

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

April 23, 2013

7:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes –
 - a. March 26, 2013, Regular Meeting

D. PUBLIC HEARING

E. BOARD CONSIDERATION

1. Resolution of Appropriation – James City Service Authority (JCSA) – Fiscal Year 2014 Budget

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT – to 7 p.m. on May 28, 2013

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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 26TH DAY OF MARCH 2013, 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

James G. Kennedy, Chairman
James O. Icenhour, Jr., Vice Chairman
Mary K. Jones
John J. McGlennon
M. Anderson Bradshaw

Robert C. Middaugh, Secretary to the Board
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

Ms. Stephanie Luton, Assistant General Manager of the James City Service Authority (JCSA), called the roll.

C. CONSENT CALENDAR

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

The motion passed by a unanimous voice vote.

1. Minutes –
 - a. February 26, 2013, Regular Meeting
2. Investment Policy Update

RESOLUTION

INVESTMENT POLICY UPDATE

WHEREAS, the Board of Directors desires to safeguard James City Service Authority public funds within the terms defined by the Code of Virginia; and

WHEREAS, the Board of Directors of the James City Service Authority desires to update the Investment Policy to reflect changes to the Code of Virginia and current best practices.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the attached Investment Policy.

D. PUBLIC HEARING – None

E. BOARD CONSIDERATIONS – None

F. BOARD REQUESTS AND DIRECTIVES – None

G. ADJOURNMENT – to 7 p.m. on April 9, 2013, for FY 2014 Budget Public Hearing

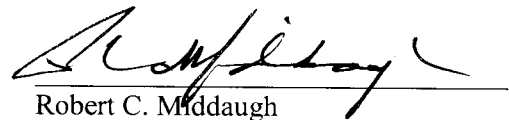
Mr. Leo Rogers, County Attorney, stated that the meeting should be continued instead of adjourned. He stated that the Board of Directors does not have a regularly scheduled meeting on April 9th, so continuing the meeting allows the JCSA to participate in the Public Hearing without having to change its meeting calendar.

Mr. Kennedy asked for a motion to continue the meeting until 7 p.m. on April 9, 2013.

Mr. Icenhour made the motion.

The motion passed by a unanimous voice vote.

At 9:50 p.m., Mr. Kennedy recessed the Board.



Robert C. Middaugh
Secretary to the Board

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Robert C. Middaugh
Secretary to the Board

MEMORANDUM COVER

Subject: Resolution of Appropriation - James City Service Authority (JCSA) - Fiscal Year 2014 Budget

Action Requested: Shall the Board approve the resolution appropriating funds for the James City Service Authority (JCSA) Fiscal Year 2014 Budget?

Summary: The JCSA held a public hearing on the FY 14 JCSA budget on April 9, 2013, and a budget work session on April 17, 2012. The FY 14 Budget reflects no rate or fee increase, it provides for a transfer of \$618,911 from Operating Revenue to the Capital Improvement Program to address Consent Order related work and a transfer to the Reserve Fund in the amount of \$1,065,782 to replenish monies withdrawn to retire the JCSA 2004 bond issue.

Attached for Board consideration and adoption is the Resolution of Appropriation for the FY 14 JCSA budget.

Staff recommends approval of the attached resolution.

Fiscal Impact: N/A

FMS Approval, if Applicable: Yes No

Assistant County Administrator

Doug Powell _____

County Administrator

Robert C. Middaugh _____

Attachments:

1. Memorandum
2. Resolution

Agenda Item No.: E-1

Date: April 23, 2013

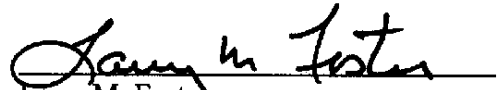
MEMORANDUM

DATE: April 23, 2013
TO: The Board of Directors
FROM: Larry M. Foster, General Manager, James City Service Authority
SUBJECT: Resolution of Appropriation - James City Service Authority (JCSA) - Fiscal Year 2014 Budget

Attached for Board consideration and adoption is the resolution for the FY 14 budget appropriations for the James City Service Authority (JCSA):

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

Staff recommends adoption of the attached resolution.


Larry M. Foster

LMF/nb
ROA-FY14Bud_mem

Attachment

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY – FY 2014

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2013, and ending June 30, 2014; 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	\$6,543,473
Interest	95,400
Miscellaneous	<u>396,621</u>
	<u>\$7,035,494</u>

Water Fund - Expenses:

Administrative Fund Allocation	\$2,700,909
Direct Expenses	3,034,203
Capital Equipment Outlay	33,500
PDA Operating Costs	1,100
CIP Transfer-Kingswood	200,000
Reserves Transfer	<u>1,065,782</u>
	<u>\$7,035,494</u>

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

Sewer Fund - Revenues:

Service Charges	\$5,950,000
Interest	84,600
Grinder Pump Changes	185,000
Miscellaneous	<u>142,000</u>
	<u>\$6,361,600</u>

Sewer Fund - Expenses:

Administrative Fund Allocation	\$3,729,826
Direct Expenses	1,640,643
Grinder Pump Expenses	318,720
Capital Equipment Outlay	53,500
CIP Transfer-DEQ Consent Order	<u>618,911</u>
	<u>\$6,361,600</u>

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

ADMINISTRATIVE FUND

<u>Revenues:</u>	
Allocated to Water Fund	\$2,700,909
Allocated to Sewer Fund	<u>3,729,826</u>
	<u>\$6,430,735</u>
 <u>Expenses:</u>	
Personnel Expenses	\$4,662,400
Operating Expenses	1,713,835
Capital Outlay	<u>54,500</u>
	<u>\$6,430,735</u>

CAPITAL IMPROVEMENTS PROGRAM

<u>Revenues:</u>	
Water Facility Charges	\$2,147,000
Sewer Facility Charges	1,425,000
Water Fund Transfer-Kingswood	200,000
Sewer Fund Transfer-DEQ Consent Order	<u>618,911</u>
	<u>\$4,390,911</u>
 <u>Expenses:</u>	
Water Supply	\$2,120,000
Water Distribution	350,000
Sewer System Improvements	1,280,911
Other Projects	<u>640,000</u>
	<u>\$4,390,911</u>

DEBT SERVICE FUND

<u>Revenues:</u>	
Capital Improvements Program Contribution	\$1,645,000
	<u>\$1,645,000</u>
 <u>Expenses:</u>	
Revenue Bonds, Series 2008	\$1,645,000
	<u>\$1,645,000</u>

James G. Kennedy
Chairman, Board of Directors

ATTEST:

Robert C. Middaugh
Secretary to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MC GLENNON	___	___	___
JONES	___	___	___
KENNEDY	___	___	___
ICENHOUR	___	___	___
BRADSHAW	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of April, 2013.