

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 14TH DAY OF MAY 2002, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Bruce C. Goodson, Chairman
 Michael J. Brown, Vice Chairman
 Jay T. Harrison, Sr.
 James G. Kennedy
 John J. McGlennon

Sanford B. Wanner, Secretary
 Frank M. Morton, III, County Attorney
 Larry M. Foster, General Manager

B. CONSENT CALENDAR

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

The motion passed by a unanimous voice vote.

1. Minutes – April 23, 2002, Regular Meeting
2. Easement Abandonment – Stonehouse Development – Mill Pond Run

RESOLUTION

EASEMENT ABANDONMENT - STONEHOUSE DEVELOPMENT - MILL POND RUN

WHEREAS, the Stonehouse Development has recorded an easement that crosses with the right-of-way of Mill Pond Run, a major street in the subdivision; and

WHEREAS, the Virginia Department of Transportation has requested that the easement area crossing the right-of-way of Mill Pond Run be abandoned; and

WHEREAS, this easement modification is a typical arrangement and presents no issues for the James City Service Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, approves the requested easement abandonment in Mill Pond Run and authorizes the General Manager to sign the required documents to accomplish the requested abandonment.

C. BOARD CONSIDERATIONS

1. Changes to the Regulations Governing Utility Service (deferred from April 23, 2002)

Mr. Foster provided an overview of the proposed changes to the Regulations Governing Utility Service and stated that a public hearing for this item was held on April 23, 2002.

Mr. Brown stated concern regarding the establishment of a sub-meter account fee.

A Board and staff discussion on the sub-meter account fee followed.

Mr. Brown made a motion to approve the resolution with the omission of the language referring to the sub-meter account fee.

A brief discussion followed, after which Mr. McGlennon made a motion to amend Mr. Brown's motion thereby including the sub-meter account fee language.

On a roll call, the vote to restore the sub-meter account fee language was: AYE: Kennedy, McGlennon, Goodson. (3). NAY: Brown, Harrison (2).

Board and staff discussion followed on the installation costs for sub-meters and the administrative costs associated with the sub-meters.

Mr. McGlennon made a motion to approve the original resolution that included a provision for a \$18.00 per year submeter fee.

On a roll call, the vote was: AYE: Kennedy, McGlennon, Goodson (3). NAY: Brown Harrison (2).

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE

WHEREAS, the Board of Directors of the James City Service Authority set a Public Hearing on April 23, 2002, for proposed 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, hereby request staff to initiate review of Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates, fees, and charges which are summarized below to be effective July 1, 2002.

1. Set the Plan Review Fee Schedule as follows:

Rezoning

10 acres or less	\$ 100
Greater than 10 but less than 50 acres	150
Greater than 50 acres	200

Special Use Permits

General	200
Amendment to SUP	50

Site PlansAdministrative Review

Residential Structures (Multifamily)	200	Plus \$5 per unit
Nonresidential Structures	200	Plus \$0.004 per sq. ft. of building area
Mixed Use Structures	200	Plus \$5 per residential unit, plus \$0.004 per sq. ft. of non-residential area

Planning Commission Review

Residential Structures (Multifamily)	200	Plus \$5 per unit
Nonresidential Structures	200	Plus \$0.004 per sq. ft. of building area
Mixed Use Structures	200	Plus \$5 per residential unit, plus \$0.004 per sq. ft. of non-residential area

Amendment to an Approved Plan

Residential Structures (Multifamily)	50	Plus \$2 per residential unit
Nonresidential Structures	50	Plus \$0.001 per sq. ft. of building area
Mixed Use Structures	50	Plus \$2 per residential unit; plus \$0.001 per sq. ft. of non-residential area

Master Plan Review

Initial Review	600
Revision of Plan	600

Subdivision Plan Review

No Public Improvements Required	25
Public Improvements Required	150
Wastewater Pumping Station or Well Facility	1,500

2. Establish a Sub-Meter Account Fee:

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.

3. Establish an Inspection Fee:

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 land disturbance permit.

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

2. Resolution of Appropriation – James City Service Authority – FY03

Mr. Foster presented a Resolution of Appropriation for the James City Service Authority for Fiscal Year 2003.

Mr. McGlennon made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

RESOLUTION OF APPROPRIATION -

JAMES CITY SERVICE AUTHORITY - FY 03

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2002, and ending June 30, 2003; 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	<u>\$5,685,394</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$1,694,989
Operations and Maintenance	1,484,280
Capital Equipment Outlay	88,300
Capital Improvements Program	<u>2,417,825</u>

\$5,685,394

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

Sewer Fund - Revenues:

<u>Service Charges</u>	<u>\$3,765,830</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,340,700
Operations and Maintenance	1,358,130
Capitall Equipment Outlay	<u>67,000</u>

\$3,765,830

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$1,694,989
Allocated to Sewer Fund	2,340,700
	<u>\$4,035,689</u>

Expenditures:

Personnel Expenses	\$2,864,348
Operating Expenses	1,045,749
Capital Outlay	125,600
	<u>\$4,035,689</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Prior Year Fund Balance	\$3,300,000
Water Fund	2,417,825
Debit Financing	9,500,000
Facility Charges	3,365,388
	<u>\$18,583,213</u>

Expenditures:

Water Supply	\$14,108,213
Water Distribution	650,000
Water Storage	140,000
Water Transmission	700,000
Sewer System Improvements	2,625,000
Other Projects	360,000
	<u>\$18,583,213</u>

D. BOARD REQUESTS AND DIRECTIVES

Mr. Brown requested staff to investigate alternate methods to bill customers for sewer fees.

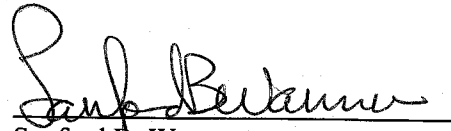
Mr. Goodson concurred with Mr. Brown's request.

E. ADJOURNMENT

Mr. Harrison made a motion to adjourn until 7:00 p.m. on May 28, 2002.

The motion passed by a unanimous voice vote.

Mr. Goodson adjourned the Board at 8:37 p.m.


Sanford B. Wanner
Secretary to the Board

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Amended January 22, 2002

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. **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	\$ 50 100
Greater than 10, but less than 50 acres	\$100 150
Greater than 50 acres	\$150 200
SPECIAL USE PERMITS (SUP)	
Mobile Home <i>General</i>	N/A \$200
Family Subdivision	\$ 50
Other	\$ 50
SITE PLANS	
Residential Structures (Multi-Family)	\$ 50
Business or Shopping Center	\$ 50
Amendment to an approved plan	\$ 25
<u>Administrative Review</u>	
Residential Structures (Multifamily)	\$200 plus \$5 per unit
Nonresidential Structures	\$200 plus \$0.004 per sq. ft. of building area
Mixed Use Structures	\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area
<u>Planning Commission Review</u>	
Residential Structures (Multifamily)	\$200 plus \$5 per unit
Nonresidential Structures	\$200 plus \$0.004 per sq. ft. of building area

Amended January 22, 2002

*Mixed Use Structures**\$200 plus \$5 per residential unit plus \$0.004 per sq. ft. of nonresidential building area**Amendment to an Approved Plan**Residential Structures (Multifamily)**\$50 plus \$2 per residential unit**Nonresidential Structures**\$50 plus \$0.001 per sq. ft. of building area**Mixed Use Structures**\$50 plus \$2 per residential unit plus \$0.001 per sq. ft. of nonresidential building area*

MASTER PLAN REVIEW

Initial Review

\$ 75 600

Revision of plan

N/A \$600

SUBDIVISION PLAN REVIEW

No Public Improvements Required

\$25

*Plat Review Public Improvements Required**\$25 150 per plat plan plus \$1 25 per lot over 15 lots for each lot over 2.*

Facility Review

\$100 1,500 per wastewater pumping station or well facility.

- I. **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.

- J. **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.

Amended January 22, 2002

K. *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 land disturbance permit.

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

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