

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

June 27, 2006

7:00 P.M.

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A. ROLL CALL	
B. CONSENT CALENDAR	
1. Minutes - May 23, 2006, Regular Meeting	1
2. Setting a Public Hearing - Transaction Charge for Late Payment	5
3. Approval of Bridge Maintenance and Cost Sharing Agreement - Colonial Heritage, LLC....	21
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E. ADJOURNMENT	

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 23RD DAY OF MAY 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

C. CONSENT CALENDAR

Mr. Foster provided an overview of the items on the Consent Calendar.

Mr. Goodson disclosed that he did business with contractors mentioned in Item No. 3, but did not feel there was a conflict of interest.

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

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

1. Minutes - April 25, 2006, Regular Meeting
2. Changes to the Regulations Governing Utility Service - Retail Service

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.

3. Resolution of Appropriation - James City Service Authority FY 07

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

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

<u>Revenue:</u>	
Water Fund Contribution	<u>\$1,382,982</u>
 <u>Expenditure:</u>	
Revenue Bonds, Series 2003	<u>\$1,382,982</u>

4. Bid Award - Clara Byrd Baker Elementary School - Ironbound Road Waterline Improvements

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.

D. ADJOURNMENT

Mr. Harrison made a motion to adjourn.

The motion passed by an unanimous voice vote.

At 7:38 p.m., Mr. McGlennon adjourned the Board.

Sanford B. Wanner
Secretary to the Board

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.

(c) 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 \$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	\$2.80
Per 100 cubic feet of water consumed	\$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.

(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 - \$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.

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	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)
Second Block	The next 15,000 gallons up to 30,000 gallons per Quarter	\$3.00 per 1,000 gallons (\$2.24 per 100 cubic feet)
Third Block	More than 30,000 gallons per Quarter	\$8.50 per 1,000 gallons (\$6.36 per 100 cubic feet)
<u>Nonresidential:</u>	<u>Volume</u>	<u>Charge</u>
	Per 1,000 gallons	\$3.00
	Per 100 cubic feet	\$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 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.~~ *A transaction charge for late payment of 1.5% will be assessed on the balance due once the bill is delinquent and then every 30 days thereafter. The late charge will be added to a bill in the event the bill is not paid within 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>
REZONINGS	
5 acres or less	\$100
Greater than 5, but less than 10 acres	\$150
Greater than 10 acres	\$200
SPECIAL USE PERMITS (SUP)	
General	\$200
Family Subdivision	\$ 50
Other	\$ 50

SITE PLANS

Administrative Review

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

Planning Commission Review

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

Amendment to an Approved Plan

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

MEMORANDUM

DATE: June 27, 2006
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Setting a Public Hearing – Transaction Charge for Late Payment

The attached resolution authorizes a change to the “Regulations Governing Utility Service” concerning transaction charge for late payment of the utility bill. A Public Hearing is proposed to be held on September 26, 2006, by the Board. This proposal would change the transaction charge for late payment from 10 percent of the customer’s most recent billing to 1.5 percent, once the bill is delinquent and every 30 days thereafter.

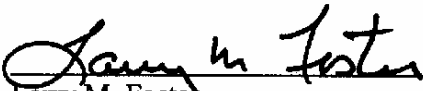
The HRSD/HRUBS is currently upgrading its billing software program. The proposed late payment calculation method would standardize the JCSA with HRSD at a cost saving of \$13,700. There will be a modest decrease in late payment penalty revenue which would have no adverse impact on the customer and a manageable impact on the budget.

Notice of Public Hearing of September 26, 2006, will be advertised on July 6, 2006, and July 27, 2006. This public hearing is in accordance with Section 15.2-5136 of the Code of Virginia, which requires a 60-day notice for sewer-related service charge changes.

Staff recommends approval of the attached resolution.

Robert H. Smith

CONCUR:



Larry M. Foster

RHS/nb
PubHearLatPymt.mem

Attachment

RESOLUTION

SETTING A PUBLIC HEARING – TRANSACTION CHARGE FOR LATE PAYMENT

WHEREAS, the Board of Directors of the James City Service Authority desires to set a Public Hearing to receive public comment on a proposal to change the transaction charge for late payment to the Regulations Governing Utility Rates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, will hold a Public Hearing on September 26, 2006, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to Section 32, F. 2. as indicated below, which will become effective October 9, 2006, if adopted:

Transaction charge for late payment. A transaction charge for late payment of 1.5 percent will be assessed on the balance due once the bill is delinquent and then every (30) days thereafter. The late charge will be added to a bill in the event the bill is not paid within (30) days following the date thereof.

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 27th day of June, 2006.

PubHearLatPynt.res

MEMORANDUM

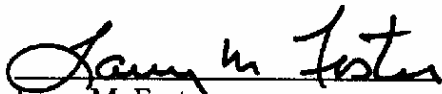
DATE: June 27, 2006
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Approval of Bridge Maintenance and Cost Sharing Agreement - Colonial Heritage, LLC

Colonial Heritage, LLC is developing the Colonial Heritage residential development in Lightfoot. The development includes numerous walking trails and other recreational facilities.

Because of the topography, two sewer bridges are necessary to provide public sewer service to areas within development. Two of the walking areas lend themselves to the dual use of a sewer bridge structure as the support structure for a walking trail. The James City Service Authority (JCSA) has a similar arrangement in the Kingsmill and WindsorMeade developments which have been mutually beneficial.

To accommodate the dual use, an agreement has been developed to define each party's responsibility. The agreement provides that the JCSA is responsible for 50 percent of the maintenance costs of the support structure and 100 percent of the cost of maintaining the sewer line. The agreement further provides that Colonial Heritage, LLC is responsible for 100 percent of the costs of maintaining support structure over the sewer line and the walking bridge.

Staff recommends approval of the attached resolution authorizing the General Manager to sign the Bridge Maintenance and Costs Sharing Agreement providing the terms and responsibilities for a joint-use sewer and walking trail bridge with Colonial Heritage, LLC.


Larry M. Foster

LMF/gb
ColonialHeritage.mem

Attachment

RESOLUTION

APPROVAL OF BRIDGE MAINTENANCE AND COST SHARING AGREEMENT -

COLONIAL HERITAGE, LLC

WHEREAS, Colonial Heritage, LLC is developing a residential development known as Colonial Heritage and located in the Lightfoot area in James City County and the development will have numerous walking trails and other recreational amenities; and

WHEREAS, the James City Service Authority (JCSA) will provide public sewer service to the development and two of the planned sewer lines will require a bridge lending itself to a dual use as the support structure for a walking trail bridge; and

WHEREAS, JCSA staff in conjunction with representatives of Colonial Heritage, LLC have developed an agreement providing the terms for joint use of the sewer and walking trail bridge.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager to sign the Bridge Maintenance and Costs Sharing Agreement defining the terms for the joint use of the sewer and walking trail bridge.

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 27th day of June, 2006.

ColonialHeritage.res

MEMORANDUM

DATE: June 27, 2006
TO: The Board of Directors
FROM: Carol M. Luckam, Human Resource Manager
SUBJECT: Adoption of the Virginia Retirement System (VRS) Retiree Health Insurance Credit Program

In the FY 2007 Budget, the Board adopted funding for the VRS Retiree Health Insurance Credit Program. The benefit will help offset the high cost of retiree health insurance. Adoption of the attached resolution is necessary to enact the plan.

The VRS Retiree Health Insurance Credit Program will provide employees retiring with 15 or more years of VRS service \$1.50 a month per year of service to be used toward the purchase of health insurance. The Program will be administrated by the VRS and will cost approximately \$12,700 in FY 2007.

The Plan is a desirable addition and will benefit not only the employees but will help the James City Service Authority attract and retain valuable employees in today's competitive environment. Many local employers already offer these benefits.

Staff recommends the adoption of the attached resolution that is necessary to enact the plan effective July 1, 2006.


Carol M/Luckam

CML/gb
VRSAdoption.mem

Attachment

RESOLUTION

ADOPTION OF THE VIRGINIA RETIREMENT SYSTEM (VRS)

RETIREE HEALTH INSURANCE CREDIT PROGRAM

WHEREAS, James City Service Authority does hereby elect to provide the Health Insurance Credit Program as provided in the Code of Virginia Section 51.1-1402 for its eligible current and future retirees as defined in Article 5, Chapter 1 of Title 51.1 of the Code of Virginia; and

WHEREAS, James City Service Authority agrees to accept all liability for any current or future additional employer contributions and any increases in current or future employer contribution rates resulting from its election to provide the benefits of the Program to its retirees; and

WHEREAS, James City Service Authority elects to allow its eligible retirees to receive the benefits under the Program effective July 1, 2006.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, hereby authorizes and directs John J. McGlennon, Chairman of the Board of Directors, James City Service Authority, and Sanford B. Wanner, Secretary of the Board of Directors, James City Service Authority, to execute any required contract in order that said eligible retirees of James City Service Authority may participate in the Health Insurance Credit Program as provided for in the Code of Virginia. In execution of any contract, which may be required, the seal of the Board of Directors of James City Service Authority, shall be affixed and attested by the Secretary, and said officers of the Board of Directors, James City Service Authority, are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Board of Directors, James City Service Authority, for this purpose.

John J. McGlennon
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of James City Service Authority, James City County,
Virginia, this 27th day of June, 2006.

MEMORANDUM

DATE: June 27, 2006
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority (JCSA)
 SUBJECT: Property Disposal - Surplus Property

This meeting has been advertised as a public hearing on the sale of the seven parcels of surplus property listed below. The property is available as the result of the demolition of the water or sewer facility that was previously located on the property.

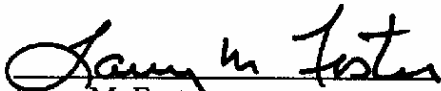
<u>Parcel Number</u>	<u>Address</u>	<u>Acres</u>	<u>Buildable</u>
3110400030	107 Theodore Allen Drive	.229	Yes
4730500006A	495 Neck-O-Land	.264	No
4540200083	106-A Ware Road	.263	No
3910800005	120 Carriage Road	.663	Yes
1640300011	125 Riverview Plantation Drive	.651	Yes
311050089/a	220 Walker Drive	.97	Yes

Staff recommends the Board approve the attached resolution authorizing the General Manager to sign the appropriate documents to transfer these parcels to new owners. All parcels except those transferred to the Office of Housing and Community Development (OHCD) as described below will be sold at least 90 percent of the appraised value as established by the County's Office of Real Estate Assessment.

Assuming the Board authorizes the disposal of these parcels, the OHCD has agreed to reimburse the JCSA the cost for the demolition of the facility in exchange for the property located at:

- 107 Theodore Allen Drive
- 220 Walker Drive
- 120 Carriage Road

Once transferred, OHCD will arrange for the construction of affordable housing units on each of the parcels thru Habitat for Humanity and the Williamsburg Housing Authority. The only other parcel that a home can be constructed on is located in Riverview Plantation which will be disposed of at market price. The proceeds for this parcel will be used to offset the costs of upgrading the water system serving the neighborhood. Because the remaining parcels are not suitable for the construction of a home, they will be offered to the adjoining property owners.


 Larry M. Foster

LMF/nb
 PropDisposal.mem

Attachment

RESOLUTION

PROPERTY DISPOSAL – SURPLUS PROPERTY

WHEREAS, the staff of the James City Service Authority has determined that the parcels listed below are no longer needed; and

<u>Parcel Number</u>	<u>Address</u>	<u>Acres</u>	<u>Buildable</u>
3110400030	107 Theodore Allen Drive	.229	Yes
4730500006A	495 Neck-O-Land	.264	No
4540200083	106-A Ware Road	.263	No
3910800005	120 Carriage Road	.663	Yes
1640300011	125 Riverview Plantation Dr.	.651	Yes
311050089/a	220 Walker Drive	.97	Yes

WHEREAS, the Office of Housing and Community Development has agreed to reimburse the James City Service Authority the costs of the demolition of the buildings located 107 Theodore Allen Drive, 120 Carriage Road, and 120 Walker Drive in exchange for the property, the parcels would then be transferred to Habitat for Humanity and the Williamsburg Housing Authority for the construction of Affordable Housing units; and

WHEREAS, the remaining parcels will be offered for sale for at least ninety percent of the market value as established by the Office of Real Estate Assessment.

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 necessary to dispose of the parcels as described above.

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 27th day of June, 2006.

PropDisposal.res