

A G E N D A

JAMES CITY COUNTY BOARD OF DIRECTORS

County Government Center Board Room

April 24, 2007

7:00 P.M.

| | <u>Page</u> |
|---|-------------|
| A. CALL TO ORDER | |
| B. ROLL CALL | |
| C. CONSENT CALENDAR | |
| 1. Minutes - | |
| a. March 27, 2007, Regular Meeting..... | 1 |
| b. April 10, 2007, Special Meeting..... | 3 |
| 2. Incorporation of Hampton Roads Help to Others (H2O) Program as 501(c)(3) Nonprofit | 5 |
| 3. Bid Award - Mosby Drive Sewer Main Replacement Project | 7 |
| D. BOARD CONSIDERATION | |
| 1. Changes to the Regulations Governing Utility Service - FY 08 Utility Rates | 9 |
| 2. Resolution of Appropriation - James City Service Authority - FY 08..... | 11 |
| E. BOARD REQUESTS AND DIRECTIVES | |
| F. ADJOURNMENT | |

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 27TH DAY OF MARCH 2007, 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

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

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Robert H. Smith, Acting General Manager

C. CONSENT CALENDAR

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

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

1. Minutes - February 27, 2007, Regular Meeting

D. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon mentioned the benefit of having discussions on the fee proposal set for later this spring.

Mr. Smith agreed and stated that staff was working on this.

Mr. Icenhour expressed concern for the enforceability of the fee proposal and advised staff to make sure the proposal allowed for a level playing field that would apply to all parties involved.

Mr. Smith stated that the Reading File was a good source of information on these issues.

E. ADJOURNMENT

Mr. McGlennon made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 7:52 p.m., Mr. Harrison adjourned the Board.

Sanford B. Wanner
Secretary to the Board

032707bod.min

AT A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 10TH DAY OF APRIL 2007, 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

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

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Robert H. Smith, Acting General Manager

C. PUBLIC HEARING

1. FY 2008 County Budget
 - a. FY 2008 Utility Rates

Mr. Glenn Gross, 3909 Gilford Lane, commented on the proposed Lawn Irrigation fee. Virginia Irrigation Association – alternative for fee, not fair policing and assurance that irrigation contractors are on a level field, met on April 4, meeting on April 17 at 4 p.m., to come up with a solution to the irrigation fee, 30 percent of new construction will have irrigation, not high enough, may be as high as 50 percent, benefit County irrigation contractors and consumers.

D. RECESS

Mr. Goodson made a motion to recess to April 12 for a budget work session.

Mr. Harrison recessed to the budget work session.

Sanford B. Wanner
Secretary to the Board

MEMORANDUM

DATE: April 24, 2007
TO: The Board of Directors
FROM: Robert H. Smith, Acting General Manager, James City Service Authority (JCSA)
SUBJECT: Incorporation of Hampton Roads Help To Others (H2O) Program as 501(c)(3) Nonprofit

Help to Others (H2O) is a community-based program that assists people in crisis pay their water bill through the generosity of utility customers. The JCSA is a charter member of the H2O Program, which was established in 1997 by the Hampton Roads Planning District Commission.

Financial assistance through the H2O Program has provided approximately \$40,000 annually since its inception to households of need in the region. It is believed that donations to the H2O Program are likely to increase if donations were tax deductible. Incorporation of the Hampton Roads H2O Program as a 501(c)(3) nonprofit corporation is necessary to ensure that donations to the Program are tax deductible. Program administration costs are borne by the participating local government utilities, Hampton Roads Sanitation District (HRSD), and social service providers.

Staff recommends approval of the attached resolution authorizing the General Manager to serve as a Director of the Hampton Roads H2O Program.

Robert H. Smith

RHS/gb
IncorporateH2O.mem

Attachment

RESOLUTION

INCORPORATION OF HAMPTON ROADS HELP TO OTHERS (H2O) PROGRAM

AS 501(C)(3) NONPROFIT

WHEREAS, the Hampton Roads Help to Others (H2O) Program was established as a pilot program through the Hampton Roads Planning District Commission (HRPDC) in 1997; and

WHEREAS, the James City Service Authority (JCSA) has participated in the H2O Program since it was established as a regional program through HRPDC in 1999; and

WHEREAS, the H2O Program is designed to provide financial assistance to families in danger of losing water service due to an inability to pay their water bill because of a family crisis, such as a death, illness, or loss of employment; and

WHEREAS, funding to support the financial assistance furnished through the H2O Program is provided by voluntary donations from citizens throughout the Hampton Roads Region and it is believed that donations to the H2O Program are likely to increase if donations were tax deductible allowing for increased assistance to Hampton Roads residents; and

WHEREAS, incorporation of the H2O Program as a 501(c)(3) nonprofit corporation is necessary to ensure that donations to the Program are tax deductible; and

WHEREAS, the JCSA desires to continue participating in the H2O Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, will continue participating in the H2O Program and urges the other communities of Hampton Roads to join in this endeavor.

BE IT FURTHER RESOLVED that the JCSA requests HRPDC proceed with incorporation of the H2O Program as a 501(c)(3) Corporation under the laws of the Commonwealth of Virginia and the provisions of the Internal Revenue Code.

BE IT FURTHER RESOLVED that the JCSA designates the General Manager, James City Service Authority, to serve as a Director of the H2O Program in accordance with the Bylaws of the Corporation.

Jay T. Harrison, Sr.
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 24th day of April, 2007.

IncorporateH20.res

MEMORANDUM

DATE: April 24, 2007
 TO: The Board of Directors
 FROM: Robert H. Smith, Acting General Manager, James City Service Authority
 SUBJECT: Bid Award - Mosby Drive Sewer Main Replacement Project

The James City Service Authority (JCSA) has determined that a 410-foot section of the gravity sewer main along Mosby Drive in the James Terrace subdivision needs to be replaced due to deterioration of an existing pipe. Replacing the gravity sewer main will improve sewer flows and prevent sewer discharges into the environment.

The plans and specifications for replacing the gravity sewer main have been publicly advertised and competitively bid with four firms submitting bids as follows:

| <u>Firm</u> | <u>Amount</u> |
|--------------------------|---------------|
| Stauch Dasher Group, LLC | \$185,000 |
| Walter Via | \$314,000 |
| Jack Massie | \$395,483 |
| Tidewater Utility | \$575,000 |

Stauch Dasher Group, LLC's bid is above the engineer's estimate of \$160,000. However, additional funds are available within the JCSA Capital Improvements Program budget. Stauch Dasher Group, LLC has been determined capable of performing the work associated with this project. Once the replacement project is complete, the affected road area will be resurfaced under a separate contract in accordance with Virginia Department of Transportation (VDOT) requirements.

Staff recommends approval of the attached resolution awarding the Mosby Drive Sewer Main Replacement Project to Stauch Dasher Group, LLC.

Robert H. Smith

RHS/gb
 MosbyProject.mem

Attachments

RESOLUTION

BID AWARD - MOSBY DRIVE SEWER MAIN REPLACEMENT PROJECT

WHEREAS, the bid to replace 410 feet of sewer main along Mosby Drive was advertised and publicly opened; and

WHEREAS, four firms submitted bids on the project with Stauch Dasher Group, LLC being the lowest responsive and responsible bidder. Staff recommends awarding the Mosby Drive Sewer Main Replacement Project to Stauch Dasher Group, LLC for a contract price of \$185,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the bid for the Mosby Drive Sewer Main Replacement Project to the firm submitting the lowest responsive bid - Stauch Dasher Group, LLC for \$185,000.

Jay T. Harrison, Sr.
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 24th day of April, 2007.

MosbyProject.res

MEMORANDUM

DATE: April 24, 2007
TO: The Board of Directors
FROM: Robert H. Smith, Acting General Manager, James City Service Authority
SUBJECT: Changes to the Regulations Governing Utility Service - FY 08 Utility Rates

The attached resolution approves changes to the “Regulations Governing Utility Service.” At a board meeting held on January 23, 2007, the Board was presented with a proposed Water System Facilities Charge (WSFC) change and the establishment of a new Lawn Irrigation (LI) Connection Fee for FY 08. A public hearing on the proposed changes was subsequently held on April 10, 2007. A follow-up budget work session was held by the Board on April 17, 2007. At the Work Session, it was recommended that the LI Connection Fee be deferred until the May 22, 2008, meeting to allow more time to adjust the proposed fee. The LI Connection Fee will have no impact on the FY 08 Budget. The WSFC change has been used in preparation of the James City Service Authority FY 08 Budget.

The proposed changes include an increase to the WSFC from \$300 to \$500 per bathroom fixture.

Attached is a resolution adopting the proposed changes, which would become effective July 1, 2007. Staff recommends adoption of the proposed resolution.

Robert H. Smith

RHS/gs
rateapprov.mem

Attachment

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE

FY 2008 UTILITY RATES

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 10, 2007, for 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 to the Water System Facility Charge, which is summarized below to become effective July 1, 2007.

Increase the Water System Facilities Charge:

- A. Residential 5/8-inch meter - \$500 per bathroom fixture.

- B. Mixed-use structures such as apartments, townhouses, timeshares, and residential condominium projects:
 - 1) Individually meter each unit - \$500 per bathroom fixture;
 - 2) Meter each building in multibuilding projects - \$500 per bathroom fixture;
 - or
 - 3) Master meter the entire project - \$350 per bathroom fixture.

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

Jay T. Harrison, Sr.
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 24th day of April, 2007.

MEMORANDUM

DATE: April 24, 2007
TO: The Board of Directors
FROM: Robert H. Smith, Acting General Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority - FY 08

Attached for Board consideration and adoption is the resolution for the FY 08 appropriations for the James City Service Authority:

Water Fund
Sewer Fund
Administration Fund
Capital Improvement Program
Debt Service Fund

Staff recommends adoption of the attached resolution.

Robert H. Smith

RHS/gs
FY08approp.mem

Attachment

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY - FY 08

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2007, and ending June 30, 2008; 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**:

| | |
|---------------------------------------|--------------------|
| <u>Water Fund - Revenue:</u> | |
| Service Charges | <u>\$6,704,198</u> |
| <u>Water Fund - Expenditures:</u> | |
| Administration Fund Allocation | \$2,391,949 |
| Operations and Maintenance | 2,798,817 |
| Capital Equipment Outlay | 129,800 |
| Debt Services Fund | <u>1,383,632</u> |
| | <u>\$6,704,198</u> |

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

| | |
|---------------------------------------|--------------------|
| <u>Sewer Fund - Revenue:</u> | |
| Service Charges | <u>\$5,719,124</u> |
| <u>Sewer Fund - Expenditures:</u> | |
| Administration Fund Allocation | \$3,303,168 |
| Operations and Maintenance | 2,355,956 |
| Capital Equipment Outlay | <u>60,000</u> |
| | <u>\$5,719,124</u> |

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

ADMINISTRATIVE FUND

| | |
|--------------------------|--------------------|
| <u>Revenues:</u> | |
| Allocated to Water Fund | \$2,391,949 |
| Allocated to Sewer Fund | <u>3,303,168</u> |
| | <u>\$5,695,117</u> |
| <u>Expenditures:</u> | |
| Personnel Expenses | \$4,108,923 |
| Operating Expenses | 1,516,194 |
| Capital Outlay | <u>70,000</u> |
| | <u>\$5,695,117</u> |

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

| | |
|-----------------------------|--------------------|
| Water Facility Charges | \$3,393,600 |
| Sewer Facility Charges | 1,832,040 |
| Mooretown Road Contribution | <u>87,000</u> |
| | <u>\$5,312,640</u> |

Expenditures:

| | |
|---------------------------|--------------------|
| Water Supply | \$2,492,640 |
| Water Distribution | 879,000 |
| Sewer System Improvements | 1,241,000 |
| Other Projects | <u>700,000</u> |
| | <u>\$5,312,640</u> |

DEBT SERVICE FUND

Revenue:

| | |
|-------------------------|--------------------|
| Water Fund Contribution | <u>\$1,383,632</u> |
|-------------------------|--------------------|

Expenditure:

| | |
|----------------------------|--------------------|
| Revenue Bonds, Series 2003 | <u>\$1,383,632</u> |
|----------------------------|--------------------|

Jay T. Harrison, Sr.
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 24th day of April, 2007.

FY08approp.res