

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

May 23, 2006

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes – April 25, 2006 - Regular Meeting
2. Changes to the Regulations Governing Utility Service – Retail Service Charge
3. Resolution of Appropriation – James City Service Authority FY 07
4. Bid Award – Clara Byrd Baker Elementary School – Ironbound Road Waterline Improvements

C. BOARD REQUESTS AND DIRECTIVES

D. 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 25TH DAY OF APRIL 2006, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Chairman
Jay T. Harrison, Sr., Vice Chairman
James O. Icenhour, Jr.
Bruce C. Goodson
M. Anderson Bradshaw

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

D. PUBLIC HEARING

1. County Budget FY 2007-2008

Ms. Suzanne Mellen gave an overview of the County Budget for Fiscal Year 2007-2008 and proposed the James City Service Authority (JCSA) rate increases.

Mr. McGlennon opened the public hearing regarding the JCSA rate increases and asked Mr. Goodson to conduct the public hearing of the JCSA simultaneously with the public hearing of the Board of Supervisors.

1. Mr. John Hornung, 108 Wood Pond Circle, spoke on the requirements of grinder pumps and increased fees on Wood Pond Circle and cost of installing a gravity sewer line; he asked the Board to have the JCSA cease billing for grinder pumps and to install a free-flow gravity sewer at no cost.

Mr. Goodson asked Mr. Foster if the JCSA had a program where citizens could ask for facilities to be changed and set up a payment schedule for improvements.

Mr. Foster stated there was a program to help change a sewer system if it was deemed necessary.

2. Ms. Marlene Cummins, 105 Spring Branch, opposed increased JCSA fees and maintenance costs for grinder pumps, and that the County should pay these cost including costs of generators required in the event of a power failure. She stated the County and the developers shortchanged the citizens in providing a sanitary service.

At 8:12 p.m., Mr. McGlennon recessed the Board following the Budget public hearing.

Mr. McGlennon reconvened the Board at 8:48 p.m.

C. CONSENT CALENDAR

Mr. Harrison made a motion to adopt the item on the consent calendar.

On a roll call vote, the vote was AYE; Harrison, Icenhour, Goodson, Bradshaw, McGlennon (5).
NAY: (0).

1. Minutes – March 28, 2006, Regular Meeting

D. PUBLIC HEARING

2. Authorization of Transfer of Easement to Fieldstone Investment, Incorporated.

Mr. McGlennon opened the public hearing.

As no one wished to speak to this matter, Mr. McGlennon closed the public hearing.

Mr. Harrison made a motion to adopt the resolution.

On a roll call vote, the vote was AYE; Harrison, Icenhour, McGlennon, Bradshaw, Goodson (5).
NAY: (0).

RESOLUTION

AUTHORIZING THE CONVEYANCE OF A 25-FOOT PATHWAY AND PRIVATE EASEMENT
ADJACENT TO FIELDSTONE PARKWAY IN THE STONEHOUSE DEVELOPMENT IN THE
STONEHOUSE DISTRICT. THE EASEMENT IS DEFINED IN A PLAT DATED
SEPTEMBER 6, 2005, PREPARED BY LANDMARK DESIGN GROUP AND IS LOCATED ON
PARCEL NO. 05030100014 AT 9400 FIELDSTONE PARKWAY. THE EASEMENT WILL BE
USED FOR THE LOCATION OF PUBLIC UTILITIES AND SIDEWALK.

WHEREAS, the James City Service Authority (JCSA) was transferred a parcel and well facility many years ago by the developers of the Stonehouse Community; and

WHEREAS, when the parcel was transferred, the designation of a 25-foot-wide Pathway and Utility Easement adjacent to Fieldstone Parkway was overlooked; and

WHEREAS, Fieldstone Parkway adjacent to the well facility parcel is under construction and the developers have requested that the JCSA designate the easement area on the parcel as originally planned; and

WHEREAS, the proposed easement area does not conflict with current or future plans of the JCSA.

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 appropriate documents to designate a proposed 25-foot-wide Pathway and Utility Easement on Parcel No. 0530100014 adjacent to Fieldstone Parkway as defined on a Plat prepared by LandMark Design Group dated September 6, 2005.

E. BOARD REQUESTS AND DIRECTIVES

Mr. Goodson asked if Mr. Foster would contact the citizens living on Wood Pond Circle in Settler's Mill who expressed concern about grinder pump sewer service to their homes.

Mr. McGlennon requested further information about grinder pumps.

Mr. Icenhour asked the process for by-right usage of property and the use of grinder pumps.

Mr. Foster stated the JCSA would not know about by-right development until project engineering plans come forward for the project, and the JCSA typically goes to great measures to avoid using grinder pumps.

Mr. Icenhour asked if a by-right developer would be dealing directly with the JCSA rather than the Board.

Mr. Foster confirmed this.

F. ADJOURNMENT

Mr. Goodson made a motion to adjourn.

The motion passed by an unanimous voice vote.

At 8:52 p.m., Mr. McGlennon adjourned the Board.

Sanford B. Wanner
Secretary to the Board

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~~ \$210.00 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.
- (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.

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 2.80
Per 100 cubic feet of water consumed	\$2.02 2.09

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.

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 2.50 per 1,000 gallons (\$1.72 1.87 per 100 cubic feet)
Second Block	The next 10,000 15,000 gallons up to 30,000 gallons per Quarter	\$2.71 3.00 per 1,000 gallons (\$2.03 2.24 per 100 cubic feet)
Third Block	More than 30,000 gallons per Quarter	\$7.60 8.50 per 1,000 gallons (\$5.69 6.36 per 100 cubic feet)
<u>Nonresidential:</u>	<u>Volume</u>	<u>Charge</u>
	Per 1,000 gallons	\$2.70 3.00
	Per 100 cubic feet	\$2.02 2.24

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

MEMORANDUM

DATE: May 23, 2006
 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.” At a work session held on January 24, 2006, the Board was presented with proposed water and sewer rate changes for FY 07. A public hearing on the proposed changes was subsequently held by the Board on April 25, 2006. A follow-up budget work session was held by the Board on May 3, 2006. These changes have been used in preparation of the James City Service Authority FY 07/08 Budget.

The proposed changes are listed below:

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

<u>Quarterly Consumption</u>	<u>FY 06 Current Rate</u>	<u>FY 07 Proposed Rate</u>
1 st Block:		
Less than 15,000 gallons	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)	\$2.50 (\$1.87)
2 nd Block		
More than 15,000 gallons but less than 30,000 gallons	\$2.71 per 1,000 gallons (\$2.03 per 100 cubic feet)	\$3.00 (\$2.24)
3 rd Block		
More than 30,000 gallons	\$7.60 per 1,000 gallons (\$5.69 per 100 cubic feet)	\$8.50 (\$6.36)

2. Nonresidential Water Retail Service Rate:

Flat Rate	\$2.70 per 1,000 gallons (\$2.02 per 100 cubic feet)	\$3.00 (\$2.24)
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3. Sewer Retail Service Rate:

Flat Rate	\$2.70 per 1,000 gallons (\$2.02 per 100 cubic feet)	\$2.80 (\$2.09)
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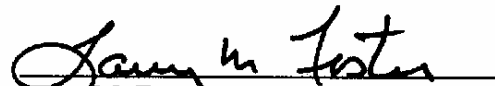
4. Annual Grinder Pump Maintenance Charge:

	\$145.80	\$210.00
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Attached is a resolution adopting the proposed changes, which would become effective July 1, 2006.
Staff recommends adoption of the proposed resolution.

Robert H. Smith

CONCUR:



Larry M. Foster

RHS/gs
regutilityretail.mem

Attachment

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING

UTILITY SERVICE - RETAIL SERVICE CHARGES

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 25, 2006, for proposed changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that 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 become effective for all bills mailed on or after July 1, 2006.

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

1st Block

Less than 15,000 gallons per quarter	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)
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2nd Block

More than 15,000 gallons but less than 30,000 gallons per quarter	\$3.00 per 1,000 gallons (\$2.24 per 100 cubic feet)
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3rd Block

More than 30,000	\$8.50 per 1,000 gallons (\$6.36 per 100 cubic feet) gallons per quarter
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2. Nonresidential Water Retail Service Rate:

Flat Rate	\$3.00 per 1,000 gallons (\$2.24 per 100 cubic feet)
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3. Sewer Retail Service Rate:

Flat Rate	\$2.80 per 1,000 gallons (\$2.09 per 100 cubic feet)
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4. Annual Grinder Pump Maintenance Charge:

\$210.00

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

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 23rd day of May, 2006.

regutilityretail.res

MEMORANDUM

DATE: May 23, 2006
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority - FY 07


Attached for Board consideration and adoption is the resolution for the FY 07 appropriations for the James City Service Authority:

Water Fund
Sewer Fund
Administration Fund
Capital Improvement Program
Debt Service Fund

Staff recommends adoption of the attached resolution.

Robert H. Smith

CONCUR:


Larry M. Foster

RHS/gsfy07approp.mem

Attachment

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY - FY 07

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2006, and ending June 30, 2007; 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**:

<u>Water Fund - Revenue:</u>	
Service Charges	<u>\$6,287,160</u>
 <u>Water Fund - Expenditures:</u>	
Administration Fund Allocation	\$2,283,151
Operations and Maintenance	2,556,927
Capital Equipment Outlay	64,100
Debt Services Fund	<u>1,382,982</u>
	<u>\$6,287,160</u>

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

<u>Sewer Fund - Revenue:</u>	
Service Charges	<u>\$5,138,438</u>
 <u>Sewer Fund - Expenditures:</u>	
Administration Fund Allocation	\$3,152,922
Operations and Maintenance	1,873,516
Capital Equipment Outlay	<u>112,000</u>
	<u>\$5,138,438</u>

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

ADMINISTRATIVE FUND

<u>Revenues:</u>	
Allocated to Water Fund	\$2,283,151
Allocated to Sewer Fund	<u>3,152,922</u>
	<u>\$5,436,073</u>
 <u>Expenditures:</u>	
Personnel Expenses	\$3,919,948
Operating Expenses	1,444,125
Capital Outlay	<u>72,000</u>
	<u>\$5,436,073</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Facility Charges	\$1,867,320
Sewer Facility Charges	<u>1,680,840</u>
	<u>\$3,548,160</u>

Expenditures:

Water Supply	\$ 609,805
Water Distribution	480,000
Water Storage	300,000
Sewer System Improvements	1,358,355
Other Projects	<u>800,000</u>
	<u>\$3,548,160</u>

DEBT SERVICE FUND

Revenue:

Water Fund Contribution	<u>\$1,382,982</u>
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Expenditure:

Revenue Bonds, Series 2003	<u>\$1,382,982</u>
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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 23rd day of May, 2006.

FY07approp.res

MEMORANDUM

DATE: May 23, 2006
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Bid Award – Clara Byrd Baker Elementary School-Ironbound Road Waterlines

The plans and specifications to install approximately 2,000 feet of waterline improvements from the Groundwater Treatment Plan across Clara Byrd Baker School to Ironbound Road, and on Ironbound Road at the Route 199 Water Storage Tank have been advertised and the bids publicly opened. The improvements are necessary to improve the hydraulic capacity of the water system to allow water to leave the Five Forks Water Treatment Facility maximizing its capacity of 5.0 million gallons per day.


The James City County School Board has dedicated an easement on the Clara Byrd Baker School property for the location of the waterline. To avoid any conflict with students at the School, the project has been scheduled to be completed during the 2006 summer break of the school system.

Competitive bids were opened on May 16, 2006, with the following firms submitting quotes:

<u>Bidder</u>	<u>Amount</u>
Tidewater Utility	\$243,098.40
Jack L. Massie Contractors	268,864.00
Wellvilla, Incorporated	287,149.30
Walter C. Via, Incorporated	292,508.50
W.R. Hall Construction	407,215.00
JCB Construction	453,675.00

The low bid of \$243,098.40 submitted by Tidewater Utility is within the design engineer’s estimate of \$300,000 and budget. Previously, Tidewater Utility has satisfactorily performed similar work for the James City Service Authority and has therefore been determined capable of performing the scope of work associated with the project.

Staff recommends the Board approve the attached resolution awarding the contract for installing the Clara Byrd Baker - Ironbound Road Waterlines to Tidewater Utility for a contract amount of \$243,098.40.



 Larry M. Foster

LMF/nb
 CBBIronbndAwd.mem

Attachment

RESOLUTION

BID AWARD – CLARA BYRD BAKER ELEMENTARY SCHOOL –

IRONBOUND ROAD WATERLINES

WHEREAS, the plans and specifications for the Clara Byrd Baker - Ironbound Road Waterline project have been advertised and bids publicly opened; and

WHEREAS, Tidewater Utility who submitted the low bid of \$243,098.40 has been determined capable of performing the work associated with the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for the Clara Byrd Baker Waterline to Tidewater Utility in the amount of \$ 243,098.40.

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 23rd day of May, 2006.

CBBIronbndAwd.res