan Brady, Esquire

CONCUR:

  
Larry M. Foster

MB/gs  
grinderamend.mem

Attachments

**RESOLUTION**

**AMENDMENT TO THE REGULATION GOVERNING UTILITY SERVICE -**

**GRINDER PUMP MAINTENANCE AND ASSOCIATED FEES**

WHEREAS, the James City Service Authority (JCSA) wishes to clarify its commitment to maintenance of grinder pumps for customers that paid lump-sum maintenance fees; and

WHEREAS, there are approximately 230 customers that paid between \$300 and \$600 for perpetual maintenance of the grinder pump servicing their home and the JCSA has determined it fiscally unwise to continue this service to future owners of these properties.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, amends Section 32 B.3 of the JCSA Regulations Governing Utility Service in accordance with the following:

Sec. 32.B.3

(d) Maintenance of sewage grinder pumps is the responsibility of the property owner. The property owner may contract with the JCSA for maintenance services. Maintenance contracts are between the property owner and the JCSA, and are not transferable or assignable by the property owner. Upon a transfer of title or ownership of the land upon which the grinder pump is located, a new contract for maintenance may be formed with the JCSA at the owner's election. Any prior contracts for sewage pump maintenance shall be terminated upon transfer of title or ownership.

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John J. McGlennon  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 24th day of May, 2005.

grinderamend.res