

A G E N D A
JAMES CITY COUNTY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 28, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes - March 24, 2015, Regular Meeting

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

1. Changes to the Regulations Governing Utility Service – Water and Sewer Retail Service Charges
2. Resolution of Appropriation - James City Service Authority (JCSA) - Fiscal Year 2016 Budget

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 6:30 p.m. on May 26, 2015

AGENDA ITEM NO. C.1.

ITEM SUMMARY

DATE: 4/14/2015
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Minutes - March 24, 2015, Regular Meeting

ATTACHMENTS:

	Description	Type
▣	032415bod-mins	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	3/31/2015 - 4:31 PM

MINUTES
JAMES CITY COUNTY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
March 24, 2015
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

Mary K. Jones, Berkeley District
John J. McGlennon, Roberts District
Kevin D. Onizuk, Vice-Chairman, Jamestown District
Michael J. Hipple, Powhatan District
James G. Kennedy, Chairman, Stonehouse District

M. Douglas Powell, General Manager
Bryan J. Hill, Secretary to the Board

C. CONSENT CALENDAR

A motion to Approve was made by Kevin Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

1. Minutes - February 24, 2015, Regular Meeting

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until 6:30 p.m. on April 14, 2015 for the Budget Public Hearing

A motion to Adjourn was made by James Kennedy and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Hipple, Kennedy.

Bryan J. Hill
Secretary to the Board

AGENDA ITEM NO. E.1.

ITEM SUMMARY

DATE: 4/28/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Changes to the Regulations Governing Utility Service – Water and Sewer Retail Service Charges

The attached resolution approves changes to the “Regulations Governing Utility Service” as outlined in the attachment. At its January 27, 2015 meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 14, 2015. The changes have been used in the preparation of the James City Service Authority Fiscal Year 2016 Budget. The proposed changes are listed in the attachment and would become effective July 1, 2015. Staff recommends adoption of the proposed resolution.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Regulation Change Attachment	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/10/2015 - 3:33 PM
Publication Management	Burcham, Nan	Approved	4/10/2015 - 4:03 PM
Board Secretary	Fellows, Teresa	Approved	4/13/2015 - 9:34 AM
Board Secretary	Kinsman, Adam	Approved	4/16/2015 - 12:45 PM
Board Secretary	Fellows, Teresa	Approved	4/16/2015 - 3:20 PM

MEMORANDUM

DATE: April 28, 2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Changes to the Regulations Governing Utility Service – Water and Sewer Retail Service Charges

The attached resolution approves changes to the “Regulations Governing Utility Service” as outlined in the attachment. At its January 27, 2015 meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 14, 2015. The changes have been used in the preparation of the James City Service Authority Fiscal Year 2016 Budget.

The proposed changes are listed in the attachment and would become effective July 1, 2015. Staff recommends adoption of the proposed resolution.

MDP/nb
JCSA-FY16RegChange-mem

Attachment

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE –

WATER AND SEWER RETAIL SERVICE CHARGES

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 14, 2015, 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 the changes to Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service as summarized in the attachment, which will become effective for all bills mailed on or after July 1, 2015.

BE IT FURTHER RESOLVED, that the attachment showing the proposed changes be made part of this resolution.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
HIPPLE	_____	_____	_____
KENNEDY	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of April, 2016.

JCSA-FY16RegChange-res

JAMES CITY SERVICE AUTHORITY NOTICE OF PUBLIC HEARING WATER AND SEWER SERVICE RATE

The Board of Directors of the James City Service Authority will hold a Public Hearing on April 14, 2015, at 7 p.m., in the Building F Board Room, County Government Center, 101-F Mounts Bay Road, James City County, Virginia, to consider the following proposed changes to Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service.

B. Wastewater Charges

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

(Bold text below added, crossed out text below deleted)

(1) Fixed Charge - Each customer bill shall include a Fixed Charge based upon the size of the meter serving the customer. The Fixed Charge for each billing cycle shall be calculated based on the quarterly fixed charge chart below. This Fixed Charge is for expenses associated with operating and maintaining the wastewater collection system.

Meter Size	Quarterly Fixed Charge
5/8"	\$5.66
3/4"	\$8.49
1"	\$14.15
1 1/2"	\$28.30
2"	\$45.28
3"	\$90.56
4"	\$141.50
6"	\$283.00
8"	\$452.80
10"	\$650.90

(2) Volume	Current Rate Collection	FY 16 Proposed Rate Collection
Per 1,000 gallons of water consumed	\$3.22	\$2.93
Per 100 cubic feet of water consumed	\$2.41	\$2.20

C. Water charges

4. Retail service charge.

(a) Fixed Charge - Each customer bill shall include a Fixed Charge based upon the size of the meter serving the customer. The Fixed Charge for each billing cycle shall be calculated based on the quarterly fixed charge chart below. This Fixed Charge is for expenses associated with operating and maintaining the water distribution system.

Meter Size	Quarterly Fixed Charge
5/8"	\$7.22
3/4"	\$10.83
1"	\$18.05
1 1/2"	\$36.10
2"	\$57.76
3"	\$115.52
4"	\$180.50
6"	\$361.00
8"	\$577.60
10"	\$830.30

(b) Water service shall be based upon a commodity charge for all consumption, as follows:

Single Family Residential			
Meter Size	Tier 1 (quarterly use)	Tier 2 (quarterly use)	Tier 3 (quarterly use)
5/8"	0 - 15,000	15,001 - 30,000	30,000+
3/4"	0 - 22,500	22,501 - 45,000	45,000+
1"	0 - 37,500	37,501 - 75,000	75,000+
1 1/2"	0 - 75,000	75,001 - 150,000	150,000+
2"	0 - 120,000	120,001 - 240,000	240,000+
3"	0 - 240,000	240,001 - 480,000	480,000+
4"	0 - 375,000	375,001 - 750,000	750,000+
6"	0 - 750,000	750,001 - 1,500,000	1,500,000+
8"	0 - 1,200,000	1,200,001 - 2,400,000	2,400,000+
10"	0 - 1,725,000	1,725,001 - 3,450,000	3,450,000+
Rate per 1,000 Gallons	\$2.47	\$4.93	\$11.59

Multi-Family Residential and Non-Residential		
All Meter Sizes	All Use	
Rate per 1,000 Gallons	\$3.65	

~~**Residential:** Volume Charge~~
~~First Block Less than 15,000 gallons per Quarter \$2.85 per 1,000 gallons (\$2.13 per 100 cubic feet)~~
~~Second Block The next 15,000 gallons up to 30,000 gallons per Quarter \$3.45 per 1,000 gallons (\$2.58 per 100 cubic feet)~~
~~Third Block More than 30,000 gallons per Quarter \$9.80 per 1,000 gallons (\$7.33 per 100 cubic feet)~~
~~**Non-Residential:** Volume Charge~~
~~per 1,000 gallons \$3.45~~
~~per 100 cubic feet \$2.58~~

Public comments are invited at the scheduled Public Hearing. All interested parties are invited to attend. Comments, in writing, may be addressed to General Manager, James City Service Authority, 119 Tewning Road, Williamsburg, VA 23188.

The proposed rates governing sewer service are proposed to be implemented July 1, 2015.

M. Douglas Powell
General Manager
James City Service Authority

AGENDA ITEM NO. E.2.

ITEM SUMMARY

DATE: 4/28/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Resolution of Appropriation - James City Service Authority (JCSA) - Fiscal Year 2016 Budget

Attached for Board consideration and adoption is the resolution for the FY 16 budget appropriations for the James City Service Authority (JCSA):

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

Staff recommends adoption of the attached resolution.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/10/2015 - 4:10 PM
Publication Management	Burcham, Nan	Approved	4/10/2015 - 4:47 PM
Board Secretary	Fellows, Teresa	Approved	4/13/2015 - 9:34 AM
Board Secretary	Kinsman, Adam	Approved	4/20/2015 - 2:17 PM
Board Secretary	Fellows, Teresa	Approved	4/20/2015 - 2:31 PM

MEMORANDUM

DATE: April 28, 2015
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority - Fiscal Year 2016 Budget

Attached for Board consideration and adoption is the resolution for the FY 16 budget appropriations for the James City Service Authority (JCSA):

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

Staff recommends adoption of the attached resolution.

MDP/nb
JCSA-FY16BudgetApprop-mem

Attachment

RESOLUTION OF APPROPRIATION - JAMES CITY SERVICE AUTHORITY -

FISCAL YEAR 2016 BUDGET

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016; and

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

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

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

Water Fund - Revenues:

Service Charges	\$6,083,892
Interest	133,560
Miscellaneous	369,589
Transfer from CIP-Meter Replacement	<u>200,000</u>
	<u>\$6,787,041</u>

Water Fund - Expenses:

Administrative Fund Allocation	\$2,783,246
Direct Expenses	3,384,890
Capital Equipment Outlay	193,905
Reserves Transfer	<u>425,000</u>
	<u>\$6,787,041</u>

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

Sewer Fund - Revenues:

Service Charges	\$5,365,000
Interest	118,440
Grinder Pump Changes	180,000
Miscellaneous	336,338
Transfer from CIP-DEQ Consent Order Maintenance	<u>215,000</u>
	<u>\$6,214,778</u>

Sewer Fund - Expenses:

Administrative Fund Allocation	\$3,843,531
Direct Expenses	1,928,221
Grinder Pump Expenses	334,026
Capital Equipment Outlay	<u>109,000</u>
	<u>\$6,214,778</u>

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$2,783,246
Allocated to Sewer Fund	<u>3,843,531</u>
	<u>\$6,626,777</u>

Expenses:

Personnel Expenses	\$4,658,200
Operating Expenses	1,881,077
Capital Outlay	<u>87,500</u>
	<u>\$6,626,777</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Facility Charges	\$2,112,000
Sewer Facility Charges	1,493,000
Lease-107 Tewning Improvements	50,000
Reserves Transfer	<u>1,600,000</u>
	<u>\$5,255,000</u>

Expenses:

Water Supply	\$3,812,000
Water Distribution	200,000
Transfer to Water Fund-Meter Replacement	200,000
Sewer System Improvements	603,000
Transfer to Sewer Fund-DEQ Consent Order Maintenance	215,000
Other Projects	<u>225,000</u>
	<u>\$5,255,000</u>

DEBT SERVICE FUND

Revenues:

Capital Improvements Program Contribution	\$1,647,000
	<u>\$1,647,000</u>

Expenses:

Revenue Bonds, Series 2008	\$1,647,000
	<u>\$1,647,000</u>

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
HIPPLE	___	___	___
KENNEDY	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of April, 2016.

JCSA-Fy16BudgetApprop-res

AGENDA ITEM NO. G.1.

ITEM SUMMARY

DATE: 4/28/2015
TO: The Board of Directors
FROM: Teresa J. Fellows, Secretary to the Board
SUBJECT: Adjournment

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	4/21/2015 - 9:19 AM