

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY**

**County Government Center Board Room**

**May 28, 2002**

**7:00 P.M.**

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**A. ROLL CALL**

**B. CONSENT CALENDAR**

1. Minutes: May 14, 2002, Regular Meeting

**C. BOARD CONSIDERATIONS**

1. Award of Contract - Supervisory Control and Data Acquisition (SCADA) - Phase III
2. FY 2002 Budget Amendment - Water and Sewer Fund
3. Amendment to Regulations Governing Utility Service: Section 34 - Withdrawal Impact Mitigation Plan

**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 14TH DAY OF MAY 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. CONSENT CALENDAR**

Mr. Harrison made a motion to adopt the items on the Consent Calendar.

The motion passed by a unanimous voice vote.

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

**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.

**C. BOARD CONSIDERATIONS**

1. Changes to the Regulations Governing Utility Service (deferred from April 23, 2002)

Mr. Foster provided an overview of the proposed changes to the Regulations Governing Utility Service and stated that a public hearing for this item was held on April 23, 2002.

Mr. Brown stated concern regarding the establishment of a sub-meter account fee.

A Board and staff discussion on the sub-meter account fee followed.

Mr. Brown made a motion to approve the resolution with the omission of the language referring to the sub-meter account fee.

A brief discussion followed, after which Mr. McGlennon made a motion to amend Mr. Brown's motion thereby including the sub-meter account fee language.

On a roll call, the vote to restore the sub-meter account fee language was: AYE: Kennedy, McGlennon, Goodson. (3). NAY: Brown, Harrison (2).

Board and staff discussion followed on the installation costs for sub-meters and the administrative costs associated with the sub-meters.

Mr. McGlennon made a motion to approve the original resolution that included a provision for a \$18.00 per year submeter fee.

On a roll call, the vote was: AYE: Kennedy, McGlennon, Goodson (3). NAY: Brown Harrison (2).

**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:

<u>Rezoning</u>	
10 acres or less	\$ 100
Greater than 10 but less than 50 acres	150
Greater than 50 acres	200
<u>Special Use Permits</u>	
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.

2. Resolution of Appropriation – James City Service Authority – FY03

Mr. Foster presented a Resolution of Appropriation for the James City Service Authority for Fiscal Year 2003.

Mr. McGlennon made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

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
<b>Capital Improvements Program</b>	<b><u>2,417,825</u></b>
	<u>\$5,685,394</u>

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

Sewer Fund - Revenues:

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

Administration Fund Allocation	\$2,340,700
Operations and Maintenance	1,358,130
<b>Capital Equipment Outlay</b>	<b><u>67,000</u></b>
	<u>\$3,765,830</u>

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	2,340,700
	<u>\$4,035,689</u>

Expenditures:

Personnel Expenses	\$2,864,348
Operating Expenses	1,045,749
Capital Outlay	125,600
	<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	3,365,388
	<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	360,000
	<u>\$18,583,213</u>

**D. BOARD REQUESTS AND DIRECTIVES**

Mr. Brown requested staff to investigate alternate methods to bill customers for sewer fees.

Mr. Goodson concurred with Mr. Brown's request.

**E. ADJOURNMENT**

Mr. Harrison made a motion to adjourn until 7:00 p.m. on May 28, 2002.

The motion passed by a unanimous voice vote.

Mr. Goodson adjourned the Board at 8:37 p.m.

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Sanford B. Wanner  
Secretary to the Board

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MEMORANDUM

DATE: May 28, 2002  
TO: The Board of Directors  
FROM: Larry M. Foster, General Manager, James City Service Authority  
SUBJECT: Contract Award - Supervisory Control and Data Acquisition (SCADA) - Phase III

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The James City Service Authority (JCSA) operates approximately 100 wells and wastewater pumping stations scattered around the County. The ability to remotely monitor the operation of these facilities is critical. Currently, the majority of the facilities are monitored by an obsolete and antiquated telemetry system that is only capable of providing basic alarms. The system has no capability to remotely control the functions of the system or collect vital data about the facility's operation.

Approximately five years ago, the JCSA began retrofitting its facilities with Supervisory Control and Data Acquisition (SCADA) to replace the telemetry system. SCADA offers many capabilities that are not possible using the telemetry system. These capabilities include access through a laptop computer to make monitoring the water and sewer systems much more accessible after normal working hours. The SCADA system is also capable of monitoring pump-run times and system pressures to assist in operating the collective facilities more efficiently and to assist in planning for future system needs. The capabilities of the SCADA system was demonstrated to the Board of Directors at a work session on September 26, 2000. Phase I and II of the retrofit have been completed.

The third and final phase of the SCADA program was advertised for interested firms to submit sealed competitive proposals providing the associated services with the project. Four firms submitted proposals expressing their interest, qualifications, and experience in providing similar work. Two firms were interviewed by a panel of staff members that selected Systems East, Inc. (SEI), as the most qualified firm. After selection, a price of \$662,000 was negotiated to complete the scope of services associated with the project.

The estimate prepared by staff for SCADA Phase III was \$775,000. Funds for the project are included in the FY 2002 budget.

Staff recommends that the Board approve the attached resolution awarding a contract in the amount of \$662,000 for the Supervisory Control and Data Acquisition - Phase III Project to System East, Inc.

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Larry M. Foster

LMF/gs  
scadaIIIaward.mem

Attachment

**RESOLUTION**

**CONTRACT AWARD - SUPERVISORY CONTROL AND DATA ACQUISITION - PHASE III**

WHEREAS, the James City Service Authority has advertised a request for proposals and reviewed proposals submitted by four interested firms to complete Phase III of its Supervisory Control and Data Acquisition System (SCADA); and

WHEREAS, Systems East, Inc., was selected as the most qualified firm to provide the services associated with the project; and

WHEREAS, a fee of \$662,000 was negotiated with System East, Inc., for providing the services with funds available in the Fiscal Year 2002 budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for performing the services to complete Phase III of the Supervisory Control and Data Acquisition Project to Systems East, Inc., for \$662,000.

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of May, 2002.

scadaIIIaward.res

MEMORANDUM

DATE: May 28, 2002  
TO: The Board of Directors  
FROM: Larry Foster, General Manager, James City Service Authority  
SUBJECT: FY 2002 Budget Amendments - Water and Sewer Fund

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The JCSA has experienced higher than anticipated expenditures this fiscal year in the Sewer Fund for utilities and facility maintenance and repair. This is attributed to higher than normal pump station/sewer line repairs and low estimated electrical usage, which was identified in the budget review process and it is now estimated at \$170,000. In order to accommodate this increase, it is requested that the FY 02 Budget be amended to add an additional \$170,000 to the Sewer Fund.

During the FY 03 Budget development process, it was also determined that certain CIP expenditures would be more appropriately accounted for in the Operating Budget. One of the items transferred to the Operating Budget was Water Tank Coatings. Funds have been programmed to carry out the actual repair, cleaning, and painting of the tanks starting in FY 2003. In order to start the cleaning process in August 2002, the most advantageous time of the year to begin, an engineering services contract to design and prepare bid documents needs to be initiated in June 2002. This requirement was not programmed in the FY 2002 Operating Budget, and therefore will require an additional \$31,000 to be added to the Water Fund.

Attached for consideration and adoption is the resolution for the additional appropriation from the Reserve Fund to support the above described Sewer Fund and Water Fund expenses. Staff recommends approval of the resolution.

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Larry M. Foster

LMF/gs  
watersewerfund.mem

Attachment

**RESOLUTION**

**FY 2002 BUDGET AMENDMENT - WATER & SEWER FUND**

WHEREAS, the James City Service Authority (JCSA) has identified a shortfall for utilities and maintenance and repair expenditures in the Sewer Fund; and

WHEREAS, the JCSA has identified a new requirement for a Water Tank Coating Engineering Services Contract in the Water Fund; and

WHEREAS, these unanticipated Sewer Fund expenses were originally estimated at \$487,345 and now are estimated to total \$657,345 in the FY 2002 Sewer Fund Budget; and

WHEREAS, there is a new Water Fund requirement of \$31,000 that was not included in the FY 2002 Water Fund Budget; and

WHEREAS, funds totaling \$201,000 are available in the JCSA Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the FY 2002 budget is amended as follows:

From:

Reserve Fund	<u>\$201,000</u>
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To:

<u>Water Fund</u>	
Tank Coatings	31,000

<u>Sewer Fund</u>	
Utilities	68,000
Facility Maintenance	60,000
Grinder Pump Maintenance	24,000
Operating Supplies	<u>18,000</u>

\$201,000

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City  
County, Virginia, this 28th day of May, 2002.

watersewerfund.res

MEMORANDUM

DATE: May 28, 2002

TO: The Board of Directors

FROM: Larry M. Foster, General Manager, James City Service Authority

SUBJECT: Amendment to Regulations Governing Utility Service: Section 34 - Withdrawal Impact Mitigation Plan

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The Department of Environmental Quality (DEQ) issues permits to the James City Service Authority (JCSA) that provide the conditions for the JCSA to withdraw groundwater for its customers. The JCSA has eight groundwater withdrawal permits that cover seven independent water systems and the “Central Water System.”

One of the permit conditions requires that the JCSA have a Withdrawal Impact Mitigation Plan (Plan). The Plan is included in the JCSA’s Regulations Governing Utility Service as Section 34. Section 34 provides procedures for handling claims submitted by private well owners for the failure of a well. The repair can range from lowering the pump to replacement of a well. In an extreme case, a claim could require extension of the JCSA water system to a structure. This has never occurred, though one well owner making a claim chose to connect the adjacent JCSA water line.

The Groundwater Withdrawal Permit issued by DEQ requires that the JCSA pay for the repair, replacement, or provide an alternate water supply for owners of wells that are within the one-foot draw down area of the JCSA’s permitted withdrawal. The impact is defined by a computer model that simulates the impact of the JCSA draw down and composes a map that defines the impact area. When a claim is submitted to mitigate a failed well in the aquifer for which the JCSA has a groundwater withdrawal permit that is within the defined impact area, the JCSA has accepted the claim. To date the JCSA has paid 183 validated claims for well mitigations.

DEQ is in the process of reviewing the JCSA Groundwater Withdrawal Permit Application. In doing so, DEQ has suggested several minor changes that are reflected on the attached resolution. The changes are minor and do not present a material change in the Plan.

Since all groundwater withdrawal permits require a Well Impact Mitigation Plan that is acceptable to the DEQ, the issuing agency has suggested the minor changes. Staff recommends that the Board approve the attached resolution amending Section 34 - Well Impact Mitigation Plan in the Regulations Governing Utility Service.

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Larry M. Foster

LMF/gb  
sec.34.mem

Attachments

**RESOLUTION**

**AMENDMENT TO REGULATIONS GOVERNING UTILITY SERVICE:**

**CHAPTER 34 - WITHDRAWAL IMPACT MITIGATION PLAN**

WHEREAS, the James City Service Authority has eight permits issued by the Department of Environmental Quality (DEQ) that provide the conditions for withdrawing groundwater to support its customers' needs; and

WHEREAS, the DEQ has offered acceptable minor changes to the wording in the Withdrawal Impact Mitigation Plan which is a required condition of groundwater withdrawal permits.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, approves the amendments to Chapter 34 - Withdrawal Impact Mitigation Plan as identified on the attached amendments dated May 28, 2002.

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Bruce C. Goodson  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 28th day of May, 2002.

sec34.res