

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**January 23, 2007**

**7:00 P.M.**

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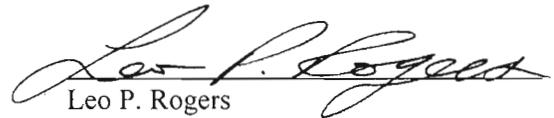
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<b>A. CALL TO ORDER</b>	
<b>B. ROLL CALL</b>	
<b>C. ORGANIZATIONAL MEETING</b>	
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MEMORANDUM

DATE: January 23, 2007  
TO: The Board of Directors  
FROM: Leo P. Rogers, County Attorney  
SUBJECT: Organizational Meeting

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The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2007 and the date of the 2008 organizational meeting, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

  
Leo P. Rogers

LPR/gs  
bodorgjcsa07.mem

Attachment

**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 2007.

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 2007.

1. Regular meetings of the Board of Directors shall be held following the regular Board of Supervisors' meetings on the fourth Tuesday of each month, except in August and December when the Board meeting shall be held following the regular Board of Supervisors' meetings on the second Tuesday of such months. The meetings shall be held following the 7:00 p.m. Board of Supervisors meeting.
2. The 2008 organizational meeting shall be held on the fourth Tuesday in January 2008 following the 7:00 p.m. Board of Supervisors meeting.
3. The Board shall, for parliamentary purposes, follow Robert's Rules of Order, Newly Revised, 1981 and more specifically those provisions which pertain to the Conduct of Business in Boards, et.seq, in particular, the "Procedure in Small Boards" as follows:
  - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - b. Motions need not be seconded.
  - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - d. Informal discussion of a subject is permitted while no motion is pending.
  - e. The Chairman can speak in discussion without leaving the chair; and can make motions and votes on all questions.

\_\_\_\_\_  
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 23rd day of January, 2007.

bodorgjcsa07.res

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 12TH DAY OF DECEMBER 2006, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

**A. CALL TO ORDER**

**B. ROLL CALL**

John J. McGlennon, Chairman  
Jay T. Harrison, Sr., Vice Chairman  
James O. Icenhour, Jr.  
Bruce C. Goodson  
M. Anderson Bradshaw

Larry M. Foster, Acting Secretary  
Leo P. Rogers, County Attorney  
Robert H. Smith, Acting General Manager

**C. CONSENT CALENDAR**

Mr. Smith provided an overview of the item on the Consent Calendar.

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

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

1. Minutes - November 28, 2006, Regular Meeting

**D. PUBLIC HEARING**

1. Property Disposal

Mr. Smith stated the Public Hearing was for a property disposal sale of surplus property resulting from demolition of a water facility at 125 Riverview Plantation Drive. He stated the item was pulled from Public Hearing on June 27, 2006, to give the homeowners association time to consider purchasing property, which they decided not to purchase. He stated the parcel was now coming before the Board for disposal.

Staff recommended approval for the resolution authorizing the General Manager to sign documents over to the future owner.

Mr. McGlennon opened the Public Hearing.

As no one wished to speak to this matter, Mr. McGlennon closed the Public Hearing.

Mr. Bradshaw requested to amend the resolution to strike the word "for" in order for the resolution to read, "at market value."

Mr. Harrison made a motion to adopt the resolution as amended

On a roll call vote, the vote was AYE; Harrison, Icenhour, Goodson, Bradshaw, McGlennon (5). NAY: (0).

**RESOLUTION**

**PROPERTY DISPOSAL**

WHEREAS, the staff of the James City Service Authority has determined that the parcel listed below is no longer needed; and

<u>Parcel Number</u>	<u>Address</u>	<u>Acres</u>	<u>Buildable</u>
1640300011	125 Riverview Plantation Dr.	.651	Yes

WHEREAS, the parcel will be offered for sale at market value.

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 sign the appropriate documents necessary to dispose of the parcel as described above.

**E. BOARD REQUESTS AND DIRECTIVES - None**

Mr. McGlennon thanked Mr. Foster, Mr. Smith, and Mr. Poe for their work with the Service Authority.

Mr. Bradshaw thanked Mr. McGlennon for his service as Chairman.

**F. ADJOURNMENT**

Mr. Harrison made a motion to adjourn.

The motion passed by a unanimous voice vote.

Mr. McGlennon adjourned the Board at 9:42 p.m.

\_\_\_\_\_  
Sanford B. Wanner  
Secretary to the Board

## M E M O R A N D U M

DATE: January 23, 2007

TO: The Board of Directors

FROM: Robert H. Smith, Acting General Manager, James City Service Authority (JCSA)

SUBJECT: Approval of Bridge Maintenance and Cost Sharing Agreement - New Town Commercial Association

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New Town Commercial Association is developing the Oxford Crescent Townhomes as part of the overall New Town project. The development includes numerous walking trails and other recreational facilities.

Because of the topography, a sewer bridge is necessary to provide public sewer service to the development. One of the walking areas lends itself to the dual use of a sewer bridge structure as the support structure for a walking trail. The James City Service Authority has similar arrangements in the Kingsmill and Colonial Heritage developments, which have been mutually beneficial relationships.

To accommodate the dual use, an agreement has been developed to define each party's responsibility. The agreement provides that the JCSA is responsible for 50 percent of the maintenance costs of the support structure and 100 percent of the cost of maintaining the sewer line. The agreement further provides that New Town Commercial Association is responsible for 100 percent of the costs of maintaining the support structure over the sewer line and the walking bridge.

Staff recommends that the Board approve the attached resolution authorizing the Acting General Manager to sign the Bridge Maintenance and Costs Sharing Agreement with New Town Commercial Association providing the terms and responsibilities for a joint use sewer and walking trail bridge.



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Robert H. Smith

RHS/gs  
Oxfordbridge.mem

Attachment

**RESOLUTION**

APPROVAL OF BRIDGE MAINTENANCE AND COST SHARING AGREEMENT -

NEW TOWN COMMERCIAL ASSOCIATION

WHEREAS, New Town Commercial Association is developing Oxford Crescent Townhomes in James City County and the townhomes will have numerous walking trails and other recreational amenities; and

WHEREAS, the James City Service Authority will provide public sewer service to the development and one of the planned sewer lines will require a bridge lending itself to dual use as the support structure for a walking trail bridge; and

WHEREAS, James City Service Authority staff, in conjunction with representatives of New Town Commercial Association have developed an agreement providing the terms for joint use of the sewer/walking trail bridge.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the Acting General Manager of the James City Service Authority to sign the agreement defining the terms for the joint use of the sewer walking trail bridge.

\_\_\_\_\_  
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 23rd day of January, 2007.

Oxfordbridge.res

**M E M O R A N D U M**

DATE: January 23, 2007

TO: The Board of Directors

FROM: Robert H. Smith, Acting General Manager, James City Service Authority (JCSA)

SUBJECT: Setting a Public Hearing - FY 2008 Utility Rates

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Staff requests that the Board of Directors set a public hearing for April 10, 2007, for a purposed Water System Facilities Charge (WSFC) change to coincide with the public hearing on the FY 2008 Budget. At a Work Session held on July 25, 2006, the Board was presented with a projected (proposed) increase to the WSFC from \$300 to \$500 per bathroom fixture to help finance the JCSA portion of the King William Reservoir project.

The Board requested that staff consider establishing a Lawn Irrigation (LI) connection fee to offset or reduce the proposed WSFC increase. The Board was provided a Reading File memo at its meeting on October 24, 2006, which presented a \$1,400 LI connection fee and WSFC of \$450 per bathroom fixture. The combined fees allowed for a revenue neutral position in the Capital Improvements Program.

The Board was informed at the October 24, 2006, meeting, that the Water Conservation Committee suggested that the LI connection fee be set at \$900, which would be equivalent to a single bathroom with three fixtures and recommended the increase from \$300 to \$500 per bathroom fixture. This proposal would address the uncertainty of revenue projections for LI systems.

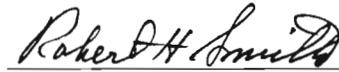
Investigation revealed that LI systems require a permit issued by Code Compliance, however, it was also revealed these permits did not compare favorably to LI submeters being registered by the JCSA. Should the Board want to establish a LI connection fee, it is recommended that the LI permit not be issued until the LI fee has been paid to JCSA and that JCSA not register LI submeters unless a LI permit has been issued. This policy would tighten the permitting process but would not ensure that all LI systems are permitted.

Traditionally, during the January Board of Directors meeting, staff requests the Board to set a public hearing date for proposed utility water and sewer rate changes. Notice of the April 10, 2007, Public Hearing, will need to be advertised on February 3, 2007, and February 17, 2007, to meet the 60-day public notice required by Section 15.2-5136 of the Code of Virginia.

The proposed changes are listed below:

- A. Increase the Water System Facilities Charge for a residential 5/8-inch meter from \$300 to \$500 per bathroom fixture; and
- B. Establish a Lawn Irrigation Connection Fee of \$900.

Staff recommends approval of the attached resolution setting the JCSA's FY 2008 Budget Public Hearing at 7 p.m. on April 10, 2007, to coincide with other budget public hearings.



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Robert H. Smith

RHS/gs  
FY08utilrates\_ph.mem

Attachment

**RESOLUTION**

**SETTING A PUBLIC HEARING - FY 2008 UTILITY RATES**

WHEREAS, the Board of Directors of the James City Service Authority desires to set a public hearing for proposed utility rate 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, that the Board of Directors will hold a Public Hearing on April 10, 2007, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service, and make changes to the rates, fees, and charges that are summarized below, which will become effective July 1, 2007, if adopted:

1. Increase the Water System Facilities Charge:
  - A. Residential 5/8-inch meter - ~~\$300~~ \$500 per bathroom fixture
  - B. Mixed-use structures such as apartments, townhouses, timeshares, and residential condominium projects:
    1. Individually meter each unit - ~~\$300~~ \$500 per bathroom fixture; and
    2. Meter each building in multibuilding projects - ~~\$300~~ \$500 per bathroom fixture;  
or
    3. Master meter the entire project - ~~\$225~~ \$300 per bathroom fixture.
2. Establish a Lawn Irrigation (LI) connection fee of \$1,400.

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

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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 23rd day of January, 2007.

FY08utilrates\_ph.res

# JAMES CITY SERVICE AUTHORITY

## NOTICE OF PUBLIC HEARING

### UTILITY RATES

The Board of Directors of the James City Service Authority will hold a Public Hearing on April 10, 2007, at 7 p.m., in the Building F Board Room, County Government Center, 101 Mounts Bay Road, James City County, Virginia, to consider the following:

1. Increase the Water System Facilities Charge:
  - A. Residential 5/8-inch meter - ~~\$300~~ \$500 per bathroom fixture
  - B. Mixed-use structures such as apartments, townhouses, timeshares, and residential condominium projects:
    - 1.) Individually meter each unit - ~~\$300~~ \$500 per bathroom fixture; and
    - 2.) Meter each building in multibuilding projects - ~~\$300~~ \$500 per bathroom fixture;  
or
    - 3.) Master meter the entire project - ~~\$225~~ \$300 per bathroom fixture.
2. Establish a Lawn Irrigation (LI) connection fee of \$900.

Public comments are invited at the scheduled Public Hearing. All interested parties are invited to attend. Comments, in writing, may be addressed to General Manager, James City Service Authority, P. O. Box 8784, Williamsburg, VA 23185.

All proposed rates and fees governing water service utilities are proposed to be implemented July 1, 2007.

Robert H. Smith  
Acting General Manager  
James City Service Authority

Daily Press - Display February 3, 2007 and February 17, 2007  
AD 4" x 6" - Neighbors Section

DISTRIBUTION: FMS Accounting - Charge to 101-100-0200  
Toano Satellite Office  
JCSA - Bob Smith  
PH File

FY08utilrates\_ph.att

(a) Metered water service.

Commercial, industrial, institutional, multifamily residential and single-family residential:

<u>Meter size</u> <u>(inches)</u>	<u>Charge</u>	<u>Meter size</u> <u>(inches)</u>	<u>Charge</u>
5/8 Residential	\$ <del>300</del> 500 per Bathroom fixture	3	\$24,000
5/8 Nonresidential	2,500	4	37,500
3/4	3,500	6	75,000
1	4,000		
1-1/2	7,500		
2	12,000		

(b) Metered water service.

For mixed-use structures such as apartments, townhouses, timeshares, and residential condominium projects, the developer has three options to establish connection fees:

- (1) Individually meter each unit - ~~\$300~~500 per Bathroom fixture
- (2) Meter each building in multibuilding projects - ~~\$300~~500 per Bathroom fixture
- or
- (3) Master meter the entire project - ~~\$225~~300 per Bathroom fixture

Note: Should Option No. 3, master meter be selected, a ~~\$225~~300 per Bathroom fixture will be assessed and the JCSA will not be responsible for the water distribution system beyond the master meter or the on-site wastewater collection system. Meter size will be determined by the JCSA Engineering Division.

**The purpose of this charge is to defray in part the cost of providing major supply, transmission main, booster pumping and distribution storage facilities.** The charge shall be paid prior to the issuance of a plumbing permit from Code Compliance.

2. Local facilities charge. A local facilities charge of \$1,300.00 for each separate connection to an existing water main shall be paid by each applicant who desires to secure water service therefrom, which charge shall be paid prior to the approval of the application for service; provided, however, in any instance where satisfactory evidence shows that an applicant for a connection has paid the cost of installation of the local facility to which the connection is to be made, either by installing the local facility at his expense and then conveying the same to the Authority (or its predecessors) or by reimbursing the Authority (or its predecessors) for the cost of such local facility, the local facilities charge shall be waived. Additionally, where the Authority did not install or have a rebate agreement, the local facilities charge shall also be waived.

- J. Inspection Fee. There shall be an inspection fee of \$25.00 for the third and subsequent inspections for water and sewer service connections. These will include, but are not limited to, water meter box installations, water and sewer service line connections, and grinder pump installations. This charge will be paid prior to the third and/or subsequent inspections.

**The purpose of this fee is to defray the expenses of making multiple on-site inspections to correct previously identified deficiencies.**

- K. 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.

**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.**

- L. 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 certificate to construct.

**The purpose of this change is to defray the cost incurred to make the actual inspection of the water and sewer lines.**

- M. Lawn Irrigation Connection Fee. There shall be a Lawn Irrigation Connection fee of \$900 for each residential and commercial account. This fee will be paid to the JCSA prior issuance of a Lawn Irrigation Permit by the County Code Compliance office.

**The Purpose of this charge is to defray in part the cost of providing major supply, transmissions main, booster pumping and distribution storage facilities.**

# James City Service Authority

## Setting Public Hearing for Utility Rate Changes



### Background

- 7/25/06 – Work Session on King William Reservoir
  - Staff recommended no change to Water/Sewer Service Rates
  - Staff proposed increase to Water System Facilities Charge with a change of \$300 to \$500 for each bathroom fixture
  - Board requested staff consider lawn irrigation (LI) fee



## Background

- 10/24/06 – Staff provided Board a proposed LI fee
  - \$1400 LI fee & \$450 per fixture fee
- Water Conservation Committee suggested
  - \$900 LI fee & \$500 per fixture fee



## Background

- Investigation revealed between 2004 & 2006:
  - LI Permits Issued (23% of connection fees paid)
  - Sub-Meters Registered (41% of connection fees paid)
- Establishment of Lawn Irrigation Fee:
  - Require new administrative practice
  - Permit not issued unless fee is paid
  - Sub-Meter not registered unless permit issued



## Findings

- That increase in Water System Facilities Fee would provide required revenue to fund FY08-12 CIP to include long term water supply, i.e. King William Reservoir
- That the establishment of a Lawn Irrigation Fee is feasible but would initially generate an uncertain revenue stream



## Recommendation

- That the Board set a Public Hearing for April 10, 2007 for proposed FY08 Utility Rate Changes
- That proposed changes include:
  - Increase \$300 to \$500 per bathroom fixture
  - Establish a Lawn Irrigation Connection Fee of \$900

Typical House with 8 bathroom fixtures

With LI Fee \$4,900

W/O LI Fee \$4,000

- That proposed changes become effective July 1, 2007



# Utility Rate Changes

## Questions ?