

A G E N D A

JAMES CITY SERVICE AUTHORITY

County Government Center Board Room

May 14, 2002

7:00 P.M.

A. ROLL CALL

B. CONSENT CALENDAR

1. Minutes - April 23, 2002, Regular Meeting
2. Easement Abandonment - Stonehouse Development - Mill Pond Run

C. BOARD CONSIDERATIONS

1. Regulations Governing Utility Service (deferred from April 23, 2002)
2. Resolution of Appropriation - James City Service Authority - FY 2003

D. BOARD REQUESTS AND DIRECTIVES

E. ADJOURNMENT

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 23RD DAY OF APRIL 2002, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Bruce C. Goodson, Chairman
Michael J. Brown, Vice Chairman
Jay T. Harrison, Sr.
James G. Kennedy
John J. McGlennon

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

B. PUBLIC HEARING

1. Changes to the Regulations Governing Utility Service

Ms. Suzanne Mellen, Director of Budget and Accounting, gave an overview of the proposed Fiscal Year 2003 Budget and Changes to Regulations Governing Utility Service.

Mr. Goodson opened the public hearing.

Mr. Goodson recessed the Board for a break at 9:02 p.m.

At 9:10 p.m., Mr. Goodson reconvened the Board.

As no one wished to speak regarding the James City Service Authority Budget, Mr. Goodson closed the public hearing.

At 10:00 p.m. Mr. Goodson recessed the Board while the Board of Supervisors concluded its agenda.

Mr. Goodson reconvened the Board for the remainder of the agenda, at 10:05 p.m.

C. CONSENT CALENDAR

Mr. McGlennon made a motion to adopt the item on the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes –March 26, 2002, Regular Meeting

D. BOARD CONSIDERATIONS

1. Award of Contract – Ironbound (New Town) Water Storage Facility

Mr. Foster stated that specifications and plans for the 1.0 million-gallon water storage facility, to be located adjacent to the WMBG Radio Station building at the intersection of Monticello Avenue and Ironbound Road, had been publicly advertised for competitive bid.

Two firms submitted bids and staff recommended the Board approve the resolution awarding the contract to Henderson, Inc., for \$1,996,000.

Mr. McGlennon requested staff supervise the condition of the construction site in an effort to keep the site cleaned up.

Mr. Harrison made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

RESOLUTION

CONTRACT AWARD - IRONBOUND (NEW TOWN) WATER STORAGE FACILITY

WHEREAS, the Water Master Plan provides for the construction of a 1.0 million-gallon water storage facility as a key component of the James City Service Authority's water infrastructure needs; and

WHEREAS, the plans and specifications for the facility as prepared by AES, Engineers have been publicly advertised for competitive bid with two firms submitting proposals; and

WHEREAS, Henderson, Inc., submitted the low bid of \$1,996,000 and has satisfactorily performed similar work for the JCSA.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract in the amount of \$1,996,000 for the construction of the Ironbound (New Town) Water Storage Facility to Henderson, Inc.

2. Amendment to Regulations Governing Utility Service – Drought Contingency Plan

_____ Mr. Foster stated that staff has requested the deferral of this item to the Board's next meeting to make amendments to the report and resolution.

Without an objection, Mr. Goodson deferred the item to the next Board meeting.

E. BOARD REQUESTS AND DIRECTIVES - None

F. ADJOURNMENT

Mr. Harrison made a motion to adjourn until 7:00 p.m. on May 14, 2002.

The motion passed by a unanimous voice vote.

Mr. Goodson adjourned the Board at 10:12 p.m.

Sanford B. Wanner
Secretary to the Board

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MEMORANDUM

DATE: May 14, 2002
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Easement Abandonment - Stonehouse Development - Mill Pond Run

When easements for sewer lines were recorded for the Stonehouse Development, one of the easements crossed the right-of-way for Mill Pond Run. Stonehouse is in the process of recording the right-of-way for Mill Pond Run for acceptance by the Virginia Department of Transportation (VDOT). VDOT has requested that the portion of the easement crossing the right-of-way be abandoned before they accept the road into the VDOT system. The proposed abandonment is typical and causes no problems.

Staff recommends approval of the attached resolution authorizing the General Manager to sign the appropriate documents required to abandon the small portion of easement crossing Mill Pond Run.

Larry M. Foster

LMF/gs
stonehsease.mem

Attachments

RESOLUTION

EASEMENT ABANDONMENT - STONEHOUSE DEVELOPMENT - MILL POND RUN

WHEREAS, the Stonehouse Development has recorded an easement that crosses with the right-of- way of Mill Pond Run, a major street in the subdivision; and

WHEREAS, the Virginia Department of Transportation has requested that the easement area crossing the right-of-way of Mill Pond Run be abandoned; and

WHEREAS, this easement modification is a typical arrangement and presents no issues for the James City Service Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, approves the requested easement abandonment in Mill Pond Run and authorizes the General Manager to sign the required documents to accomplish the requested abandonment.

Bruce C. Goodson
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 14th day of May, 2002.

stonehsease.res

MEMORANDUM

DATE: May 14, 2002
 TO: The Board of Directors
 FROM: Larry M. Foster, General Manager, James City Service Authority
 SUBJECT: Changes to the Regulations Governing Utility Service

The attached resolution authorizes changes to the “Regulations Governing Utility Service.” A public hearing was held by the Board on April 23, 2002. These changes are indicated on the attached pages of the Regulations and are an effort to update Plan Review Fees which have not been changed since April 1990. The proposed fee schedule reflects the cost of performing the review.

Additionally, staff proposes to establish a Sub-Meter Account Charge in recognition of the additional time involved in administering this growing segment of the customer base. Staff also proposes to incorporate the inspection fee for water and sewer lines in the “Regulations Governing Utility Service.”

The attached changes propose to do the following:

1. Set the Plan Review Fee Schedule as follows:

	<u>Proposed</u>	<u>Existing</u>
<u>Rezoning</u>		
10 acres or less	\$ 100	\$ 50
Greater than 10 but less than 50 acres	150	100
Greater than 50 acres	200	200
<u>Special Use Permits</u>		
General (New)	200	0
Family Subdivision (New)	50	0
<u>Site Plans</u>		
<u>Administrative Review</u>		
Residential Structures (Multifamily) (New)	200 plus \$5 per unit	
Nonresidential Structures (New)	200 plus \$0.004 per sq. ft. of building area	
Mixed-Use Structures (New)	200 plus \$5 per residential unit plus \$0.004 per sq. ft. of non-residential building area	
<u>Planning Commission Review</u>		
Residential Structures (Multifamily)	200 plus \$5 per unit	50
Nonresidential Structures	200 plus \$0.004 per sq. ft. of building area	
Mixed-Use Structures	200 plus \$5 per residential unit plus \$0.004 per sq. ft. of non-residential building area	50

Residential Structures (Multifamily)	50 plus \$2 per unit	25
Nonresidential Structures	50 plus \$0.001 per sq. ft. of building area.	25
Mixed-Use Structures (New)	50 plus \$2 per residential unit plus \$0.001 per sq. ft. of non-residential building area	
<u>Master Plan Review</u>		
Initial Review	600	75
Revision of Plan (New)	600	0
<u>Subdivision Plan Review</u>		
No Public Improvements Required (New)	25	0
Public Improvements Required	150	25
Wastewater Pumping Station or Well Facility	1,500	100

2. Establish a Sub-Meter Account Fee:

Sub-Meter Account Charge. An account charge of \$18 shall be paid annually by each customer who has established a Sub-Meter Account. The payment for this charge will be prorated in equal amounts in the customers' utility service charge billing. The purpose of this charge is to defray the cost incurred in clerical and bookkeeping activities, the sending out and receiving of sub-meter forms for each reading, and making adjustments to the respective accounts.

3. Establish an Inspection Fee for water and sewer lines:

Inspection Fee for Water and Sewer Lines. There shall be a fee for the inspection by the service authority of public water and sewer installations. Such fee shall be \$1.43 per foot for every foot of water main and sewer main constructed and shall be submitted at the time of filing an application for a land disturbance permit. The current fee is \$0.62 as reflected in James City County's Subdivision Ordinance. The current fee has not been changed since April 1990 and is an effort to recover the actual costs of inspections.

Attached is a resolution adopting the proposed changes, which would become effective July 1, 2002. Staff recommends adoption of the proposed resolution.

Larry M. Foster

LMF/gs
pubhear04.mem

Attachments

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE

WHEREAS, the Board of Directors of the James City Service Authority set a Public Hearing on April 23, 2002, for proposed 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, hereby request staff to initiate review of Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates, fees, and charges which are summarized below to be effective July 1, 2002.

1. Set the Plan Review Fee Schedule as follows:

Rezoning

10 acres or less	\$ 100
Greater than 10 but less than 50 acres	150
Greater than 50 acres	200

Special Use Permits

General	200
Amendment to SUP	50

Site Plans

Administrative Review

Residential Structures (Multifamily)	200	Plus \$5 per unit
Nonresidential Structures	200	Plus \$0.004 per sq. ft. of building area
Mixed Use Structures	200	Plus \$5 per residential unit, plus \$0.004 per sq. ft. of non-residential area

Planning Commission Review

Residential Structures (Multifamily)	200	Plus \$5 per unit
Nonresidential Structures	200	Plus \$0.004 per sq. ft. of building area
Mixed Use Structures	200	Plus \$5 per residential unit, plus \$0.004 per sq. ft. of non-residential area

Amendment to an Approved Plan

Residential Structures (Multifamily)	50	Plus \$2 per residential unit
Nonresidential Structures	50	Plus \$0.001 per sq. ft. of building area
Mixed Use Structures	50	Plus \$2 per residential unit; plus \$0.001 per sq. ft. of non-residential area

Master Plan Review

Initial Review	600
Revision of Plan	600

Subdivision Plan Review

No Public Improvements Required	25
Public Improvements Required	150
Wastewater Pumping Station or Well Facility	1,500

2. Establish a Sub-Meter Account Fee:

Sub-Meter Account Charge. An account charge of \$18.00 shall be paid annually by each customer who has established a Sub-Meter Account. The payment for this charge will be prorated in equal amounts in the customer utility service charge billing.

3. Establish an Inspection Fee:

Inspection Fee for Water and Sewer Lines. There shall be a fee for the inspection of public water and sewer installations. Such fee shall be \$1.43 per foot for every foot of water main and sewer main constructed and shall be submitted at the time of filing an application for a land disturbance permit.

BE IT FURTHER RESOLVED, that the complete proposed amendments be made part of this resolution.

Bruce C. Goodson
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 14th day of May, 2002.

MEMORANDUM

DATE: May 14, 2002
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority - FY 03

Subject to any changes at the Budget Work Session held on May 8, 2002, attached for your consideration and adoption is the resolution for the FY 03 appropriations for the James City Service Authority:

Water Fund
Sewer Fund
Administration Fund
Capital Improvement Program

Staff recommends adoption of the attached resolution.

Larry M. Foster

LMF/gs
fy03app.mem

Attachment

RESOLUTION OF APPROPRIATION -

JAMES CITY SERVICE AUTHORITY - FY 03

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2002, and ending June 30, 2003; 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>\$5,685,394</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$1,694,989
Operations and Maintenance	1,484,280
Capital Equipment Outlay	88,300
Capital Improvements Program	2,417,825

\$5,685,394

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

Sewer Fund - Revenues:

Service Charges	<u>\$3,765,830</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,340,700
Operations and Maintenance	1,358,130
Capital Equipment Outlay	67,000

\$3,765,830

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$1,694,989
Allocated to Sewer Fund	<u>2,340,700</u>
	<u>\$4,035,689</u>

Expenditures:

Personnel Expenses	\$2,864,348
Operating Expenses	1,045,749
Capital Outlay	<u>125,600</u>
	<u>\$4,035,689</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Prior Year Fund Balance	\$3,300,000
Water Fund	2,417,825
Debit Financing	9,500,000
Facility Charges	<u>3,365,388</u>
	<u>\$18,583,213</u>

Expenditures:

Water Supply	\$14,108,213
Water Distribution	650,000
Water Storage	140,000
Water Transmission	700,000
Sewer System Improvements	2,625,000
Other Projects	<u>360,000</u>
	<u>\$18,583,213</u>

Bruce C. Goodson
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 14th day of May, 2002.

fy03app.res