

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 16TH DAY OF APRIL, NINETEEN HUNDRED NINETY, AT 3:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Thomas K. Norment, Jr., Chairman
Stewart U. Taylor, Vice Chairman
Perry M. DePue (Absent)
Judith N. Knudson
Jack D. Edwards

David B. Norman, Secretary
John E. McDonald, Treasurer
Frank M. Morton, III, County Attorney
Larry M. Foster, Acting General Manager

B. MINUTES - February 26, 1990
April 2, 1990

Mr. Norment asked if there were corrections or additions to the minutes.

Mr. Norment made a motion to approve the minutes as presented.

The motion was approved by a unanimous voice vote.

C. BOARD CONSIDERATIONS

1. Award of Contract - Lift Station No. 1-6

Mr. Larry Foster, Acting General Manager, James City Service Authority, stated that bids were received for replacement of James City Service Authority Lift Station No. 1-6, located off Fifth Avenue behind the Colonial Williamsburg Warehouse in the City of Williamsburg.

Staff recommended acceptance of the lowest responsive and responsible bidder, Shoreline Contractor, Inc., in the amount of \$171,200.

Ms. Knudson made a motion to approve the resolution.

The motion was approved by a unanimous voice vote.

RESOLUTIONCONTRACT FOR REPLACEMENT OF PUMPING STATION NO. 1-6

WHEREAS, the James City Service Authority publicly opened bids for the Pump Station No. 1-6 Replacement on March 20, 1990; and

WHEREAS, it has been determined that the lowest responsive and responsible bid of \$171,200 was that submitted by Shoreline Contractors, Inc.; and

WHEREAS, funds are available in the James City Service Authority Capital Budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the James City Service Authority, James City County, Virginia, hereby approves the award of the contract for the replacement of Pumping Station No. 1-6 to Shoreline Contractors, Inc., on the basis of their bid of \$171,200 and authorizes and directs the Acting General Manager for the Authority to execute a contract for this work.

2. FY 91 Budget/Water and Sewer Rates

Mr. Foster stated the FY 91 appropriations and changes to the water and sewer rates were discussed during public hearings and budget work sessions.

Staff recommended approval of the attached resolutions.

Mr. Norment made a motion to approve the resolutions.

By voice, the vote was: AYE: Edwards, Knudson, Norment (3). NAY: Taylor (1). ABSENT: DePue (1).

1. FY 91 Appropriation - James City Service Authority

RESOLUTIONRESOLUTION OF APPROPRIATIONJAMES CITY SERVICE AUTHORITY

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 1990, and ending June 30, 1991; 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 \$2,019,133

Water Fund - Expenditures:

James City Service Authority	
Administration, Operations and	
Maintenance	\$1,681,377
Capital Projects	328,756
Debt Service	<u>9,000</u>
	<u>\$2,019,133</u>

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

Sewer Fund - Revenues:

Service Charges \$2,345,170

Sewer Fund - Expenditures:

James City Service Authority	
Administration, Operations and	
Maintenance	\$1,926,926
Interest Expense	75,000
To Capital Projects	<u>343,244</u>
	<u>\$2,345,170</u>

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

OPERATIONS/ADMINISTRATIVE FUND

Revenues:

Allocated to James City Service	
Authority Funds	\$2,469,517
Capital Improvement Projects	<u>50,000</u>
	<u>\$2,519,517</u>

Expenditures:

Personnel Expenses	\$1,685,068
Operating Expenses	720,949
Capital Outlay	<u>113,500</u>
	<u>\$2,519,517</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Water Fund	\$ 328,756
Sewer Fund	343,244
Facility Charge	<u>853,000</u>

\$1,525,000

Expenditures:

Water Supply/Reservoir	\$ 100,000
Water Distribution	265,000
Small System Acquisition	50,000
Water Transmission	360,000
Sewer Improvements	700,000
Capital Contingency	<u>50,000</u>

TOTAL \$1,525,000

2. Utility Policy Changes - Water Rates FY 91

R E S O L U T I O N

UTILITY POLICY CHANGES

WHEREAS, the Board of Directors of the James City Service Authority has held a public hearing on certain 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 the attached changes to be effective for all bills mailed on or after July 1, 1990.

1. Set the retail service rate for the water service at \$2.50 per thousand gallons (\$1.875 per hundred cubic feet).
2. Establish a Plan Review Fee Schedule as follows:

Rezoning

10 acres or less	\$ 50
Greater than 10 but less than 50 acres	\$100
Greater than 50 acres	\$150

Special Use Permits

Mobile Home	N/A
Other	\$ 50

Site Plans

Residential Structures (Multifamily)	\$ 50
Business or Shopping Center	\$ 50
Amendment to an approved plan	\$ 25

Master Plan Review

Initial Review	\$ 75
Revision of plan	N/A

Subdivision Plan Review

Plat review plus \$1 per lot over 15 lots.	\$ 25
Wastewater Pumping Station or Well Facility	\$100

3. Set system facility charges as follows:

<u>Meter Size</u>	<u>Charge</u>
5/8 inch	\$1,500 Min. - \$2,000 Max. (See note below)

Note: Residential bath with three fixtures minimum charge is \$1,500 and a charge of \$100.00 for each additional fixture to a maximum of \$2,000.

4. Set the Late Payment Charge at 10% of balance due.

BE IT FURTHER RESOLVED that

1. Discontinue Dedicated System Charge of \$1,500 minimum to \$1,750 maximum.

3. Utility Policy Changes - Sewer Rates FY

R E S O L U T I O N

UTILITY POLICY CHANGES

WHEREAS, the Board of Directors of the James City Service Authority has held a public hearing on certain proposed changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the attached change to be effective for all bills mailed on or after July 1, 1990.

1. Establish a billing service charge of \$4.47 per bill.

2. Set system facility charges as follows:

<u>Meter Size</u>	<u>Charge</u>
5/8 inch	\$1,500 Min. - \$2,000 Max. (See note below)

Note: Residential bath with three fixtures minimum charge is \$1,500 and a charge of \$100.00 for each additional fixture to a maximum of \$2,000.

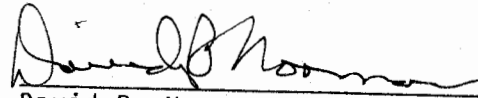
3. Set grinder pump maintenance charge at \$600.00.
4. Set the late payment charge at 1% of balance due with a \$10.00 minimum.

E. BOARD REQUESTS AND DIRECTIVES - None

Mr. Norment made a motion to adjourn.

The motion was approved by a unanimous voice vote.

The Board of Directors adjourned at 3:15 p.m.



David B. Norman
Secretary

(a) Metered water service

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

<u>Meter size (inches)</u>	<u>Charge</u>	<u>Meter size (inches)</u>	<u>Charge</u>
5-8 (See Note Below)	\$ 1,500 Min. - \$2,000 Max.	3	\$24,000
3-4	2,500	4	37,500
1	4,000	6	75,000
1-1-2	7,500		
2	12,000		

Note: Residential bath with three plumbing fixtures minimum charge is \$1,500 and a charge of \$100 for each additional fixture to maximum of \$2,000.

(b) Non-metered water service.

Where water is provided by an unmetered source, the following estimated charges shall be assessed:

<u>Activity, Use</u>	<u>Unit</u>	<u>Charge</u>
Single-family residences	Each (See Note Below)	\$1,500 Min. - \$2,000 Max.
Single-family mobile homes	Each	1,500
Mobile homes in parks	Each lot	1,500
Two family, apartments and townhouses	Each (See Note Below)	1,500 Min. - \$2,000 Max.
Schools (with showers)	Student	80
Schools (without showers)	Student	50
Motels and hotels	Room	650
Minimum		2,500
Manufacturing	Msf	300
Minimum		1,200
Warehouses	Msf	100
Minimum		1,200
Service stations	Each	1,200
Camping facilities	Each space	500
Minimum		1,200
Restaurants	Seat	20
Minimum		1,200
Commercial	Msf	N-A
Minimum		1,500
First	30,000 sq. ft.	500
Next	10,000 sq. ft.	450
Next	10,000 sq. ft.	400
Over	50,000 sq. ft.	350

Note: Residential bath with three plumbing fixtures minimum charge is \$1,500 and a charge of \$100 for each additional fixture to maximum of \$2,000.

The purpose of this charge is to defray in part the cost of providing force mains, pump stations, transmission mains, booster pumps, and other system facilities.

- 2. Local facilities charge. A local facilities charge of \$1,050 for each separate connection to public sewer shall be paid by each applicant who desires to secure wastewater 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 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 facilities, the local facilities charge shall be waived.

The purpose of this charge is to defray in part the cost of installing collection mains which are necessary to provide wastewater collection service to abutting properties and which have been provided at the expense of the Authority or persons, firms or corporations other than the applicant.

- 3. Grinder pump charge. A grinder pump charge of \$600 shall be paid for each separate connection to a grinder pump when the operation and maintenance of said residential grinder pump has been identified as the responsibility of the Authority prior to July 1, 1989.

Residential grinder pumps not identified as a Authority responsibility and installed after June 30, 1989, shall not be maintained by the Authority and no grinder pump charge shall be assessed. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless such utility maintenance is deemed by the Authority to be in the interest of the public health or is necessary to protect the integrity of the system, or such facility is located within a designated Reservoir Protection Zone.

- 4. Service connection charge. A service connection charge shall be paid by each applicant for each new service connection prior to the approval of the application therefor, as follows:

<u>Service installed by:</u>	<u>Charge</u>
Developer, applicant	\$10 per connection inspection fee
Authority	Actual cost times 1.25, including overhead

The purpose of this charge is to defray the cost of installation or inspection of a service connection from the public sewer main in the street to the curb or property line.

Manufacturing	Msf	11.10
Minimum		55.85
Warehouses	Msf	7.45
Minimum		46.50
Service stations	Each	49.95
Camping facilities	Each space	16.25
Minimum		64.25
Restaurants	Seat	4.95
Minimum		55.85
Commercial	Msf	18.55
Minimum	1,000 Sq. Ft.	55.85
Churches	Each	40.65
Swimming pools	Sfe	40.65
Laundromats	Sfe	40.65

Others to be established when needed.

The purpose of this charge is to defray in part the cost of installing mains, valves, and fire hydrants which are necessary to provide water service to abutting properties and which have been provided at the expense of the Authority or persons, firms or corporations other than the applicant.

C. Water charges.

1. System facilities charge. A system facilities charge for water service to be furnished through each new separate service connection which is to be made to a public water main, regardless of who may have paid for the installation of the public water main to which the connection is to be made, shall be paid by each applicant for service prior to the installation of the water service connection, as follows:

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 (See Note)	\$ 1,500 Min. - \$2,000 max.	3	\$24,000
3-4	2,500	4	37,500
1	4,000	6	75,000
1-1-2	7,500		
2	12,000		

Note: Residential bath with 3 plumbing fixtures minimum charge is \$1,500 and a charge of \$100 for each additional fixture to maximum of \$2,000.

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

- 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.

The purpose of this charge is to defray in part the cost of installing mains, valves and fire hydrants which are necessary to provide water service to abutting properties and which have been provided at the expense of the Authority or persons, firms or corporations other than the applicant.

- 3. Service connection charge. A service connection charge shall be paid by each applicant for each new service connection and meter installation prior to the approval of the application, as follows:

<u>Installation of connection by:</u>	<u>Charge</u>
Developer, applicant	\$10 per meter inspection fee
Authority	Actual cost times 1.25, including overhead

The purpose of this charge is to defray the cost of installation or inspection of a service connection from the water main in the street to the curb or property line and the installation of a meter either at the curb or property line or within the premises.

The service connection charge shall be waived provided the applicant has paid a local facilities charge and the water service line is not greater than 2 inches in diameter. In the event that the service connection charge is not waived, the local facilities charge will be applied against the service connection charge.

- 4. Retail service charge. Water service shall be based upon a commodity charge for all consumption, as follows:

<u>Volume</u>	<u>Charge</u>
Per 1,000 gallons	\$2.50
Per 100 cubic feet	\$1.875

The purpose of the retail service charge is to defray all costs of providing water service for domestic, commercial and industrial uses and for firefighting purposes, including repayment of moneys borrowed to acquire or construct the water system; operation and maintenance; and renewals, replacements and extensions.

- D. Exceptions to local, system facilities charges. The provisions of Section 29 above shall be observed when there is a conflict between Section 29 and the provisions of Sections 32 (B) and 32 (C) above.
- E. Billing and account charges. The following charges shall be assessed for any customer billed by the Authority.

- 1. Account charge. An account charge of \$10.00 (\$20.00 if the meter is read) shall be paid by each applicant for continuing service, whether for a new account or for a transfer of account, for water and-or wastewater service.

The purpose of this charge is to defray the cost incurred in clerical and bookkeeping activities, the turning on of services and-or meter reading required for each new account or transfer of account.

- 2. Transaction charge for late payment. A transaction charge for late payment of 10% of the balance due, shall be added to a bill in the event that the bill is not paid within thirty (30) days following the date thereof. All unpaid balances shall be assessed a carrying charge of three quarters of one percent (.75%) per month of unpaid and overdue balances. This is equal to an effective annual interest rate of 9.38 percent.

The purpose of this charge is to defray the cost associated with the rebilling of accounts not paid on a prompt basis and carrying costs for delinquent accounts.

- 3. Restoration of service charge. Where service has been terminated on account of the non-payment of any bill, a restoration of service charge of \$30.00 (\$100.00 for a single service wastewater customer not on metered water service) shall be paid before service is restored, except as defined in Section 17 (A)(2).

The purpose of this charge is to defray the expenses of terminating and restoring service, including clerical and bookkeeping activities.

- 4. Meter test deposit. A test of a water meter shall be done at the request of a water customer upon payment of a meter test deposit as defined in Section 11. If the meter is found to be 3 percent or more fast then the deposit shall be refunded. If inoperable or 25 percent or more slow, the deposit shall be credited against a revised billing. The deposit shall be determined by meter size, as follows:

<u>Meter size</u>	<u>Deposit</u>
5-8" - 3-4"	\$15
1" and over	\$65

- 5. Fire hydrant charge. For customer-requested hydrants installed under the provisions of Section 21, there shall be an installation cost of actual cost plus an allowance of 25 percent for overhead. The applicant shall deposit with the Authority an estimated fee prepared

by the Authority, subsequently adjusted at the completion of the installation with costs exceeding the estimate billed or, in case the estimate exceeds the cost, refunded to the applicant.

The purpose of this charge is to assess to the user the cost installing fire hydrants for the benefit of the applicant.

- 6. Temporary water service charge. Under the provisions of Section 22, an applicant for temporary service shall pay, upon application, for the estimated costs of installing, replacing and removing the facilities which are required to furnish such services plus an allowance of 25 percent for overhead. The applicant shall receive a refund if the estimate exceeds the estimate. The applicant shall also pay service charges and all charges caused by a late payment or nonpayment. The applicant may also be required to post a deposit as described in Section 6.
- 7. Fire connection detector check meter charge. Fire connection detector check meters shall be read and billed at least annually or on a more frequent basis, as determined by the Authority. Rates governing normal water usage shall be assessed.

Fire connection detector check meters monitor non-fire flow usage from a fire connection and there should be little or no water activity.
- F. Multiple charges bills. All charges and fees above are in addition to charges and fees assessed and owed to Newport News Waterworks, the Hampton Roads Sanitation District, or any other private or municipal utility.
- G. No free service. There shall be no utility service provided to any customer without the assessment of service charges.
- H. Billing Service Charge. A billing service charge of \$2.07 shall be paid for each Newport News Waterworks customer receiving Authority sewer service. The purpose of this charge is to pay for fire hydrant rentals from Newport News Waterworks.
- I. Plan Review Fee. The following charges shall be assessed for the appropriate plan. The purpose of this charge is to defray cost incurred for time used to provide engineer technical review.

<u>Document</u>	<u>Collection</u>
REZONINGS	
10 acres or less	\$ 50
Greater than 10, but less than 50 acres	\$100
Greater than 50 acres	\$150

<u>Document</u>	<u>Collection</u>
SPECIAL USE PERMITS	
Mobile Home	N-A
Other	\$ 50
SITE PLANS	
Residential Structures (Multi-Family)	\$ 50
Business or Shopping Center	\$ 50
Amendment to an approved plan	\$ 25
MASTER PLAN REVIEW	
Initial Review	\$ 75
Revision of plan	N-A
SUBDIVISION PLAN REVIEW	
Plat Review	\$25 per plat plus \$1 per lot over 15 lots.
Facility Review	\$100 per wastewater pumping station or well facility.

0290H