

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**April 26, 2005**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes - March 22, 2005, Regular Meeting
2. Award of Bid - Norge Water System Improvement
3. Stonehouse Water Storage and Supply Costs Participation Agreement
4. Resolution of Appropriation - James City Service Authority - FY06

**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 22ND DAY OF FEBRUARY, 2005, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. ROLL CALL**

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

Sanford B. Wanner, Secretary  
Michael H. Drewry, Assistant County Attorney  
Larry M. Foster, General Manager

**B. CONSENT CALENDAR**

Mr. Foster requested Item Nos. 2 and 3 be removed from the Consent Calendar.

Mr. Brown made a motion to adopt the remaining item on the Consent Calendar.

The motion passed by a unanimous voice vote.

1. Minutes - January 25, 2005, Regular Meeting
2. Amendments to the Regulations Governing Utility Service - Use of Public Fire Hydrants

Mr. Foster stated that the James City Service Authority (JCSA) allows private contractors to use fire hydrants to obtain water provided they meter the water through an approved device and submit the water meter information monthly for appropriate billing. Mr. Foster presented a resolution amending the Regulations Governing Utility Service to strengthen procedures for withdrawing water from public fire hydrants for development purposes in an effort to prevent contamination of the water supply through improper use or intentional abuse.

Mr. Brown made a motion to adopt the resolution for the amended regulations of Section 21 including the correction of a misspelled word in the section.

The motion passed by a unanimous voice vote.

## **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.
- 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.

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

### 3. **Amendments to the Regulations Governing Utility Service - Grinder Pump Maintenance and Associated Fees**

Mr. Foster introduced Ms. Megan Brady, a third-year law student at the College of William & Mary.

Ms. Brady presented a request for 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 JCSA to charge future owners of property an annual grinder pump maintenance fee if they elect to contract with the JCSA for such service.

Mr. Brown inquired what the wording of the original contracts with homeowners is and what JCSA's legal position is.

Mr. Foster stated that no written contract exists with the original homeowners for the grinder pump maintenance and that there is no continuing obligation with new homeowners.

Mr. Brown inquired how the proposed amendment would work.

Mr. Foster stated that a public hearing would be advertised in the paper to let citizens know they have an opportunity to speak to the matter, stated that the amendment would take effect when property turns over in ownership, and current homeowners would not be impacted.

Mr. Harrison made a motion to adopt the resolution.

Mr. Drewry stated that there is a correction to the advertising dates of the public hearing ad to conform to legal requirements; the ad will run twice prior to March 24.

The motion passed by a unanimous voice vote.

### **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.

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

**D. ADJOURNMENT**

Mr. Harrison made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 8:29 p.m., Mr. McGlennon adjourned the Board.

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Sanford B. Wanner  
Secretary to the Board

**MEMORANDUM**

DATE: March, 22, 2005  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority  
 SUBJECT: Budget Amendments - FY 2005 Capital Improvement Program

The purpose of the memorandum is to request amendments to the James City Service Authority (JCSA) Capital Improvements Program (CIP) for the accelerated construction of water storage facilities at Season's Trace and Stonehouse Commerce Park. In October 2004, the Board approved the award of Engineering Services for the Design of the Water Storage Facilities. The Board was apprized at that time that a financial plan would be recommended when more detailed cost information was developed.

The estimated cost to build the two proposed tanks is \$5 million. A financial plan that will use a combination of current FY 2005 CIP fund balances (\$2,382,708.01) and proposed FY 2006 CIP allocations (\$2,676,782.00) will cover the construction of these two facilities which are described below:

Transfer from:

<u>Account Name</u>	<u>Amount of Transfer</u>
Water Supply	\$ 185,200.00
Water System Systems Improvement	307,893.19
Kingswood Area	75,000.00
White Oaks Area	392,000.71
Water System Acquisition	70,254.00
Sewer System Reserve	342,091.00
Sewer System Improvements	463,558.85
Capital Improvements	146,710.26
Tewning Road Expansion	<u>400,000.00</u>
Total:	<u>\$2,382,708.01</u>

Transfer to:

Season's Trace	\$1,446,475.90
Stonehouse	<u>936,232.11</u>
Total:	<u>\$2,382,708.01</u>

Attached is a resolution adopting the proposed changes, which would become effective March 22, 2005. Staff recommends adoption of the proposed resolution.

Budget Amendments - FY 2005 Capital Improvement Program

March 22, 2005

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Robert H. Smith

CONCUR:

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Larry M. Foster

RHS/gb  
CIP05.mem

Attachment

**RESOLUTION**

**BUDGET AMENDMENTS - FY 2005 CAPITAL IMPROVEMENT PROGRAM**

WHEREAS, the Board of Directors of the James City Service Authority desires to fund the construction of water storage facilities at Season's Trace and Stonehouse Commerce Park.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the funding transfers as shown below:

Transfer from:

<u>Account Name</u>	<u>Amount of Transfer</u>
Water Supply	\$ 185,200.00
Water System Systems Improvement	307,893.19
Kingswood Area	75,000.00
White Oaks Area	392,000.71
Water System Acquisition	70,254.00
Sewer System Reserve	342,091.00
Sewer System Improvements	463,558.85
Capital Improvements	146,710.26
Tewning Road Expansion	<u>400,000.00</u>
Total:	<u>\$2,382,708.01</u>

Transfer to:

Season's Trace	\$1,446,475.90
Stonehouse	<u>936,232.11</u>
Total:	<u>\$2,382,708.01</u>

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John J. McGlennon  
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 March, 2005.

CIP05.res

**MEMORANDUM**

DATE: March, 22, 2005  
 TO: The Board of Directors  
 FROM: Robert H. Smith, Assistant Manager, James City Service Authority  
 SUBJECT: Budget Amendments - FY 2005 Operating Budget

The purpose of the memorandum is to request amendments to the James City Service Authority (JCSA) FY 2005 Operating Budget for a projected shortfall of \$400,000 in water service revenue. As a result of a mid-year review, it has been determined that water service charges were overestimated and will require a reduction in both revenues and expenditures. A corresponding and equal adjustment will also be required and proposed during the FY 2006 Budget process.

In order to accommodate the FY 2005 expenditure reduction of \$400,000, it is proposed to reduce the operating cost for the new Groundwater Treatment Plant (GTP). The GTP operating costs were budgeted for a full year but will not be brought into service until spring 2005, thus providing a source of funds to make this reduction as shown below:

<u>Revenue</u>	<u>Amount</u>
Water Service Charge	\$5,402,134
Less Adjustment	<u>400,000</u>
Revised Budget Line Item	<u>\$5,002,134</u>
<u>Expenditure</u>	<u>Amount</u>
Utilities	\$ 640,660
Less Adjustment	<u>300,000</u>
Revised Budget Line Item	<u>\$ 340,660</u>
Operating Supplies	\$ 411,588
Less Adjustment	<u>100,000</u>
Revised Budget Line Item	<u>\$ 311,588</u>

Attached is a resolution adopting the proposed changes, which would become effective March 22, 2005. Staff recommends adoption of the proposed resolution.



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Robert H. Smith

CONCUR:

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Larry M. Foster

RHS/gb  
OB05.mem

Attachment

**RESOLUTION**

**BUDGET AMENDMENTS - FY 2005 OPERATING BUDGET**

WHEREAS, the James City Service Authority has conducted a mid-year review and has determined there is a projected \$400,000 shortfall in water service revenue; and

WHEREAS, a corresponding expenditure reduction is required to offset the \$400,000 shortfall and can be accommodated in the reduction of Utilities by \$300,000 and Operating Supplies by \$100,000 for the Groundwater Treatment Plant.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the Operating Budget funding adjustments as shown below:

<u>Revenue</u>	<u>Amount</u>
Water Service Charge	\$5,402,134
Less Adjustment	<u>400,000</u>
Revised Budget Line Item	<u>\$5,002,134</u>
<u>Expenditure</u>	<u>Amount</u>
Utilities	\$ 640,660
Less Adjustment	<u>300,000</u>
Revised Budget Line Item	<u>\$ 340,660</u>
Operating Supplies	\$ 411,588
Less Adjustment	<u>00,000</u>
Revised Budget Line Item	<u>\$ 311,588</u>

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John J. McGlennon  
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 March, 2005.