

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

February 22, 2000

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes of January 26, 2000, Meeting

C. BOARD CONSIDERATION

1. Setting Public Hearing - FY 01 Utility Rates

D. BOARD REQUESTS AND DIRECTIVES

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 26TH DAY OF JANUARY 1999, AT 10:25 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Ronald A. Nervitt, Vice Chairman
Jay T. Harrison, Sr.
John J. McGlennon
Bruce C. Goodson
James G. Kennedy

Sanford B. Wanner, Secretary
Robert H. Smith, Treasurer
Frank M. Morton, III, County Attorney
Larry M. Foster, General Manager

B. ORGANIZATIONAL MEETING

Mr. Nervitt, Vice Chairman, requested nominations for Chairman and Vice Chairman.

Mr. Goodson nominated Mr. Kennedy for Chairman and Mr. Harrison for Vice Chairman.

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

Mr. McGlennon moved to adopt the Organizational Meeting of the Board of Directors Resolution.

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

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 2000.

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 2000.

1. Regular meetings of the Board shall be held following the second Board of Supervisors' meetings each month. The meetings shall be held following the 7:00 p.m. Board of Supervisors' meeting.
2. The Board shall, for parliamentary purposes, follow Robert's Rules of Order and more specifically those provisions which pertain to the conduct of Business in Boards, Newly

Revised, 1981 at p. 404 as follows:

Procedure in Small Boards: In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate (15, 16) generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

The Chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

C. CONSENT CALENDAR

Mr. Foster distributed revised minutes of December 21, 1999, meeting.

Mr. Goodson moved to approve the revised minutes

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

D. BOARD CONSIDERATIONS

1. Bid Award - Well No. 33 - Tank and Control Rehabilitation

Mr. Foster, General Manager, recommended the Board approve the resolution awarding the Well No. 33 rehabilitation project to Qualicon, Inc., in the amount of \$156,000.

Mr. Goodson moved to approve the resolution.

On a roll call, the vote to approve the following resolution was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

BID AWARD - WELL NO. 33 REHABILITATION

WHEREAS, the plans and specification for improvements to Well No. 33 have been publicly advertised and competitively bid with three firms submitting bids ranging from \$156,000-\$169,000; and

WHEREAS, Qualicon, Inc., submitted the low bid and has been determined capable of completing the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that adequate funds are available in the budget to cover the costs of the project and the Board hereby awards the Well No. 33 rehabilitation project to Qualicon, Inc., for a bid of \$156,000.

2. Bid Award - James Terrace Water System Rehabilitation Phases 4 and 5

Mr. Foster recommended the Board award the contract for the James Terrace project to J. Sanders Construction in the amount of \$609,611. The rehabilitation of the water system will improve the water quality, fire protection, and pressure in the James Terrace area.

The Board discussed the current phase of work being done in James Terrace.

Mr. Nervitt moved to approve the bid award.

On a roll call, the vote to approve the following resolution was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

BID AWARD - JAMES TERRACE WATER SYSTEM REHABILITATION

PHASES 4 AND 5 (00-B-0021)

WHEREAS, plans and specifications for Phases 4 and 5 of the James Terrace Water System Rehabilitation were advertised and competitively bid; and

WHEREAS, J. Sanders Construction submitted a low bid of \$609,611 and has been determined capable of completing the project, and adequate funds are in the budget to cover the project costs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for the James Terrace Water System Rehabilitation to J. Sanders Construction in the amount of \$609,611.

3. Bid Award - Well No. 6 Rehabilitation

Mr. Foster recommended the Board award the Well No. 6 Rehabilitation project to J. Sanders Construction, Co. The rehabilitation will replace the temporary facility and provide for upgraded controls to monitor the facility from a remote location.

Mr. Harrison moved to approve the bid award.

On a roll call, the vote to approve the following resolution was: AYE: Nervitt, McGlennon, Harrison, Goodson, Kennedy (5). NAY: (0).

RESOLUTION

BID AWARD - WELL NO. 6 REHABILITATION

WHEREAS, the plans and specification to rehabilitate Well No. 6 located on Olde Towne Road have been advertised for competitive bid and publicly opened; and

WHEREAS, four firms submitted bids with J. Sanders Construction, Co., submitting a low bid of \$103,633.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Well No. 6 rehabilitation project to J. Sanders Construction, Co., in the amount of \$103,633.

4. **Waterline Extension Agreement, Government Road Interconnection**

Mr. Foster reported on the completed design of the permanent interconnection between the JCSA and Newport News Water Works and the agreement to accomplish the interconnection. The connection is proposed to provide a means to supplement the JCSA water supply.

Mr. Harrison moved to approve the resolution.

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

RESOLUTION

NEWPORT NEWS WATER EXTENSION AGREEMENT -

GOVERNMENT ROAD INTERCONNECTION

WHEREAS, the James City Service Authority (JCSA) desires to provide for a permanent emergency interconnection with the Newport News Waterworks (NNWW) water system in the Government Road area of the County; and

WHEREAS, NNWW has submitted a water extension agreement providing the terms and fees (\$13,059) for the interconnection.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes its Chairman to sign the Government Road Interconnection Agreement on behalf of the JCSA.

5. **Establishment of Water Conservation Committee**

Mr. Foster presented a proposal to establish a Water Conservation Committee which would consist of seven members serving three-year terms.

The Board discussed increasing the size of the committee.

Mr. McGlennon requested the resolution say "at least seven members."

Mr. McGlennon made a motion to approve the revised resolution to include “at least seven members.”

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

RESOLUTION

WATER CONSERVATION COMMITTEE

WHEREAS, effectively educating our citizens in the need to conserve potable water is an essential component to meeting the County’s long-term water needs; and

WHEREAS, the establishment of a citizen committee has proven invaluable in developing understandable programs that are supported by County constituents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, hereby establish a Water Conservation Committee consisting of at least seven County citizens serving three-year terms.

BE IT FURTHER RESOLVED that the purpose and goals of the Committee are:

Purpose: Raise public awareness of water conservation issues and recommend water conservation initiatives.

Goals: Provide a community perspective on water conservation issues;

Assist and advise the JCSA and Water Conservation Coordinator in the development of water conservation programs;

Assist in the promotion of water conservation goals throughout the County;

Provide citizen input on the implementation of JCSA/JCC water conservation programs; and

Raise public awareness of the County’s water supply and the need to use water efficiently with the objective of changing water use habits.

E. BOARD REQUESTS AND DIRECTIVES

Mr. Nervitt expressed his concern regarding utility lines adjacent to the Jamestown Road bridge.

Mr. Nervitt inquired about landscaping at the Kristiansand well site.

Mr. Kennedy inquired about an item in the Board’s Reading File. Specifically the letter regarding property owners responsible for tenant’s unpaid bills. Mr. Foster stated he did not recommend changing the policy. Mr. Foster will investigate sending delinquency notices to landlords if tenants water bills are not paid prior to the issuance of a second notice.

Mr. Kennedy moved to adjourn the Board meeting until February 22, 2000, at 7:00 p.m.

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

The Board adjourned at 1:00 a.m.

Sanford B. Wanner
Secretary to the Board

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M E M O R A N D U M

DATE: February 22, 2000

TO: The Board of Directors

FROM: Robert H. Smith, Assistant Manager, James City Service Authority

SUBJECT: Setting Public Hearing - FY 01 Utility Rates

Staff respectfully requests that the Board of Directors set for public hearing on April 11, 2000, on proposed utility rate changes in the Regulations Governing Utility Service. During the October 27, 1999, water conservation work session, the Board indicated a desire to reduce the first block and increase the third block of the inverted-block rate structure. The proposed water rate structure maintains a revenue neutral position. No change is recommended in the sewer retail service rate.

As you know, the inverted-block rate structure was implemented to encourage water conservation, i.e., the more water consumed during a billing period the higher the cost. An estimated 12 percent of the water consumed falls into the third block, the highest rate. Water conservation during voluntary water conservation periods the past two summers among the high water use customers was questionable.

The current and recommended rates are as follows:

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

		<u>Current Rate</u>	<u>Proposed Rate</u>
First Block:	Less than 15,000 gallons per quarter	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)
Second Block:	More than 15,000 gallons but less than 25,000 gallons per quarter	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)	No change
Third Block:	More than 25,000 gallons per quarter	\$4.60 per 1,000 gallons (\$3.44 per 100 cubic feet)	\$6.00 per 1,000 gallons (\$4.49 per 100 cubic feet)

2. Nonresidential Water Retail Service Rate:

Flat Rate	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)	No change
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The Board asked staff to bring forward amendments to the Regulations Governing Utility Service, eliminating the waiver for JCSA sewer fees accounted for through submeters. The existing policy establishes a waiver of sewer fees for water passing through a submeter that has been installed to measure outdoor water use. Customers/citizens will continue to receive a waiver from HRSD through the submeter. Staff recommends that the proposed amendment of the Regulations be incorporated into the advertisement for the public hearing.

Robert H. Smith

CONCUR:

Larry M. Foster