

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**May 22, 2007**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes - April 24, 2007, Regular Meeting

**D. BOARD CONSIDERATION**

1. Changes to the Regulations Governing Utility Service - FY 08 Utility Rates

**E. BOARD REQUESTS AND DIRECTIVES**

**F. ADJOURNMENT**

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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 24TH 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., 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. Harrison highlighted the items on the Consent Calendar.

Mr. Bradshaw made a motion to adopt the Consent Calendar with amendments to the minutes of the Special Meeting.

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

1. Minutes
  - a. March 27, 2007, Regular Meeting
  - b. April 10, 2007, Special Meeting
2. Incorporation of Hampton Roads Help to Others (H2O) Program as 501(c)(3) Nonprofit

**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.

3. Bid Award - Mosby Drive Sewer Main Replacement Project

**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.

**D. BOARD CONSIDERATIONS**

1. Changes to the Regulations Governing Utility Service - FY 08 Utility Rates

Mr. Smith stated this resolution reflected what was discussed at a Board's Budget Work Session on April 17, 2007, recommended a fee increase from \$300 to \$500 per bathroom fixture, and supports the budget as presented. He requested that the action on the fee related to lawn irrigation be deferred. Mr. Smith said that if the lawn irrigation fee was approved at that time, it would go into effect on July 1, 2007, and recommended that all changes become effective July 1, 2007.

Mr. Icenhour made a motion to adopt the resolution.

Mr. Bradshaw stated this was a facility or infrastructure fee.

Mr. Smith stated this was correct.

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

**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.

2. Resolution of Appropriation - James City Service Authority - FY 08

Staff recommended adoption of the JCSA budget appropriation for FY 2008.

Mr. McGlennon confirmed that this budget would not raise rates for water and sewer.

Mr. Smith stated that was correct

Mr. McGlennon made a motion to adopt the resolution.

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

**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**:

Water Fund - Revenue:

Service Charges	<u>\$6,704,198</u>
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Water Fund - Expenditures:

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**:

Sewer Fund - Revenue:

Service Charges	<u>\$5,719,124</u>
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Sewer Fund - Expenditures:

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**

Revenues:

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**

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

<u>Expenditures:</u>	
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**

<u>Revenue:</u>	
Water Fund Contribution	<u>\$1,383,632</u>

<u>Expenditure:</u>	
Revenue Bonds, Series 2003	<u>\$1,383,632</u>

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

**F. ADJOURNMENT**

Mr. Icenhour made a motion to adjourn.

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

At 10:08 p.m., Mr. Harrison adjourned the Board.

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Sanford B. Wanner  
Secretary to the Board

**MEMORANDUM**

DATE: May 22, 2007  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant General Manager, James City Service Authority  
 SUBJECT: Changes to the Regulations Governing Utility Service - FY 2008 Utility Rates

The attached resolution approves changes to the “Regulations Governing Utility Service.” At the Board of Directors meeting held on April 24, 2007, the Board was presented with a proposed Water System Facilities Charge (WSFC) change which was adopted. A request for deferral was made for the establishment of a new Outdoor Water Use Fee until the May 22, 2007, Board meeting. After meeting with lawn irrigation contractors, a revised Outdoor Water Use Fee is proposed. This proposal will establish a fee for outdoor hose bibs and a fee for lawn irrigation systems that will use a sliding scale based on the applicant’s lot size as follows:

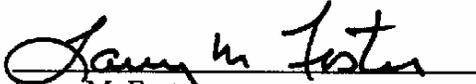
Outdoor Water Use Fee

<u>Outdoor Hose Bib Fee</u>	<u>Fee</u>
One or more Hose Bibs	\$500
 <u>Lawn Irrigation Fee</u>	
<u>Lot Size:</u>	
Up to 10,000 square feet	\$250
10,001 to 30,000 square feet	\$500
30,001 to 45,000 square feet	\$800
Over 45,000 square feet	\$1,400

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

CONCUR:

  
 Larry M. Foster

RHS/gs  
 rateapprov2.mem

Attachment

**RESOLUTION**

**CHANGE 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 by the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts a change to the Regulations Governing Utility Service by establishing an Outdoor Water Use Fee as summarized below to become effective July 1, 2007.

**Outdoor Water Use Fee**

**Outdoor Hose Bib Fee.** There shall be an Outdoor Hose Bib Fee of \$500 established for each residential and commercial account that has an outdoor hose bib installed. This fee will be paid prior to issuance of a Plumbing Permit by the County Code Compliance Office.

**Lawn Irrigation System Fee.** There shall be a Lawn Irrigation System Fee established for each residential and commercial account as described below:

<u>Lot Size</u>	<u>Connection Fee</u>
Up to 10,000 Square Feet	\$250
10,001 to 30,000 Square Feet	\$500
30,001 to 45,000 Square Feet	\$800
Over 45,000 Square Feet	\$1,400

This fee will be paid to the JCSA prior to issuance of a Lawn Irrigation Permit by the County Code Compliance Office.

The purpose of the above fees is to defray in part the cost of providing major supply, transmission main, booster pumping, and distribution storage facilities.

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

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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 22nd day of May, 2007.

- 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. Outdoor Water Use Fee. *The following fee or fees will be assessed for any customer or builder who installs referenced outdoor watering devices or systems.*

- 1. Outdoor Hose Bib Fee. *There shall be Outdoor Hose Bib Fee of \$500.00 established for each residential and commercial account that has an outdoor hose bib installed. This fee will be paid prior to issuance of Plumbing Permit by the County Code Compliance Office.*

- 2. Lawn Irrigation System Fee. *There shall be a Lawn Irrigation System Fee established for each residential and commercial account as described below:*

<u>Lot Size</u>	<u>Connection Fee</u>
Up to 10,000 Sq. Ft.	\$250.00
10,001 to 30,000 Sq. Ft.	\$500.00
30,001 to 45,000 Sq. Ft.	\$800.00
Over 45,000 Sq. Ft.	\$1,400.00

*This fee will be paid to the JCSA prior to issuance of a Lawn Irrigation Permit by the County Code Compliance Office.*

***The purpose of the above fees are to defray in part the cost of providing major supply, transmission main, booster pumping and distribution storage facilities.***

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**CHANGE TO THE REGULATIONS GOVERNING UTILITY SERVICE -**

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**Outdoor Water Use Fee**

**Outdoor Hose Bid Fee.** There shall be an Outdoor Hose Bid Fee of \$500 established for each residential and commercial account that has an outdoor hose bib installed. This fee will be paid prior to issuance of a Plumbing Permit by the County Code Compliance Office.

**Lawn Irrigation System Fee.** There shall be a Lawn Irrigation System Fee established for each residential and commercial account as described below:

<u>Lot Size</u>	<u>Connection Fee</u>
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30,001 to 45,000 Square Feet	\$800
Over 45,000 Square Feet	\$1,400

This fee will be paid to the JCSA prior to issuance of a Lawn Irrigation Permit by the County Code Compliance Office.

The purpose of the above fees is to defray in part the cost of providing major supply, transmission main, booster pumping, and distribution storage facilities.

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

\_\_\_\_\_  
Jay T. Harrison, Sr.  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
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Secretary to the Board

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2. Lawn Irrigation System Fee. *There shall be a Lawn Irrigation System Fee established for each residential and commercial account as described below:*

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