

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
September 12, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - August 8, 2017 Regular Meeting
2. Change to the Regulations Governing Utility Service - Late Payment Timeline
3. Contract Award - Corrosion Control Study - \$159,000

D. PUBLIC HEARING(S)

1. Proposed Sale of Property - 105 Tawning Road - \$153,000

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

G. GENERAL MANAGER'S UPDATE

H. ADJOURNMENT

1. Adjourn until 5 pm on October 10, 2017 for the Regular Meeting

ITEM SUMMARY

DATE: 9/12/2017
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - August 8, 2017 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	080817bod-mins	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	8/31/2017 - 10:59 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
August 8, 2017
5:00 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
Kevin D. Onizuk, Jamestown District
Ruth M. Larson, Chairman, Berkeley District

Bryan J. Hill, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. CONSENT CALENDAR

A motion to Approve was made by Ruth Larson and the motion result was Passed.

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

Ayes: Hipple, McGlennon, Sadler, Onizuk, Larson

1. Minutes Adoption - July 11, 2017 Regular Meeting
2. Formal Acceptance of Water and Sewer Systems - FY 17

D. PUBLIC HEARING(S)

None

E. BOARD CONSIDERATION(S)

None

F. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon inquired about water consumption in the County during the recent hot and dry weather.

Mr. Powell stated that he had three PowerPoint slides to present in the General Manager's Report relating to this concern.

G. GENERAL MANAGER'S UPDATE

Mr. Powell gave an overview of the PowerPoint slides updating the water demand for the year thus far. The first slide showed an Average Daily Demand chart on a yearly basis for the last 10 years. He stated that there has been around 5.4 million gallons a day consistently for the last five- to six years. The slide also showed a 6 million gallon a day mark representing the Tier 1 Limit. He commented that there is still room before hitting that limit as it pertains to the Average Annual Day on a yearly basis. He remarked that the second slide showed a monthly demand chart for the County's 2017 Monthly Average Daily Use and further remarked that July reflected a high demand usage, due to weather conditions and temperatures.

Mr. McGlennon inquired what would happen if the limit was reached.

Mr. Powell indicated the option of going to Tier Levels 2 or 3 based on demand. He stated that he believes something that is temporary for one month would not have any action or fine. He continued his overview of the PowerPoint slides detailing the 2017 Monthly Average Day Demand Chart showing a high peak hour demand whereas one day had a peak hour of 18.6-million gallons.

Mr. McGlennon asked if the three PowerPoint slides could be sent to the Board via email.

Mr. Powell replied yes.

Mr. McGlennon inquired if rebates are still available to County citizens.

Mr. Powell stated yes. He further stated that a household has to be a James City Service Authority (JCSA) residential customer for the rebate to apply.

Mr. Hipple pointed out that a personal well was not applicable.

Mr. Powell stated that was correct.

Ms. Larson inquired if educational videos have been considered prior to summer regarding the issue of water demand.

Mr. Powell commented that there is not a video recently produced specifically for JCSA; however, some videos the planning district has produced on the value of water have been used.

Ms. Larson reemphasized the usefulness of videos getting through to the public about the population raising and the demand on water.

Mr. Hipple asked if it is known how much water goes into homes and the amount going on lawns with sprinkler systems. He emphasized that he has previously stated it should cost more if someone waters their grass with drinking water.

Mr. Powell stated that the best way to measure this is through the Submeter Program; however, not everyone participates. He further stated that the JCSA Submeter Program accounts for about 20% of overall use and is higher in the summer season and estimates approximately 20% on a yearly basis is from irrigation.

Mr. McGlennon commented that if a resident does not have a Submeter and is watering the lawn they are paying for sewage on that water which is not going through the sewer system.

Mr. Onizuk inquired about water restrictions.

Mr. Powell stated that he does not feel the JCSA is at a critical juncture or at risk for not meeting demand. He further stated that Permit reductions may be in the future and an alternative should be developed.

Ms. Sadler asked how residential homeowner associations (HOAs) play into this equation.

Mr. Powell answered that he cannot speak for HOAs as he does not have any interaction with them.

Ms. Sadler expressed her thought that it might be something to encourage in the future.

Ms. Larson thanked Mr. Powell and noted that he was very informative.

H. ADJOURNMENT

1. Adjourn until 5 p.m. on September 12, 2017 for the Regular Meeting

A motion to Adjourn was made by Ruth Larson and the motion result was Passed.

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

Ayes: Hipple, McGlennon, Sadler, Onizuk, Larson

At 8:32 p.m. Ms. Larson adjourned the Board.

Bryan J. Hill, Secretary

ITEM SUMMARY

DATE: 9/12/2017

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Change to the Regulations Governing Utility Service - Late Payment Timeline

ATTACHMENTS:

	Description	Type
▣	mem	Cover Memo
▣	res	Resolution
▣	Regulations	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	8/22/2017 - 3:20 PM
Publication Management	Burcham, Nan	Approved	8/22/2017 - 3:36 PM
Legal Review	Kinsman, Adam	Approved	8/28/2017 - 8:35 AM
Board Secretary	Fellows, Teresa	Approved	8/28/2017 - 9:04 AM
Board Secretary	Purse, Jason	Approved	9/5/2017 - 12:34 PM
Board Secretary	Fellows, Teresa	Approved	9/5/2017 - 12:38 PM

MEMORANDUM

DATE: September 12, 2017
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Change to the Regulations Governing Utility Service – Late Payment Timeline

In August 2016, the Board updated the Regulations Governing Utility Service to change the utility bill due date from 30 days to 21 days from the date of the utility bill. The change was needed to match the Authority’s utility bill due date with the due date of the Authority’s billing agent, Hampton Roads Utility Billing Service, a cooperative billing service provided by Hampton Roads Sanitation District.

In order to maintain consistency throughout the Regulations, the updated 21-day due date from Regulations Section 13, Utility Bill needs to be referenced in the Transaction Charge for Late Payment portion of Regulations Section 32, General Rate Policy and Rate Schedule.

The proposed changes are listed in the attachment and would become effective immediately. Staff recommends adoption of the proposed resolution.

MDP/gt
RegChng-UtilSrv-mem

Attachment

RESOLUTION

CHANGE TO THE REGULATIONS GOVERNING UTILITY SERVICE –

LATE PAYMENT TIMELINE

WHEREAS, to maintain consistency throughout the Regulations, the 21-day due date from Regulations Section 13, Utility Bill needs to be referenced in the Transaction Charge for Late Payment portion of Section 32, General Rate Policy and Rate Schedule

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the change to Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service as summarized in the attachment, which will become effective immediately.

BE IT FURTHER RESOLVED that the attachment showing the proposed changes 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 12th day of September, 2017.

RegChng-UtilSrvc-res

unit created by the subdivision prior to final approval of a subdivision plat. Any approved subdivision that has been dedicated to and accepted by the JCSA as of April 26, 2011, shall remain at \$4,000 per lot.

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~~ **twenty-one (21)** 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" to 1"	\$75
Greater than 1"	\$100

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

ITEM SUMMARY

DATE: 9/12/2017
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager
SUBJECT: Contract Award - Corrosion Control Study - \$159,000

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	res	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	8/22/2017 - 3:22 PM
Publication Management	Burcham, Nan	Approved	8/22/2017 - 3:27 PM
Legal Review	Kinsman, Adam	Approved	8/28/2017 - 8:33 AM
Board Secretary	Fellows, Teresa	Approved	8/28/2017 - 9:04 AM
Board Secretary	Purse, Jason	Approved	9/5/2017 - 12:34 PM
Board Secretary	Fellows, Teresa	Approved	9/5/2017 - 12:39 PM

MEMORANDUM

DATE: September 12, 2017

TO: The Board of Directors

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

SUBJECT: Contract Award – Corrosion Control Study – \$

The James City Service Authority (JCSA) is undertaking a Corrosion Control Study to ensure continued compliance with the requirements of the United States Environmental Protection Agency's (USEPA) Lead and Copper Rule that requires the JCSA to test its water and control pipe corrosion.

This project consists of an evaluation of JCSA's Central System source water entry points and water distribution system water quality to determine the effectiveness of the current treatment processes and obtain recommendations for improvements to minimize the corrosion potential within JCSA's water distribution system. Recommendations from this study may result in future Capital Improvements Program (CIP) projects for required improvements to treatment facilities.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform the Corrosion Control Study. Two firms, CDM Smith and Cornwell Engineering Group, responded to the RFP by describing their qualifications, experience in performing similar work, methodology and proposed schedule. A team of staff members representing JCSA and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Cornwell Engineering Group as the most fully qualified firm that best met JCSA's needs as defined in the RFP. Cornwell Engineering Group has successfully completed similar projects and received satisfactory reference checks.

A price of \$ _____ was negotiated for the study and funds are available in the Authority's approved CIP budget.

Staff recommends adoption of the attached resolution authorizing award of the Corrosion Control Study contract to Cornwell Engineering Group.

MDP/gt
CA-CorrCtrlStdy-mem

Attachment

RESOLUTION

CONTRACT AWARD - CORROSION CONTROL STUDY - \$

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for a Corrosion Control Study; and

WHEREAS, two firms submitted proposals and Cornwell Engineering Group was determined to be the most fully qualified firm that best met the James City Service Authority's needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Corrosion Control Study contract to Cornwell Engineering Group in the amount of \$_____.

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 12th day of September, 2017.

CA-CorrCtrlStdy-res

ITEM SUMMARY

DATE: 9/12/2017

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Proposed Sale of Property - 105 Tewning Road - \$153,000

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution
▣	Map	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	8/23/2017 - 11:50 AM
Publication Management	Burcham, Nan	Approved	8/23/2017 - 11:52 AM
Legal Review	Kinsman, Adam	Approved	8/28/2017 - 8:34 AM
Board Secretary	Fellows, Teresa	Approved	8/28/2017 - 9:05 AM
Board Secretary	Purse, Jason	Approved	9/5/2017 - 12:35 PM
Board Secretary	Fellows, Teresa	Approved	9/5/2017 - 12:40 PM

MEMORANDUM

DATE: September 12, 2017
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Proposed Sale of Property – 105 Tewning Road – \$153,000

The owner of 152 Tewning Road, S & L Properties, LLC, has expressed an interest in purchasing 1.25 acres of adjacent property (105 Tewning Road) owned by the James City Service Authority (JCSA). The owner of S & L Properties has an approved plan to construct a warehouse and storage complex, and desires the additional property to expand the amount of warehouse space and increase parking. The owner’s proposed expansion would require site plan approval.

Staff does not foresee a future need for the property for JCSA or the County. In addition, the topography of the parcel is relatively steep. Staff believes the property only has value to the adjacent property owner.

David L. Hertzler, II, completed an appraisal for the property and concluded the value to be \$153,000. The adjacent property owner appears to be willing to purchase the property for this amount, contingent upon site plan approval.

Staff recommends the Board authorize the sale of this property to S & L Properties for \$153,000.

MDP/gt
PrpsdSale-105Tewning-mem

Attachment

RESOLUTION

PROPOSED SALE OF PROPERTY – 105 TEWNING ROAD – \$153,000

WHEREAS, the owner of 152 Tewning Road has expressed an interest in purchasing 1.25 acres of adjacent property, known as 105 Tewning Road and owned by the James City Service Authority (JCSA); and

WHEREAS, JCSA does not foresee a future need for the property; and

WHEREAS, JCSA commissioned an appraisal that concluded the property's value to be \$153,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to execute the necessary documents to sell 1.25 acres of 105 Tewning Road for the appraised value of \$153,000.

Ruth M. Larson
Chairman, Board of Directors

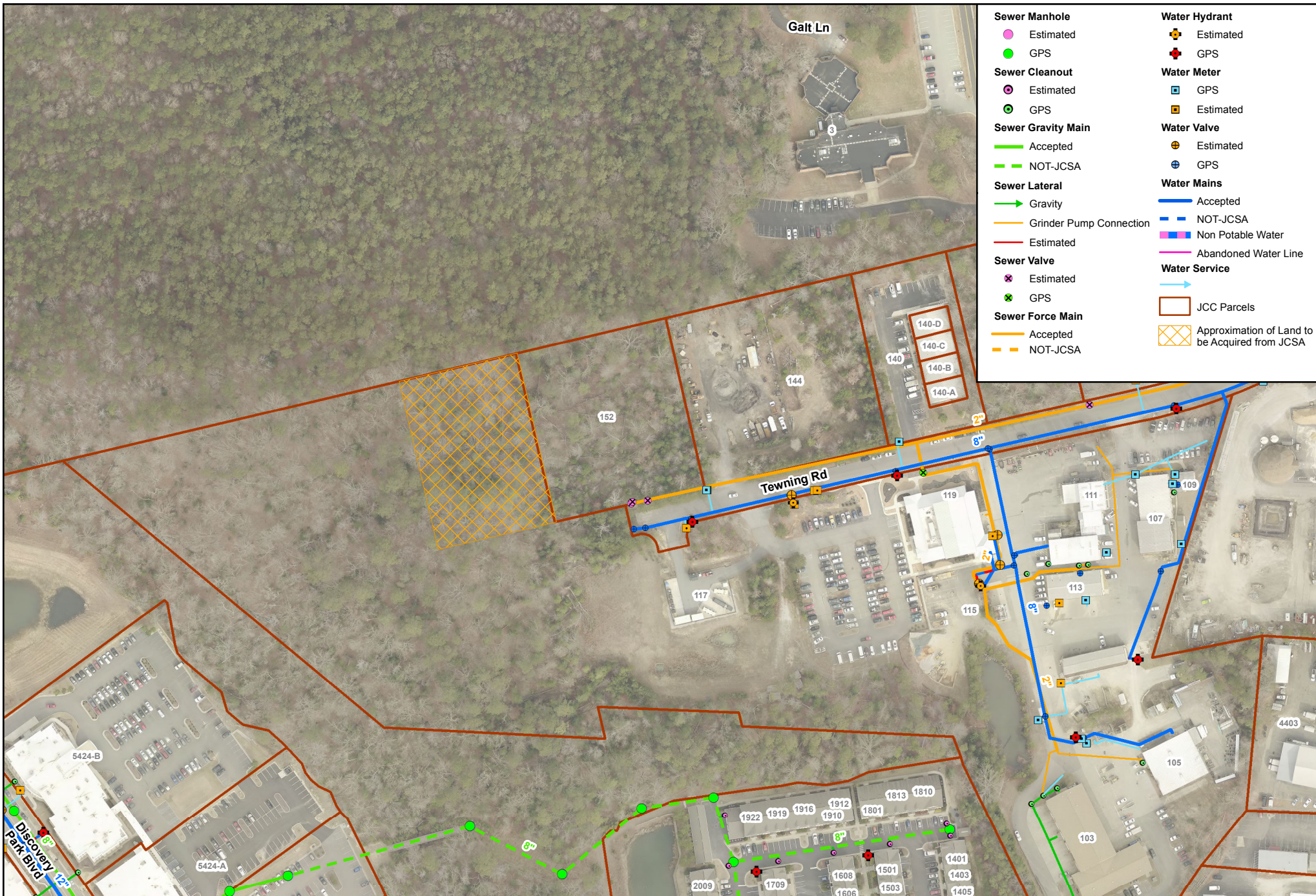
ATTEST:

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 12th day of September, 2017.

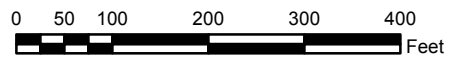
PropSale-105Tewning-res



Sewer Manhole	Water Hydrant
Estimated (Pink circle)	Estimated (Black cross)
GPS (Green circle)	GPS (Red cross)
Sewer Cleanout	Water Meter
Estimated (Purple circle)	GPS (Blue square)
GPS (Green circle)	Estimated (Yellow square)
Sewer Gravity Main	Water Valve
Accepted (Green line)	Estimated (Yellow circle)
NOT-JCSA (Dashed green line)	GPS (Blue circle)
Sewer Lateral	Water Mains
Gravity (Green arrow)	Accepted (Blue line)
Grinder Pump Connection (Orange line)	NOT-JCSA (Dashed blue line)
Estimated (Red line)	Non Potable Water (Pink line)
Sewer Valve	Abandoned Water Line (Light blue line)
Estimated (Purple cross)	Water Service
GPS (Green cross)	JCC Parcels (Orange outline)
Sewer Force Main	Approximation of Land to be Acquired from JCSA (Orange cross-hatch)
Accepted (Orange line)	
NOT-JCSA (Dashed orange line)	

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. James City Service Authority is not responsible for its accuracy or how current it may be.

119 Tewning Rd



1 inch = 200 feet



AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 9/12/2017
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 5 pm on October 10, 2017 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/5/2017 - 12:14 PM