

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 22ND DAY OF APRIL, 2003, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

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

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

B. CONSENT CALENDAR

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

The motion passed by a unanimous voice vote.

1. Minutes

a. March 25, 2003, Work Session

b. April 8, 2003, Regular Meeting

2. Award of Bid – Jamestown Road Water Improvements

RESOLUTION

AWARD OF BID - JAMESTOWN ROAD WATER IMPROVEMENTS

WHEREAS, the plans and specifications have been advertised and competitively bid for the Jamestown Road Water Improvements project; and

WHEREAS, eight firms submitted bids, with W.R. Hall Contractors submitting the lowest responsive bid of \$989,483.75; and

WHEREAS, the bid is within budget, funds are available, and W.R. Hall Contractors has been determined capable of performing the work associated with the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for the Jamestown Road Water Improvements to W. R. Hall Contractors for a contract amount of \$989,483.75.

**C. BOARD CONSIDERATIONS**

1. Changes to the Regulations Governing Utility Service – Retail Service Charge

Mr. Foster stated that per the Board's request at the Public Hearing held on April 8, 2003, staff widened the consumption range in the 2nd block for the proposed water rate structure while maintaining a revenue neutral position.

Staff recommended the Board adopt the resolution for the changes to the Regulations Governing Utility Service for Retail Service Charges to be effective July 1, 2003.

Mr. Harrison made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

**RESOLUTION**

**CHANGES TO THE REGULATIONS GOVERNING**

**UTILITY SERVICE - RETAIL SERVICE CHARGES**

WHEREAS, the Board of Directors of the James City Service Authority set a Public Hearing on April 8, 2003, 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 adopts changes to the rates, fees, and charges which are summarized below to be effective for all bills mailed on or after July 1, 2003.

A. Residential Water Retail Service Rate (Inverted-Block Rate):

1st Block

Less than 15,000 gallons  
per quarter

\$2.30 per 1,000 gallons  
(\$1.72 per 100 cubic feet)

2nd Block

More than 15,000 gallons  
but less than 30,000  
gallons per quarter

\$2.60 per 1,000 gallons  
(\$1.945 per 100 cubic feet)

3rd Block

More than 30,000  
gallons per quarter

\$7.45 per 1,000 gallons  
(\$5.57 per 100 cubic feet)

## B. Nonresidential Water Retail Service Rate:

<u>Flat Rate</u>	\$2.60 per 1,000 gallons (\$1.945 per 100 cubic feet)
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## C. Sewer Retail Service Rate:

<u>Flat Rate</u>	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)
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BE IT FURTHER RESOLVED, that the complete proposed amendments be made part of this resolution.

2. Change to the Regulations Governing Utility Service – Site Plan Reviews

Mr. Foster stated that the Board adopted a corresponding change on April 23, 2002, to the Subdivision Plan Review submittal to charge \$1,500 for each Wastewater Pumping Station and Well Facility to offset the James City Service Authority's costs for reviewing plans of developer-driven facilities. Inadvertently, staff left out the proposed fee change in the Site Plan Reviews.

Staff recommended the Board adopt the resolution to add the Wastewater Pumping Station and Well Facility fee of \$1,500 each to the Plan Review Fee Schedule under Site Plan Reviews.

Mr. Harrison made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

## RESOLUTION

### CHANGE TO THE REGULATIONS GOVERNING

#### UTILITY SERVICE - SITE PLAN REVIEWS

WHEREAS, the James City Service Authority staff has identified the need to add a Wastewater Pump Station and Well Facility fee of \$1,500 each for Site Plan Reviews to the Regulations Governing Utility Service; and

WHEREAS, a corresponding Wastewater Pump Station and Well Facility fee of \$1,500 each was adopted under Subdivision Plan Reviews on April 23, 2002.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the change which is summarized below to become effective May 1, 2003.

Set the Plan Review Fee Schedule as follows:

Site PlansFacility Plan Reviews

Wastewater Pumping Station	\$1,500
Well Facility	\$1,500

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

3. Resolution of Appropriation – James City Service Authority – FY 04

Mr. Foster presented the JCSA Fiscal Year 2004 appropriations resolution for the Water, Sewer, Administration Funds, as well as the Capital Improvement Program and recommended adoption of the resolution.

Mr. Goodson made a motion to adopt the resolution.

The motion passed by a unanimous voice vote.

**RESOLUTION OF APPROPRIATION -**

**JAMES CITY SERVICE AUTHORITY - FY 04**

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2003, and ending June 30, 2004; 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>\$5,162,515</u>
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Water Fund - Expenditures:

Administration Fund Allocation	\$1,724,414
Operations and Maintenance	1,787,666
Capital Equipment Outlay	40,000
Capital Improvements Program	310,435
Debt Services Fund	<u>1,300,000</u>

\$5,162,515

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

Sewer Fund - Revenues:

Service Charges	<u>\$4,309,130</u>
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Sewer Fund - Expenditures:

Administration Fund Allocation	\$2,381,333
Operations and Maintenance	1,457,567
Capital Equipment Outlay	50,000
Capital Improvements Program	<u>420,230</u>
	<u>\$4,309,130</u>

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

ADMINISTRATIVE FUND

Revenues:

Allocated to Water Fund	\$1,724,414
Allocated to Sewer Fund	<u>2,381,333</u>
	<u>\$4,105,747</u>

Expenditures:

Personnel Expenses	\$3,008,781
Operating Expenses	1,022,966
Capital Outlay	<u>74,000</u>
	<u>\$4,105,747</u>

CAPITAL IMPROVEMENTS PROGRAM

Revenues:

Operating Fund Transfer	\$ 730,665
Facility Charges	<u>3,140,070</u>
	<u>\$3,870,735</u>

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Expenditures:

Water Supply	\$ 580,735
Water Distribution	880,000
Water Transmission	200,000
Sewer System Improvements	1,710,000
Other Projects	<u>500,000</u>
	<u>\$3,870,735</u>

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

Mr. Harrison made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:08 p.m. Mr. Brown adjourned the Board.

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Sanford B. Wanner  
Secretary to the Board

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