

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY**

**County Government Center Board Room**

**May 27, 2003**

**7:00 P.M.**

---

**A. ROLL CALL**

**B. CONSENT CALENDAR**

1. Minutes
  - a. April 14, 2003, Budget Work Session
  - b. April 22, 2003, Groundbreaking Ceremony
  - c. April 22, 2003, Regular Meeting
2. Resolution of Appropriation - James City Service Authority - FY 04
3. Fenwick Hills Subdivision - Utility Participation Agreement

**C. BOARD REQUESTS AND DIRECTIVES**

**D. ADJOURNMENT**

052703bd.age

AT A BUDGET WORK SESSION OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 14TH 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. BOARD CONSIDERATION**

1. Proposed FY 2004 James City Service Authority Operating Budget

Mr. Larry Foster, General Manager of the James City Service Authority (JCSA), introduced Mr. Robert Smith, Assistant Manager of the JCSA.

Mr. Smith provided the Board with an overview of the JCSA's Proposed FY 2004 Budget.

The Board and staff discussed staffing and funding needs to maintain and inspect the existing well facilities and the Groundwater Treatment Facility.

**C. RECESS**

Mr. Harrison made a motion to recess until 4 p.m. on April 22.

The motion passed by unanimous voice vote.

At 9:10 p.m. Mr. Brown recessed the Board of Directors until 4 p.m. on April 22.

---

Sanford B. Wanner  
Secretary to the Board

**AT A GROUNDBREAKING CEREMONY OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 22ND DAY OF APRIL, 2003, AT 4:00 P.M., ADJACENT TO CLARA BYRD BAKER ELEMENTARY SCHOOL, 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  
Larry M. Foster, General Manager

**B. RETREAT**

1. Groundbreaking Ceremony for the Groundwater Treatment Plant

The Board members and staff attended the ceremony for the groundbreaking of the Groundwater Treatment Plant project. Mr. Brown and Mr. Foster made comments.

**C. RECESS**

Mr. Brown recessed the Board at 4:35 p.m. until the Board's regular meeting at 7 p.m.

---

Sanford B. Wanner  
Secretary to the Board

**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)
------------------	--

C. Sewer Retail Service Rate:

<u>Flat Rate</u>	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)
------------------	---

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 Plans

Facility 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>
-----------------	--------------------

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>
-----------------	--------------------

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>



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.

---

Sanford B. Wanner  
Secretary to the Board

MEMORANDUM

DATE: May 27, 2003  
TO: The Board of Directors  
FROM: Robert H. Smith, Assistant Manager, James City Service Authority  
SUBJECT: Resolution of Appropriation - James City Service Authority - FY 04

---

The Board adopted a resolution for the FY 04 appropriation for the Water Fund, Sewer Fund, Administration Fund, and Capital Improvement Program on April 22, 2003. The Debt Service Fund was inadvertently left out of the memorandum and resolution. Attached for your consideration and adoption is the resolution for the FY 04 appropriations for the James City Service Authority Debt Service Fund.

Staff recommends adoption of the attached resolution.

---

Robert H. Smith

CONCUR:

---

Larry M. Foster

RHS/gs  
fy04app2.mem

Attachment

RESOLUTION OF APPROPRIATION -

JAMES CITY SERVICE AUTHORITY - FY 04

WHEREAS, the Board of Directors has adopted a budget for the fiscal year beginning July 1, 2003, and ending June 30, 2004; and

WHEREAS, the Board of Directors has appropriated all components of the budget except for the Debt Service component and does now propose to appropriate the Debt Service 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 appropriated for Debt Service Fund in the amounts as shown below:

Revenues:

Water Fund Contribution	<u>\$1,300,000</u>
-------------------------	--------------------

Expenditures:

Revenue Bonds, Series 2003	<u>\$1,300,000</u>
----------------------------	--------------------

---

John J. McGlennon  
Vice 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 27th day of May, 2003.

fy04app2.res

**UTILITY PARTICIPATION AGREEMENT**

**FENWICK HILLS, LLC**

WHEREAS, in accordance with the Regulations Governing Utility Service, the capacity of the sewer infrastructure serving the Fenwick Hills Subdivision was increased to improve the overall James City Service Authority (JCSA) sewer system and to provide for future system needs; and

WHEREAS, a developer is only required to install public utility infrastructure of adequate size to meet the needs of the development; and

WHEREAS, the developer/owner Fenwick Hills, LLC, and the James City Service Authority have agreed on total reimbursement of \$56,236 to compensate Fenwick Hills, LLC, for providing the additional capacity.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, will reimburse Fenwick Hill, LLC, \$56,236 for increasing the capacity of the water and sewer facilities serving the Fenwick Hill Subdivision to improve the overall and future integrity of the JCSA water and sewer system.

\_\_\_\_\_  
Charles Wormon  
President, Fenwick Hills, LLC

\_\_\_\_\_  
John J. McGlennon  
Vice Chairman, Board of Directors

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of May, 2003.

fenwick.agr

MEMORANDUM

DATE: May 27, 2003  
TO: The Board of Directors  
FROM: Larry M. Foster, General Manager, James City Service Authority  
SUBJECT: Fenwick Hills Subdivision - Utility Participation Agreement

---

Developers are required to provide on and off-site water and sewer infrastructure of adequate size to serve their development. In its review and oversight role of plans for new development, the James City Service Authority (JCSA) attempts to coordinate future infrastructure needs. In certain cases this includes asking the developer to increase the size of a water/sewer line or sewerage pump station to accommodate future needs beyond those of the specific development. This approach avoids significant costs and precludes having to make major utility improvements to serve adjoining properties when developed. In many cases this will also prevent the disruption of established road/streets and the proliferation of sewerage pumping stations serving individual developments.

The JCSA's Regulations Governing Utility Service allow the JCSA to ask a developer to increase the size of water and sewer infrastructure over and above the size necessary to serve the needs of a specific development. The Regulations further provide that the JCSA will reimburse the developer the additional costs associated with increasing the size of the utility infrastructure over and above what is needed for the specific development. To establish the terms for this arrangement, the JCSA must enter into a Utility Participation Agreement providing the terms for reimbursing the developer.

Because of its proximity to existing and future water/sewer lines, the Fenwick Hills Subdivision located on Old Stage Road provides an opportunity to increase the size of the sewerage pumping station needed to serve the development and to serve adjoining property. Negotiations were conducted with the developer and the incremental costs to increase the size of the sewer facilities were agreed upon as defined below:

Sewerage Pumping Station	\$56,236
--------------------------	----------

It is recommended that the Board approve the attached resolution authorizing the Vice Chairman to sign the Utility Participation Agreement (also attached), which provides the terms for reimbursing the developer of the Fenwick Hills Subdivision for the additional \$56,236 in expenses incurred to increase the capacity of the sewer infrastructure as requested by the JCSA to serve future system needs.

---

Larry M. Foster

LMF/gs  
fenwick.mem

Attachments

**RESOLUTION**

**FENWICK HILLS SUBDIVISION - UTILITY PARTICIPATION AGREEMENT**

WHEREAS, the staff identified the opportunity to increase the capacity of the utilities to serve the Fenwick Hills Subdivision to provide for their integration into the James City Service Authority (JCSA) infrastructure and improve the overall system; and

WHEREAS, the Regulations Governing Utility Service allows the JCSA to enter into a Utility Participation Agreement with a developer to provide the terms of reimbursing the incremental costs to increase the size of the utility's infrastructure over that need to serve the development alone; and

WHEREAS, staff and Fenwick Hills, LLC, have agreed on the amount of reimbursement necessary to compensate Fenwick Hills, LLC, for the expenses incurred to increase the size of the sewer facilities over that needed by their development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes its Vice Chairman to sign a Utility Participation Agreement with Fenwick Hills, LLC, providing the terms of reimbursement for additional costs incurred to increase the size of sewer infrastructure to serve the Fenwick Hills Subdivision as requested by JCSA staff.

\_\_\_\_\_  
John J. McGlennon  
Vice 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 27th day of May, 2003.

fenwick.res

**JAMES CITY SERVICE AUTHORITY  
BOARD OF DIRECTORS**

**Ribbon Cutting Ceremony  
Intersection of Ironbound Road and Monticello Avenue**

**May 27, 2003  
3:00 P.M.**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. RIBBON CUTTING CEREMONY**
- D. RECESS**