

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

April 25, 2000

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. February 22, 2000, Regular Meeting; March 28, 2000, Regular Meeting; and April 11, 2000, Special Meeting
2. Newport News Waterworks - Water Extension Agreement; Pocahontas Retirement Community
3. Bid Award - Jamestown Island Water System

C. BOARD CONSIDERATIONS

1. Utility Policy Changes - FY 01 Water Rates
2. Budget Amendments
3. FY 01 Appropriation Resolution

D. BOARD REQUESTS AND DIRECTIVES

E. CLOSED SESSION

1. Acquisition of Property, Section 2.1-344(A)(3) of the Code of Virginia

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 22ND DAY OF FEBRUARY 2000, AT 10:05 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

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

B. CONSENT CALENDAR

Mr. Kennedy asked if anyone wished to pull any item from the Consent Calendar. No one requested to remove any item.

Mr. McGlennon made a motion to approve the minutes of January 26, 2000.

The motion passed by a unanimous voice vote.

1. Minutes of January 26, 2000, Meeting

C. BOARD REQUESTS AND DIRECTIVES

Mr. Larry Foster, General Manager, requested the Board adopt the resolution authorizing the advertisement of a public hearing on the proposed utility rate changes and amendments to the Regulations Governing Utility Services (elimination of submeter water credits) for April 11, 2000, at 7:00 p.m.

Mr. Nervitt made a motion approve the advertisement of the public hearing.

The motion passed by a unanimous voice vote.

Mr. McGlennon made a motion to adjourn until March 28, 7:00 p.m.

The motion passed by a unanimous voice vote.

The Board adjourned at 10:15 p.m.

Sanford B. Wanner
Secretary to the Board

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AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 28TH DAY OF MARCH 1999, AT 7:55 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

James G. Kennedy, Chairman, Stonehouse District
Jay T. Harrison, Sr., Vice Chairman, Berkeley District

Ronald A. Nervitt, Powhatan District
John J. McGlennon, Jamestown District
Bruce C. Goodson, Roberts District

B. CONSENT CALENDAR

Mr. Goodson moved to approve the items on the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Amendment Section 34, Regulations Governing Utility Service - Groundwater Withdrawal

RESOLUTION

AMENDMENT - SECTION 34 REGULATIONS GOVERNING UTILITY SERVICE

WHEREAS, the Department of Environmental Quality (DEQ) has requested that Section 34 - Withdrawal Impact Mitigation Plan of the James City Service Authority's (JCSA) Regulations Governing Utility Service be amended to reference all groundwater withdrawal permits issued to the JCSA; and

WHEREAS, the reference to the permit in the Regulations is a requirement for the issuance of the individual groundwater withdrawal permits issued to the JCSA by DEQ.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby amends Section 34 - Withdrawal Impact Mitigation Plan - Preamble reflected in the attached

2. Triton, PCS, Lease – Longhill Road and Seasons Trace Water Tanks

RESOLUTION

TRITON, PCS, LEASE - LONGHILL ROAD AND SEASONS TRACE WATER TANKS

WHEREAS, Triton, PCS, has petitioned the James City Service Authority (JCSA) to enter into a lease to allow the installation of a cellular telephone antennae on the Longhill Road and Seasons Trace elevated water tanks; and

WHEREAS, the JCSA has negotiated a lease that provides terms to adequately protect and compensate the JCSA for allowing the use of its facility for the attachment of the cellular telephone antennae and associated appurtenances.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the Chairman to sign the Lease Agreement with Triton, PCS, on behalf of the JCSA.

3. Revised Minutes of January 26, 2000, Meeting

C. BOARD CONSIDERATION

1. Utility Participation Agreement – Greensprings Plantation, Inc./Monticello Avenue Waterline

Mr. Larry M. Foster, General Manager, James City Service Authority, recommended the Board adopt the resolution authorizing the Chairman to sign an agreement with Greensprings Plantation, Inc., providing the terms for reimbursement of up to \$60,000 to Greensprings Plantation, Inc., to cover the costs associated with the installation of the waterline in Monticello Avenue to improve reliability, hydraulics, and fire flows.

Mr. McGlennon made a motion to approve the resolution.

The motion passed by a unanimous voice vote.

2. Budget Amendment – Well Mitigation

Mr. Foster requested the Board approve a resolution appropriating additional funds from the Reserve Fund to support the Well Mitigation Plan expenses that arose during Fiscal Years 1999 and 2000.

The Board and staff discussed the number of claims and budgeting for future claims.

Mr. Nervitt made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

D. BOARD REQUESTS AND DIRECTIVES

Mr. Goodson made a motion to adjourn until April 11, 2000, 7:00 p.m. for a public hearing on the proposed utility rate changes and amendments to the Regulations Governing Utility Services.

The motion passed by a unanimous voice vote.

The Board adjourned at 8:09 p.m.

Sanford B. Wanner
Secretary to the Board

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AT A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 11TH DAY OF APRIL 1999, AT 7:15 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

James G. Kennedy, Chairman, Stonehouse District
Jay T. Harrison, Sr., Vice Chairman, Berkeley District

Ronald A. Nervitt, Powhatan District
John J. McGlennon, Jamestown District
Bruce C. Goodson, Roberts District

B. PUBLIC HEARING

1 & 2. FY01 Utility Rates and Waiver of Sewer Fees Policy

Ms. Carol Swindell, Assistant Manager of Financial Management Services, gave an overview of the proposed FY 2001-2002 Budget and 2001-2005 Capital Improvement Plan.

Mr. Kennedy opened the public hearings.

1. Mr. Theodore Stokes, 21 Hampton Key, voiced his opposition to the elimination of the submeter water credit.

2. Ms. Margaret Mondul, 5547 Rolling Woods Drive, voiced her opposition to the three tier water rate fee structure; the elimination of the submeter water credit; and the lack of water conservation plans.

3. Mr. Tom Brain, 2496 Sanctuary Drive, spoke on behalf of the residents of Governor's Land and voiced opposition to the proposed tiered water rate increase and elimination of the submeter water credit; and the lack of County initiative in using water conservation techniques such as alternate day watering, a ban on car washing, or moving to desalinization.

4. Mr. John Agler, 120 Sunning Dale, voiced his concern regarding the JCSA water bills not being sent out and the loss of revenue associated with the missed billing. Mr. Agler voiced his concern that the County is not capturing water efficiently, opposed to the elimination of submeter water credit, and increase in water rates.

5. Mr. W. B. Fichter, 113 Pierce's Court, voiced his opposition to the elimination of the submeter water credit and questioned the Board on the grounds for the elimination of the submeter water credit.

Board discussion followed regarding the need to encourage water conservation; the efforts already put forth by the County to encourage water conservation during the last two years; and the State review standards regarding withdrawal of water from aquifers.

6. Mr. Jay Everson, 103 Branscome Boulevard, voiced his concerns regarding the special tax districts for Monticello Avenue Extension; the need to review the General Administrative expenditures in the school budget; and spoke in support of the water rate changes as a means of water conservation.

Mr. Kennedy closed the public hearings and deferred action until the next regular meeting of the Board on April 25, 2000, at 7:00 p.m.

C. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon made a motion to adjourn until April 25, 2000, 7:00 p.m.

The motion passed by a unanimous voice vote.

The Board adjourned at 10:40 p.m.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: April 25, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Newport News Waterworks - Water Extension Agreement; Pocahontas Retirement Community

Mr. Rick Epstein has petitioned Newport News Waterworks to extend water to the Pocahontas Retirement Community within its service area in James City County. A Water Extension Agreement with the James City Service Authority (JCSA) is required to accomplish the extension.

The water extension requires 118 feet of six- and eight-inch pipeline, service lines, and a fire hydrant. The petitioner has agreed to pay Newport News Waterworks \$7,976 to cover all inspections, laboratory fees, etc. The Pocahontas Retirement Community has previously received an approval for a Special Use Permit from the Board of Supervisors.

It is recommended that the Board approve the attached resolution authorizing the Chairman to sign the Agreement on behalf of the JCSA.

Larry M. Foster

LMF/tlc
wtra gr.mem

Attachment

RESOLUTION

NEWPORT NEWS WATERWORKS - WATER EXTENSION AGREEMENT

POCAHONTAS RETIREMENT COMMUNITY

WHEREAS, Mr. Rick Epstein has petitioned Newport News Waterworks to extend water to the Pocahontas Retirement Community which is in the Waterworks' service area of the County; and

WHEREAS, Mr. Epstein has agreed to pay \$7,976 in fees associated with the waterline extension; and

WHEREAS, the Board of Supervisors has previously issued a special use permit for the planned project.

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 Extension Agreement Number 122-FY 00 providing the terms for the water extension on behalf of the Board.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of April, 2000.

wtra gr.res

MEMORANDUM

DATE: April 25, 2000
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Bid Award - Jamestown Island Water System

The James City Service Authority (JCSA) has a contract with the National Park Service to administer the construction of a waterline to serve Jamestown Island. The waterline is being installed to provide fire protection to a new building and support 2007 activities on the Island.

The project plans and specifications were advertised for competitive bids with 11 firms submitting bids ranging from \$460,480 to \$955,353. The three firms submitting the lowest bids were as follows:

<u>Firm</u>	<u>Amount</u>
J. L. Warren, Inc.	\$460,480
Clear Moore Corporation	487,236
Basic Construction Co., L.L.C.	510,679
George Nice and Sons, Inc.	565,641
Jack L. Massie Contractor, Inc.	596,390
Wolf Contractors, Inc.	610,646
J. Sanders Construction Co.	664,229
C. Lewis Waltrip, II, Inc.	698,629
H. E. Sargent, Inc.	720,902
Suburban Grading and Utilities, Inc.	782,931
VICO Construction Corp.	955,353

The engineer's estimate for the project was \$600,000. All expenditures, plus an administrative fee, will be reimbursed by the National Park Service.

Staff recommends that the Board approve the attached resolution authorizing the bid for the Jamestown Island Water System Improvements to J. L. Warren, Inc., for \$460,480.

Larry M. Foster

LMF/tlc
 jmstwnis.mem

Attachment

RESOLUTION

BID AWARD - JAMESTOWN ISLAND WATER IMPROVEMENTS

WHEREAS, the James City Service Authority (JCSA) has entered into a contract with the National Park Service to construct 6,700 feet of waterline to serve Jamestown Island; and

WHEREAS, the plans and specifications for the project has been advertised and competitively bid; and

WHEREAS, 11 firms submitted bids for the project with J. L. Warren, Inc., submitting a low bid of \$460,480; and

WHEREAS, the National Park Service will reimburse the JCSA for the costs of construction for the project plus a \$25,000 administrative fee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Jamestown Island Water Improvements Contract (Bid No. 00-B-0044) for \$460,480 to J. L. Warren, Inc.

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 25th day of April, 2000.

jmstwnis.res

M E M O R A N D U M

DATE: April 25, 2000
 TO: The Board of Directors
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority
 SUBJECT: Utility Policy Changes - FY 01 Water Rates

The attached resolution authorizes changes to the water rates for FY 01. A public hearing was held by the Board on April 11, 2000. At the April 19, 2000, work session, it was decided to change the first and third block rates.

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:	The next 10,000 gallons up to 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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Attached for your consideration and adoption is a resolution adopting the proposed change, which would become effective October 1, 2000. Staff recommends adoption of the proposed resolution.

 Robert H. Smith

CONCUR:

 Larry M. Foster

RHS/LMF/alc
 utilityrates.mem

Attachment

RESOLUTION

UTILITY POLICY CHANGES - FY 01 WATER RATES

WHEREAS, the Board of Directors of James City Service Authority has held a public hearing on certain 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 changes set forth below to be effective for all bills mailed on or after October 1, 2000.

1. Set the Residential Water Retail Service Rate to an Inverted-Block Rate Structure:

First Block	Less than 15,000 gallons per Quarter	\$2.30 per 1,000 gallons (\$1.72 per 100 cubic feet)
Second Block	The next 10,000 gallons up to 25,000 gallons per Quarter	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)
Third	More than 25,000 gallons per Quarter	\$6.00 per 1,000 gallons (\$4.49 per 100 cubic feet)

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 25th day of April, 2000.

utilpolchng00.res

M E M O R A N D U M

DATE: April 25, 2000
TO: The Board of Directors
FROM: Robert H. Smith, Assistant Manager, James City Service Authority
SUBJECT: Budget Amendments

The purpose of the memorandum is to request amendments to the JCSA budget for una nticipated expenditures related to Hurricane Floyd.

Hurricane Floyd, in September 1999, caused widespread damage to the JCSA infrastructure and facilities resulting in significant expenditures that were not programed in the budget. A detailed storm related expenditure record was maintained and submitted to the Federal Emergency Management Agency (FEMA) and Virginia Municipal League (VML), our insurance carrier. James City County has received funds totaling \$314,100 on behalf of the JCSA in its request for reimbursement. These funds will be transferred from the JCC General Fund to the JCSA Water, Sewer and CIP funds accordingly.

Attached for your consideration and adoption is a resolution to amend the FY 00 JCSA Operating and Capital Improvement Budget and the appropriation of \$314,100. I hereby recommend adoption.

Robert H. Smith

CONCUR:

Larry M. Foster

RHS/LMF/alc
floyd1.mem

Attachment

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY

WHEREAS, the Federal Emergency Management Agency (FEMA) and Virginia Municipal League (VML) have provided \$314,100 to James City County on behalf of the JCSA for Hurricane Floyd damage costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the FY 00 Operating and Capital Improvement Budget be amended and said funds appropriated for repair and replacement activities in the amounts as shown below:

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

Revenues:

Transfer From James City County \$ 7,955

Expenditures:

Personnel \$ 4,712

Operating & Maintenance 3,243

\$ 7,955

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

Revenues:

Transfer From James City County \$225,311

Expenditures:

Personnel \$ 43,281

Operating & Maintenance 182,030

\$225,311

3. The following amounts are hereby appropriated in the Capital Improvements Program:

Revenues:

Transfer From James City County \$ 80,834

Expenditures:

Sewer Improvements \$ 80,834

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 25th day of April, 2000.

floyd1.res

MEMORANDUM

DATE: April 25, 2000
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: FY 01 Appropriation Resolution

Attached for your consideration and adoption is the resolution for the FY 01 appropriations for the James City Service Authority:

Water Fund
Sewer Fund
Administration Fund
Capital Improvement Program

I hereby recommend adoption.

Larry M. Foster

LMF/tlc
fy01app.mem

Attachment

RESOLUTION

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2000, and ending June 30, 2001; and

WHEREAS, the Board of Directors has considered said 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	<u>\$4,354,268</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$ 1,454,904
Operations and Maintenance	986,017
Capital Equipment Outlay	24,600
Capital Improvements Program	<u>1,888,747</u>
	<u>\$4,354,268</u>

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

Sewer Fund - Revenues:

Service Charges	<u>\$3,673,900</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,009,153
Operations and Maintenance	932,787
Capital Equipment Outlay	104,000
Capital Improvement Program	<u>627,960</u>
	<u>\$3,673,900</u>

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$1,454,904
Allocated to Sewer Fund	<u>2,009,153</u>
	<u>\$3,464,057</u>

Expenditures:

Personnel Expenses	\$2,512,131
Operating Expenses	834,226
Capital Outlay	<u>117,700</u>
	<u>\$3,464,057</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Fund	\$1,888,747
Sewer Fund	627,960
Facility Charges	<u>2,969,883</u>
	<u>\$5,486,590</u>

Expenditures:

Water Supply	\$2,335,590
Small System Acquisition	50,000
Water Transmission	500,000
Sewer System Improvements	2,501,000
Record Drawings	50,000
Capital Contingency	<u>50,000</u>
	<u>\$5,486,590</u>

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Sanford B. Wanner
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County,
Virginia, this 25th day of April, 2000.

fy01a pp.res