

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**May 27, 2008**

**7:00 P.M.**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CONSENT CALENDAR**

1. Minutes –
  - a. May 6, 2008, Budget Work Session
  - b. May 13, 2008, Continued Meeting
2. Air Ejector Replacement Project Bid Award - \$598,800

**D. PUBLIC HEARING**

1. Extinguishment of Easement - 99 Grove Heights Avenue

**E. BOARD REQUESTS AND DIRECTIVES**

**F. ADJOURNMENT**

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**AT A BUDGET WORK SESSION OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 6TH DAY OF MAY 2008, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. CALL TO ORDER**

**B. ROLL CALL**

James O. Icenhour, Jr., Chairman  
Mary Jones, Vice Chairman  
Bruce C. Goodson  
James G. Kennedy  
John J. McGlennon

Sanford B. Wanner, Secretary  
Larry M. Foster, General Manager

**C. BOARD DISCUSSIONS**

The Board and staff discussed the James City Service Authority Budget for FY 2009-2010, including permit fee increases, water rate increases, and sewer connection fee increases. Discussion was held on water conservation efforts and water rate increases regarding the three tier fees.

**D. ADJOURNMENT**

At 9:26 p.m., Mr. Kennedy made a motion to adjourn.

On a roll call vote, the vote was AYE: McGlennon, Goodson, Jones, Kennedy, Icenhour (5). NAY: (0).

The Board recessed until 7 p.m. on May 13, 2008.

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Sanford B. Wanner  
Secretary to the Board

**AT A CONTINUED MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 13TH DAY OF MAY 2008, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. CALL TO ORDER**

**B. ROLL CALL**

James O. Icenhour, Jr., Chairman  
Mary Jones, Vice Chairman  
Bruce C. Goodson  
James G. Kennedy  
John J. McGlennon

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

**C. CONSENT CALENDAR**

1. Changes to the Regulations Governing Utility Service-FY 2009 Utility Rates and Fees
2. Resolution of Appropriation-James City Service Authority-FY09

Mr. Foster gave an overview of the items on the Consent Calendar.

Mr. Kennedy stated his opposition to the utility rate increases.

Ms. Jones stated her opposition to the utility rate increases on the first block in particular.

Mr. Kennedy commented on the impact of the utility rates on larger families.

Mr. McGlennon stated the tier structure was changed to accommodate this.

Mr. Kennedy stated that it is difficult for larger families that may not be irrigating and requested staff to investigate ways to assist these citizens.

Mr. Foster stated it would be difficult to administer that type of evaluation.

Mr. Kennedy stated he would like to assist these families if at all possible.

Mr. McGlennon stated in 1988 the water rate was \$2 per thousand gallons and asked to consider inflation in relation to the rate of \$2.85. He stated it has been a stable rate and is a good value for water. He asked if this fee should be put into the operating budget as well and stated it is a large increase for one year, but less than could be expected over 20 years.

Mr. Kennedy stated part of the cost is going toward the new water supply, though the additional water supply was due to outdoor irrigation, and stated his disapproval of this matter.

Mr. Icenhour stated if this was the concern, then an appropriate step would be to prohibit outdoor watering.

Mr. McGlennon asked how to pay for the agreement that was adopted by the Board.

Ms. Jones asked at the time how much of the fee was tied to the agreement and stated that the rates were competitive to other localities. She stated she was evaluating the impact of the increase with other new fees that were created. She stated the increases were significant.

Mr. McGlennon stated the fee increases were to offset the rates for individual homeowners.

Mr. Goodson stated the fees were appropriate because the infrastructure was driving the necessity for additional water supply.

Mr. Kennedy stated he voted in favor of the water supply agreement, but regretted this decision because of his feelings on outdoor water usage.

Mr. Icenhour stated he agreed that the water supply issue was irrigation and was willing to investigate other alternatives. He stated this needed to be considered at a public meeting.

Mr. Kennedy stated he asked for tighter water conservation measures and that irrigation was the right of the homeowner, but creative measures need to be done to avoid this problem. He stated the desalinization plant was already functioning near capacity, that neighborhoods have since been approved with water restrictions, and that they have not materialized. He stated he wanted to revisit these issues rather than eliminate irrigation entirely.

Mr. McGlennon stated he agreed with the conservation effort and that household users were being subsidized by the irrigator, but the cost needed to go up for the average homeowner to maintain the service. He stated the utility produced revenue to cover its costs. He stated that the water cannot be produced without any cost and that he did not recognize an alternative for funding the budget.

Mr. Goodson stated that investigating long-term solutions were prudent measures and stated his concern with desalinization facilities.

Mr. McGlennon stated that Mr. Foster had explained some water conservation programs previously and that this could be utilized by larger families. He stated that the average use of water in the household has been in decline and that families can bring these costs under control within the household through conservation.

Mr. Foster asked if the items should be voted on separately.

Mr. McGlennon asked to vote on the items separately.

Mr. McGlennon made a motion for Item One, Changes to the Regulations Governing Utility Service-FY 2009 Utility Rates and Fees.

On a roll call vote, the vote was AYE: McGlennon, Goodson, Icenhour (3). NAY: Jones, Kennedy (2).

**RESOLUTION**

**CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE –**

**FY 2009 UTILITY RATES AND FEES**

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 22, 2008, for proposed changes to the Regulations Governing Utility Service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts changes to the water rates, Sewer System Facilities Charge, Plan Review Fees, and Inspection Fee for water and sewer mains, which are summarized below to become effective for all bills mailed on or after July 1, 2008.

**1. Residential (Inverted-Block Rate) Water Retail Service Rate**

<u>Quarterly Consumption</u>	<u>FY 2008 Current Rate</u>	<u>FY 2009 Proposed Rate</u>
1st Block Less than 15,000 gallons	\$2.50 per 1,000 gallons (\$1.87 per 100 cubic feet)	\$2.85 (\$2.13)
2nd Block More than 15,000 gallons but less than 30,000 gallons	\$3.00 per 1,000 gallons (\$2.24 per 100 cubic feet)	\$3.45 (\$2.58)
3rd Block More than 30,000 gallons	\$8.50 per 1,000 gallons (\$6.36 per 100 cubic feet)	\$9.80 (\$7.33)

**2. Nonresidential Water Retail Service Rate:**

Commercial (Flat)	\$3.00 per 1,000 gallons (\$2.24 per 100 cubic feet)	\$3.45 (\$2.58)
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**3. Sewer System Facilities Charge:**

Charge per Bathroom Fixture	\$300 per Bathroom Fixture	\$400
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**4. Plan Review Fee Schedule:**

<u>Special Use Permits</u>		
Wireless Communication Facilities	\$0	\$50
<u>Site Plans</u>		
<u>Administrative Review</u>		
Residential Structures (Multifamily)	\$200 plus \$5 per unit	\$300
Mixed-Use Structures	\$200 plus \$5 per Residential unit	\$300

Utility Easement Plat Review	\$0	\$300
<u>Planning Commission Review</u>		
Residential Structures (Multifamily)	\$200 plus \$5 per unit	\$300
Mixed-Use Structures	\$200 plus \$5 per Residential unit	\$300
Utility Easement Plat Review	\$0	\$300
<u>Amendment to an Approved Plan</u>		
Residential Structures (Multifamily)	\$50 plus \$2 per unit	\$150
Mixed-Use Structures	\$50 plus \$0.001 per sq. ft. of building area	\$150
Mixed-Use Structures	\$50 plus \$2 per sq. ft. Residential unit plus \$0.001 per sq. ft. of Nonresidential area	\$150
Utility Easement Plat Review	\$0	\$150
Each additional review after second re-submission	\$0	\$150
<u>Subdivision Plan Review</u>		
No Public Improvements Required	\$25	\$75
Public Improvements Required	\$150 per plan plus \$25 per lot for each over 2	\$300 plus \$5 per lot
Wastewater Pumping station	\$1,500	\$2,000
Well Facility	\$1,500	\$3,000
Each additional review after second re-submission	\$0	\$150
<u>Conceptual Plan for Water and Sewer</u>		
General	\$0	\$100
Master Utility Plans and Modeling	\$0	\$300
Each additional review after second re-submission	\$0	\$150

**5. Inspection Fee for water and sewer lines:**

Inspection fee per foot for every foot of water main and sewer main constructed	\$1.43	\$2.87
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BE IT FURTHER RESOLVED, that the proposed amendments be made part of this resolution.

Mr. McGlennon made a motion to adopt Item Two, Resolution of Appropriation-James City Service Authority – FY 09.

On a roll call vote, the vote was AYE: McGlennon, Goodson, Icenhour (3). NAY: Jones, Kennedy (2).

**RESOLUTION OF APPROPRIATION**

**JAMES CITY SERVICE AUTHORITY - FY 09**

WHEREAS, the Secretary has prepared a proposed budget for the fiscal year beginning July 1, 2008, and ending June 30, 2009; 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**:

<u>Water Fund - Revenue:</u>	
Service Charges	<u>\$7,200,163</u>
<u>Water Fund - Expenditures:</u>	
Administration Fund Allocation	\$2,628,752
Operations and Maintenance	2,736,455
Capital Equipment Outlay	120,850
Debt Services Fund	1,384,432
PDA Operating Costs	<u>329,674</u>
	<u>\$7,200,163</u>

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

<u>Sewer Fund - Revenue:</u>	
Service Charges	<u>\$6,271,498</u>
<u>Sewer Fund - Expenditures:</u>	
Administration Fund Allocation	\$3,630,182
Operations and Maintenance	2,246,816
Grinder Pump Expenses	300,000
Capital Equipment Outlay	<u>94,500</u>
	<u>\$6,271,498</u>

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

**ADMINISTRATIVE FUND**

<u>Revenues:</u>	
Allocated to Water Fund	\$2,628,752
Allocated to Sewer Fund	<u>3,630,182</u>
	<u>\$6,258,934</u>
<u>Expenditures:</u>	
Personnel Expenses	\$4,495,029
Operating Expenses	1,653,905
Capital Outlay	<u>110,000</u>
	<u>\$6,258,934</u>

**CAPITAL IMPROVEMENTS PROGRAM**

<u>Revenues:</u>	
Water Facility Charges	\$3,591,200
Sewer Facility Charges	2,227,680
Proffers	<u>1,000,000</u>
	<u>\$6,818,880</u>
<u>Expenditures:</u>	
Water Supply	\$4,387,000
Water Storage	500,000
Water Transmission	325,000
Sewer System Improvements	1,436,880
Other Projects	<u>170,000</u>
	<u>\$6,818,880</u>

**DEBT SERVICE FUND**

<u>Revenues:</u>	
Water Fund Contribution	\$1,384,431
Capital Improvements Program Contribution	<u>1,780,000</u>
	<u>\$3,164,431</u>
<u>Expenditures:</u>	
Revenue Bonds, Series 2003	\$1,384,431
Revenue Bonds, Series 2008	<u>1,780,000</u>
	<u>\$3,164,431</u>

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

**E. ADJOURNMENT**

Mr. Goodson made a motion to adjourn.

On a roll call vote, the vote was AYE: McGlennon, Goodson, Jones, Kennedy, Icenhour (5). NAY:  
(0).

At 9:36 p.m. Mr. Icenhour adjourned the Board of Directors.

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Sanford B. Wanner  
Secretary to the Board



**MEMORANDUM**

DATE: May 27, 2008  
 TO: The Board of Directors  
 FROM: Danny W. Poe, Chief Engineer – Wastewater, James City Service Authority  
 SUBJECT: Air Ejector Replacement Project Bid Award - \$598,800

The plans and specifications for the replacement of three James City Service Authority air ejector style lift stations have been publicly advertised and competitively bid. The project consists of replacing existing air ejector equipment/components, emergency generators, and controls at three lift station sites with package vacuum-prime suction lift style pump systems, new generators, electrical controls, and installation of pre-cast concrete wet wells. The project is necessary to replace the existing 1970's vintage compressed air conveyance systems, generators, and controls (which have reached their expected useful life) with more conventional and reliable pumping systems and equipment. Four bids were received as follows:

<u>FIRM</u>	<u>AMOUNT</u>
Bruce Corporation	\$598,800
Shaw Construction	617,909
Franklin Mechanical	696,000*
J. Sanders Construction	717,717

(\*Bid adjusted up, due to \$4,000 mathematical error.)

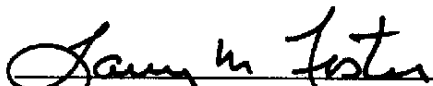
Bruce Corporation's bid has been determined to be responsive and responsible.

The bid is in line with the engineer's final cost estimate of \$600,000 and adequate funds are available for the project.

It is recommended that the Board approve the attached resolution authorizing the Air Ejector Replacement Project to Bruce Corporation for \$598,800.

\_\_\_\_\_  
 Danny W. Poe

CONCUR:

  
 \_\_\_\_\_  
 Larry M. Foster

DWP/nb  
 AirEjectPro\_mem

Attachment

**RESOLUTION**

**AIR EJECTOR REPLACEMENT PROJECT BID AWARD – \$598,800**

WHEREAS, the plans and specifications for the Air Ejector Replacement Project have been publicly advertised and competitively bid with four firms submitting bids, ranging from \$598,800 to \$717,717; and

WHEREAS, Bruce Corporation submitted the low bid 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 Air Ejector Replacement Project to Bruce Corporation, for a bid of \$598,800.

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James O. Icenhour, Jr.  
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 27th day of May, 2008.

AirEjectPro\_res

MEMORANDUM

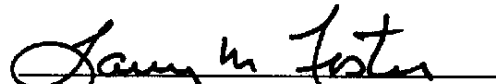
DATE: May 27, 2008  
TO: The Board of Directors  
FROM: Larry M. Foster, General Manager, James City Service Authority  
SUBJECT: Extinguishment of Easement – 99 Grove Heights Avenue

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The potential sale and title search of this property revealed a James City Service Authority (JCSA) easement in conflict with the existing residential dwelling. County records indicate the dwelling was built around 1956. The JCSA easement was subsequently recorded on July 20, 1973. Furthermore, the easement as recorded does not align with the existing utility main location. Therefore, the portion of easement recorded on 99 Grove Heights Avenue is no longer needed.

This meeting has been advertised as a public hearing on extinguishing the portion of the existing easement across this property.

Since the JCSA easement was recorded subsequent to and is in conflict with the existing dwelling, staff recommends that after conducting a public hearing, the Board approve the attached resolution authorizing the General Manager to sign the necessary documents extinguishing the JCSA easement of 99 Grove Heights Avenue, Parcel No. 52301000099.

  
Larry M. Foster

LMF/nb  
99GroveHghts\_mem

Attachment

**RESOLUTION**

**EXTINGUISHMENT OF EASEMENT – 99 GROVE HEIGHTS AVENUE**

WHEREAS, the potential sale of the property located at 99 Grove Heights Avenue has revealed a conflict with a James City Service Authority (JCSA) easement and the existing residence; and

WHEREAS, the JCSA easement located on the property does not align with the existing utility main location and is therefore no longer needed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, after conducting a public hearing, hereby authorizes the General Manager of the JCSA to sign the appropriate documents extinguishing the easement on 99 Grove Heights Avenue, Parcel No. 5230100099.

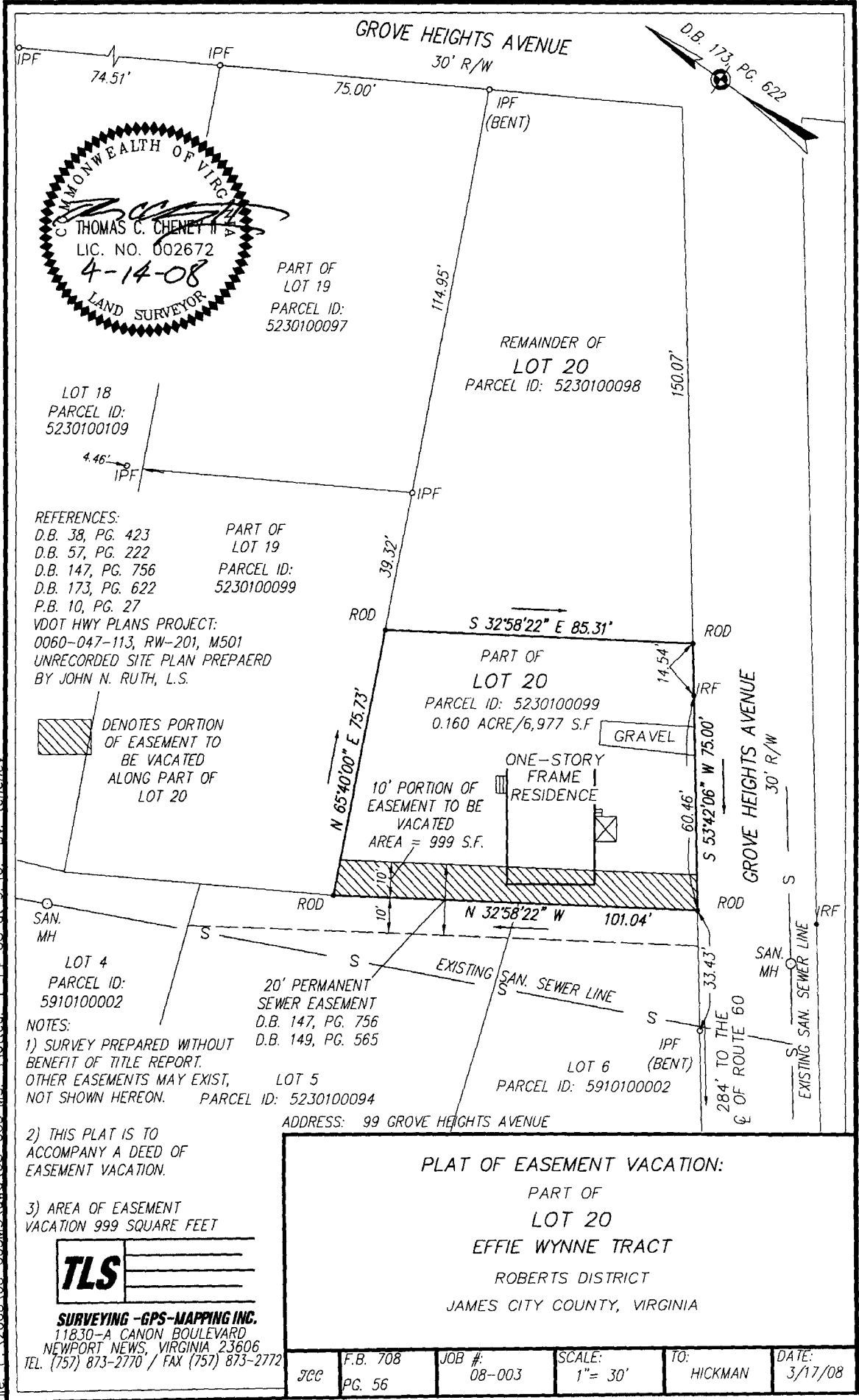
\_\_\_\_\_  
James O. Icenhour, Jr.  
Chairman, Board of Directors

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, 2008.

99GroveHghts\_res



COMMONWEALTH OF VIRGINIA  
 THOMAS C. CHENEY II  
 LIC. NO. 002672  
 4-14-08  
 LAND SURVEYOR

PART OF  
 LOT 19  
 PARCEL ID:  
 5230100097

REMAINDER OF  
 LOT 20  
 PARCEL ID: 5230100098

LOT 18  
 PARCEL ID:  
 5230100109

REFERENCES:  
 D.B. 38, PG. 423 PART OF LOT 19  
 D.B. 57, PG. 222  
 D.B. 147, PG. 756 PARCEL ID: 5230100099  
 D.B. 173, PG. 622  
 P.B. 10, PG. 27  
 VDOT HWY PLANS PROJECT:  
 0060-047-113, RW-201, M501  
 UNRECORDED SITE PLAN PREPARED  
 BY JOHN N. RUTH, L.S.

DENOTES PORTION  
 OF EASEMENT TO  
 BE VACATED  
 ALONG PART OF  
 LOT 20

LOT 4  
 PARCEL ID:  
 5910100002

20' PERMANENT  
 SEWER EASEMENT  
 D.B. 147, PG. 756  
 D.B. 149, PG. 565

- NOTES:  
 1) SURVEY PREPARED WITHOUT  
 BENEFIT OF TITLE REPORT.  
 OTHER EASEMENTS MAY EXIST,  
 NOT SHOWN HEREON.  
 2) THIS PLAT IS TO  
 ACCOMPANY A DEED OF  
 EASEMENT VACATION.  
 3) AREA OF EASEMENT  
 VACATION 999 SQUARE FEET

LOT 5  
 PARCEL ID: 5230100094  
 ADDRESS: 99 GROVE HEIGHTS AVENUE

LOT 6  
 (BENT)  
 PARCEL ID: 5910100002

PLAT OF EASEMENT VACATION:  
 PART OF  
 LOT 20  
 EFFIE WYNNE TRACT  
 ROBERTS DISTRICT  
 JAMES CITY COUNTY, VIRGINIA

**TLS**

**SURVEYING - GPS - MAPPING INC.**  
 11830-A CANON BOULEVARD  
 NEWPORT NEWS, VIRGINIA 23606  
 TEL. (757) 873-2770 / FAX (757) 873-2772

JCC	F.B. 708 PG. 56	JOB #: 08-003	SCALE: 1" = 30'	TO: HICKMAN	DATE: 3/17/08
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File: P:\2008\08-003\MS\dwg\08-003 MS Plotted: 4-14-08 at 9:40. By: tchenev