

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
May 10, 2022
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATIONS

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

G. BOARD CONSIDERATION(S)

1. Contract Award - Trenchless Pipeline Rehabilitation Services
2. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2023 Budget

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. May 2022 Dashboard Report

J. ADJOURNMENT

1. Adjourn until 5 pm on June 14, 2022 for the Regular Meeting

ITEM SUMMARY

DATE: 5/10/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
☐	April 12, 2022 Regular Meeting	Minutes
☐	April 26, 2022 Budget Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	5/3/2022 - 4:02 PM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 12, 2022
5:00 PM

A. CALL TO ORDER

Mr. Hipple called the meeting to order at approximately 6:44 p.m. following the James City County Board of Supervisors Regular Meeting.

B. ROLL CALL

P. Sue Sadler, Stonehouse District
James O. Icenhour, Jr., Jamestown District
Michael J. Hipple, Powhatan District
John J. McGlennon, Vice Chairman, Roberts District
Ruth M. Larson, Chairman, Berkeley District - absent

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

Mr. Hipple asked Mr. Powell if Ms. Larson would be in attendance.

Mr. Powell stated no.

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

1. Minutes Adoption

A motion to Approve was made by John McGlennon, the motion result was Passed.
AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1
Ayes: Hipple, Icenhour Jr, McGlennon, Sadler
Absent: Larson

The minutes Approved for Adoption included the following minutes:

-March 8, 2022, Regular Meeting

2. Resolution to Increase Employee Salaries

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2023 James City Service Authority Budget

Mr. Powell addressed the Board to discuss the Proposed Fiscal Year (FY) 2023 James City Service Authority (JCSA) Budget. Mr. Powell stated FY23 was the first year of a biennial budget. Mr. Powell noted the FY23 budget was proposed for adoption; however, the FY24 budget was presented for planning purposes. Mr. Powell displayed an overview of the six major concerns in the PowerPoint presentation. Mr. Powell spoke about the first concern, sustainable long-term water supply which was also a part of the County's Strategic Plan. Mr. Powell noted collaborative efforts with the Department of Environmental Quality (DEQ) on this matter as it relates to the County's Groundwater Withdrawal Permit and continued monitoring of the progress of the Sustainable Water Initiative for Tomorrow (SWIFT) initiative. Mr. Powell indicated the proposed budget increases the contribution to the Alternative Water Supply Fund from \$500,000 to \$1 million annually for both FY23 and FY24. Mr. Powell touched on the second concern which was resource conservation and protection, adding initiatives include the following: the continuation of the increasing block structure to promote conservation, development of a communication plan, continuation of a rebate program, and an increase in the Capital Improvements Program (CIP) for rehabilitating sewer infrastructure to prevent overflows. Mr. Powell noted the primary focus of JCSA's CIP was for the third major concern of modernizing aging infrastructure, facilities, and technology. Mr. Powell listed the following projects: 1) engineering design for the replacement of the water mains in Toano Estates; 2) replacement of a 12-inch waterline near the James City County Recreation Center; and 3) rehabilitation of three 1970s era lift stations. Mr. Powell stated the CIP included funding for a 16-inch steel water main across College Creek bridge, Supervisory Control and Data Acquisition (SCADA) system upgrades at the Five Forks Groundwater Treatment Facility, and replacement of Variable Frequency Drives (VFDs) at seven sewer lift stations. Mr. Powell advised the FY23-24 budgets contribute \$1 million toward the approximate \$8 million target in the Repair and Replacement Reserve Fund which will be utilized to replace VFDs at well facilities. Mr. Powell mentioned two new positions in the FY23 budget and three new positions in the FY24 budget were focused on maintaining the County's infrastructure. Mr. Powell noted one new Support Section Maintenance Specialist position is included in both FY23 and FY24. These Maintenance Specialists will be paired with existing Industrial Electrician positions to promote efficient teamwork and safety and maintenance of facilities. The FY23 budget added a Wastewater Maintenance Mechanic who will form a similar work pair with an existing Wastewater Maintenance Specialist position. A Wastewater Collection Crew Leader and Wastewater Collection Specialist in the FY24 budget will join with existing staff to form an additional crew to maintain underground water infrastructure. Mr. Powell moved on to discuss the fourth major concern which was succession management: recruitment and retention. Mr. Powell mentioned a significant number of JCSA

employees with many years of service who were nearing retirement age, in addition to the technical skills required for many JCSA positions were in high demand. Mr. Powell commented finding and keeping these skilled employees was a challenge. Mr. Powell stated to address these concerns FY23 and FY24 budgets included a 5% salary increase and an additional \$1,500 salary supplement which was included in the FY23 budget. Mr. Powell discussed the fifth major concern which was regulatory compliance. Mr. Powell stated JCSA's regular compliance responsibilities was a major driver of budget expenses. Mr. Powell advised JCSA completed a corrosion control study for the anticipation of future requirements contained in the Lead and Copper Rule. Mr. Powell stated JCSA would pursue the recommended improvements to optimize treatment processes by adding corrosion inhibitor at seven well facilities. Mr. Powell added the operating budget in both FY23 and FY24 supports increased sampling and water quality analysis activities as required as the water system grows. Mr. Powell spoke about the sixth major concern which was affordability and financial resilience, adding maintaining reasonable rates while saving for future investments was an ongoing challenge. Mr. Powell mentioned JCSA's multi-year rate plan includes gradual increases over time to avoid sudden large rate shocks. Mr. Powell stated the FY24 budget included a Finance Specialist position to assist in managing the financial functions of JCSA. Mr. Powell displayed the overview of the totals in revenue and expenses broken down by the Water and Sewer Funds on the PowerPoint presentation. Mr. Powell reported the Proposed FY23 budget reflected an increase of 1.9% over the current year's budget. Mr. Powell anticipated additional interest income and additional revenue from the fixed charge and the Water Fund. Mr. Powell displayed a graph to indicate daily residential water consumption per person on the PowerPoint presentation. Mr. Powell added there was a downward trend of water usage, which was good in terms of delaying any capital expenditures that would be needed to develop a new water source; however, it would impact short-term budgets as it could potentially create reductions in operating revenue. Mr. Powell displayed the FY23 Proposed Rates for water services on the PowerPoint presentation. Mr. Powell reported there would be a 3.5% increase on water service charges and fixed charges. Mr. Powell indicated there was no rate increase proposed for sewer service charge or fixed charge. Mr. Powell explained that even with the 3.5% increase in water rates, JCSA's rates would remain the lowest in the region, in addition to the third lowest combined bill in the Hampton Roads region. Mr. Powell concluded the PowerPoint presentation; however, he wanted to touch on a few items briefly. Mr. Powell mentioned the budget is the public debut of the slightly modified JCSA logo and tagline. Mr. Powell recognized Ms. Tina Colonna, Web and Publications Supervisor, for her efforts to improve the appearance of the document, in addition Mr. Powell expressed his gratitude to Ms. Stephanie Luton, Assistant General Manager of JCSA, for her efforts in putting the document together. Mr. Powell concluded the presentation and welcomed any questions the Board might have.

Mr. McGlennon stated while he did not have a question, he wanted to mention how remarkable it was to see the downward trend in water usage and the benefit of the way homes were being equipped. Mr. McGlennon expressed it was a significant accomplishment.

Mr. Powell replied he felt there was room for that number to decrease even more.

Mr. McGlennon stated that would be good news.

Mr. Powell agreed, adding if irrigation costs decreased the numbers could lower even more, adding notification to the public could assist with that.

Mr. Hipple agreed.

Mr. Hipple opened the Public Hearing.

Mr. Hipple closed the Public Hearing as there were no speakers.

G. BOARD CONSIDERATION(S)

1. Contract Award - \$102,607 - Grounds Maintenance Service for Lift Stations and Wells

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. Mr. Powell welcomed any questions the Board might have.

Mr. McGlennon asked where the business was located.

Mr. Powell replied he believed the business was located outside of the Richmond area.

2. Contract Award - Closed Circuit Television Inspection of Cross Country Gravity Sanitary Sewer Pipes

A motion to Approve was made by James Icenhour, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. Mr. Powell welcomed any questions the Board might have.

3. Contract Award - \$270,267 - Lift Station 2-4 Pump and Motor Package Replacement - Commonwealth Engineering & Sales, Inc.

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

Mr. Powell gave an overview of the memorandum and resolution included in the Agenda Packet. Mr. Powell welcomed any questions the Board might have.

Mr. McGlennon inquired as to why this particular area had the third highest wastewater flows.

Mr. Powell mentioned the Virginia Peninsula Regional Jail was a significant factor in addition to multiple mobile home parks.

Mr. McGlennon asked if there was more than one mobile home park in the area.

Mr. Powell apologized for not clarifying that it was more than just three entities; however, the three recognized in the memorandum and resolution were the three largest in that collective area.

Mr. McGlennon replied ok. Mr. McGlennon asked once the package arrived would there be a contract for the installation.

Mr. Powell stated that was part of this agreement.

Mr. McGlennon replied ok.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon explained his neighbor had experienced a water leak and JCSA responded very quickly with professionalism. Mr. McGlennon recognized Mr. Steven Burcham, JCSA Operations, who serviced the situation and provided good advice to the homeowner. Mr. McGlennon expressed his gratitude.

Mr. Powell appreciated the positive feedback and would ensure Mr. Burcham received the recognition.

Ms. Sadler thanked Mr. Powell for his prompt assistance in helping some County residents who had bill discrepancies.

I. GENERAL MANAGER'S UPDATE

1. April Dashboard Report

Mr. Powell noted an update on the current waterline break near the intersection of Monticello Avenue and John Tyler Highway resulting in all of Governor's Land without service. Mr. Powell explained it was a 12-inch line and currently JCSA was waiting for all utilities to be marked in order to proceed with repairs. Mr. Powell stated the road was currently closed, adding with coordination of the Police Department and the Virginia Department of Transportation a detour has been put in place via Brick Bat Road for both directions of traffic. Mr. Powell stated there was a report stating the road had collapsed; however, he intended on visiting the site after this meeting to verify the extent of the damage. Mr. Powell received feedback from personnel on the scene claiming it was more so broken up asphalt, but not fully collapsed. Mr. Powell indicated once the waterline was fixed the road would then need to be repaired, adding it was a rather difficult and potentially lengthy repair.

Mr. Hipple stated for public notice when an individual calls to request utilities marked there was a two-day waiting period; however, during emergencies it is four hours.

Mr. Powell stated correct.

Mr. Hipple mentioned residents may see County personnel in the area of service; however, there was protocol to ensure all utilities had been marked prior to repairs to ensure safety precautions and no further damage was done in the process of repairs.

Mr. Powell agreed, adding JCSA was ready to begin repairs as soon as all utilities had been marked.

Mr. Hipple wanted to ensure the public was aware of the process.

J. ADJOURNMENT

1. Adjourn until 1 pm on April 26, 2022 for the Budget Business Meeting

A motion to Adjourn was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, McGlennon, Sadler

Absent: Larson

At approximately 7:01 p.m., Mr. Hipple adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
April 26, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

James O. Icenhour, Jr., Jamestown District
Michael J. Hipple, Vice Chairman, Powhatan District
John J. McGlennon, Roberts District
P. Sue Sadler, Stonehouse District
Ruth M. Larson, Chairman, Berkeley District

Scott A. Stevens, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. PRESENTATIONS

None.

D. PUBLIC COMMENT

None.

E. CONSENT CALENDAR

None.

F. PUBLIC HEARING(S)

None.

G. BOARD CONSIDERATION(S)

1. Fiscal Year 2023-2024 Budget Discussion

Mr. Powell noted he made a presentation on the proposed Fiscal Year 2023 budget at the April 12, 2022, meeting. He further noted he had no additional presentation but would address any questions from the Board.

Ms. Larson asked the Board if there were any questions.

There were none.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon noted one of his neighbors experienced a waterline break several weeks earlier. He further noted he assisted his neighbor with a call to the James City Service Authority (JCSA) that Saturday evening. Mr. McGlennon stated Mr. Steven Burcham from

JCSA quickly responded and determined the location of the leak on the owner's side. He extended his appreciation to Mr. Burcham for his assistance. Mr. McGlennon noted the homeowner had a utility protection policy through Dominion Energy. He added a cautionary note as the leak was properly addressed 12 days later due to utility and plumbing service provider issues. Mr. McGlennon noted improper utility markings resulting in cut cable lines requiring replacement. He addressed the Dominion Energy program and the number of residents who paid for it, adding the level of service for this homeowner was inadequate. Mr. McGlennon thanked JCSA for the great job in starting the process to assist the homeowner.

Ms. Larson referenced a similar personal situation she had experienced. She noted an adjustment could be made to the homeowner's bill.

Mr. Powell confirmed JCSA had a leak adjustment policy. He noted the bill adjustment was not made until JCSA had confirmed the repair was made and the leak fixed. He further noted approximately 10% of JCSA customers had leak adjustments made on an annual basis. Mr. Powell stated many adjustments were toilet leaks, not waterline breaks.

Ms. Larson noted the longer the repair time, the less revenue received for other areas which required repairs.

Mr. Powell confirmed yes.

Ms. Larson thanked Mr. Powell.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted he had no update.

J. ADJOURNMENT

1. Adjourn until 5 pm on May 10, 2022 for the Regular Meeting

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Larson noted the budget would be adopted at the May 10, 2022, meeting.

At approximately 1:05 p.m., Ms. Larson adjourned the Board of Directors.

ITEM SUMMARY

DATE: 5/10/2022

TO: The Board of Directors

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

SUBJECT: Contract Award - Trenchless Pipeline Rehabilitation Services

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform trenchless sanitary sewer pipeline rehabilitation services for sanitary sewer mains ranging in size from six to 12 inches and storm sewer pipes ranging in size from 12 to 60 inches in diameter.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/18/2022 - 10:53 AM
Publication Management	Pobiak, Amanda	Approved	4/18/2022 - 10:57 AM
Legal Review	Parman, Liz	Approved	4/18/2022 - 1:10 PM
Board Secretary	Saeed, Teresa	Approved	4/18/2022 - 1:37 PM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2022 - 2:23 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 10:41 AM

MEMORANDUM

DATE: May 10, 2022

TO: The Board of Directors

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

SUBJECT: Contract Award - Trenchless Pipeline Rehabilitation Services

The James City Service Authority's (JCSA) Virginia Department of Environmental Quality Consent Order Management, Operation, and Maintenance (MOM) Program requires internal television inspection of sanitary sewer pipes at least once every 15 years to identify blocked and damaged areas that require repairs. Trenchless cured-in-place pipe lining is one method JCSA uses to repair pipe defects identified through the MOM Program. The trenchless method saves time and money and eliminates many safety hazards as compared to traditional repairs requiring open trench excavation.

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform trenchless sanitary sewer pipeline rehabilitation services for sanitary sewer mains ranging in size from six to 12 inches and storm sewer pipes ranging in size from 12 to 60 inches in diameter. Five firms responded to the RFP by describing their qualifications, experience in performing similar work, availability, methodology, and proposed pricing. A team of staff members representing JCSA, the James City County Stormwater and Resource Protection Division, and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Matt Minor Excavating, LLC (formerly Longhill Excavating), Prism Contractors & Engineers, Inc., and Tri-State Utilities, LLC, as the most fully qualified firms that best met JCSA's and the County's needs as defined in the RFP. These firms have completed satisfactory work for JCSA and the County.

Repairs will be grouped together and purchase orders ranging from approximately \$30,000 to \$50,000 will be issued for each group. Job costs shall be based on the negotiated price schedule for lining sewer mains and laterals and storm sewer pipes. The initial contract term is one year with the option of four additional one-year renewals upon mutual consent of the parties.

Funds are available in JCSA's approved Capital Improvements Program budget.

Staff recommends adoption of the attached resolution authorizing award of the Trenchless Sanitary Sewer Pipeline Rehabilitation Services contract to Matt Minor Excavating, LLC, Prism Contractors & Engineers, Inc., and Tri-State Utilities, LLC.

MDP/ap
TrnchlssPIRehab-mem

Attachment

RESOLUTION

CONTRACT AWARD - TRENCHLESS

PIPELINE REHABILITATION SERVICES

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Trenchless Pipeline Rehabilitation Services; and

WHEREAS, five firms submitted proposals and Matt Minor Excavating, LLC, Prism Contractors & Engineers, Inc., and Tri-State Utilities, LLC, were determined to be the most fully qualified firms that best met the James City Service Authority's needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Trenchless Pipeline Rehabilitation Services contract to Matt Minor Excavating, LLC, Prism Contractors & Engineers, Inc., and Tri-State Utilities, LLC.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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HIPPLE
MCGLENNON
SADLER
LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of May, 2022.

CA-TrnchlssPIRehab-res

ITEM SUMMARY

DATE: 5/10/2022

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2023 Budget

Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2023 budget.

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution
☐	Resolution	Resolution
☐	Exhibit 1 FY23 Budget JCSA Regulations Changes	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Luton, Stephanie	Approved	4/18/2022 - 12:21 PM
Publication Management	Pobiak, Amanda	Approved	4/18/2022 - 12:29 PM
Legal Review	Parman, Liz	Approved	4/18/2022 - 1:12 PM
Board Secretary	Saeed, Teresa	Approved	4/18/2022 - 1:36 PM
Board Secretary	Rinehimer, Bradley	Approved	4/18/2022 - 2:25 PM
Board Secretary	Saeed, Teresa	Approved	4/19/2022 - 10:41 AM

MEMORANDUM

DATE: May 10, 2022

TO: The Board of Directors

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

SUBJECT: Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2023 Budget

Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2023 budget. At its February 8, 2022, meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 12, 2022. The changes to the Regulations Governing Utility Service and the FY 23 Budget would become effective July 1, 2022.

Staff recommends approval of both resolutions.

MDP/ap
FY23RegGovUtilServ-mem

Attachment

RESOLUTION OF APPROPRIATION

JAMES CITY SERVICE AUTHORITY FISCAL YEAR 2023 BUDGET

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2022; and

WHEREAS, the Board of Directors has considered said budget and does now propose to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby adopts and appropriates the following amounts for operations and activities as shown below:

1. The following amounts are hereby appropriated in the **Water Fund**:

Water Fund - Revenues

Service Charges	\$11,682,337
Facility Charges	1,500,000
Interest Income	529,300
Miscellaneous	291,975
Interfund Loan from Sewer Fund	<u>500,000</u>
	<u>\$14,503,612</u>

Water Fund - Expenses

Operating-Personnel	\$4,798,634
Operating-Non-personnel	4,034,302
Operating-Capital Outlay	40,000
Debt Service-Principal	1,283,000
Debt Service-Interest	792,886
Interfund Loan Reimbursement to Sewer Fund	250,000
Capital Projects	<u>3,304,790</u>
	<u>\$14,503,612</u>

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

Sewer Fund - Revenues

Service Charges	\$6,031,578
Facility Charges	1,300,000
Grinder Pump Charges	208,000
Interest Income	529,300
Miscellaneous	216,283
Unrestricted Net Position	1,771,660
Interfund Loan Reimbursement from Water Fund	<u>250,000</u>
	<u>\$10,306,821</u>

Sewer Fund - Expenses

Operating-Personnel	\$4,312,954
Operating-Non-personnel	2,672,711
Operating-Capital Outlay	131,000
Operating-Grinder Pump	286,000
Interfund Loan to Water Fund	500,000
Capital Projects	<u>2,404,156</u>
	<u>\$10,306,821</u>

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of May, 2022.

FY23BdgtApprop-res

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE

FOR FISCAL YEAR 2023 BUDGET

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 12, 2022, 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 the changes to Section 17, General Rate Policy and Rate Schedule, Regulations Governing Utility Service as summarized in the attachment, which will become effective for all bills mailed on or after July 1, 2022.

BE IT FURTHER RESOLVED that the attachment showing the proposed changes be made part of this resolution.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

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LARSON

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 10th day of May, 2022.

FY23BdgtReg-res

3. Grinder Pump Maintenance Charge.

- (a) Maintenance of sanitary sewer grinder pumps is the responsibility of the property owner, unless a residential property owner applies for and enters into a grinder pump service agreement with the Authority subject to compliance with the Authority's current grinder pump policy. The Authority shall not maintain nonresidential grinder pumps or other commercial pump stations unless it is deemed to be in the best interest of the Authority.
- (b) If a residential grinder pump service agreement is entered into, an annual grinder pump maintenance charge of ~~\$400.00~~ \$375.00 shall be paid for each separate connection to a grinder pump. The payment for this charge will be prorated in equal amounts in the customers' utility service charge billing.
- (c) Existing grinder pump service agreements, contracts, or grandfathered grinder pump maintenance agreements between the property owner and the Authority are not transferable or assignable by the property owner and automatically terminate upon transfer of title or ownership of the property.

4. Retail service charge. 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. Wastewater service charges shall be as follows:(a) Metered water source.

Charge for all collection of wastewater.

- (1) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the monthly fixed charge chart below. This fixed charge is for expenses associated with operating and maintaining the wastewater collection system.

Meter Size	Monthly Fixed Charge
5/8"	\$ 2.00
3/4"	\$ 3.00
1"	\$ 5.01
1-1/2"	\$ 10.01
2"	\$ 16.01
3"	\$ 32.02
4"	\$ 50.03
6"	\$ 100.06
8"	\$ 160.10
10"	\$ 230.14

distribution system. The charge shall be paid prior to the issuance of a plumbing permit from Building Safety and Permits.

2. Water service connection fee. A water service connection fee of \$1,436 for each separate connection to the Authority's water system shall be paid by each applicant upon approval of the application for service, and prior to the issuance of a plumbing permit by Building Safety and Permits and making the connection.

If the service connection is required by the Authority, the water service connection fee shall be paid and the Authority shall provide the service connection. Exceptions are as follows:

- a. If the service connection is not required by the Authority, the service connection fee shall be waived and the applicant shall be required to make the connection at their own expense.
- b. If a service connection previously installed by a developer exists to the applicant's property, the service connection fee is waived.
- c. Non-Residential properties are exempt from the service connection fee; however, the applicant must make the connection at their own expense.

The purpose of this charge is to defray in part the cost of installing water service connections where applicable.

4. Retail service charge. The water service charge shall be based on usage from a metered water source, as follows:

- (a) Fixed Charge - Each customer bill shall include a fixed charge based upon the size of the meter serving the customer. The fixed charge for each billing cycle shall be calculated based on the monthly fixed charge chart below. This fixed charge is for expenses associated with operating and maintaining the water distribution system.

Meter Size	Monthly Fixed Charge
5/8"	\$ 5.71 5.41
3/4"	\$ 8.56 8.11
1"	\$ 14.26 13.52
1-1/2"	\$ 28.53 27.04
2"	\$ 45.65 43.27
3"	\$ 99.86 94.65
4"	\$ 171.18 162.26
6"	\$ 385.17 365.09
8"	\$ 456.50 432.70
10"	\$ 656.21 622.00

- (b) Volumetric Charge - Water service shall be based upon a volumetric consumption charge, as follows:

Single Family Residential				
	Tier 1	Tier 2	Tier 3	Tier 4
	(monthly use)	(monthly use)	(monthly use)	(monthly use)
	0-4,000 gallons	4,001-8,000gallons	8,001-12,000 gallons	12,001+ gallons
Rate Per 1,000 Gallons	\$3.86 \$3.75	\$7.01 \$6.81	\$14.03 \$13.62	\$21.74 \$21.11

Multi-Family Residential and Non-Residential	
<u>All Meter Sizes</u>	<u>All Use</u>
Rate Per 1,000 Gallons	\$ 6.10 5.92

The purpose of the retail service charge is to defray all costs associated with operation and maintenance, and capital improvement for providing water treatment, transmission, and distribution for domestic, commercial, and industrial uses and for firefighting purposes, including replacement, renewals, and extensions, and the repayment of money borrowed to acquire or construct the water treatment, transmission, and distribution system.

- D. Independent Water Systems Connection Fee. The developer of any subdivision that requires an Independent Water System to comply with the County Subdivision Ordinance, shall be required to pay to the Authority a connection fee as follows:

1. An independent water system approved by the County and the Authority prior to April 26, 2011, shall pay a fee of \$4,000 per lot or residential unit. Payment shall be made prior to final approval of a subdivision plat.
2. An independent water system approved by the County and the Authority after April 26, 2011, shall pay a fee of \$8,000 per lot or residential unit. Payment shall be made prior to the acceptance by the Authority of the independent water production and treatment facility.

The monies collected shall be placed in a dedicated account; the proceeds and investment returns will be used to offset the costs of operating the Independent Water Systems created after August 10, 2004. Should it become financially practical for the Authority to connect an Independent Water System constructed under these provisions to the Authority Central Water System and all necessary land use approvals are obtained from the County, then the monies deposited in the account for such system shall be used to offset the costs of constructing the infrastructure to connect the two water systems. Any balance of the funds will remain in the Authority account and will be used to offset the operating deficits of the Independent Water System created after August 10, 2004.

- E. Billing and account charges. Where certain conditions are met, the following charges shall be assessed for any customer billed by the Authority.

ITEM SUMMARY

DATE: 5/10/2022

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: May 2022 Dashboard Report

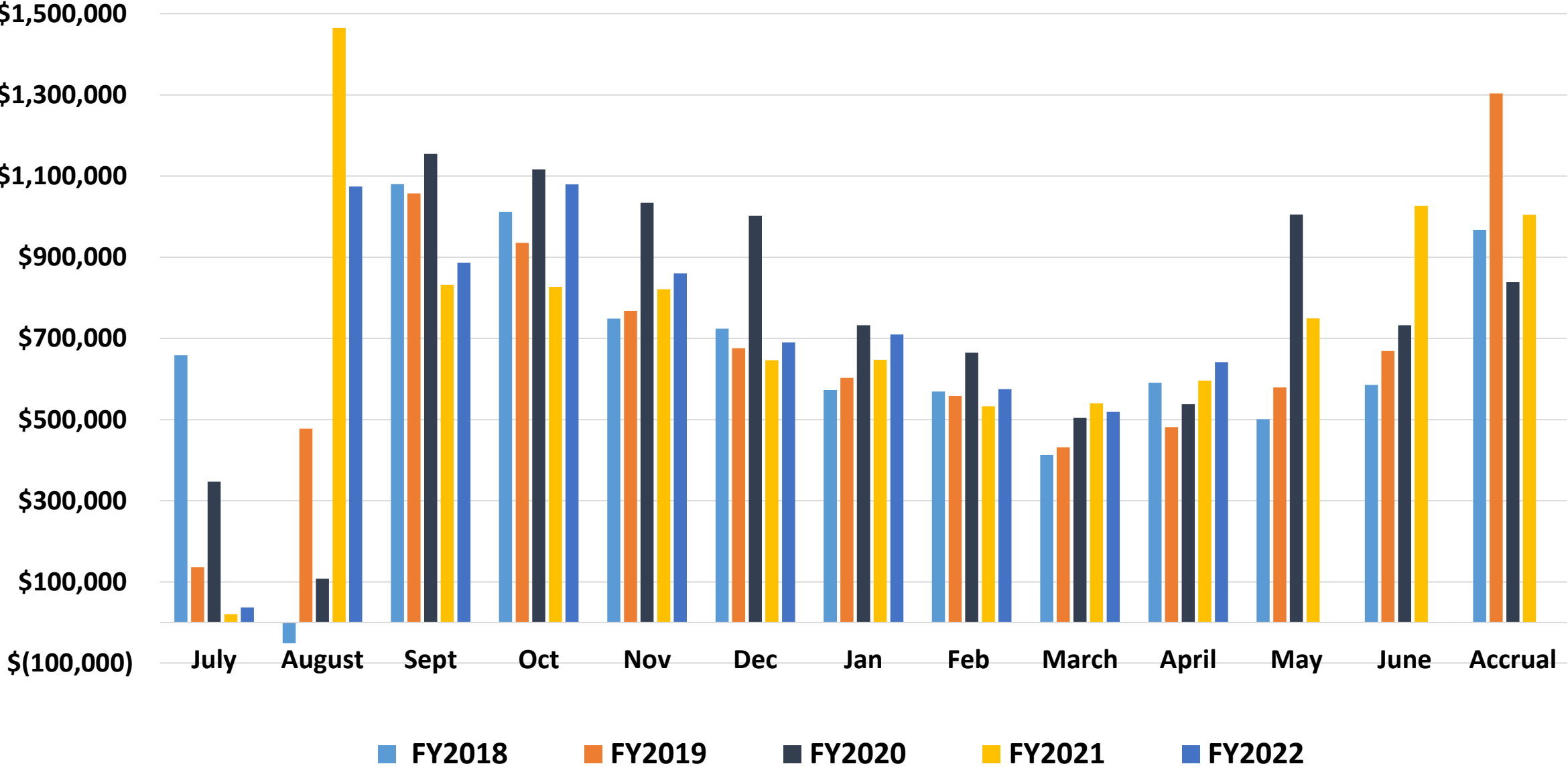
ATTACHMENTS:

	Description	Type
	May 2022 Dashboard Report	Exhibit

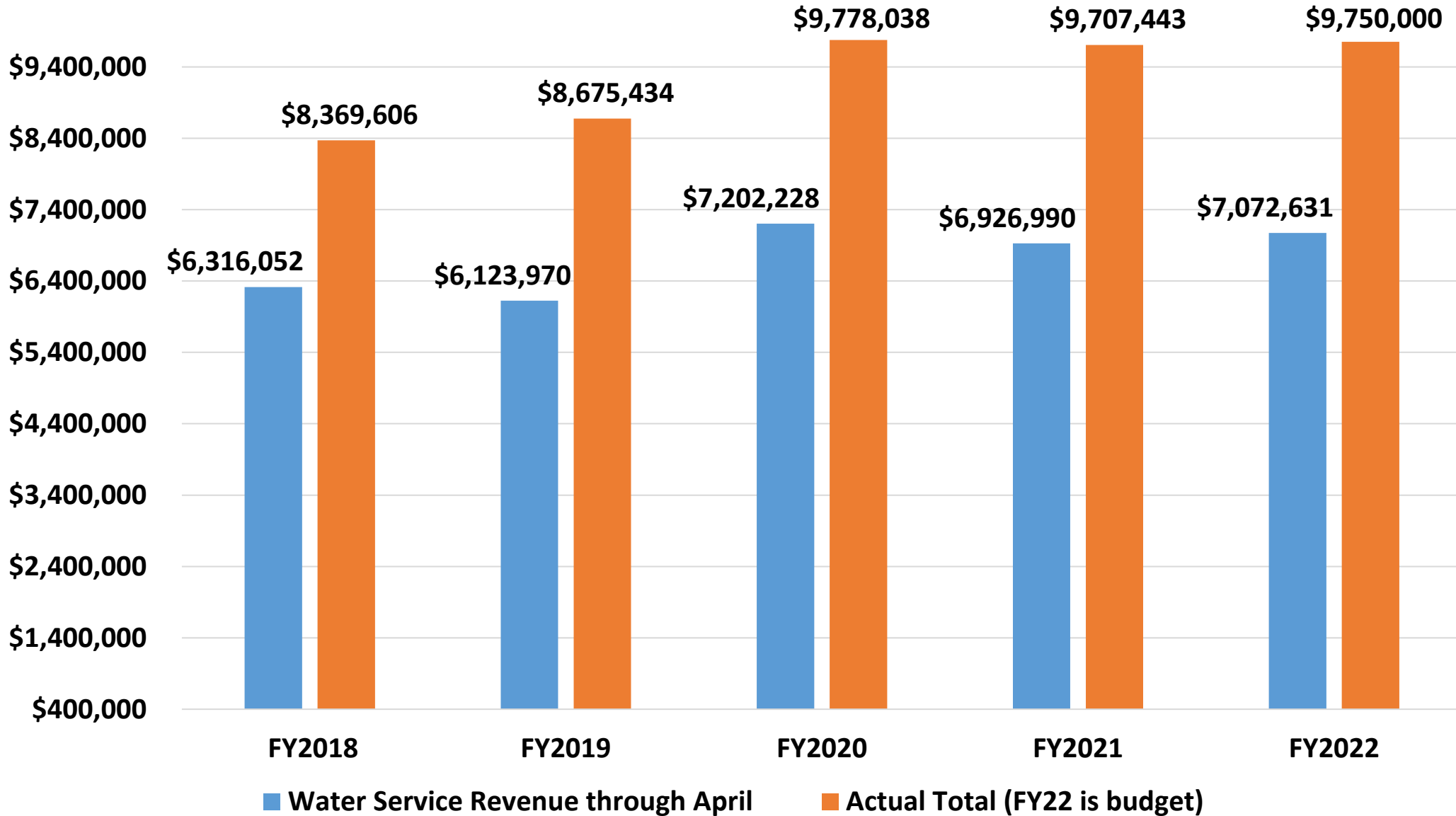
REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	5/9/2022 - 12:25 PM

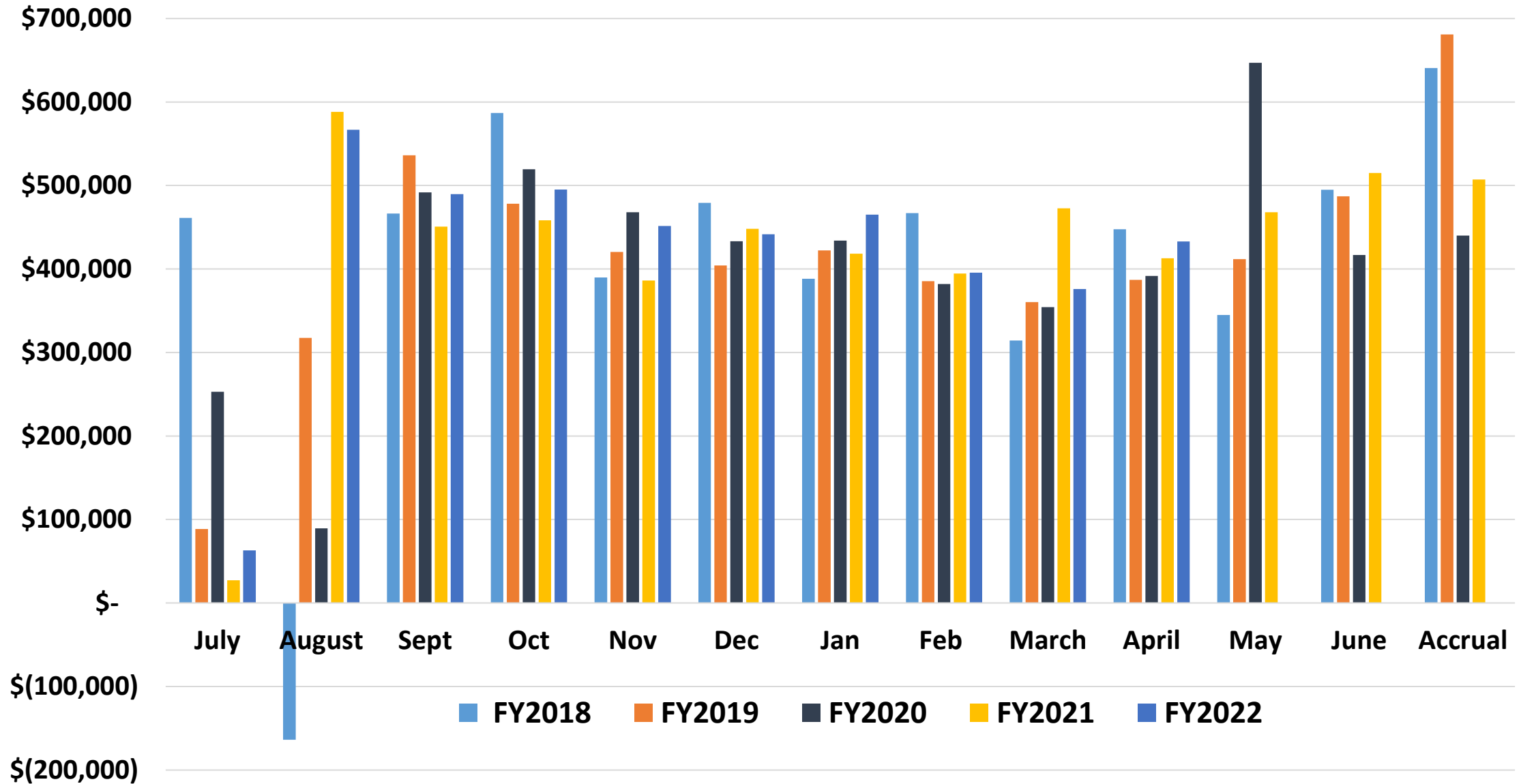
Water Service Revenue



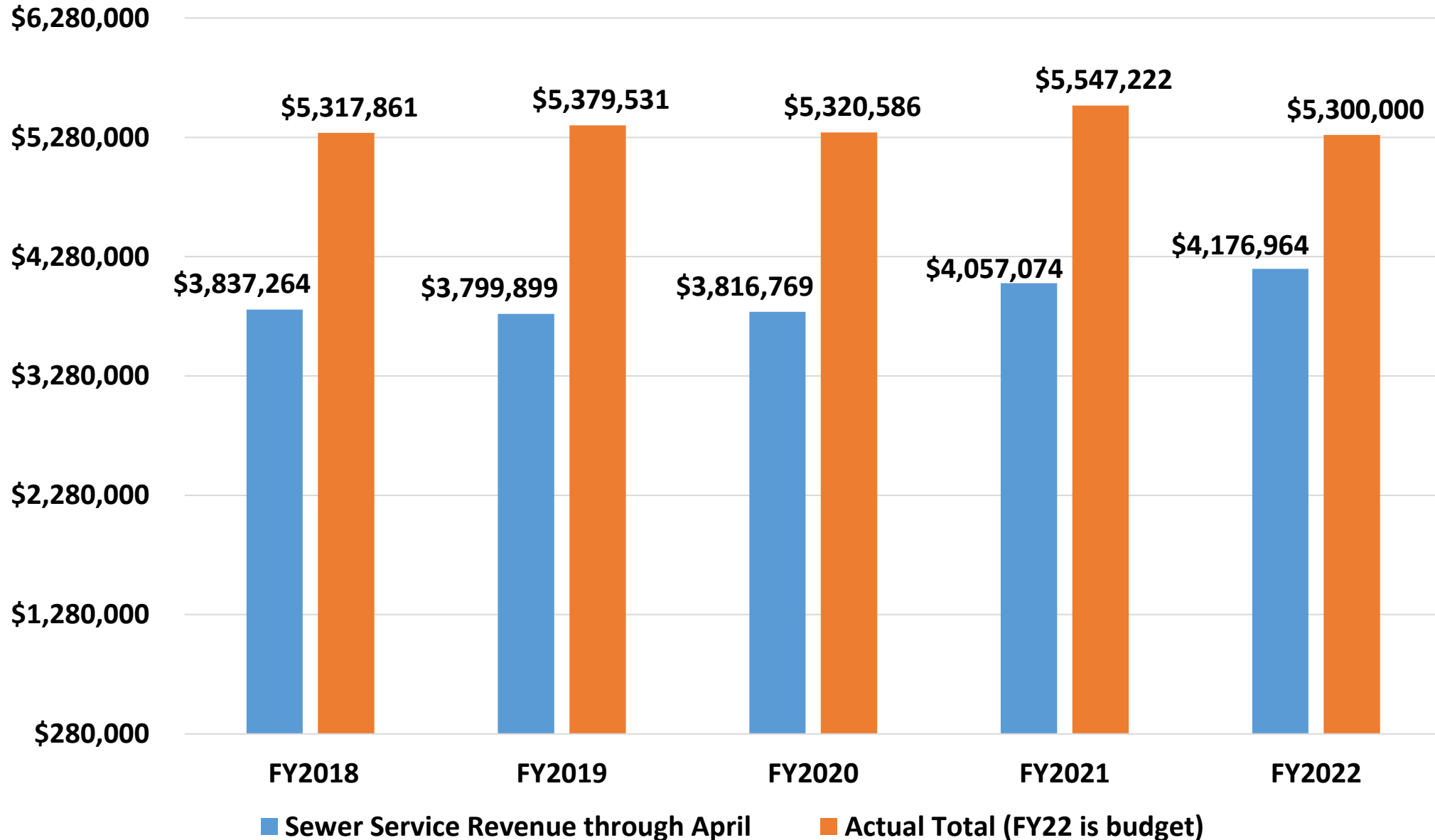
Water Service Revenue through April



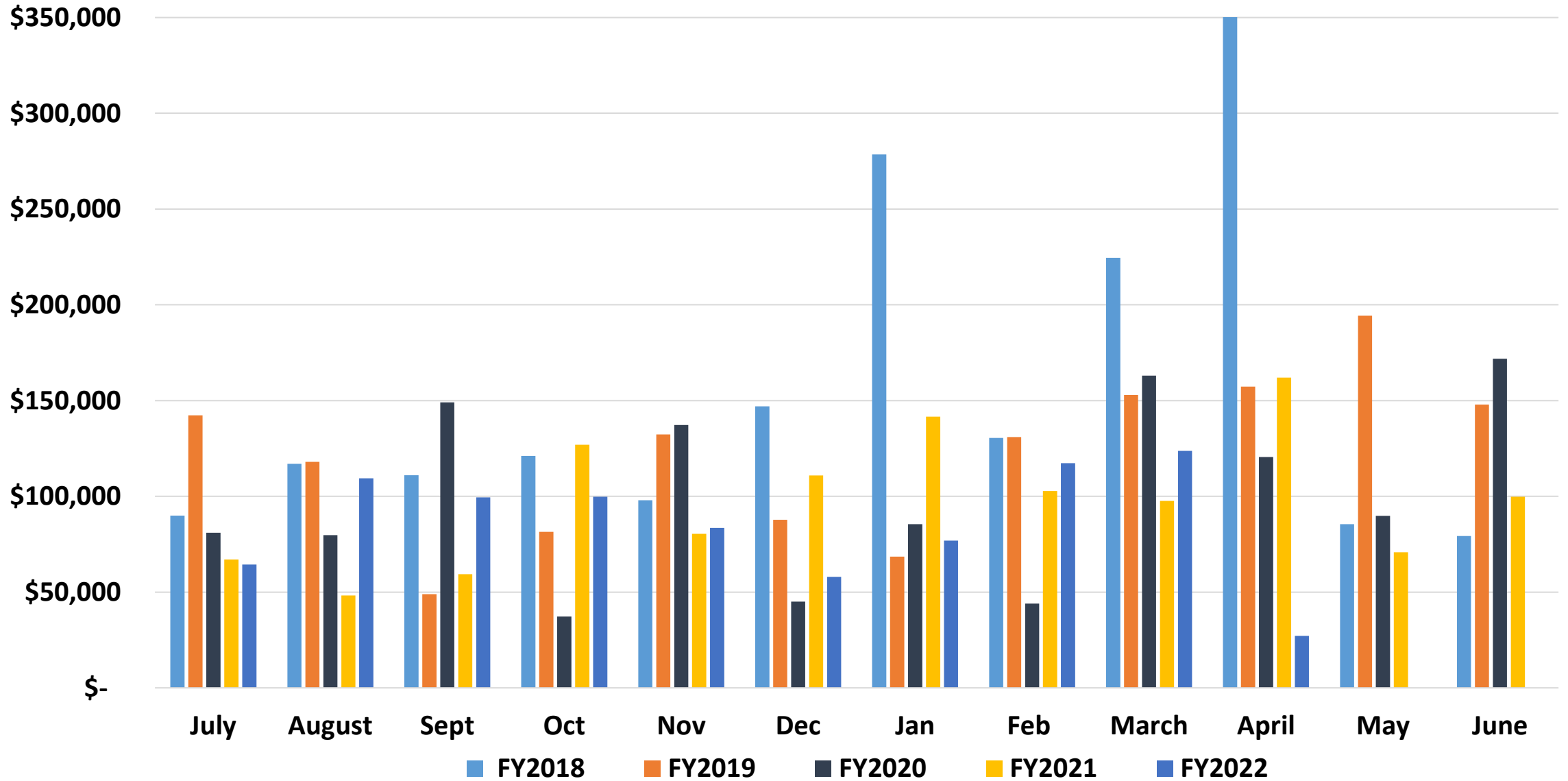
Sewer Service Revenue



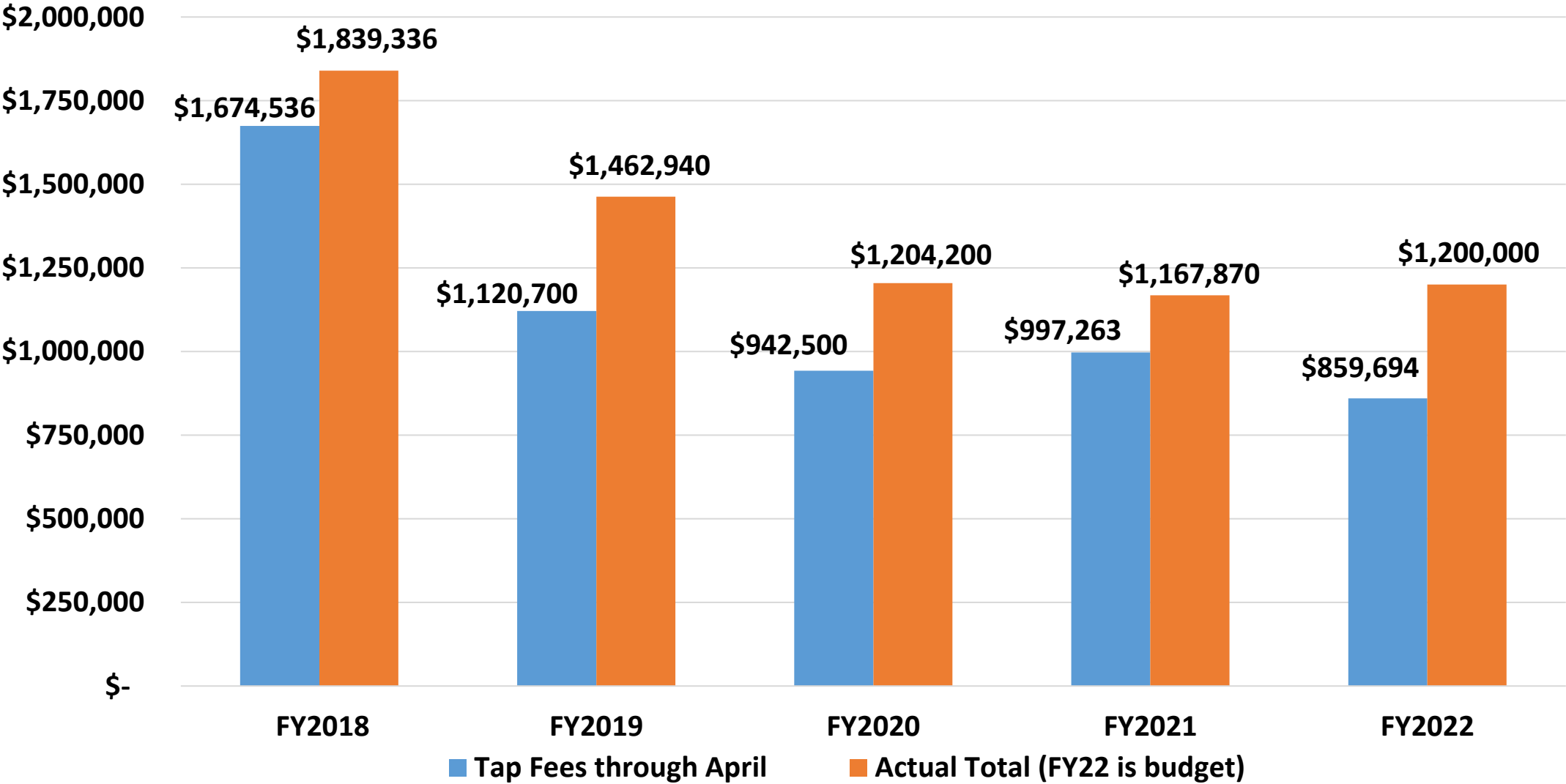
Sewer Service Revenue through April



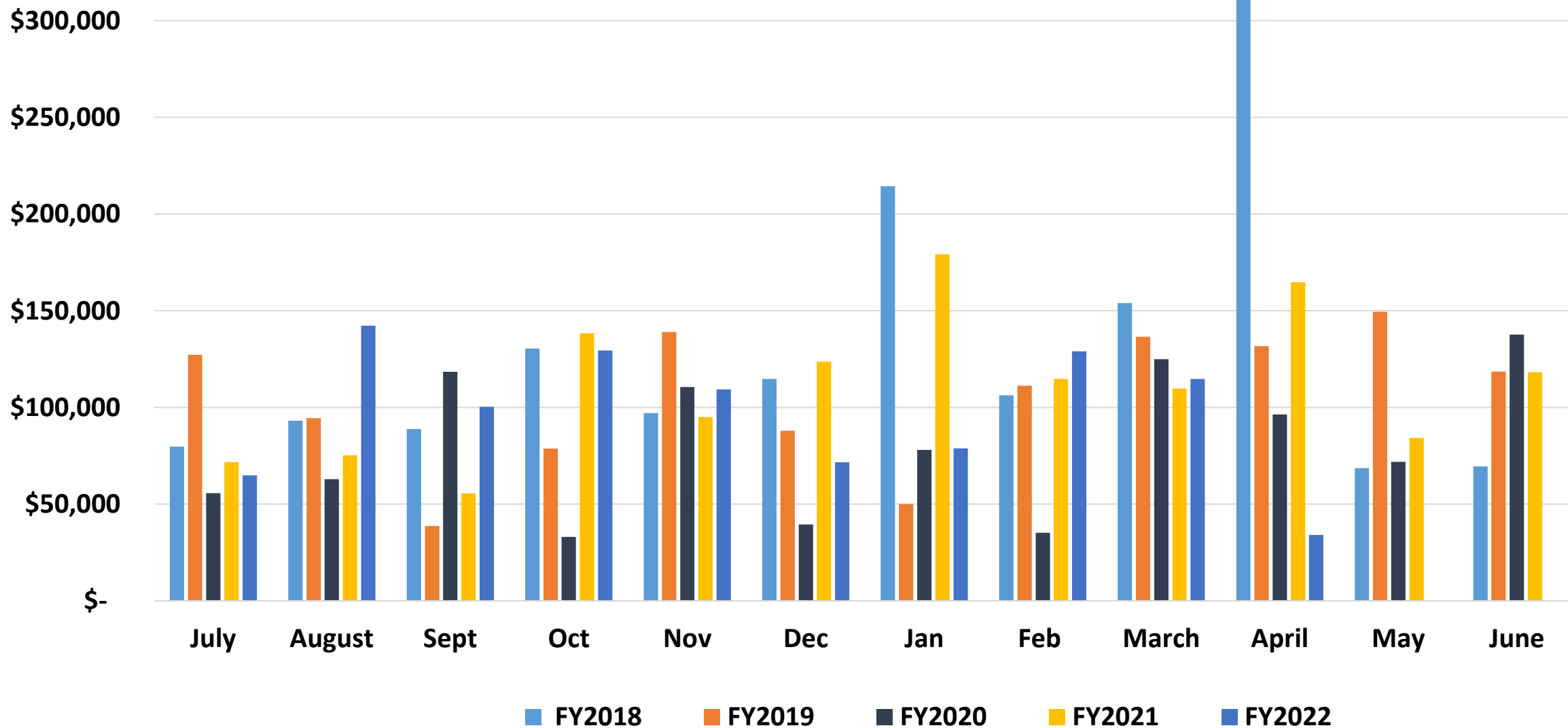
Water Tap Fees



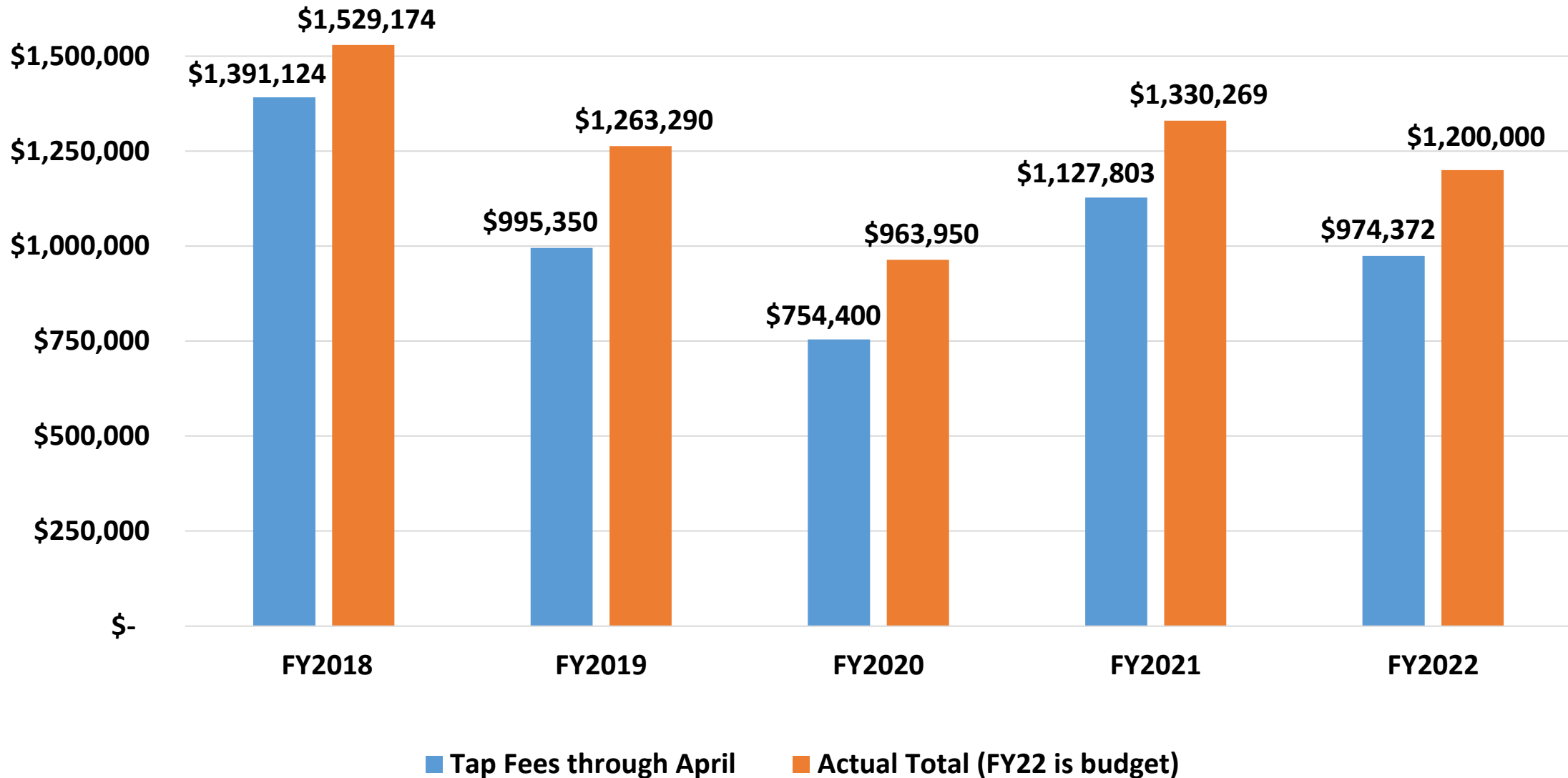
Water Tap Fees through April



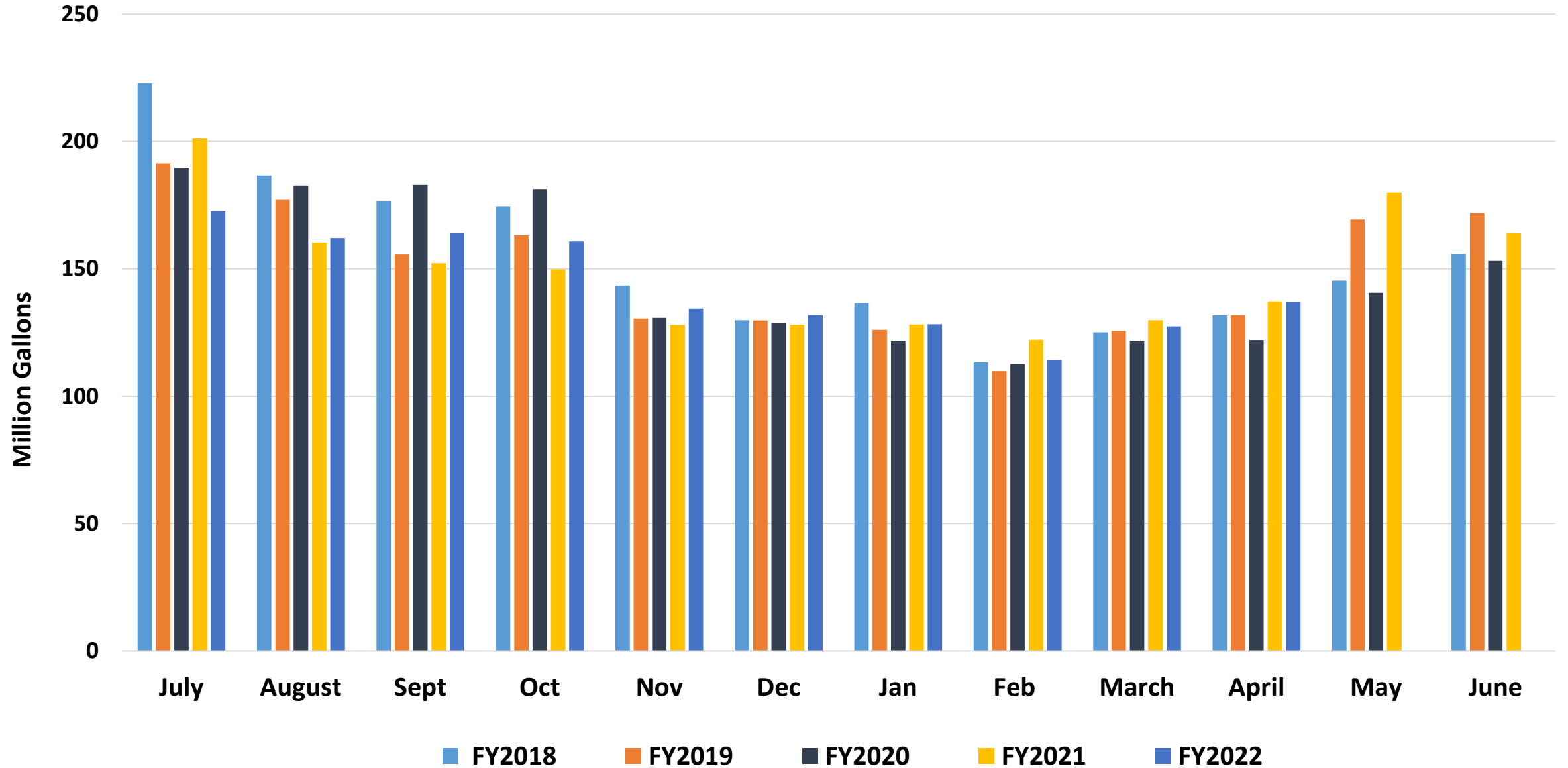
Sewer Tap Fees



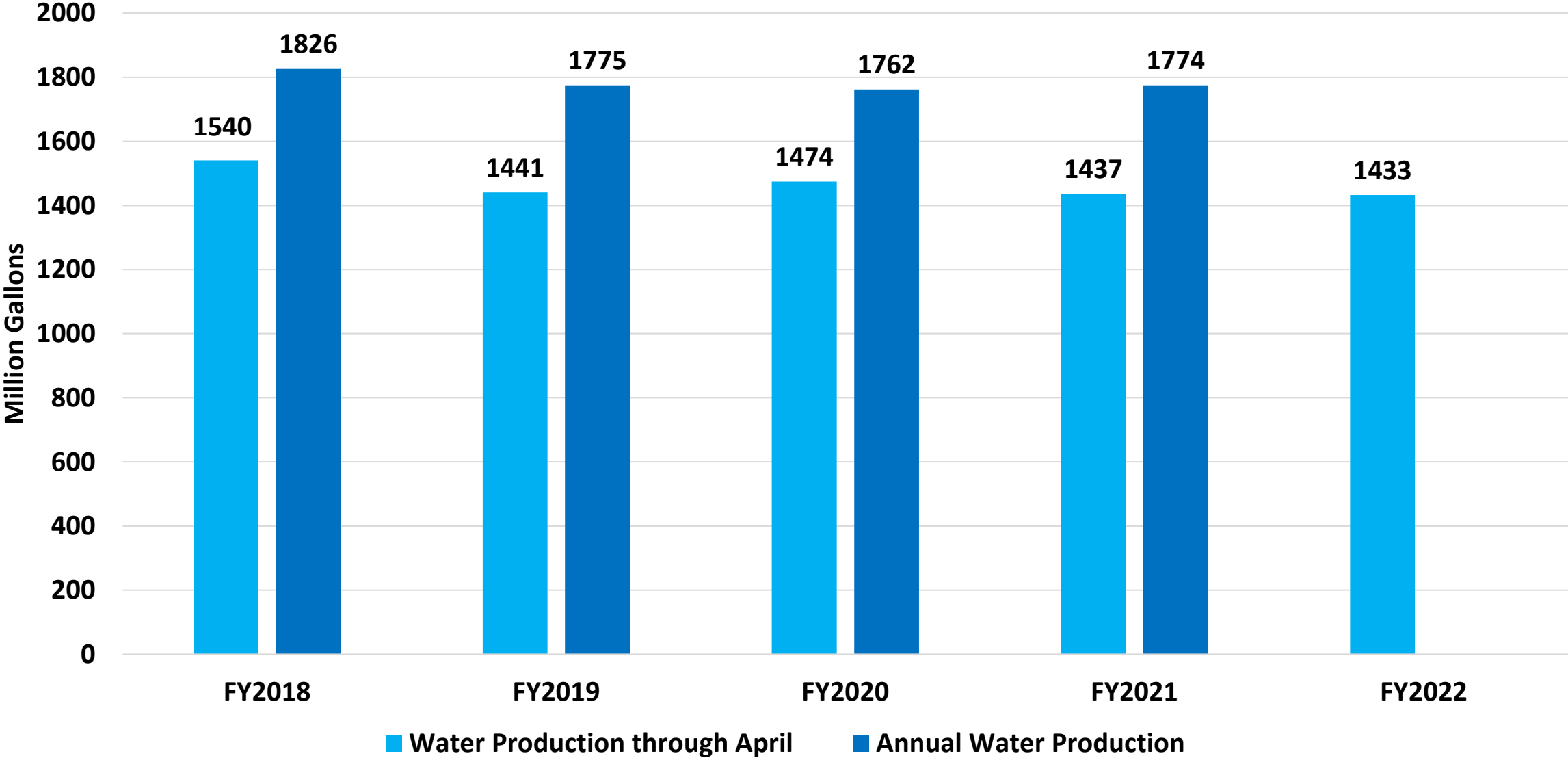
Sewer Tap Fees through April



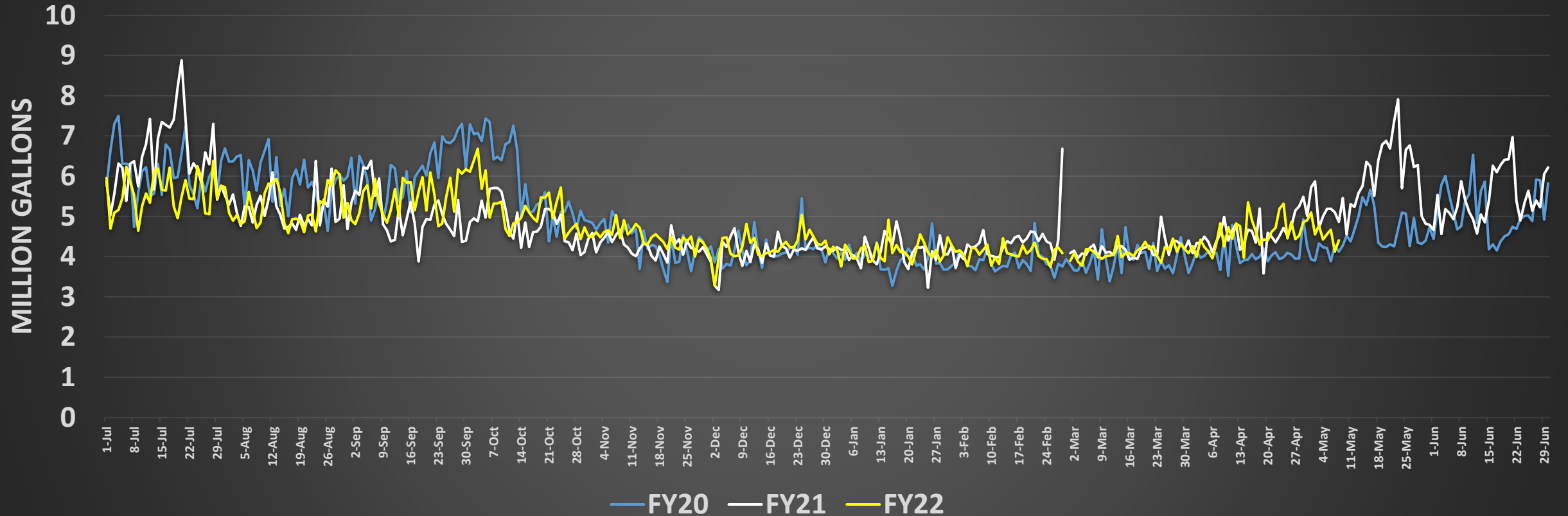
Monthly Water Production



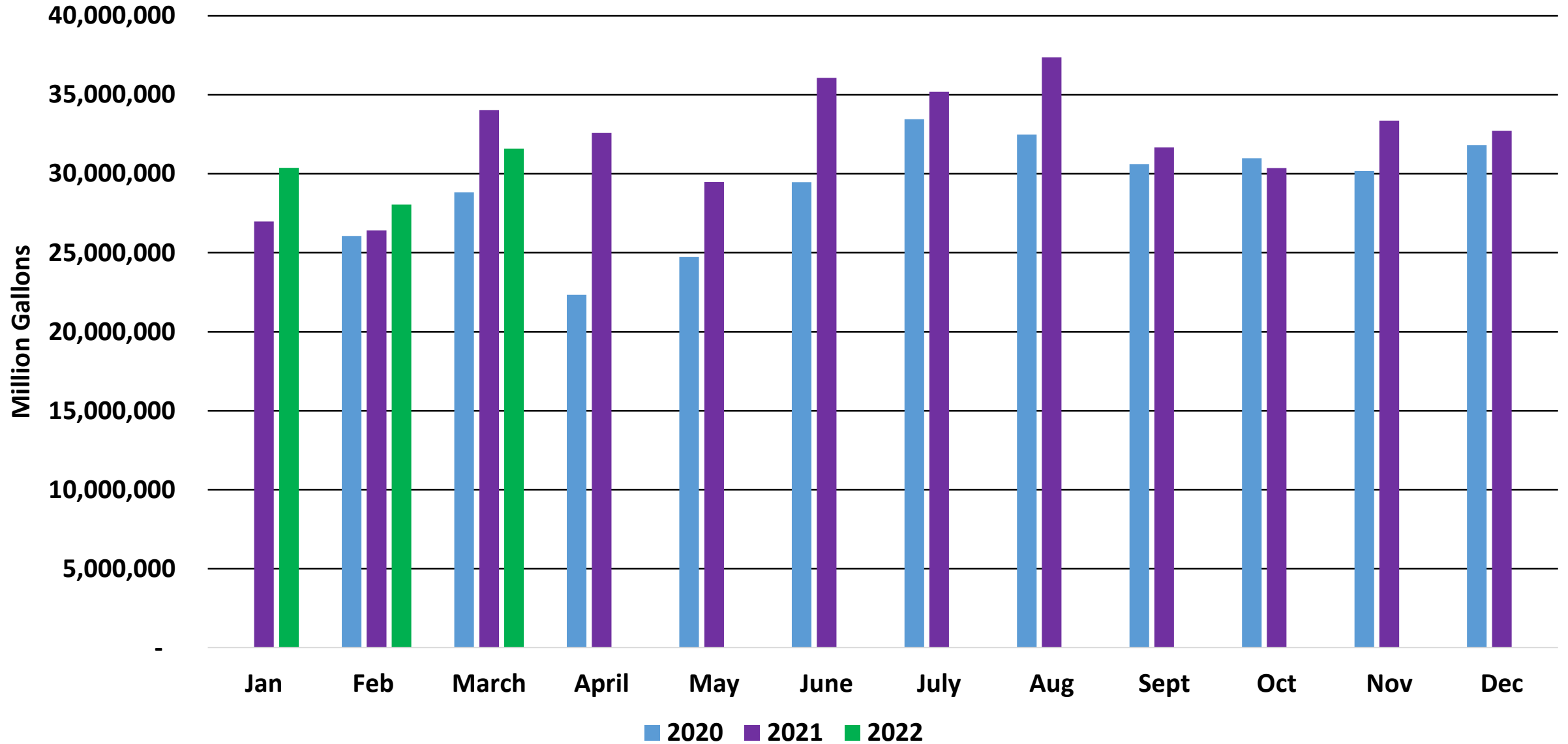
Water Production through April



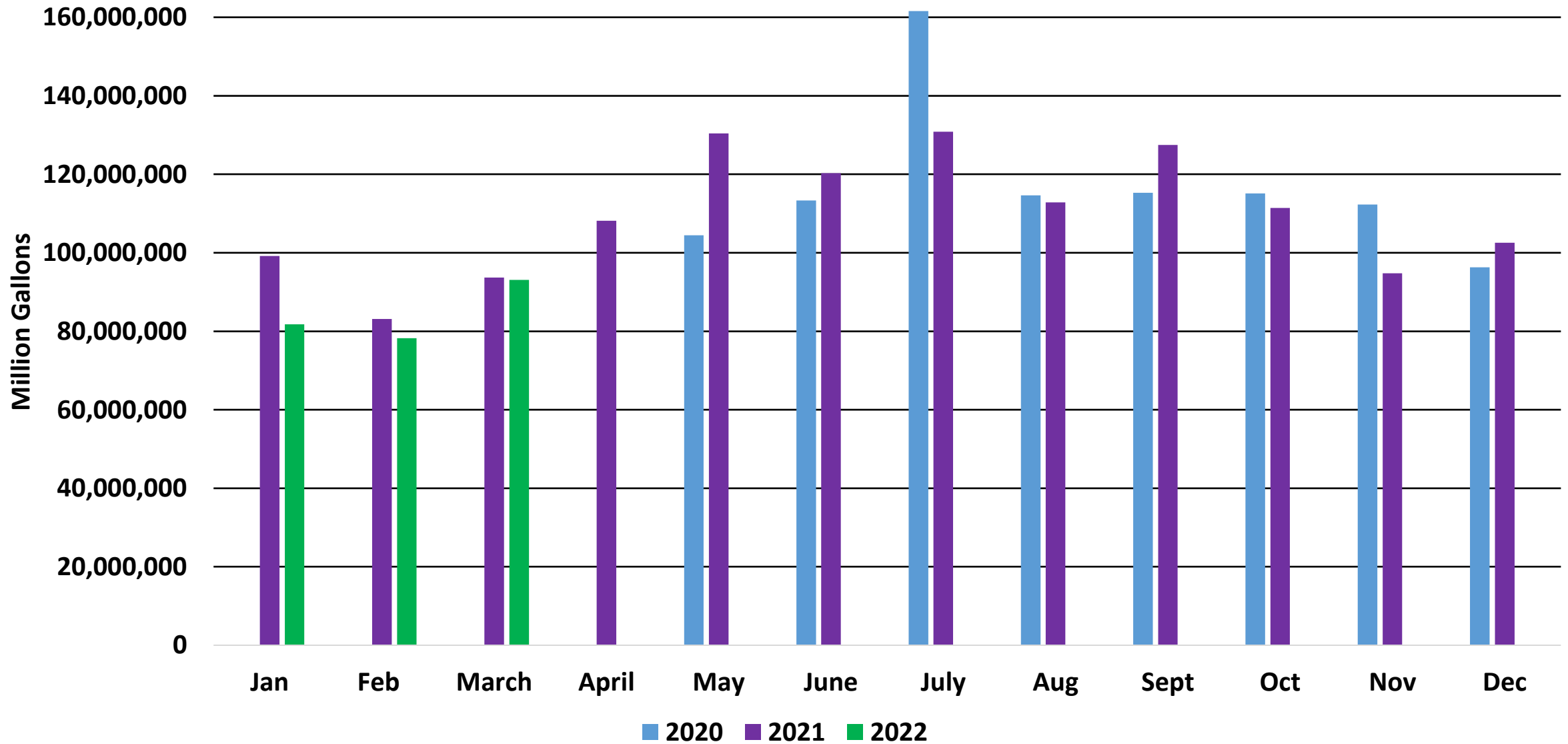
Daily Water Production



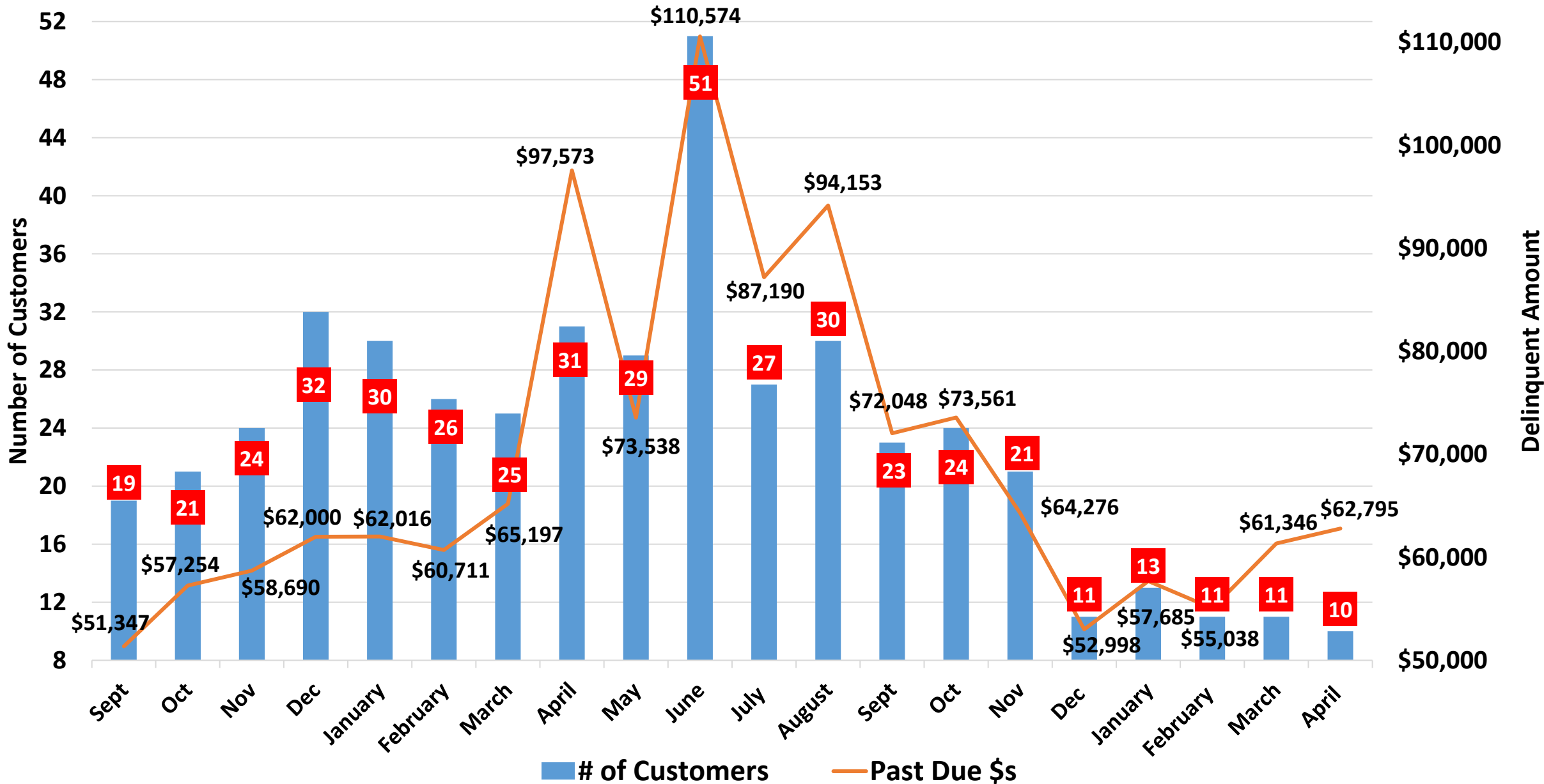
Commercial Consumption



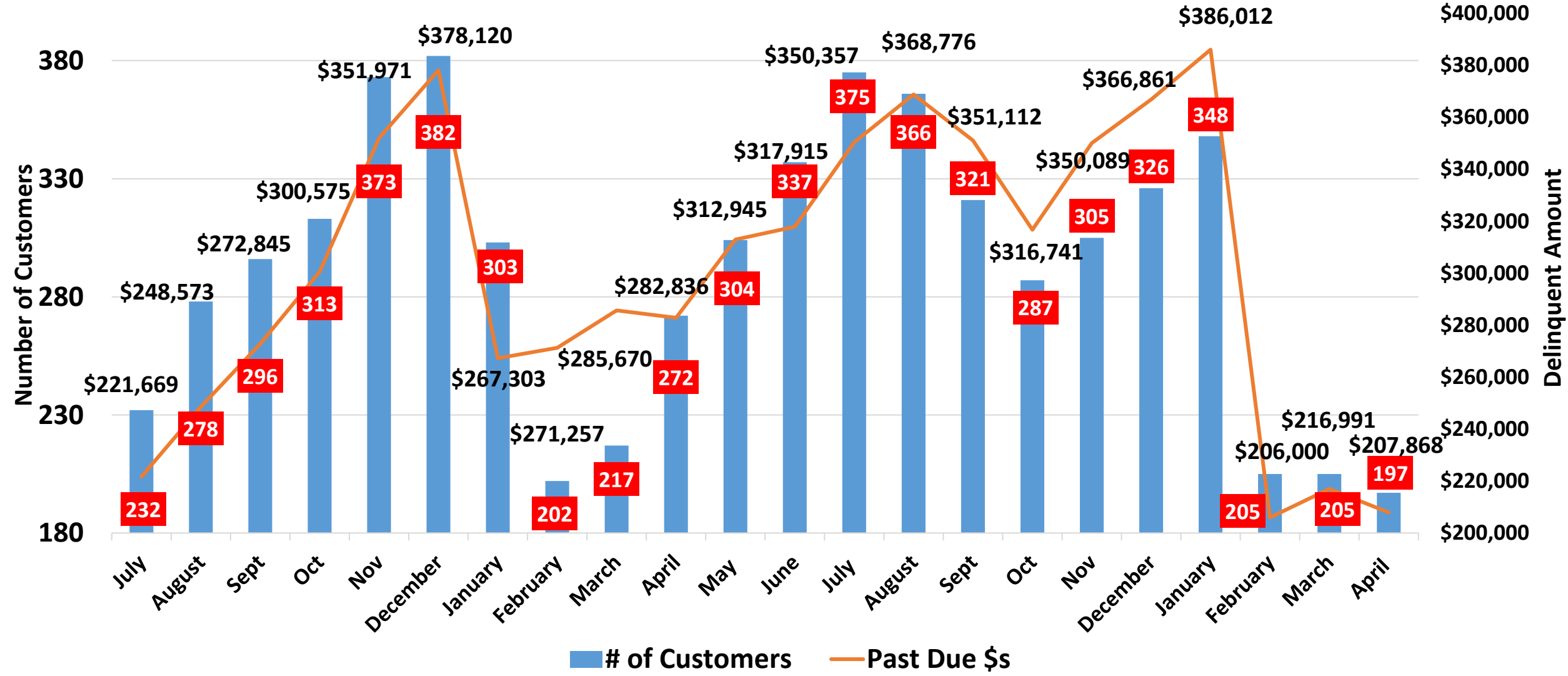
Residential Consumption



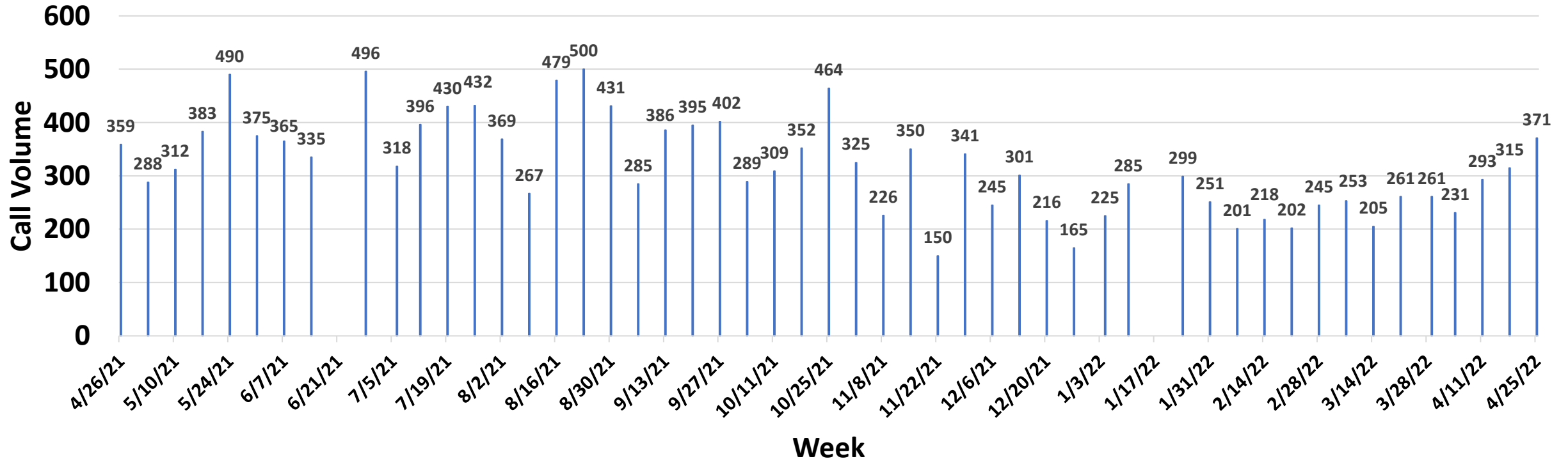
Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume



ITEM SUMMARY

DATE: 5/10/2022

TO: The Board of Directors

FROM: Teresa J. Saeed, Deputy Secretary

SUBJECT: Adjourn until 5 pm on June 14, 2022 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	5/3/2022 - 4:03 PM