

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 14, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - January 24, 2017 Organizational Meeting
2. Contract Renewal Authorization - Grounds Maintenance Service for Lift Stations and Wells
3. Setting a Public Hearing - Fiscal Year 2108 Utility Rates

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

G. GENERAL MANAGER'S UPDATE

H. ADJOURNMENT

1. Adjourn until 5 pm on March 14, 2017 for the Regular Meeting

ITEM SUMMARY

DATE: 2/14/2017
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - January 24, 2017 Organizational Meeting

ATTACHMENTS:

| | Description | Type |
|---|--------------------|---------|
| ▣ | 012417 BOD Minutes | Minutes |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|---------------------|
| Board Secretary | Fellows, Teresa | Approved | 2/7/2017 - 11:03 AM |

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 24, 2017
6:30 PM

A. CALL TO ORDER

B. ROLL CALL

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

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

C. ORGANIZATIONAL MEETING

1. Organizational Meeting of the Board of Directors

A motion to Approve was made by John McGlennon and the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, McGlennon, Onizuk, Sadler, Larson

Ms. Sadler made a motion to appoint Ms. Larson as Chairman of the Board of Directors for 2017. The motion passed by a unanimous voice vote.

Ms. Larson made a motion to appoint Ms. Sadler as Vice Chairman of the Board of Directors for 2017. The motion passed by a unanimous voice vote.

D. CONSENT CALENDAR

A motion to Approve was made by John McGlennon and the motion result was Passed.
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, McGlennon, Onizuk, Sadler, Larson

1. Minutes Adoption - December 13, 2016, Regular Meeting

2. Agreement with Williamsburg Memorial Park

E. PUBLIC HEARING(S)

F. BOARD CONSIDERATION(S)

G. BOARD REQUESTS AND DIRECTIVES

H. ADJOURNMENT

1. Adjourn until 5 p.m. on February 14, 2017, for the Regular Meeting

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

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

Ayes: Hipple, McGlennon, Onizuk, Sadler, Larson

At 7:35 p.m., Ms. Larson adjourned the Board.

Bryan J. Hill, Secretary

ITEM SUMMARY

DATE: 2/14/2017

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Contract Renewal Authorization - Grounds Maintenance Service for Lift Stations and Wells

ATTACHMENTS:

| | Description | Type |
|---|-------------|------------|
| ☐ | mem | Cover Memo |
| ☐ | res | Resolution |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------------|-----------------|----------|----------------------|
| James City Service Authority | Powell, Doug | Approved | 1/25/2017 - 11:54 AM |
| Publication Management | Burcham, Nan | Approved | 1/25/2017 - 12:02 PM |
| Legal Review | Kinsman, Adam | Approved | 1/26/2017 - 1:57 PM |
| Board Secretary | Fellows, Teresa | Approved | 1/26/2017 - 2:02 PM |
| Board Secretary | Purse, Jason | Approved | 2/7/2017 - 11:14 AM |
| Board Secretary | Fellows, Teresa | Approved | 2/7/2017 - 11:29 AM |

M E M O R A N D U M

DATE: February 14, 2017

TO: The Board of Directors

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

SUBJECT: Contract Renewal Authorization - Grounds Maintenance Service for Lift Stations and Wells

A Request for Proposals (RFP) for Grounds Maintenance Service for Lift Stations and Wells was publicly advertised. Three firms (Stewart Inc., Evergreen Contracting Corporation and Landscape Elements) responded to the RFP by describing their qualifications, experience in performing similar work and available equipment. A team of staff members representing the James City Service Authority and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Stewart Inc. as the most fully qualified firm that best met the Authority's needs as defined in the RFP. Stewart Inc. had previously completed satisfactory grounds maintenance work for the Authority.

An initial one-year contract term was negotiated with Stewart for \$90,230. The contract contains the option for four additional one-year renewal periods upon mutual agreement of both parties. The Purchasing Policy requires Board approval of contracts exceeding \$100,000.

Staff recommends the Board approve the attached resolution authorizing additional renewals of the contract for Grounds Maintenance Service for Lift Stations and Wells to Stewart Inc.

MDP/nb
CRA-GrndsMaintenance-mem

Attachment

RESOLUTION

CONTRACT RENEWAL AUTHORIZATION -

GROUNDS MAINTENANCE SERVICE FOR LIFT STATIONS AND WELLS

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Grounds Maintenance Service for Lift Stations and Wells; and

WHEREAS, three firms submitted proposals and Stewart Inc. was determined to be the most fully qualified firm that best met the Authority's needs as defined in the RFP; and

WHEREAS, an initial one-year contract term was negotiated with Stewart for \$90,230. The contract contains the option for four additional one-year renewal periods upon mutual agreement of both parties. The Purchasing Policy requires Board approval of contracts exceeding \$100,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes additional renewals of the contract for Grounds Maintenance Service for Lift Stations and Wells to Stewart Inc.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of February, 2017.

CRA-GrndsMaintenance-res

ITEM SUMMARY

DATE: 2/14/2017
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Setting a Public Hearing - Fiscal Year 2018 Utility Rates

ATTACHMENTS:

| | Description | Type |
|---|--------------------------------|-----------------|
| ▣ | Memo | Cover Memo |
| ▣ | res | Resolution |
| ▣ | Proposed Update to Regulations | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------------|-----------------|----------|----------------------|
| James City Service Authority | Powell, Doug | Approved | 1/25/2017 - 11:54 AM |
| Publication Management | Burcham, Nan | Approved | 1/25/2017 - 12:05 PM |
| Legal Review | Kinsman, Adam | Approved | 1/26/2017 - 1:57 PM |
| Board Secretary | Fellows, Teresa | Approved | 1/26/2017 - 2:02 PM |
| Board Secretary | Purse, Jason | Approved | 2/7/2017 - 11:15 AM |
| Board Secretary | Fellows, Teresa | Approved | 2/7/2017 - 11:30 AM |

MEMORANDUM

DATE: February 14, 2017

TO: The Board of Directors

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

SUBJECT: Setting a Public Hearing - Fiscal Year 2018 Utility Rates

The Board of Directors has a history of providing the resources for the James City Service Authority (JCSA) to meet its mission while being sensitive to the impact of service rates on the customer.

Incremental rate increases are required to successfully manage aging infrastructure, fixed costs and debt service coverage and prepare for substantial future water permitting and water sourcing challenges. The proposed changes to the water and sewer service rate and fixed charge reflect the multi-year plan from the 2015 rate study. The total monthly water and sewer bill for a typical 5,000-gallons-per-month residential user would increase by \$2.30 per month from \$33.60 to \$36.21. The combined bill would remain the lowest in the region except for the City of Williamsburg.

In accordance with Section 15.2-5136 of the Code of Virginia, a public hearing for changes in fees requires a minimum 14-day notice from the time the second public notice of the hearing is printed in a local publication. JCSA staff is currently preparing the Fiscal Year 2018 budget and recommends the Board authorize staff to advertise a public hearing on April 11, 2017, for changes in the water and sewer service rates and charges effective July 1, 2017, as listed in the attached resolution. The Board can change the advertised charges and rates during its subsequent budget discussions.

MDP/nb
PH-FY18UtilityRts-mem

Attachment

RESOLUTION

SETTING A PUBLIC HEARING - FISCAL YEAR 2018 UTILITY RATES

WHEREAS, the Board of Directors of the James City Service Authority desires to set a Public Hearing for proposed 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 11, 2017, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates as summarized in the attachments which will become effective July 1, 2017, if adopted.

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

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

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

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of February, 2017.

PH-FY18UtilityRts-res

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

- (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" | \$ 5.77 5.89 |
| 3/4" | \$ 8.66 8.83 |
| 1" | \$ 14.43 14.72 |
| 1-1/2" | \$ 28.85 29.43 |
| 2" | \$ 46.16 47.08 |
| 3" | \$ 92.32 94.17 |
| 4" | \$ 144.25 147.14 |
| 6" | \$ 288.50 294.27 |
| 8" | \$ 461.60 470.83 |
| 10" | \$ 663.35 676.82 |

(2)

| <u>Volume</u> | <u>Collection</u> |
|--------------------------------------|--------------------------|
| Per 1,000 gallons of water consumed | \$2.99 \$3.05 |
| Per 100 cubic feet of water consumed | \$2.24 \$2.29 |

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 |

- (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" | \$ 8.19 9.30 |
| 3/4" | \$ 12.29 13.95 |
| 1" | \$ 20.48 23.24 |
| 1-1/2" | \$ 40.95 46.48 |
| 2" | \$ 65.52 74.37 |
| 3" | \$ 131.04 148.73 |
| 4" | \$ 204.75 232.39 |
| 6" | \$ 409.50 464.78 |
| 8" | \$ 655.20 743.65 |
| 10" | \$ 941.85 1069.00 |

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

| Single Family Residential | | | |
|---------------------------|-------------------------|-------------------------|---------------------------|
| | Tier 1 | Tier 2 | Tier 3 |
| Meter Size | (quarterly use) | (quarterly use) | (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 | 120,000-240,000 | 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 | \$ 2.80 3.18 | \$ 5.60 6.36 | \$ 13.15 14.93 |

| Multi-Family Residential and Non-Residential | |
|----------------------------------------------|-------------------------|
| All Meter Sizes | All Use |
| Rate Per 1,000 Gallons | \$ 4.14 4.70 |

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 \$8,000 to the JCSA for each lot or residential

ITEM SUMMARY

DATE: 2/14/2017
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 5 pm on March 14, 2017 for the Regular Meeting

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|--------------------|
| Board Secretary | Fellows, Teresa | Approved | 2/2/2017 - 9:01 AM |