

**A G E N D A**

**JAMES CITY COUNTY SERVICE AUTHORITY**

**County Government Center Board Room**

**January 22, 2002**

**7:00 P.M.**

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**A. ROLL CALL**

**B. ORGANIZATIONAL MEETING**

**C. CONSENT CALENDAR**

1. Minutes
  - a. November 27, 2001, Regular Meeting
2. Award of Contract - Engineering Services for Groundwater Treatment Facility
3. Memorandum of Agreement with G-Square, Inc., Sale of Property - Monticello Avenue
4. Setting A Public Hearing - Regulations Governing Utility Service

**D. BOARD REQUESTS AND DIRECTIVES**

**E. ADJOURNMENT**

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 27TH DAY OF NOVEMBER 2001, 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  
James G. Kennedy, Vice Chairman  
Ronald A. Nervitt  
Bruce C. Goodson  
John J. McGlennon

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

**B. PUBLIC COMMENT - None**

**C. CONSENT CALENDAR**

Mr. Harrison inquired if a member of the Board would like to pull an item from the Consent Calendar.

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

The motion passed by a unanimous voice vote.

1. Minutes

a. October 23, 2001, Regular Meeting

2. Sale of Property - 2888 Jonas Profit Trail - Fernbrook

**RESOLUTION**

**SALE OF PROPERTY - 2888 JONAS PROFIT TRAIL - FERNBROOK**

WHEREAS, the James City Service Authority owns a parcel of land at 2888 Jonas Profit Trail where it operates a sewerage pumping station; and

WHEREAS, the adjacent property owner, Mrs. Carol Grabowski, has determined that her driveway encroaches on the JCSA's property and has asked to purchase a small portion of the James City Service Authority property; and

WHEREAS, the Office of Real Estate Assessment has established a value of \$550 for the property that Mrs. Grabowski desires to purchase; and

WHEREAS, the JCSA has determined that the sale of the portion that is desired by Mrs. Grabowski will not impact its ability to operate the sewerage pumping station.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the sale of the property as requested and directs the General Manager to sign all necessary documents to accomplish the sale.

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

**E. ADJOURNMENT**

Mr. Goodson made a motion to adjourn

The motion passed by a unanimous voice vote.

Mr. Harrison adjourned the Board at 10:27 p.m.

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Sanford B. Wanner  
Secretary to the Board

MEMORANDUM

DATE: January 22, 2002  
TO: The Board of Directors  
FROM: Larry M. Foster, General Manager, James City Service Authority  
SUBJECT: Award of Contract - Engineering Services for Groundwater Treatment Facility

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A major component of the Water Master Plan is the construction of a groundwater treatment facility. The proposed facility will be designed to produce 5.0 million gallons per day of potable water and be located adjacent to Clara Byrd Baker Elementary School. The facility requires a groundwater withdrawal permit and a permit to discharge the concentrate into the James River. Applications for both permits are under consideration by the Department of Environmental Quality. An application for a Special Use Permit is under consideration by the Planning Commission who has asked for additional information regarding building elevations and distance to surrounding neighborhoods. The facility is scheduled to be operational in the 2005-2006 time frame and will cost approximately \$20 million.

Engineering firms interested in assisting the James City Service Authority (JCSA) in the design and startup of the facility were invited to submit a Statement of Qualification through the Request for Proposal process. To be determined qualified to submit a "Technical Proposal," interested firms were required to have designed at least three treatment facilities similar to the proposed JCSA facility.

Of the nine firms submitting Statements of Qualifications, eight were asked to submit Technical Proposals. Technical Proposals provided interested firms with the opportunity to expand on their background/experience, understanding of the project, approach, and opportunities for innovation. Four of the firms submitting Technical Proposals were interviewed by a five-member team consisting of Michael Vergakis, Danny Poe, Bruce Capps, and Larry Foster with the JCSA and Ronald Harris, Project Manager for Newport News Water Works groundwater treatment facility. Buchart-Horn, Inc., is the top selected firm of the four interviewed. Once selected, a fee of \$1,213,500 has been negotiated based on an agreed-upon scope of services (scope attached). This fee is approximately ten percent of the estimated costs of the overall project covered by the scope of services and within the expected range.

Staff recommends that the Board approve the attached Resolution awarding the Contract for Engineering Services for the Groundwater Treatment Plant to Buchart-Horn, Inc., for a fee of \$1,213,500.

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Larry M. Foster

LMF/gb  
facility.mem

Attachments

**RESOLUTION**

**AWARD OF CONTRACT - ENGINEERING SERVICES FOR**

**GROUNDWATER TREATMENT FACILITY**

WHEREAS, the Water Master Plan provides for the construction of a groundwater treatment plant as a key component of the strategy to meet projected water demands for James City County; and

WHEREAS, interested engineering firms were invited to submit a Statement of Qualification and Technical Proposals as part of the process for selecting an engineering consultant to design the planned groundwater treatment plant; and

WHEREAS, a five-member selection team interviewed four firms after the evaluation of the information submitted by the interested engineering consultants and selected Buchart-Horn, Inc., as top rated firm; and

WHEREAS, the selection team negotiated a fee of \$1,213,500 for an agreed-upon Scope of Services to perform the engineering design and support work required for this portion of the groundwater treatment project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes the award of a contract to provide engineering services for the Groundwater Treatment Plant to Buchart-Horn, Inc., in the amount of \$1,213,500 for design service associated with the Groundwater Treatment Plant.

\_\_\_\_\_  
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 January, 2002.

facility.res

MEMORANDUM

DATE: January 22, 2002

TO: The Board of Directors

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

SUBJECT: Memorandum of Agreement with G-Square Inc., Sale of Property-Monticello Avenue

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The James City Service Authority (JCSA) has completed the purchase of a 1.08-acre parcel of property from the Virginia Department of Transportation at the intersection of Monticello Avenue and Ironbound Road adjacent to the WMBG Radio Building. Only a portion of the property is needed for the construction of the Water Storage Facility.

The JCSA has entered into a Memorandum of Agreement that provides the terms for the sale of the excess property to G-Square, Inc., the adjacent land owner. The value of the property is established by an independent appraisal. To optimize the use of the property and support a more cohesive master plan, it requires that the JCSA exchange of a small parcel of property with G-Square, Inc. The exact amount of the exchange is defined on the attached plat.

Staff recommends the approval of the attached resolution authorizing the General Manager to sign the necessary documents to accomplish the sale of the excess Water Storage Facility property with G-Square, Inc.

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Larry M. Foster

LMF/adw  
gsquare.mem

Attachment

**RESOLUTION**

**MEMORANDUM OF AGREEMENT WITH G-SQUARE INC., SALE OF**

**PROPERTY - MONTICELLO AVENUE**

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WHEREAS, the James City Service Authority has purchased a 1.08-acre parcel of property from the Virginia Department of Transportation at the intersection of Monticello Avenue and Ironbound Road, relocated, to construct a 1.0 million gallon water storage facility; and

WHEREAS, only a portion of the property will be needed for the construction of the facility and a Memorandum of Agreement has been entered into with G-Square Inc., the adjacent property owner, providing the terms for the sale of the excess property and the exchange of a small parcel to facilitate the location of the water storage facility.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby authorizes the General Manager to sign the documents necessary for the sale and exchange of the Monticello Avenue property with G-Square, Inc.

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Chairman, Board of Directors

ATTEST:

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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 January, 2002.

gsquare.res

**M E M O R A N D U M**

DATE: January 22, 2002

TO: The Board of Directors

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

SUBJECT: Setting A Public Hearing - Regulations Governing Utility Service

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Staff requests the Board of Directors set a Public Hearing on April 23, 2002, for proposed changes in the "Regulations Governing Utility Service." These changes are indicated on the attached pages of the Regulations and are an effort to update Plan Review Fees which have not been changed since April 1990. The proposed fee adjustments were determined after evaluating the costs to perform the reviews.

Additionally, staff proposes to establish a Sub-Meter Account Charge in recognition of the additional time involved in administering this growing segment of the customer base.

The attached changes propose to do the following:

1. Set the Plan Review Fee Schedule as follows:

|  | <u>Proposed</u>   | <u>Existing</u> |
|--|---|-----------------|
| <u>Rezoning</u>                            |   |                 |
| 10 acres or less                           | \$ 100  | \$ 50           |
| Greater than 10 but less than 50 acres     | 150   | 100             |
| Greater than 50 acres                      | 200   | 200             |
| <u>Special Use Permits</u>                 |   |                 |
| General (New)                              | 200   | 0               |
| Family Subdivision (New)                   | 50  | 0               |
| <u>Site Plans</u>                          |   |                 |
| <u>Administrative Review</u>               |   |                 |
| Residential Structures (Multifamily) (New) | 200 plus \$5 per unit   |                 |
| Nonresidential Structures (New)            | 200 plus \$0.004 per sq. ft. of building area   |                 |
| Mixed-Use Structures (New)                 | 200 plus \$5 per residential unit plus \$0.004 per sq. ft. of non-residential building area |                 |
| <u>Planning Commission Review</u>          |   |                 |
| Residential Structures (Multifamily)       | 200 plus \$5 per unit   | 50              |
| 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 building area | 50              |
| <u>Amendment to an Approved Plan</u>       |   |                 |
| Residential Structures (Multifamily)       | 50 plus \$2 per unit  | 25              |

|   |  |     |
|---|--|-----|
| Nonresidential Structures                   | 50 plus \$0.001 per sq. ft. of building area.  | 25  |
| Mixed-Use Structures (New)                  | 50 plus \$2 per residential unit plus \$0.001 per sq. ft. of non-residential building area |     |
| <u>Master Plan Review</u>                   |  |     |
| Initial Review                              | 600  | 75  |
| Revision of Plan (New)                      | 600  | 0   |
| <u>Subdivision Plan Review</u>              |  |     |
| No Public Improvements Required (New)       | 25   | 0   |
| Public Improvements Required                | 150  | 25  |
| Wastewater Pumping Station or Well Facility | 1,500  | 100 |

2. Establish a Sub-Meter Account Fee:

Sub-Meter Account Charge. An account charge of \$18 shall be paid 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.

3. Establish an Inspection Fee for water and sewer lines:

Inspection Fee for Water and Sewer Lines. There shall be a fee for the inspection by the service authority 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 current fee is \$0.62 as reflected in James City County's Subdivision Ordinance. The current fee has not been changed since April 1990 and is an effort to recover the actual costs of inspections.

This public hearing is in accordance with Section 15.1-1260 of the Code of Virginia, which requires a 60-day notice for sewer-related service charge changes.

Staff recommends approval of the attached resolution to set the Public Hearing for April 23, 2002.

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Larry M. Foster

LMF/adw  
pubhear02.mem

Attachments

## RESOLUTION

### CHANGES IN 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 Plans

Administrative Review

|                                      |     |
|--------------------------------------|-----|
| Residential Structures (Multifamily) | 200 |
| Nonresidential Structures            | 200 |
| Mixed Use Structures                 | 200 |

Planning Commission Review

|                                      |     |
|--------------------------------------|-----|
| Residential Structures (Multifamily) | 200 |
| Nonresidential Structures            | 200 |
| Mixed Use Structures                 | 200 |

Amendment to an Approved Plan

|                                      |    |
|--------------------------------------|----|
| Residential Structures (Multifamily) | 50 |
| Nonresidential Structures            | 50 |
| Mixed Use Structures                 | 50 |

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 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.

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Chairman, Board of Directors

ATTEST:

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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 January, 2002.

chreg.res