

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**January 22, 2008**

**7:00 P.M.**

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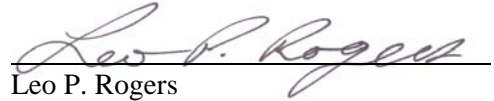
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**MEMORANDUM**

DATE: January 22, 2008  
TO: The Board of Directors  
FROM: Leo P. Rogers, County Attorney  
SUBJECT: Organizational Meeting

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The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2008 and the date of the 2009 organizational meeting, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

  
Leo P. Rogers

LPR/nb  
bodorgjcsa08\_mem

Attachment

## RESOLUTION

### ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of establishing rules for the conducting of its business for the year of 2008.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following rules shall apply for the year 2008.

1. Regular meetings of the Board of Directors shall be held following the regular Board of Supervisors' meetings on the fourth Tuesday of each month, except in August and December when the Board meeting shall be held following the regular Board of Supervisors' meetings on the second Tuesday of such months. The meetings shall be held following the 7:00 p.m. Board of Supervisors meeting.
2. The 2009 organizational meeting shall be held on the fourth Tuesday in January 2009 following the 7:00 p.m. Board of Supervisors meeting.
3. The Board of Directors shall follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
  - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - b. Motions need not be seconded.
  - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - d. Informal discussion of a subject is permitted while no motion is pending.
  - e. The Chairman can speak in discussion without leaving the chair; and can make motions and votes on all questions.

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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 22nd day of January, 2008.

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 11TH DAY OF DECEMBER 2007, 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**

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

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

**C. CONSENT CALENDAR**

Mr. Foster gave an overview of the Consent Calendar, which consisted of the last meeting's minutes.

Mr. Icenhour made a motion to adopt the Consent Calendar.

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

1. Minutes – November 27, 2007

**D. BOARD REQUESTS AND DIRECTIVES**

Mr. Foster thanked the Board for its support, guidance, and wisdom, as it is his last meeting serving with Mr. Harrison and Mr. Bradshaw.

**E. ADJOURNMENT**

Mr. Harrison adjourned the Board of Directors at 7:05 p.m.

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Sanford B. Wanner  
Secretary to the Board

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MEMORANDUM

DATE: January 22, 2008  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority  
 SUBJECT: Public Hearing – Change to the Regulations Governing Utility Service – Annual Grinder Pump Maintenance Agreement Charge

The attached resolution approves changes to the “Regulations Governing Utility Service.” During the September 25, 2007, Board of Directors meeting, the staff was directed to review the current homeowner Grinder Pump Agreement to determine if it is feasible to include the maintenance of the “Grinder Pump Can” as part of the agreement.

After a review, it was determined that the “Grinder Pump Can” can be covered in the agreement with an additional cost to the annual maintenance charge. Historical records indicate that approximately eight “Grinder Pump Cans” fail annually requiring replacement at a cost of \$6,300 each, for an estimated annual cost of \$50,400. This translates to an additional cost of \$60 per agreement when spread over all 846 of the current grinder pump agreement holders.

The cost of the Annual Grinder Pump Maintenance Agreement Charge was also reviewed, and the results indicated that the annual charge should be increased from the current annual cost of \$210 to \$240 per customer to fully recover operational cost.

The proposed increase to the Annual Grinder Pump Maintenance Agreement Charge is as follows:

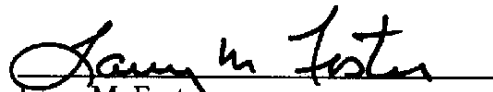
Current Annual Charge	\$210
Normal Operation Cost Increase	30
“Grinder Pump Can” Increase	<u>60</u>
Revised Annual Charge	<u>\$300</u>

At the October 23, 2007, meeting, the Board was presented with the proposed Grinder Pump Maintenance Agreement Charge change. A public hearing on the proposed change was subsequently held on January 22, 2008.

Attached is a resolution adopting the proposed change which would become effective February 1, 2008.

\_\_\_\_\_  
 Robert H. Smith

CONCUR:

  
 Larry M. Foster

RHS/nb  
 GrindPmpMAC\_mem

Attachment

**RESOLUTION**

**PUBLIC HEARING – CHANGE TO THE REGULATIONS GOVERNING UTILITY SERVICE –**

**ANNUAL GRINDER PUMP MAINTENANCE AGREEMENT CHARGE**

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) conducted a public hearing on January 22, 2008, for a proposed change to the Annual Grinder Pump Maintenance Agreement to include the maintenance of the “Grinder Pump Can” as part of the Agreement; and

WHEREAS, the Board of Directors of the JCSA conducted a public hearing on January 22, 2008, for proposed change to the Annual Grinder Pump Maintenance Agreement Charge included in 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 a change to the Annual Grinder Pump Maintenance Agreement Charge of \$300 which will become effective February 1, 2008.

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

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Chairman, Board of Directors

ATTEST:

\_\_\_\_\_

Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of January, 2008.

GrindPmpMAC\_res

**MEMORANDUM**

DATE: January 22, 2008  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority  
 SUBJECT: Setting a Public Hearing – FY 2009 Utility Rates

Staff requests the Board of Directors set a Public Hearing for April 22, 2008, for the proposed utility rate changes to coincide with the public hearing on the FY 2009 Budget. At a Work Session held on December 11, 2007, the Board was presented with a projected change to the Water Rates and Sewer System Facilities Charge. These changes are recommended in preparation of the James City Service Authority FY 2009 Budget.

The water rate increase is required to finance the additional operating and treatment costs related to the Project Development Agreement with the City of Newport News. The Sewer System Facilities Charge is required to finance the additional engineering and construction costs related to the Department of Environmental Quality Consent Order.

Traditionally, during the December/January Board of Directors meeting, staff requests the Board to set a public hearing date for the proposed utility water and sewer rate changes. Notice of Public Hearing April 22, 2009, will be advertised on January 31, 2008, and February 7, 2008. 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.

The proposed changes are listed below:

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

<u>Quarterly Consumption</u>	<u>FY 2008 Current Rate</u>	<u>FY 2009 Proposed Rate</u>
1st Block Less than 15,000 gallons	\$2.50 per 1,000 gallons	\$2.90
2nd Block More than 15,000 gallons but less Than 30,000 gallons	\$3.00 per 1,000 gallons	\$3.50
3rd Block More than 30,000 gallons	\$8.50 per 1,000 gallons	\$9.00

**2. Commercial (Flat Rate)**

\$3.00 per 1,000 gallons \$3.50

**3. Sewer System Facilities Charge:**

Residential 5/8” meter	\$300 per Bathroom Fixture	\$400
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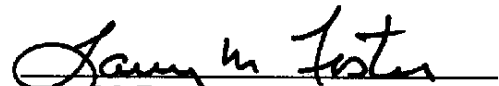


Staff recommends approval of the attached resolution setting the JCSA's FY 2009 Public Hearing at 7 p.m. on April 22, 2008.

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Robert H. Smith

CONCUR:



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Larry M. Foster

RHS/gb  
FY09UtilityRts.mem

Attachment

**RESOLUTION**

**SETTING A PUBLIC HEARING – FY 2009 UTILITY RATES**

WHEREAS, the Board of Directors of the James City Service Authority desires to set a public hearing for the purposed utility rate changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the Board of Directors will hold a Public Hearing on April 22, 2008, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates, fees, and charges, as summarized below, which will become effective July 1, 2008, if adopted:

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

<u>Quarterly Consumption</u>	<u>FY 2008 Current Rate</u>	<u>FY 2009 Proposed Rate</u>
1st Block Less than 15,000 gallons	\$2.50 per 1,000 gallons	\$2.90
2nd Block More than 15,000 gallons but less Than 30,000 gallons	\$3.00 per 1,000 gallons	\$3.50
3rd Block More than 30,000 gallons	\$8.50 per 1,000 gallons	\$9.00

**2. Commercial (Flat Rate)**      \$3.00 per 1,000 gallons      \$3.50

**3. Sewer System Facilities Charge:**

- A. Residential 5/8-inch meter      \$300 per Bathroom Fixture      \$400
  
- B. Mixed-use structures such as apartments, townhouses, timeshares,  
and residential condominium projects:
  - 1) Individual meter      \$300 per Bathroom Fixture      \$400
  - 2) Multi-building meters      \$300 per Bathroom Fixture      \$400
  - 3) Master meter entire project      \$225 per Bathroom Fixture      \$325

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

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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 22nd day of January, 2008.

FY09UtilityRts.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 \$24,000	\$ 300 <del>400</del> per Bathroom Fixture		3
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 ~~400~~per Bathroom fixture
- (2) Meter each building in multibuilding projects \$300 ~~400~~per Bathroom fixture  
or
- (3) Master meter the entire project \$225 ~~325~~ per Bathroom  
fixture

Note: Should Option No. 3, master meter be selected, a \$225 ~~325~~ 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~~ 300.00 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	\$ 500 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 - \$500 per Bathroom fixture
- (2) Meter each building in multibuilding projects - \$500 per Bathroom fixture or
- (3) Master meter the entire project - \$350 per Bathroom fixture

Note: Should Option No. 3, master meter be selected, a \$300 350 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	<del>\$2.50</del> 2.90 per 1,000 gallons ( <del>\$1.87</del> 2.17 per 100 cubic feet)
Second Block	The next 15,000 gallons up to 30,000 gallons per Quarter	<del>\$3.00</del> 3.50 per 1,000 gallons ( <del>\$2.24</del> 2.62 per 100 cubic feet)
Third Block	More than 30,000 gallons per Quarter	<del>\$8.50</del> 9.00 per 1,000 gallons ( <del>\$6.36</del> 6.73 per 100 cubic feet)
<u>Nonresidential:</u>	<u>Volume</u>	<u>Charge</u>
	Per 1,000 gallons	<del>\$3.00</del> 3.50
	Per 100 cubic feet	<del>\$2.24</del> 2.62

**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.

1. 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 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
<i>Wireless Communication Facilities</i>	<i>\$ 50</i>
Other	\$ 50

## SITE PLANS

Administrative Review

Residential Structures (Multifamily)	\$200 300 plus \$5 per unit
Nonresidential Structures	<del>\$200 300 plus \$0.004 per sq. ft. of building area</del>
Mixed Use Structures	\$200 plus \$5 per residential unit plus <del>\$0.004 per sq. ft. of nonresidential building area</del>
<i>Utility Easement Plat Review</i>	\$300

Planning Commission Review

Residential Structures (Multifamily)	\$200 300 plus \$5 per unit
Nonresidential Structures	<del>\$200 300 plus \$0.004 per sq. ft. of building area</del>
Mixed Use Structures	\$200 300 plus \$5 per residential unit plus <del>\$0.004 per sq. ft. of nonresidential building area</del>
<i>Utility Easement Plat Review</i>	\$300

Amendment to an Approved Plan

Residential Structures (Multifamily)	\$50 150 plus \$2 per residential unit
Nonresidential Structures	<del>\$50 150 plus \$0.001 per sq. ft. of building area</del>
Mixed Use Structures	\$50 150 plus \$2 per residential unit plus <del>\$0.001 per sq. ft. of nonresidential building area</del>
<i>Utility Easement Plat Review</i>	\$150

Facility Plan Reviews

Wastewater Pumping Station	\$1,500 2,000
Well Facility	\$1,500 3,000

## MASTER PLAN REVIEW

Initial Review	\$600
Revision of plan	\$600

## SUBDIVISION PLAN REVIEW

No Public Improvements Required	\$25 75
Public Improvements Required	<del>\$150 300 per plan plus \$25 per lot for each lot over 2.</del>
Facility Review	<del>\$1,500 per wastewater pumping station or well facility.</del>
<i>Wastewater Pumping Station</i>	\$2,000
<i>Well Facility</i>	\$3,000



- 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~~ 2.87 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.**

- M. Outdoor Water Use Fee. The following fee or fees will be assessed for any customer or builder who installs referenced outdoor watering devices or systems.

1. Outdoor Hose Bib Fee. There shall be Outdoor Hose Bib Fee of \$500.00 established for each residential and commercial account that has an outdoor hose bib installed. This fee will be paid prior to issuance of Plumbing Permit by the County Code Compliance Office.
2. Lawn Irrigation System Fee. There shall be a Lawn Irrigation System Fee established for each residential and commercial account as described below:

<u>Lot Size</u>	<u>Connection Fee</u>
Up to 10,000 Sq. Ft.	\$250.00
10,001 to 30,000 Sq. Ft.	\$500.00
30,001 to 45,000 Sq. Ft.	\$800.00
Over 45,000 Sq. Ft.	\$1,400.00

This fee will be paid to the JCSA prior to issuance of a Lawn Irrigation Permit by the County Code Compliance Office.

**The purpose of the above fees are to defray in part the cost of providing major supply, transmission main, booster pumping and distribution storage facilities.**

MEMORANDUM

DATE: January 22, 2008  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant General Manager, James City Service Authority  
 SUBJECT: Public Hearing – Regulations Governing Utility Service

The attached resolution authorizes changes to the “Regulations Governing Utility Service.” A Public Hearing will be held on April 22, 2008, by the Board. These changes are described below and are an effort to update Plan Review Fees and Inspection Fee for Water and Sewer Lines which have not been changed since July 1, 2002.

1. **Set the Plan Review Fee Schedule as follows:**

	<u>Proposed</u>	<u>Existing</u>
<u>Special Use Permits</u>		
Wireless Communication Facilities (New)	\$50	\$0
<u>Site Plans</u>		
<u>Administrative Review</u>		
Residential Structures (Multifamily)	\$300	\$200 plus \$5 per unit
Mixed-Use Structures	\$300	\$200 plus \$5 per Residential unit
Utility Easement Plat Review (New)	\$300	\$0
<u>Planning Commission Review</u>		
Residential Structures (Multifamily)	\$300	\$200 plus \$5 per unit
Mixed-Use Structures	\$300	\$200 plus \$5 per Residential unit
Utility Easement Plat Review (New)	\$300	\$0
<u>Amendment to an Approved Plan</u>		
Residential Structures (Multifamily)	\$150	\$50 plus \$2 per unit
Nonresidential Structures	\$150	\$50 plus \$0.001 per Sq. ft. of building area
Mixed-Use Structures	\$150	\$50 plus \$2 per Residential unit plus \$0.001 per sq. ft. of nonresidential area
Utility Easement Plat Review (New)	\$150	\$0
Each additional review after second re-submission (New)	\$150	\$0

Proposed                      Existing

<u>Subdivision Plan Review</u>		
No Public Improvements Required	\$75	\$25
Public Improvements Required	\$300 plus \$5 per lot	\$150 per plan plus \$25 per lot for each over 2
Wastewater Pumping Station	\$2,000	\$1,500
Well Facility	\$3,000	\$1,500
Each additional review after second re-submission	\$150	\$0
<b>2. Conceptual Plan for Water and Sewer (New)</b>		
General	\$100	\$0
Master Utility Plans and Modeling	\$300	\$0
Each additional review after second re-submission	\$150	\$0
<b>3. Set Inspection Fee for water and sewer lines:</b>		

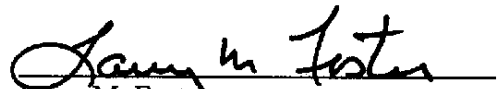
Inspection Fee for Water and Sewer Lines. There shall be a fee for the inspection by the service authority of public water and sewer installations. Such a fee shall be ~~\$1.43~~ \$2.87 per foot for every foot of water main and sewer main constructed and shall be submitted at the time of filing an application for a land disturbance permit.

This public hearing is in accordance with Section 15.1-1260 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  
 PHUtilSrv\_mem

Attachments

## RESOLUTION

### PUBLIC HEARING – REGULATIONS GOVERNING UTILITY SERVICE

WHEREAS, the Board of Directors of the James City Service Authority desires to set a public hearing 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, will hold a Public Hearing on April 22, 2008, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates, fees, and charges, as summarized below, which will become effective July 1, 2008, if adopted:

**1. Set the Plan Review Fee Schedule as follows:**

	<u>Proposed</u>	<u>Existing</u>
<u>Special Use Permits</u>		
Wireless Communication Facilities (New)	\$50	\$0
<u>Site Plans</u>		
<u>Administrative Review</u>		
Residential Structures (Multifamily)	\$300	\$200 plus \$5 per unit
Mixed-Use Structures	\$300	\$200 plus \$5 per Residential unit
Utility Easement Plat Review (New)	\$300	\$0
<u>Planning Commission Review</u>		
Residential Structures (Multifamily)	\$300	\$200 plus \$5 per unit
Mixed-Use Structures	\$300	\$200 plus \$5 per Residential unit
Utility Easement Plat Review (New)	\$300	\$0
<u>Amendment to an Approved Plan</u>		
Residential Structures (Multifamily)	\$150	\$50 plus \$2 per unit
Nonresidential Structures	\$150	\$50 plus \$0.001 per Sq. ft. of building area
Mixed-Use Structures	\$150	\$50 plus \$2 per Residential unit plus \$0.001 per sq. ft. of nonresidential area
Utility Easement Plat Review (New)	\$150	\$0
Each additional review after second re-submission (New)	\$150	\$0

	<u>Proposed</u>	<u>Existing</u>
<u>Subdivision Plan Review</u>		
No Public Improvements Required	\$75	\$25
Public Improvements Required	\$300 plus	\$150 per plan plus \$25
	\$5 per lot	per lot for each over 2
Wastewater Pumping Station	\$2,000	\$1,500
Well Facility	\$3,000	\$1,500
Each additional review after second re-submission	\$150	\$0
<b>2. Conceptual Plan for Water and Sewer (New)</b>		
General	\$100	\$0
Master Utility Plans and Modeling	\$300	\$0
Each additional review after second re-submission	\$150	\$0

**3. Set Inspection Fee for water and sewer lines:**

Inspection Fee for Water and Sewer Lines. There shall be a fee for the inspection by the service authority of public water and sewer installations. Such a fee shall be ~~\$1.43~~ \$2.87 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 land disturbance permit.

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

\_\_\_\_\_  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 22nd day of January, 2008.

PHUtilSrv\_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 \$24,000	\$ 300 <del>400</del> per Bathroom Fixture		3
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 ~~400~~ per Bathroom fixture
- (2) Meter each building in multibuilding projects \$300 ~~400~~ per Bathroom fixture  
or
- (3) Master meter the entire project \$225 ~~325~~ per Bathroom fixture

Note: Should Option No. 3, master meter be selected, a \$225 ~~325~~ 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~~ 300.00 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	\$ 500 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 - \$500 per Bathroom fixture
- (2) Meter each building in multibuilding projects - \$500 per Bathroom fixture or
- (3) Master meter the entire project - \$350 per Bathroom fixture

Note: Should Option No. 3, master meter be selected, a \$~~300~~ 350 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	<del>\$2.50</del> 2.90 per 1,000 gallons ( <del>\$1.87</del> 2.17 per 100 cubic feet)
Second Block	The next 15,000 gallons up to 30,000 gallons per Quarter	<del>\$3.00</del> 3.50 per 1,000 gallons ( <del>\$2.24</del> 2.62 per 100 cubic feet)
Third Block	More than 30,000 gallons per Quarter	<del>\$8.50</del> 9.00 per 1,000 gallons ( <del>\$6.36</del> 6.73 per 100 cubic feet)
<u>Nonresidential:</u>	<u>Volume</u>	<u>Charge</u>
	Per 1,000 gallons	<del>\$3.00</del> 3.50
	Per 100 cubic feet	<del>\$2.24</del> 2.62

**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.

1. 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 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
<i>Wireless Communication Facilities</i>	<i>\$ 50</i>
Other	\$ 50

SITE PLANS

Administrative Review

Residential Structures (Multifamily)	\$200 300 plus \$5 per unit
Nonresidential Structures	\$200 300 plus <del>\$0.004 per sq. ft. of building area</del>
Mixed Use Structures	\$200 plus \$5 per residential unit plus <del>\$0.004 per sq. ft. of nonresidential building area</del>
<i>Utility Easement Plat Review</i>	\$300

Planning Commission Review

Residential Structures (Multifamily)	\$200 300 plus \$5 per unit
Nonresidential Structures	\$200 300 plus <del>\$0.004 per sq. ft. of building area</del>
Mixed Use Structures	\$200 300 plus \$5 per residential unit plus <del>\$0.004 per sq. ft. of nonresidential building area</del>
<i>Utility Easement Plat Review</i>	\$300

Amendment to an Approved Plan

Residential Structures (Multifamily)	\$50 150 plus \$2 per residential unit
Nonresidential Structures	\$50 150 plus <del>\$0.001 per sq. ft. of building area</del>
Mixed Use Structures	\$50 150 plus \$2 per residential unit plus <del>\$0.001 per sq. ft. of nonresidential building area</del>
<i>Utility Easement Plat Review</i>	\$150

Facility Plan Reviews

Wastewater Pumping Station	\$1,500 2,000
Well Facility	\$1,500 3,000

MASTER PLAN REVIEW

Initial Review	\$600
Revision of plan	\$600

SUBDIVISION PLAN REVIEW

No Public Improvements Required	\$25 75
Public Improvements Required	\$150 300 per plan plus \$25 per lot for each lot over 2.
Facility Review	\$1,500 per wastewater pumping station or well facility.
<i>Wastewater Pumping Station</i>	\$2,000
<i>Well Facility</i>	\$3,000

- 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~~ 2.87 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.**

- M. Outdoor Water Use Fee. The following fee or fees will be assessed for any customer or builder who installs referenced outdoor watering devices or systems.

1. Outdoor Hose Bib Fee. There shall be Outdoor Hose Bib Fee of \$500.00 established for each residential and commercial account that has an outdoor hose bib installed. This fee will be paid prior to issuance of Plumbing Permit by the County Code Compliance Office.
2. Lawn Irrigation System Fee. There shall be a Lawn Irrigation System Fee established for each residential and commercial account as described below:

<u>Lot Size</u>	<u>Connection Fee</u>
Up to 10,000 Sq. Ft.	\$250.00
10,001 to 30,000 Sq. Ft.	\$500.00
30,001 to 45,000 Sq. Ft.	\$800.00
Over 45,000 Sq. Ft.	\$1,400.00

This fee will be paid to the JCSA prior to issuance of a Lawn Irrigation Permit by the County Code Compliance Office.

**The purpose of the above fees are to defray in part the cost of providing major supply, transmission main, booster pumping and distribution storage facilities.**

MEMORANDUM

DATE: January 22, 2008  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority  
 SUBJECT: Budget Amendments – FY08 Capital Improvements Program

The purpose of this memorandum is to request amendments to the James City Service Authority (JCSA) Capital Improvements Program (CIP) for the construction of water-related projects to accommodate the purchased water from Newport News. It is essential that the initiation of engineering and design requirements for these projects begin soon so that the follow-on construction will be completed prior to availability of water from the Newport News water system.

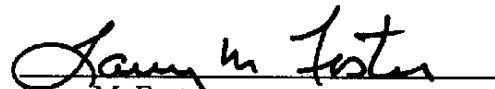
The estimated cost of these projects is \$2,847,445. Funds are currently available in the JCSA CIP to finance these projects as described below:

From:		
	Future Water Supply	<u>\$2,847,445.00</u>
To:		
	Conversion to Chloramines	\$2,172,112.00
	Stonehouse (W-25) Improvements	174,999.60
	Stonehouse (W-26) Improvements	150,333.40
	Route 199 (B-32) Booster	50,000.00
	Ironbound Road (B27) Improvements	<u>300,000.00</u>
	Total	<u>\$2,847,445.00</u>

Attached is a resolution adopting the proposed changes, which will become effective January 22, 2008, if approved. Staff recommends adoption of the proposed resolution.

\_\_\_\_\_  
 Robert H. Smith

CONCUR:

  
 Larry M. Foster

RHS/nb  
 FY08CIP\_mem

Attachment

**RESOLUTION**

**BUDGET AMENDMENTS – FY 08 CAPITAL IMPROVEMENTS PROGRAM**

WHEREAS, the Board of Directors of the James City Service Authority desires to fund the construction of water projects to accommodate purchased water from Newport News.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the funding transfers as shown below:

From:

Future Water Supply	<u>\$2,847,445.00</u>
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To:

Conversion to Chloramines	\$2,172,112.00
Stonehouse (W-25) Improvements	174,999.60
Stonehouse (W-26) Improvements	150,333.40
Route 199 (B-32) Booster	50,000.00
Ironbound Road (B27) Improvements	<u>300,000.00</u>

Total	<u>\$2,847,445.00</u>
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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 22nd day of January, 2008.

FY08CIP\_res