

**A G E N D A**  
**JAMES CITY COUNTY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**January 27, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ORGANIZATIONAL MEETING**

1. Organizational Meeting of the Board of Directors

**D. CONSENT CALENDAR**

1. Minutes

**E. PUBLIC HEARING(S)**

1. Easement Abandonment – Eastview Street – Village Green North Townhomes at Quarterpath

**F. BOARD CONSIDERATION(S)**

1. Setting a Public Hearing - Fiscal Year 2016 Utility Rates

**G. BOARD REQUESTS AND DIRECTIVES**

**H. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on February 24, 2015

**AGENDA ITEM NO. C.1.**

**ITEM SUMMARY**

DATE: 1/27/2015  
TO: The Board of Directors  
FROM: M. Douglas Powell, General Manager, James City Service Authority  
SUBJECT: Organizational Meeting of the Board of Directors

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Organizational Meeting of the Board of Directors

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/13/2015 - 4:00 PM
Board Secretary	Kinsman, Adam	Approved	1/20/2015 - 9:47 AM
Board Secretary	Fellows, Teresa	Approved	1/20/2015 - 11:44 AM
Publication Management	Colonna, Tina	Approved	1/20/2015 - 12:49 PM
Board Secretary	Fellows, Teresa	Approved	1/20/2015 - 1:23 PM
Board Secretary	Kinsman, Adam	Approved	1/20/2015 - 1:25 PM
Board Secretary	Fellows, Teresa	Approved	1/20/2015 - 1:33 PM

## MEMORANDUM

DATE: January 27, 2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Organizational Meeting of the Board of Directors

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The organizational meeting of the Board occurs at the first meeting of every year. The Board should first take action on the election of the Chairman and the Vice Chairman. Following those elections, I have attached for your consideration a resolution establishing times and dates of your meetings for the year 2015 and the date of the 2016 organizational meeting as established in the attached resolution, as well as proposed parliamentary rules to assist in the conducting of your business. These rules are consistent with past years.

MDP/gb  
Bodorgjcsa15-mem

Attachment

**RESOLUTION**

**ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of establishing rules for the conducting of its business for the year of 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, Virginia, that the following rules shall apply for the year 2015.

1. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, except in August and December when the Board meeting shall be held on the second Tuesday of such months, and in the month of April when the Board shall meet on both the second and fourth Tuesday of the month. The meetings shall be held at 6:30 p.m.
2. The 2016 organizational meeting shall be held on the fourth Tuesday in January 2016.
3. The Board of Directors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
  - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  - b. Motions need not be seconded.
  - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
  - d. Informal discussion of a subject is permitted while no motion is pending.
  - e. The Chairman can speak in discussion without leaving the chair and can make motions and votes on all questions.

\_\_\_\_\_  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
M. Douglas Powell  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of January, 2015.

**AGENDA ITEM NO. D.1.**

**ITEM SUMMARY**

DATE: 1/27/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board  
SUBJECT: Minutes - December 9, 2014 Regular Meeting

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Minutes - December 9, 2014 Regular Meeting

**ATTACHMENTS:**

	Description	Type
☐	Minutes - December 9, 2014 Regular Meeting	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/20/2015 - 1:22 PM

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 9TH DAY OF DECEMBER 2014, 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 G. Kennedy, Chairman  
Mary K. Jones  
John J. McGlennon  
Michael J. Hipple  
Kevin D. Onizuk

M. Douglas Powell, General Manager

**C. CONSENT CALENDAR**

1. Minutes –
  - a. November 25, 2014, Regular Meeting
2. Contract Award – Tarleton Bivouac Sewer Reconstruction – \$103,525

Mr. McGlennon made a motion to approve the Consent Calendar.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

**RESOLUTION**

**CONTRACT AWARD – TARLETON BIVOUAC SEWER RECONSTRUCTION – \$103,525**

WHEREAS, the Tarleton Bivouac Sewer Reconstruction Project has been publicly advertised and competitively bid with five bids received; and

WHEREAS, LLaRS, Inc. was determined to be the lowest responsive and responsible bidder.

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 Tarleton Bivouac Sewer Reconstruction Project to LLaRS, Inc. in the amount of \$103,525.

**D. PUBLIC HEARING**

**E. BOARD CONSIDERATIONS**

**F. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon expressed his appreciation for the work that Mr. Powell and Mr. Poe did to put together a meeting with representatives from Tarleton Bivouac to move this project forward.

**G. ADJOURNMENT – until 7 p.m. on January 27, 2015, for the Organizational Meeting**

Mr. Hipple made a motion to adjourn.

At 7:05 p.m., Mr. Kennedy adjourned the Board.

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Bryan J. Hill  
Secretary to the Board

**AGENDA ITEM NO. E.1.**

**ITEM SUMMARY**

DATE: 1/27/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Easement Abandonment – Eastview Street – Village Green North Townhomes at Quarterpath

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Easement Abandonment – Eastview Street – Village Green North Townhomes at Quarterpath

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Attachment 1	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/13/2015 - 4:03 PM
Board Secretary	Kinsman, Adam	Approved	1/15/2015 - 11:27 AM
Board Secretary	Fellows, Teresa	Approved	1/15/2015 - 12:04 PM
Publication Management	Colonna, Tina	Approved	1/15/2015 - 1:24 PM
Board Secretary	Fellows, Teresa	Approved	1/15/2015 - 1:44 PM
Board Secretary	Kinsman, Adam	Approved	1/20/2015 - 9:46 AM
Board Secretary	Fellows, Teresa	Approved	1/20/2015 - 11:43 AM



## MEMORANDUM

DATE: January 27, 2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Easement Abandonment – Eastview Street – Village Green North Townhomes at Quarterpath

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Mr. Paul Gerhardt, Esquire with Kaufman and Canoles, P.C., has requested on behalf of Quarterpath Williamsburg, LLC that the James City Service Authority (JCSA) abandon a portion of a 20-foot-wide easement where the southern end of Eastview Street intersects with the northern right-of-way line of Battery Boulevard for Phase One of Village Green North Townhomes at Quarterpath. The area being requested for abandonment extends from Battery Boulevard where a portion of the easement has already been abandoned at the time Battery Boulevard was dedicated.

The easement and sewer line located within the easement serve portions of the James Terrace area of James City County. The sewer line will continue to be located within a publicly owned right-of-way with the JCSA retaining full access for maintenance. This relationship is consistent with all JCSA water and sewer easements located with Virginia Department of Transportation rights-of-way.

Staff recommends that the Board approve the attached resolution authorizing the General Manager to sign the necessary documents to quitclaim the easement as requested and depicted on the attached plat dated June 12, 2014, prepared by AES Consulting Engineers.

MDP/gb  
EasAba-Eastview-mem

Attachments

**RESOLUTION**

**EASEMENT ABANDONMENT – EASTVIEW STREET –**

**VILLAGE GREEN NORTH TOWNHOMES AT QUARTERPATH**

WHEREAS, Mr. Paul Gerhardt, Esquire has requested on behalf of Quarterpath Williamsburg, LLC that the James City Service Authority (JCSA) abandon a portion of a 20-foot-wide sewer easement where the southern end of Eastview Street intersects with the northern right-of-way line of Battery Boulevard for Phase One of Village Green North Townhomes at Quarterpath as defined on a plat date June 12, 2014, prepared by AES Consulting Engineers; and

WHEREAS, the section of easement will be superseded by a right-of-way establishing a new street named Eastview Street being constructed to provide access to the area; and

WHEREAS, staff is comfortable that the right-of-way will afford the necessary access to maintain the sewer line located within the easement.

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 necessary documents to abandon the easement as described.

\_\_\_\_\_  
Chairman, Board of Directors

ATTEST:

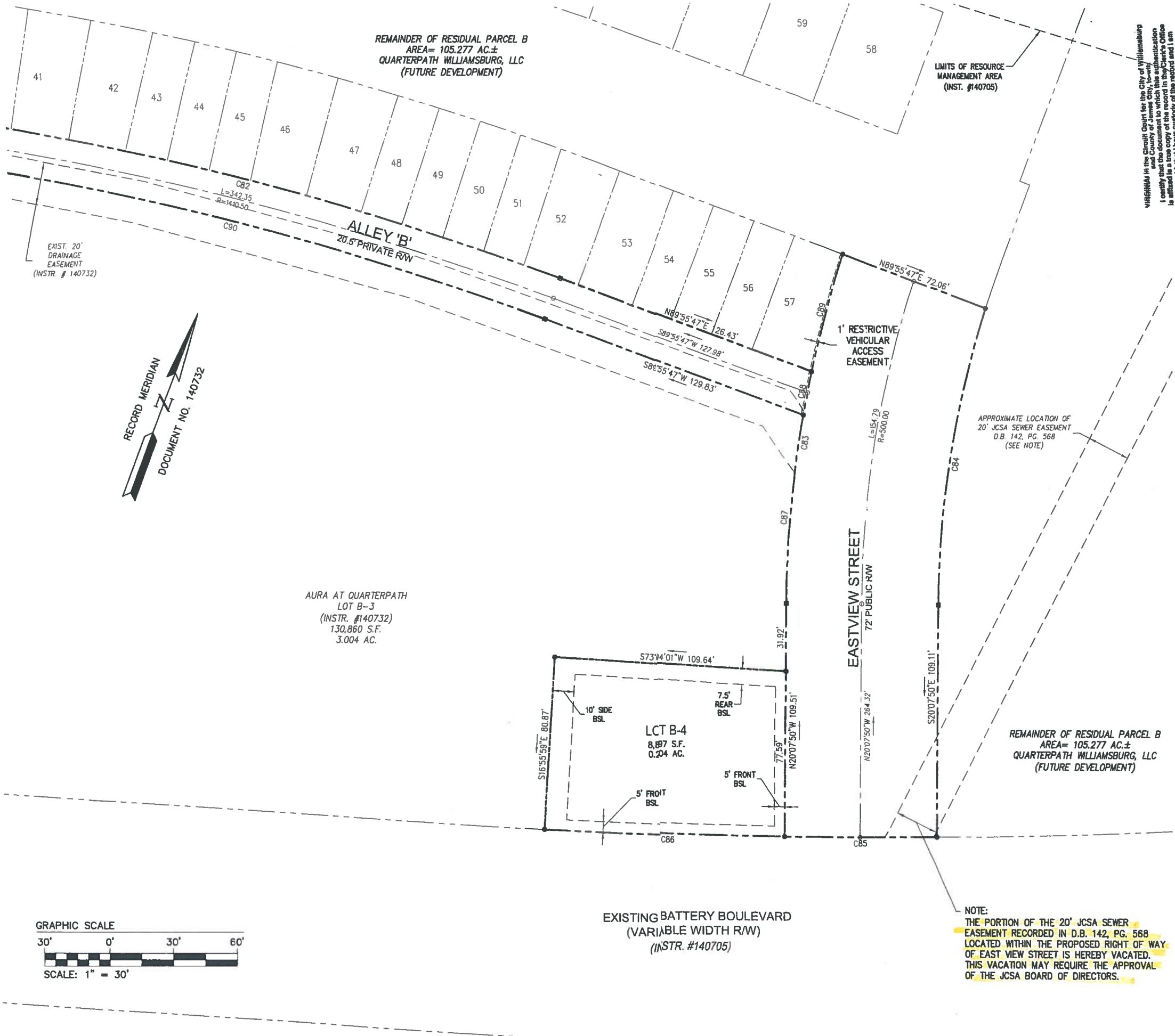
\_\_\_\_\_  
M. Douglas Powell  
Clerk to the Board

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
KENNEDY	___	___	___
HIPPLE	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
JONES	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of January, 2015.

EasAba-Eastview-res

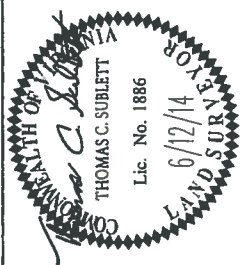
SEE SHEET 4



VERIFIED in the Circuit Court for the City of Williamsburg and County of York, Virginia, that the copy of this authentication is attested to be a true and correct copy of the original as stored, that I have custody of the record and I am the custodian of that record.

BETSY B. WOOLBRIDGE, CLERK

BY: *Thomas C. Sublett* 24 OCT 2014 D.C.



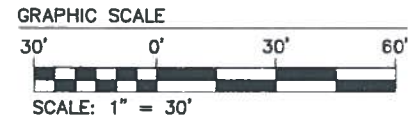
5246 Old Towne Road, Suite 1  
Williamsburg, Virginia 23186  
Phone: (757) 253-0040  
Fax: (757) 220-8994  
www.aasve.com

**AASVE**  
CONSULTING ENGINEERS

Hampton Roads | Central Virginia | Middle Peninsula

PLAT OF SUBDIVISION  
**VILLAGE GREEN NORTH**  
TOWNHOMES AT QUARTERPATH  
PHASE ONE  
BEING THE PROPERTY OF  
QUARTERPATH WILLIAMSBURG, LLC  
CITY OF WILLIAMSBURG VIRGINIA

Project Contacts: TCS/JFS	
Project Number: W10218-01	
Scale: 1"=30'	Date: 6/12/14
Sheet Number: 5 OF 5	



SEE SHEETS 2, 3, AND 4 FOR CURVE AND LINE TABLES

**AGENDA ITEM NO. F.1.**

**ITEM SUMMARY**

DATE: 1/27/2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Setting a Public Hearing - Fiscal Year 2016 Utility Rates

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Setting a Public Hearing - Fiscal Year 2016 Utility Rates

**ATTACHMENTS:**

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Attachment 1	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/13/2015 - 4:00 PM
Board Secretary	Kinsman, Adam	Approved	1/15/2015 - 11:38 AM
Board Secretary	Fellows, Teresa	Approved	1/15/2015 - 12:05 PM
Publication Management	Colonna, Tina	Approved	1/15/2015 - 1:34 PM
Board Secretary	Fellows, Teresa	Approved	1/15/2015 - 1:45 PM
Board Secretary	Kinsman, Adam	Approved	1/20/2015 - 9:47 AM
Board Secretary	Fellows, Teresa	Approved	1/20/2015 - 11:44 AM

## MEMORANDUM

DATE: January 27, 2015

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager, James City Service Authority

SUBJECT: Setting a Public Hearing - Fiscal Year 2016 Utility Rates

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The Board of Directors has a history of providing the resources for the James City Service Authority (JCSA) to meet its mission while being sensitive to the impact of service rates on the customer.

Burton and Associates recently completed a rate study to determine the best way for the JCSA to proactively fund both its current and future needs. The goal of the study was to keep rates as low as possible and evaluate the current rate structure to determine if a more equitable structure could be developed that ensured long-term system viability and financial stability. Although JCSA's current cash reserves are healthy, plans need to be made now to start preparing for the substantial challenges ahead in the next 5 to 10 years such as preserving the permitted groundwater withdrawals, purchasing water from Newport News, and navigating the hybrid sewer plan. The rate study identified two changes for ensuring the long-term financial health of the JCSA: a fixed charge and incremental rate increases.

JCSA is one of the few utilities in the region that does not have a fixed charge included in every bill regardless of usage. The idea of the fixed charge is that JCSA has significant costs to maintain the infrastructure regardless of usage and that the utility should not be completely reliant on variable revenue. Bond rating agencies prefer to see a fixed charge as a component of the fee structure because most of the cost to operate a utility is fixed.

The Sewer Fund is currently sustainable and does not require a service rate increase in Fiscal Year (FY) 16. However, the Water Fund has not had any service rate increases since 2008 and does require some adjustment to maintain self-sufficiency. Fortunately, JCSA currently has the lowest water rates, by a significant margin, of any jurisdiction in the region. JCSA's current water rate for the first 5,000 gallons is \$14.25 per month and the next lowest is the City of Williamsburg with \$24.75. The combined bill, including water and sewer, is the lowest in the region except for the City of Williamsburg. It is estimated the proposed FY 16 changes would increase the total monthly water and sewer bill for a typical 5,000 gallons per month residential user by \$0.95 per month from \$30.35 to \$31.30.

In accordance with Section 15.2-5136 of the Code of Virginia, a public hearing for changes in fees requires a minimum 14 day notice from the time the second public notice of the hearing is printed in a local publication. JCSA staff is currently preparing the Fiscal Year 16 budget and recommends the Board authorize staff to advertise a public hearing on April 14, 2015, for introduction of a fixed charge for water and sewer service and changes in the water and sewer service rates effective July 1, 2015, as listed in the attached resolution. The Board can change the advertised charges and rates during its subsequent budget discussions.

MDP/gb  
PB-UtiRatesFY16-mem

Attachment

**RESOLUTION**

**SETTING A PUBLIC HEARING - FISCAL YEAR 16 UTILITY RATES**

WHEREAS, the Board of Directors of the James City Service Authority desires to set a Public Hearing for proposed utility rate 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, that the Board of Directors will hold a Public Hearing on April 14, 2015, and request staff to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service and make changes to the rates as summarized in the attachments, which will become effective July 1, 2015, if adopted.

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

\_\_\_\_\_  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 27th day of January, 2015.

PH-UtiRatesFY16-res

contracts for sewage pump maintenance shall be terminated upon transfer of title or ownership.

4. Service connection charge. A service connection charge shall be paid by each applicant for each new service connection prior to the approval of the application therefor, as follows:

<u>Service installed by:</u>	<u>Charge</u>
Developer, applicant	\$10 per connection inspection fee
Authority	Actual cost times 1.25, including overhead

**The purpose of this charge is to defray the cost of installation or inspection of a service connection from the public sewer main in the street to the curb or property line.**

The service connection charge shall be waived provided the applicant has paid a local facilities charge and the sewer service line is not greater than 6 inches in diameter for a gravity main or 2 inches in diameter for a force main. In the event that the service connection charge is not waived, the local facilities charge will be applied against the service connection charge.

5. Retail service rates. The wastewater service charge shall be based on usage from a metered water source where available. For wastewater service on an unmetered water source a meter size equivalent shall be used, based upon an estimated charge.
  - (a) Metered water source.

Charge for all collection and treatment of wastewater

(1) Quarterly Fixed Charge-Each quarterly customer bill shall include a Fixed Charge based upon the size of the meter serving the customer. This Fixed Charge is for expenses associated with operating and maintaining the wastewater collection system.

<u>Meter Size</u>	<u>Fixed Charge</u>
5/8"	\$ 5.66
3/4"	\$ 8.49
1"	\$ 14.15
1 1/2"	\$ 28.30
2"	\$ 45.28
3"	\$ 90.56
4"	\$ 141.50
6"	\$ 283.00
8"	\$ 452.80
10"	\$ 650.90

<u>(2) Volume</u>	<u>Collection</u>
Per 1,000 gallons of water consumed	<del>\$3.22</del> \$2.93
Per 100 cubic feet of water consumed	<del>\$2.41</del> \$2.20

Metered water usage shall be reduced by a metered reading from a landscaping meter or similar device if the landscaping meter or device is registered with the Authority.

A copy of the deduction meter reading must be received by the Authority 20 days prior to the end of each billing period. Regardless of the length of time, sub-meter reading adjustments will only be allowed up to the consumption in the current billing period.

(b) Unmetered water source.

Where no meter exists or where meter readings are not made available by the water supplier to the Authority, then the following estimated charges shall be assessed:

<u>Activity, use</u>	<u>Unit</u>	<u>Collection</u>
Single-family residences	Each	\$ 42.00
Single-family mobile homes	Each	42.00
Mobile homes in parks	Each lot	37.25
Duplex, apartments and townhouses	Each	37.25
Schools (with showers)	Student	4.25
Schools (without showers)	Student	2.65
Motels and hotels	Room	18.55
Minimum		186.70
Manufacturing	Msf	11.10
Minimum		55.85
Warehouses	Msf	7.45
Minimum		46.50
Service stations	Each	49.95
Camping facilities	Each space	16.25
Minimum		64.25
Restaurants	Seat	4.95
Minimum		55.85
Commercial	Msf	18.55
Minimum	1,000 Sq. Ft.	55.85
Churches	Each	40.65



The purpose of this charge is to defray in part the cost of installing mains, valves and fire hydrants which are necessary to provide water service to abutting properties and which have been provided at the expense of the Authority or persons, firms or corporations other than the applicant. The charge shall be paid prior to the issuance of a plumbing permit from Code Compliance.

3. Service connection charge. A service connection charge shall be paid by each applicant for each new service connection and meter installation prior to the approval of the application, as follows:

<u>Installation of connection by</u>	<u>Charge</u>
Developer, applicant	\$10 per meter inspection fee
Authority	Actual cost times 1.25, including overhead

**The purpose of this charge is to defray the cost of installation or inspection of a service connection from the water main in the street to the curb or property line and the installation of a meter either at the curb or property line or within the premises.**

The service connection charge shall be waived provided the applicant has paid a local facilities charge and the water service line is not greater than 2 inches in diameter. In the event that the service connection charge is not waived, the local facilities charge will be applied against the service connection charge.

4. Retail service charge.
  - (a) Quarterly Fixed Charge-Each quarterly customer bill shall include a Fixed Charge based upon the size of the meter serving the customer. This Fixed Charge is for expenses associated with operating and maintaining the water distribution system.

Meter Size	Fixed Charge
5/8"	\$ 7.22
3/4"	\$ 10.83
1"	\$ 18.05
1 1/2"	\$ 36.10
2"	\$ 57.76
3"	\$ 115.52
4"	\$ 180.50
6"	\$ 361.00
8"	\$ 577.60
10"	\$ 830.30



**AGENDA ITEM NO. H.1.**

**ITEM SUMMARY**

DATE: 1/27/2015  
TO: The Board of Directors  
FROM: Teresa J. Fellows, Secretary to the Board  
SUBJECT: Adjournment

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Adjourn until 6:30 p.m. on February 24, 2015

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	1/13/2015 - 2:22 PM