

**AG E N D A**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**May 10, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes Adoption - April 26, 2016 Regular Meeting

**D. PUBLIC HEARING(S)**

**E. BOARD CONSIDERATION(S)**

1. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for FY 17 Budget

**F. BOARD REQUESTS AND DIRECTIVES**

**G. GENERAL MANAGER'S UPDATE**

**H. ADJOURNMENT**

1. Adjourn until 6:30 pm on May 24, 2016 for the Regular Meeting

**ITEM SUMMARY**

DATE: 5/10/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - April 26, 2016 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	042616 BOD Minutes	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/2/2016 - 11:47 AM

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**April 26, 2016**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

John J. McGlennon, Roberts District  
Ruth M. Larson, Berkeley District  
P. Sue Sadler, Vice-Chairman, Stonehouse District  
Michael J. Hipple, Powhatan District  
Kevin D. Onizuk, Chairman, Jamestown District

M. Douglas Powell, General Manager  
Adam R. Kinsman, County Attorney  
Bryan J. Hill, County Administrator

**C. CONSENT CALENDAR**

1. Minutes Adoption - March 22, 2016, Regular Meeting

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

**G. GENERAL MANAGER'S UPDATE**

Mr. Powell stated that Outdoor Watering Regulations would be in effect as of May 1, 2016.

At 6:57 p.m., Mr. Onizuk recessed the Board of Directors until the joint public hearing on the Budget.

**D. PUBLIC HEARING(S)**

1. Public Hearing on FY 17-18 James City Service Authority (JCSA) Budget and Utility Rates

At 7:13 p.m., Mr. Onizuk reconvened the Board of Directors.

Mr. Powell stated that a video presentation on the Budget would be provided by Ms. Suzanne Mellen, Director of Financial and Management Services. He noted that there are two minor proposed changes to fee charges in the JCSA Budget. He stated that these fees are to recoup the costs that the JCSA expends.

Ms. Mellen introduced the video presentation on the Budget. She stated that no action is required this evening. There are two Budget work sessions scheduled for 4 p.m. on May 2 and 4, and it is expected that the Board will adopt the County Budget and JCSA Budget at the May 10 Board meeting.

As there were no questions for staff, Mr. Onizuk opened the Public Hearing.

As there were no speakers or comments on the JCSA Budget, Mr. Onizuk closed the Public Hearing.

At 8:37 p.m., Mr. Onizuk recessed the Board of Directors until the conclusion of the Board of Supervisors meeting.

**E. BOARD CONSIDERATION(S)**

At 8:59 p.m., Mr. Onizuk reconvened the Board of Directors.

1. Closed Session - Consultation with legal counsel pertaining to actual or probable litigation, pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia

A motion to Enter a Closed Session was made by Ms. Larson and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

At 8:59 p.m., the Board entered Closed Session.

The Board re-entered Open Session at 9:19 p.m.

2. Closed Session Certification

A motion to Certify the Closed Session was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

**F. BOARD REQUESTS AND DIRECTIVES**

There were no Board requests or directives.

**H. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on May 10, 2016

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0  
Ayes: McGlennon, Larson, Sadler, Hipple, Onizuk

At 9:20 p.m., Mr. Onizuk adjourned the Board.

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Bryan J. Hill  
Secretary to the Board

**ITEM SUMMARY**

DATE: 5/10/2016

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for FY 17 Budget

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**ATTACHMENTS:**

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution
▣	res	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	4/22/2016 - 4:42 PM
Publication Management	Burcham, Nan	Approved	4/22/2016 - 4:52 PM
Legal Review	Kinsman, Adam	Approved	5/2/2016 - 10:09 AM
Board Secretary	Fellows, Teresa	Approved	5/2/2016 - 10:14 AM
Board Secretary	Purse, Jason	Approved	5/2/2016 - 10:17 AM
Board Secretary	Fellows, Teresa	Approved	5/2/2016 - 11:42 AM

## MEMORANDUM

DATE: May 10, 2016

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for FY 17 Budget

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Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the FY 17 Budget. At its February 23, 2016 meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 26, 2016. The changes to the Regulations and the FY 17 Budget were discussed during work sessions and would become effective July 1, 2016.

Staff recommends approval of both resolutions.

MDP/nb  
ChangesRegResFY17Bud-mem

Attachment

**RESOLUTION**

**CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE**

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 26, 2016, 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, 2016.

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

\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
LARSON	___	___	___
ONIZUK	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of May, 2016.

ChangesRegResFY17Bud-res

**RESOLUTION OF APPROPRIATION**

**JAMES CITY SERVICE AUTHORITY**

**FISCAL YEAR 2017 BUDGET**

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

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

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

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

<u>Water Fund - Revenues</u>	
Service Charges	\$6,723,000
Interest	187,000
Miscellaneous	<u>410,463</u>
	<u>\$7,320,463</u>
 <u>Water Fund - Expenses</u>	
Administrative Fund Allocation	\$3,357,218
Direct Expenses	3,276,245
Capital Equipment Outlay	207,000
Reserves Transfer	<u>480,000</u>
	<u>\$7,320,463</u>

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

<u>Sewer Fund - Revenues</u>	
Service Charges	\$5,436,000
Interest	187,000
Grinder Pump Charges	180,000
Miscellaneous	<u>279,963</u>
	<u>\$6,082,963</u>



<u>Sewer Fund - Expenses</u>	
Administrative Fund Allocation	\$3,357,218
Direct Expenses	1,958,810
Grinder Pump Expenses	334,170
Capital Equipment Outlay	97,000
CIP Transfer – DEQ Consent Order	<u>325,765</u>
	<u>\$6,082,963</u>

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

**ADMINISTRATIVE FUND**

Revenues:

Allocated to Water Fund	\$3,357,218
Allocated to Sewer Fund	<u>3,357,218</u>
	<u>\$6,714,436</u>

Expenses:

Personnel Expenses	\$4,754,274
Operating Expenses	1,891,162
Capital Outlay	<u>69,000</u>
	<u>\$6,714,436</u>

**CAPITAL IMPROVEMENTS PROGRAM**

Revenues:

Water Facility Charges	\$2,104,000
Sewer Facility Charges	1,493,000
Sewer Fund Transfer	325,765
Lease	<u>50,000</u>
	<u>\$3,972,765</u>

Expenses:

Water Supply	\$1,356,161
Water Distribution	260,000
Sewer System Improvements	973,765
Other Projects	1,092,000
Reserves Transfer	<u>290,839</u>
	<u>\$3,972,765</u>

**DEBT SERVICE RESERVE FUND**

Revenues:

Capital Improvements Program	<u>\$1,356,161</u>
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Expenses:  
Revenue Bonds

\$1,356,161

\_\_\_\_\_  
Kevin Onizuk  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	_____	_____	_____
LARSON	_____	_____	_____
ONIZUK	_____	_____	_____
SADLER	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of May, 2016.

ROA-JCSAFY17Budget-res

**ITEM SUMMARY**

DATE: 5/10/2016  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until 6:30 pm on May 24, 2016 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	5/2/2016 - 11:41 AM