

A G E N D A

JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

County Government Center Board Room

February 22, 2005

7:00 P.M.

-

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes - January 25, 2005, Regular Meeting
- 2.

D. 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 25TH DAY OF JANUARY, 2005, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Jay T. Harrison, Sr., Chairman
John J. McGlennon, Vice Chairman
M. Anderson Bradshaw
Bruce C. Goodson
Michael J. Brown

Sanford B. Wanner, Secretary
Leo P. Rogers, County Attorney
Larry M. Foster, General Manager

B. ORGANIZATIONAL MEETING

Mr. Harrison nominated Mr. McGlennon for Chairman for 2005.

There being no other nominations, Mr. Harrison requested a roll call vote to elect Mr. McGlennon as Chairman.

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

Mr. Brown nominated Mr. Goodson as Vice Chairman for 2005.

There being no other nominations the motion passed by unanimous voice vote.

Mr. Harrison made a motion to adopt the resolution establishing times and dates for the 2005 meetings as well as parliamentary rules for conducting the meetings.

The motion passed by unanimous voice vote.

C. CONSENT CALENDAR

Mr. McGlennon inquired if anyone wished to remove an item from the Consent Calendar.

Mr. Goodson requested Item Number 2, *Stonehouse Water Storage Tanks Costs Participation Agreement*, be pulled for a separate vote due to a potential conflict of interest.

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

The motion passed by a unanimous voice vote.

1. Minutes - December 14, 2004, Regular Meeting
3. Award of Bid – Riverview Plantation Waterline

RESOLUTION

AWARD OF BID - RIVERVIEW PLANTATION WATERLINE

WHEREAS, the specifications to construct a waterline from Wexford Hills to Riverview Plantation along Riverview Road have been publicly advertised and opened; and

WHEREAS, ten firms submitted bids on the project with Walter C. Via who has been determined capable of performing the work associated with the project, submitting the lowest bid.

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 Riverview Plantation Waterline to Walter C. Via for a contract amount of \$297,117.75.

4. Season's Trace Water Tank Cellular Lease

RESOLUTION

SEASON'S TRACE WATER TANK CELLULAR LEASE

WHEREAS, Nextel Communications has proposed a lease that allows the location of a cellular telephone antennae system on the Season's Trace Water Tank; and

WHEREAS, the James City Service Authority has four similar leases that have proven to be mutually beneficial.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the General Manager to sign the necessary documents to enter into a lease agreement with Nextel Communications providing the terms for the location of a cellular telephone antenna system on the Season's Trace Water Tank.

2. Award of Bid – Rehabilitation of Lift Stations 3-6, 3-8, 6-4, and 6-6

On a roll call vote, the vote was: AYE: Brown, Bradshaw, Harrison, McGlennon (4). NAY: (0). ABSTAIN: Goodson (1).

RESOLUTION

BID AWARD - REHABILITATION OF LIFT STATIONS 3-6, 3-7, 3-8, 6-4, AND 6-6

WHEREAS, the plans and specifications for the rehabilitation of Lift Stations 3-6, 3-7, 3-8, 6-4, and 6-6 have been publicly advertised and competitively bid with three firms submitting bids; and

WHEREAS, Polymer Coatings, Inc., submitted the lowest bid of \$492,500 and has been determined

capable of completing 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 Lift Stations Rehabilitation project to Polymer Coatings, Inc., for a bid of \$492,500.

D. BOARD REQUESTS AND DIRECTIVES - None

E. CLOSED SESSION

Mr. Brown made a motion to go into Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia to consider the appointments of individuals to County Boards and /or Commissions; and Section 2.2-3711(A)(3) of the Code of Virginia to consider the acquisition of parcels of property for public use.

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

At 7:25 p.m. Mr. McGlennon convened the Board into Closed Session.

At 7:50 p.m. Mr. McGlennon reconvened the Board into Open Session.

Mr. Harrison made a motion to adopt the Closed Session resolution.

The motion passed by unanimous voice vote.

RESOLUTION

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Directors of James City Service Authority of James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(1) to consider the appointment of individuals to County Boards and/or Commissions; and Section 2.2-3711(A)(3) to consider the acquisition of parcels of property for public use.

Mr. Harrison made a motion to appoint Charlene Talcott to an unexpired term on the Water Conservation Committee, term to expire on June 24, 2005.

The motion passed by unanimous voice vote.

F. ADJOURNMENT

Mr. Harrison made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 7:55 p.m. Mr. McGlennon adjourned the Board.

Sanford B. Wanner
Secretary to the Board

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M E M O R A N D U M

DATE: February 22, 2005

TO: The Board of Directors

FROM: Larry M. Foster, General Manager, James City Service Authority
John T. Wilson, Special Project Coordinator

SUBJECT: Amendment to the Regulations Governing Utility Service - Use of Public Fire Hydrants

The James City Service Authority (JCSA) allows private contractors to use fire hydrants to obtain water. The contractors are required to meter the water through an approved device and submit the water meter information monthly for appropriate billing. Approved water meters can be obtained in two ways: 1) from the JCSA after making appropriate deposits and 2) self-supplied metering device approved by the JCSA.

The JCSA owns and operates over 3,000 fire hydrants. Each of these fire hydrants presents a potential opportunity for contamination of the water supply through improper use or intentional abuse.

In an effort to improve and protect the water system, the JCSA is proposing refinement of the hydrant meter program. These improvements include the following:

Self-Supplied Metering Device

- Hydrant meters must have approved backflow devices that are tested annually.
- Hydrant meters are permitted for a six-month term for a specific job site.
- Hydrant meter device must display a JCSA placard to identify the device has been approved.

JCSA Furnished Hydrant Device

- Permittee is to pay a deposit prior to receiving hydrant meter.
- Hydrant meters are issued for 30-day terms with three renewals.
- Hydrant meter must display a JCSA placard indicating the meter is approved at all times.
- Meters that are retained past due date will be assessed \$20 per day.

Water Withdrawal Locations

- Establishes four locations in the County to withdraw from hydrants:
 - 1) JCSA Operations Center - Tewning Road
 - 2) Toano Fire Station
 - 3) Law Enforcement Center
 - 4) Entrance to Stonehouse Development
- Allows for special exemptions on a case-by-case basis.

The attached resolution authorizes amendment to Section 21 of the Regulations Governing Utility Service. The exact changes are indicated on the attachment. The changes are proposed to strengthen procedures for withdrawing water from public fire hydrants to accommodate contractors' needs for bulk water and more importantly to further protect the public water system.

Amendment to the Regulations Governing Utility Service - Use of Public Fire Hydrants

February 22, 2005

Page 2

Staff recommends approval of the attached resolution authorizing the proposed amendments to the Regulations Governing Utility Service.

John T. Wilson

CONCUR:

Larry M. Foster

LMF/gb
firehydrants05.mem

Attachment

RESOLUTION

AMENDMENT TO THE REGULATIONS GOVERNING UTILITY SERVICE -

USE OF PUBLIC FIRE HYDRANTS

WHEREAS, the James City Service Authority (JCSA) proposes to amend the Regulations Governing Utility Service in order to strengthen procedures for withdrawing water from public fire hydrants for development purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts changes to Section 21, Regulations Governing Utility Service, which are summarized below to become effective October 26, 2004:

Self-Supplied Metering Device

- Hydrant meters must have approved backflow devices that are tested annually.
- Hydrant meters are permitted for a six-month term for a specific job site.
- Hydrant meter device must display a JCSA placard to identify the device has been approved.

JCSA Furnished Hydrant Device

- Permittee is to pay a deposit prior to receiving hydrant meter.
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- Establishes four locations in the County to withdraw from hydrants:
 - 1) JCSA Operations Center - Tewning Road
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 - 3) Law Enforcement Center
 - 4) Entrance to Stonehouse Development
- Allows for special exemptions on a case-by-case basis.

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

John J. McGlennon
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 February, 2005.

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SECTION 21. PRIVATE FIRE PROTECTION SYSTEMS; PUBLIC FIRE HYDRANTS

A. Private Fire Protection Systems

1. Application. Upon written application to the Authority, and upon payment of all applicable charges required by Section 32, the Authority or the applicant, at the option of the Authority, shall at the expense of the applicant construct and install a fire service connection to supply a fire protection system. Such construction shall conform to the "Standards" of the Authority. When constructed and installed by the applicant, subject to inspection by the Authority, such construction shall not commence until the applicant furnishes to the Authority and the Authority approves in writing the plans for such construction and installation.
2. Fire service detector check meter. A fire service detector check meter shall be installed in a bypass to monitor small flows in the fire service connection. The Authority shall read each detector check meter at least annually. The Authority reserves the right to require an existing fire service connection customer to install at his expense a detector check meter with a bypass pipe.
3. Charge. There shall be no charge for water supplied through a private fire protection system which is used to extinguish fires.

4. Additions. No addition of any hydrant, standpipe, sprinkler head or other outlet shall be made to a fire protection system until plans for such addition have been submitted to and approved in writing by the Authority.

5. Pressure; supply. The provisions of Section 27, which govern the interruption of water supply, apply to fire service connections. The Authority shall not assume any responsibility for loss or damage because of inadequate quantity or pressure.

6. Violation. Water supplied through a private fire service connection shall be used solely for the extinguishment of fires and, upon approval by the Authority, for fire drill testing of the fire protection system. If a customer makes unauthorized or unapproved uses of the fire protection system, for any reason other than fire suppression, a \$100.00 penalty shall be imposed upon the customer. The penalty will increase by \$100.00 for each additional occurrence. If the penalty is not paid immediately to the Authority upon discovery of the violation, all Utility service to the customer shall be terminated until such time that the penalty has been paid.

Furthermore, if it is discovered that the fire protection system has in any way been intentionally adjusted or tampered with or if any unapproved connection has been made to the system that provides the customer with an unauthorized supply of water, then a \$100.00 penalty shall be imposed. The penalty will increase by \$100.00 for each additional occurrence. In addition, the customer shall also remit to the Authority the

amount of the retail water charges for the estimated unauthorized water usage. If the penalty and charges are not paid immediately to the Authority upon discovery of the violation, all Utility service to the customer shall be terminated until such time that the amount due has been paid.

B. Public fire hydrants.

1. General. To the extent that funds are available, the Authority shall install, at its expense, public fire hydrants on public property whenever and wherever, in its sole opinion, such hydrants may be required to provide adequate fire protection service.
2. Application for hydrant. Upon written application by any commercial, industrial, governmental entity or other interested party, and upon payment of all applicable charges required by Section 32, the Authority shall construct and install additional public fire hydrants on public property. After installation of each hydrant, the Authority shall assume ownership, maintenance and operation thereof and shall pay for any replacement or relocation which may become necessary.
3. Restrictions on use. The use of public fire hydrants shall be restricted to the taking of water for the extinguishment of fires; water shall not be taken from any public fire hydrant for any other use, including construction, street sprinkling, or flushing storm sewers or gutters, unless specifically permitted in writing by the JCSA for the particular time and occasion and upon payment of all applicable charges required by Section 32

and contained in this section. All such uses shall be metered and the Authority retail water rates shall apply. A fire hydrant meter may be furnished by the user or provided by the JCSA in accordance with the following procedures:

a. User furnished hydrant meters

1. The meter shall be registered with the JCSA and receive a written water user permit issued from the JCSA *Customer Service Office*. Prior to each use, the user shall apply to the JCSA in person. The meter shall be inspected by the JCSA prior to issuance of *an initial permit and thereafter the user must, upon request, provide annual backflow prevention inspection forms to the JCSA.*
2. Permit shall be good for ~~one year~~ *six months* from the date of issuance. Meters shall be re-registered every ~~12~~ *six* months in accordance with the guidelines in the previous paragraph.
3. User furnished meter assembly shall include a ~~double gate/double check~~ *reduced pressure zone* backflow preventer.

4. User shall be responsible for calling in meter readings by the first day of each month prior to the billing cycle deadline. *Failure to comply may result in user's loss of permit privilege and/or future use.*
 5. User will notify JCSA Customer Service Office when meter is no longer in use in JCSA water system. Failure to provide notification may preclude future permit approvals.
 6. *User-furnished meters will only be used at the specific work site identified in the permit. User will not use meters at other work sites unless approved by the JCSA Customer Service Office.*
 7. *Upon issuance of permit, user will present the meter device at the JCSA warehouse so that an official JCSA placard may be placed on the device. This placard may only be removed by a JCSA employee. Tampering/removal of the placard by user may result in fines, confiscation of device, and future loss of hydrant privileges.*
- b. Authority furnished hydrant meters
1. User shall pay a deposit and receive *a* written permit issued ~~from the JCSA~~ *by the JCSA Customer Service section* prior to ~~use of~~ *receiving* a JCSA *hydrant* meter. Meters provided by the JCSA will be issued on a

first come, first serve basis. *Upon issuance of permit, customer will be directed to the JCSA warehouse for issuance of hydrant meter device. The device will have an official JCSA placard attached to provide high visibility and proof of user authorization for use. This device may only be removed by a JCSA employee and tampering/removal of the placard by user may result in fines, confiscation of device, and possible future loss of hydrant privileges.* Deposit fees are as follows:

3 inch hydrant meter -	\$750
5/8 x 3/4 inch hydrant meter -	\$300

2. Permit shall be good for 30 days.
3. If user needs the meter more than 30 days, user shall have the permit renewed ~~for an additional 30 days~~ *in 30-day increments to a total of 90 days.* Permits will not be renewed beyond 90 days of the original permit date. *Any meter retained past the due date may incur a surcharge of \$20 a day, which will be deducted from the deposit.*
4. User shall be responsible for calling in meter readings on the first of each month prior to the billing cycle deadline. *Additionally, if permittee does not report meter reading use of meter, it may be revoked.*

5. Authority furnished meters will only be used at the specific work site identified in the permit. User will not use meter at other work sites unless approved by the JCSA Customer Service Office. Under no circumstances will the meter be used outside *the* JCSA service area.
6. **Permittee cannot obtain more than one JCSA provided meter at a time unless approved by the General Manager.**
4. No liability. The Authority shall not be considered an insurer of persons or property, or to have undertaken to extinguish fires, or to protect any person or property against loss or damage by fire or otherwise, and it shall not be responsible to any person for any loss, or damage, or injury by reason of fire, or failure to supply water or pressure, or for any other cause whatsoever.
5. Extension of main. The Authority shall not be required to extend its water mains for the purpose of installing public fire hydrants which may be desired except under mutually acceptable terms to defray the construction cost of such extensions.
6. Unauthorized use. If a public fire hydrant is discovered to have been used for any purpose other than fire suppression without prior approval by the Authority, legal action may be sought against such unauthorized user in accordance with Section 31 of these Regulations. In addition, a \$100.00 penalty shall be assessed against the violator. The penalty will increase by \$100.00 for each additional occurrence. The penalty shall be

paid immediately or all ~~U~~utility service received by the violator or the employer that he represents shall be terminated until such time as the penalty is paid.

C. JCSA Permanent Water Withdrawal Location and User Requirements

A list of permanent designated locations for water withdrawal by contractors can be obtained at either JCSA Customer Service in Building E at 101-E Mounts Bay Road, or JCSA Operations at 107 Tewning Road. The JCSA will restrict non-exempt contractor water withdrawal to the permanent locations. Site access hydrants will be clearly marked with blue bonnets (tops) and JCSA signage. The JCSA reserves the right to add/remove access sites as it deems necessary. Occasional exemptions to this policy will arise for specific contractors/sites and as deemed appropriate by the JCSA. At such times, exemptions will be granted on a case-by-case basis and when applicable, a roster of exemption sites will be maintained at JCSA Customer Service.

sect21.wp5

MEMORANDUM

DATE: February 22, 2005

TO: The Board of Directors

FROM: Larry M. Foster, General Manager, James City Service Authority

SUBJECT: Amendment to the Regulations Governing Utility Service - Grinder Pump Maintenance and Associated Fees

Staff respectfully requests that the Board of Directors set on a Public Hearing on May 24, 2005, on a proposed addition to Section 32.B.3. of the JCSA Regulations Governing Utility Service to allow James City Service Authority (JCSA) to charge future owners of property an annual grinder pump maintenance fee if they elect to contract with the JCSA for such service.

Attached is a proposed amendment to allow the JCSA to standardize its maintenance obligations and charges for all grinder pump maintenance customers. Currently, there are about 200 grinder pump maintenance customers who do not pay the annual fee of \$145.80. Previous landowners had paid the JCSA between \$300 and \$600 for lifetime grinder pump maintenance. Since that time, costs associated with grinder pump maintenance have risen significantly and it is fiscally unwise to continue to maintain those grinder pumps essentially free of charge. The JCSA strongly believes in honoring its commitment to its customers, so the proposed regulation would not affect current homeowners.

If this regulation were adopted, upon the sale or transfer of any of the properties currently being served by a lifetime maintenance plan, the JCSA would no longer provide grinder pump maintenance without a new contract and payment of the annual fee. This would allow the JCSA to continue to provide service and apportion costs equally among all of its grinder pump maintenance customers, in accordance with the stated obligations of the Authority contained in the Purpose statement at the beginning of the JCSA regulations.

Larry M. Foster

LMF/gb
grinderpump.mem

Attachments

RESOLUTION

AMENDMENT TO THE REGULATIONS GOVERNING UTILITY SERVICE -

GRINDER PUMP MAINTENANCE AND ASSOCIATED FEES

WHEREAS, the Board of Directors of the James City Service Authority (JCSA) desires to set a Public Hearing to discuss a proposed amendment to the Regulations Governing Utility Service to add a provision to allow the JCSA to charge future owners of property an annual grinder pump maintenance fee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts the proposed amendment to Section 32, Clause B, of the Regulations Governing Utility Service by adding a provision to charge future owners of property an annual grinder pump maintenance fee.

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

John J. McGlennon
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 February, 2005.

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SECTION 32.B.3. - GENERAL RATE POLICY AND RATE SCHEDULE

PROPOSED AMENDMENT

Sec. 32.B.3.

(d) Maintenance of sewage grinder pumps is the responsibility of the property owner. The property owner may contract with the JCSA for maintenance services. Maintenance contracts are between the property owner and the JCSA, and are not transferable or assignable by the property owner. Upon a transfer of title or ownership of the land upon which the grinder pump is located, a new contract for maintenance may be formed with the JCSA at the owner's election. Any prior contracts for sewage pump maintenance shall be terminated upon transfer of title or ownership.

grinderpump.att

JAMES CITY SERVICE AUTHORITY

NOTICE OF PUBLIC HEARING

REGULATION GOVERNING UTILITY SERVICE CHANGE

The Board of Directors of the James City Service Authority will hold a Public Hearing on May 24, 2005, at 7:00 p.m. in the Building F Board Room, County Government Center, 101 Mounts Bay Road, James City County, Virginia, to consider the following addition to Section 32.B.3. Grinder Pump Installation and Maintenance Charge:

(d) Maintenance of sewage grinder pumps is the responsibility of the property owner. The property owner may contract with the JCSA for maintenance services. Maintenance contracts are between the property owner and the JCSA, and are not transferable or assignable by the property owner. Upon a transfer of title or ownership of the land upon which the grinder pump is located, a new contract for maintenance may be formed with the JCSA at the owner's election. Any prior contracts for sewage pump maintenance shall be terminated upon transfer of title or ownership.

Public comments are invited at the scheduled Public Hearing. All interested parties are invited to attend. Comments, in writing, may be addressed to the General Manager, James City Service Authority, P.O. Box 8784, Williamsburg, VA 23187.

The proposed change will be implemented May 24, 2005.

Larry M. Foster
General Manager
James City Service Authority

DAILY PRESS - DISPLAY - March 24, 2005 and April 28, 2005

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