

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

May 14, 2024

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

D. PUBLIC COMMENT

E. CONSENT CALENDAR

1. Minutes Adoption

F. PUBLIC HEARING(S)

1. Agreement to Sell Property at 5255 Longhill Road

G. BOARD CONSIDERATION(S)

1. Changes to the Regulations Governing Utility Service and Resolution of Appropriation for Fiscal Year 2025 Budget

H. BOARD REQUESTS AND DIRECTIVES

I. GENERAL MANAGER'S UPDATE

1. May 2024 Dashboard Report

J. CLOSED SESSION

1. Consultation with legal counsel and briefings by staff members regarding probable litigation where such consultation or briefing in an open meeting would adversely affect the negotiating posture of the Board of Directors, specifically related to Manor on the Green, LLC's dispute of the amount of fees assessed by JCSA for water and sewer connection for the Manor on the Green Apartments located in the Newtown Development of Williamsburg, Virginia adjacent to Sullivan Square, pursuant to Section 2.2-3711(A)(7) of the Code of Virginia
2. Consultation with legal counsel employed by James City County and the James City Service Authority regarding specific legal matters requiring the provision of legal advice by such counsel, specifically related to Manor on the Green, LLC's dispute of the amount of fees assessed by JCSA for water and sewer connection for the Manor on the Green Apartments located in the Newtown Development of Williamsburg, Virginia adjacent to Sullivan Square, pursuant to Section 2.2-3711(A)(8) of the Code of Virginia

3. Certification of Closed Session

K. ADJOURNMENT

1. Adjourn until 5 pm on June 11, 2024 for the Regular Meeting

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

April 9, 2024

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Berkeley District
Barbara E. Null, Chair, Stonehouse District

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

C. PRESENTATION(S)

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: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

The minutes Approved for Adoption included the following minutes:

- o March 12, 2024, Regular Meeting

F. PUBLIC HEARING(S)

1. Public Hearing on Fiscal Year 2025 James City Service Authority Budget

Mr. Powell addressed the Board to discuss the James City Service Authority's (JCSA) Proposed Fiscal Year (FY) 2025 Budget. He remarked in his 10-year tenure as General Manager for

JCSA, this year was the most challenging budget to date. Mr. Powell stated JCSA attempted to maintain adequate revenue with increased operation and capital costs caused by significant inflation over the past several years in addition to challenges with maintaining aging infrastructure. He provided an overview of JCSA's Proposed Budget for FY2025 on the PowerPoint presentation equating to approximately \$27 million. Mr. Powell indicated the budget for FY2025 had increased by approximately \$2.4 million over the current fiscal year's budget. He touched on the revenue and expense figures and the proposed increase in water and sewer charges displayed on the PowerPoint presentation. Mr. Powell displayed JCSA's water and sewer rates compared to other Hampton Roads localities on the PowerPoint presentation. He added if the proposed rates were approved, JCSA would still remain the second lowest rate for a combined water and sewer bill among the region. Mr. Powell concluded the presentation and welcomed any questions the Board might have.

Ms. Null asked if any Board members had questions.

No Board members had questions.

Ms. Null opened the Public Hearing.

Ms. Null closed the Public Hearing as there were no speakers.

G. BOARD CONSIDERATION(S)

None.

H. BOARD REQUESTS AND DIRECTIVES

None.

I. GENERAL MANAGER'S UPDATE

Mr. Powell noted he had no additional updates.

J. ADJOURNMENT

1. Adjourn until 6 pm on April 10, 2024, for the Budget Community Meeting at Lois Hornsby Middle School

A motion to Adjourn was made by Ruth Larson, the motion result was Passed.

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

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

At approximately 5:04 p.m., Ms. Null adjourned the Board of Directors.

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
BUDGET BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

April 23, 2024

1:00 PM

A. CALL TO ORDER

B. ROLL CALL

Michael J. Hipple, Powhatan District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Jr., Jamestown District (remote)
Ruth M. Larson, Berkeley District
Barbara E. Null, Chair, Stonehouse District

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

Ms. Null requested a motion to allow Mr. Icenhour to participate in the meeting remotely.

A motion to Approve was made by Michael Hipple, the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Null

Absent: Icenhour, Jr

Ms. Null welcomed Mr. Icenhour to the meeting.

Mr. Icenhour acknowledged his presence.

C. BOARD DISCUSSION(S)

1. Fiscal Year 2025-2026 Budget

Mr. Powell noted he had no proposed changes to the James City Service Authority (JCSA) proposed Fiscal Year 2025-2026 Budget since its release. He stated he was available for any questions from the Board.

Ms. Larson stated she had no questions, adding she thanked Mr. Powell for his participation at the Community Budget meetings. She extended her appreciation of his presentation and the details he provided regarding the JCSA budget. Ms. Larson thanked JCSA staff and Mr. Powell for their attention to costs during rising expenses.

Mr. Powell thanked Ms. Larson.

Ms. Null expressed similar appreciation of Mr. Powell's presentations and thanked him.

Mr. Powell thanked Ms. Null.

Mr. McGlennon echoed his colleagues' comments. He noted he had received communication from a constituent regarding JCSA's new website and the information provided on the new billing system.

Mr. Icenhour noted he was participating remotely from London, and he echoed his colleagues' comments. He stated Mr. Powell's presentations provided detailed information and helped alleviate citizen concern.

D. ADJOURNMENT

1. Adjourn until 5 pm on May 14, 2024 for the Regular Meeting

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

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

Ayes: Hipple, Larson, McGlennon, Null

Ms. Null noted Mr. Icenhour's remote connection was frozen, and no response was available.

At approximately 1:02 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: May 14, 2024

TO: The Board of Directors, James City Service Authority

FROM: Andrew Dean, Assistant County Attorney

SUBJECT: Agreement to Sell Property at 5255 Longhill Road to James City County

James City Service Authority (JCSA) currently owns a 1.296-acre circular lot located at 5255 Longhill Road, more commonly referred to as the Water Tank Lot. The Water Tank Lot is in the center of 5231 Longhill Road. 5231 Longhill Road is owned by the County and is a site that is being considered for future development.

The County desires to purchase the 1.296-acre Water Tank Lot “as is” for \$4,500.

Attached is a resolution authorizing the General Manager to sell the 5255 Longhill Road property from JCSA “as is” for \$4,500.

Staff recommends approval of the sale of 5255 Longhill Road.

AD/md
SaleAgr5255Lnghl-mem

Attachments:

1. Resolution
2. Special Warranty Deed

RESOLUTION

AGREEMENT TO SELL PROPERTY AT 5255 LONGHILL ROAD TO JAMES CITY COUNTY

WHEREAS, the James City Service Authority (“JCSA”) currently owns property known as 5255 Longhill Road, Williamsburg, Virginia 23187, James City County Real Estate Tax Map Parcel No. 3820100002 (the “Property”); and

WHEREAS, James City County, Virginia (the “County”) has proposed to purchase the Property in an “As Is” condition for \$4,500; and

WHEREAS, a public hearing was advertised and a hearing conducted on the proposed purchase of the Property by the County; and

WHEREAS, the Board of Directors of JCSA finds the sale of the Property to be in the public interest and in the interest of JCSA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, that the General Manager is authorized to execute those documents necessary to sell the Property to the County.

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

LARSON
ICENHOUR
MCGLENNON
HIPPLE
NULL

VOTES			
<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

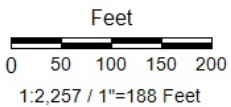
Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of May, 2024.

SaleAgr5255Lnghl-res



Legend

□ Parcels



Title:

Date: 5/1/2024

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be.

MEMORANDUM

DATE: May 14, 2024

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 2025 Budget

Attached are resolutions approving changes to the Regulations Governing Utility Service and appropriating the Fiscal Year (FY) 2025 budget. At its February 13, 2024, meeting, the Board approved setting a public hearing on the proposed changes. The public hearing was subsequently held on April 9, 2024. The changes to the Regulations Governing Utility Service and the FY 25 Budget would become effective July 1, 2024.

Staff recommends approval of both resolutions.

MDP/ap
FY25RegGovUtilServ-mem

Attachments

RESOLUTION

CHANGES TO THE REGULATIONS GOVERNING UTILITY SERVICE

FOR FISCAL YEAR 2025 BUDGET

WHEREAS, the Board of Directors of the James City Service Authority conducted a public hearing on April 9, 2024, 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 dated on or after July 1, 2024.

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

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
LARSON	___	___	___	___
ICENHOUR	___	___	___	___
MCGLENNON	___	___	___	___
HIPPLE	___	___	___	___
NULL	___	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of May, 2024.

FY25RegGovUtilServ-res

RESOLUTION

JAMES CITY SERVICE AUTHORITY FISCAL YEAR 2025 BUDGET

WHEREAS, the General Manager has prepared a proposed budget for the fiscal year beginning July 1, 2024; 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	\$13,615,000
Facility Charges	925,000
Interest Income	635,000
Miscellaneous	398,475
Proffers	815,000
Unrestricted Net Position	<u>250,000</u>
	<u>\$16,638,475</u>

Water Fund - Expenses

Operating-Personnel	\$5,756,210
Operating-Non-personnel	5,668,412
Operating-Capital Outlay	113,979
Debt Service-Principal	1,382,000
Debt Service-Interest	691,754
Interfund Loan Reimbursement to Sewer Fund	250,000
Capital Projects	<u>2,776,120</u>
	<u>\$16,638,475</u>

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

Sewer Fund - Revenues

Service Charges	\$6,771,000
Facility Charges	800,000
Grinder Pump Charges	140,000
Interest Income	635,000
Miscellaneous	224,783
Unrestricted Net Position	1,800,000
Interfund Loan Reimbursement from Water Fund	<u>250,000</u>
	<u>\$10,620,783</u>

Sewer Fund - Expenses

Operating-Personnel	\$5,309,585
Operating-Non-personnel	2,988,379
Operating-Capital Outlay	147,819
Operating-Grinder Pump	210,000
Capital Projects	<u>1,965,000</u>
	<u>\$10,620,783</u>

Barbara E. Null
Chair, Board of Directors

ATTEST:

Teresa J. Saeed
Deputy Secretary to the Board

LARSON
ICENHOUR
MCGLENNON
HIPPLE
NULL

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 14th day of May, 2024.

FY25BdgtApprop-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 ~~\$450.00~~ \$425.00 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"	\$ 3.01 2.00
3/4"	\$ 4.51 3.00
1"	\$ 7.51 5.01
1-1/2"	\$ 15.01 10.01
2"	\$ 24.02 16.01
3"	\$ 48.03 32.02
4"	\$ 75.05 50.03
6"	\$ 150.09 100.06
8"	\$ 240.15 160.10
10"	\$ 345.22 230.14

- (2) Volumetric Charge - The wastewater service charge shall be based upon a volumetric consumption (of water) charged as follows:

<u>Volume</u>	<u>Collection</u>
Per 1,000 gallons of water consumed	\$3.14 \$3.11
Per 100 cubic feet of water consumed	\$2.35 \$2.33

Wastewater volumetric charges may be reduced by a sub-metered reading if an irrigation sub-meter is registered with the Authority. Sub-meter reading adjustments will only be allowed up to the consumption in the current billing period and must be submitted by the required due date.

All single-family residential wastewater collection bills dated February 1, 2024, and later shall be capped at a maximum consumption of 8,000 gallons per monthly billing period and shall not be subject to reduction by a sub-metered reading. The February 1, 2024, effective date may be extended at the General Manager’s discretion.

- (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-Monthly</u>
Single-family residences	Each	\$ 14.00
Single-family mobile homes	Each	\$ 14.00
Mobile homes in parks	Each lot	\$ 12.42
Duplex, apartments and townhouses	Each	\$ 12.42
Manufacturing	1,000 square feet	\$ 3.70
Minimum		\$ 18.62
Warehouses	1,000 square feet	\$ 2.48
Minimum		\$ 15.50
Restaurants	Seat	\$ 1.65
Minimum		\$ 18.62
Commercial	1,000 square feet	\$ 6.18
Minimum		\$ 18.62
Churches	Each	\$ 13.55

- (e) System Facilities Charge Exemption. Any lots created after August 10, 2004, which are to be served by an Independent Water System, shall be exempt from the Water System Facilities Charge.

The purpose of the system facilities charge is to defray in part the cost of providing major supply, transmission main, booster pumping, distribution storage tanks, and 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"	\$ 7.52	6.02
3/4"	\$ 11.28	9.03
1"	\$ 18.78	15.04
1-1/2"	\$ 37.59	30.10
2"	\$ 60.15	48.16
3"	\$ 131.58	105.35
4"	\$ 225.56	180.59
6"	\$ 507.53	406.35
8"	\$ 601.53	481.61
10"	\$ 864.68	692.30

(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	4,001-8,000 gallons	8,001-12,000 gallons	12,001+ gallons
Rate Per 1,000 Gallons	\$4.20 \$3.98	\$7.62 \$7.22	\$15.24 \$14.45	\$23.62 \$22.39

Multi-Family Residential and Non-Residential	
All Meter Sizes	All Use
Rate Per 1,000 Gallons	\$ 6.63 6.28

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.

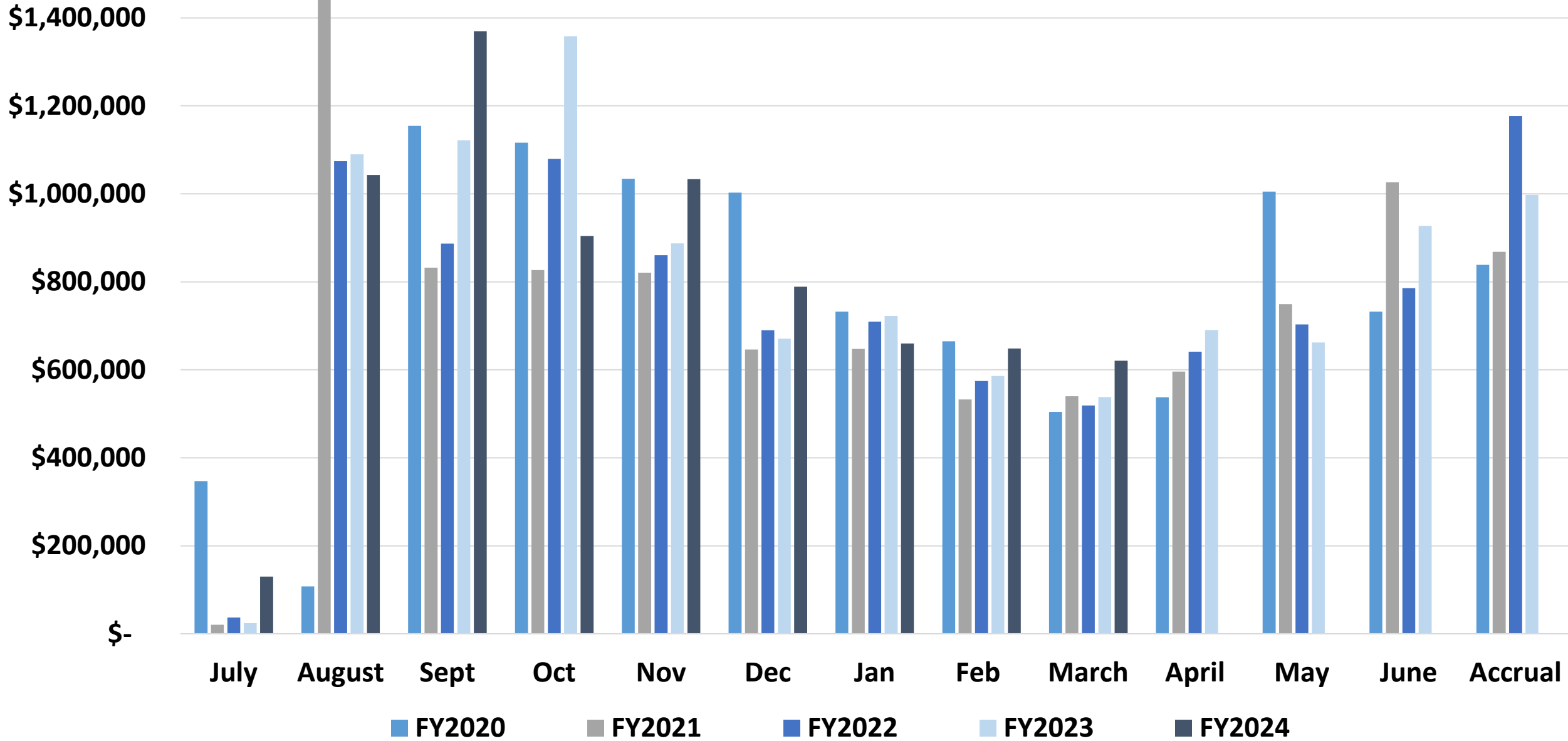
D. Independent Water Systems Connection Fee. The developer of any subdivision that requires an Independent Water System to comply with the County Subdivision Ordinance, shall be required to pay to the Authority a connection fee as follows:

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.

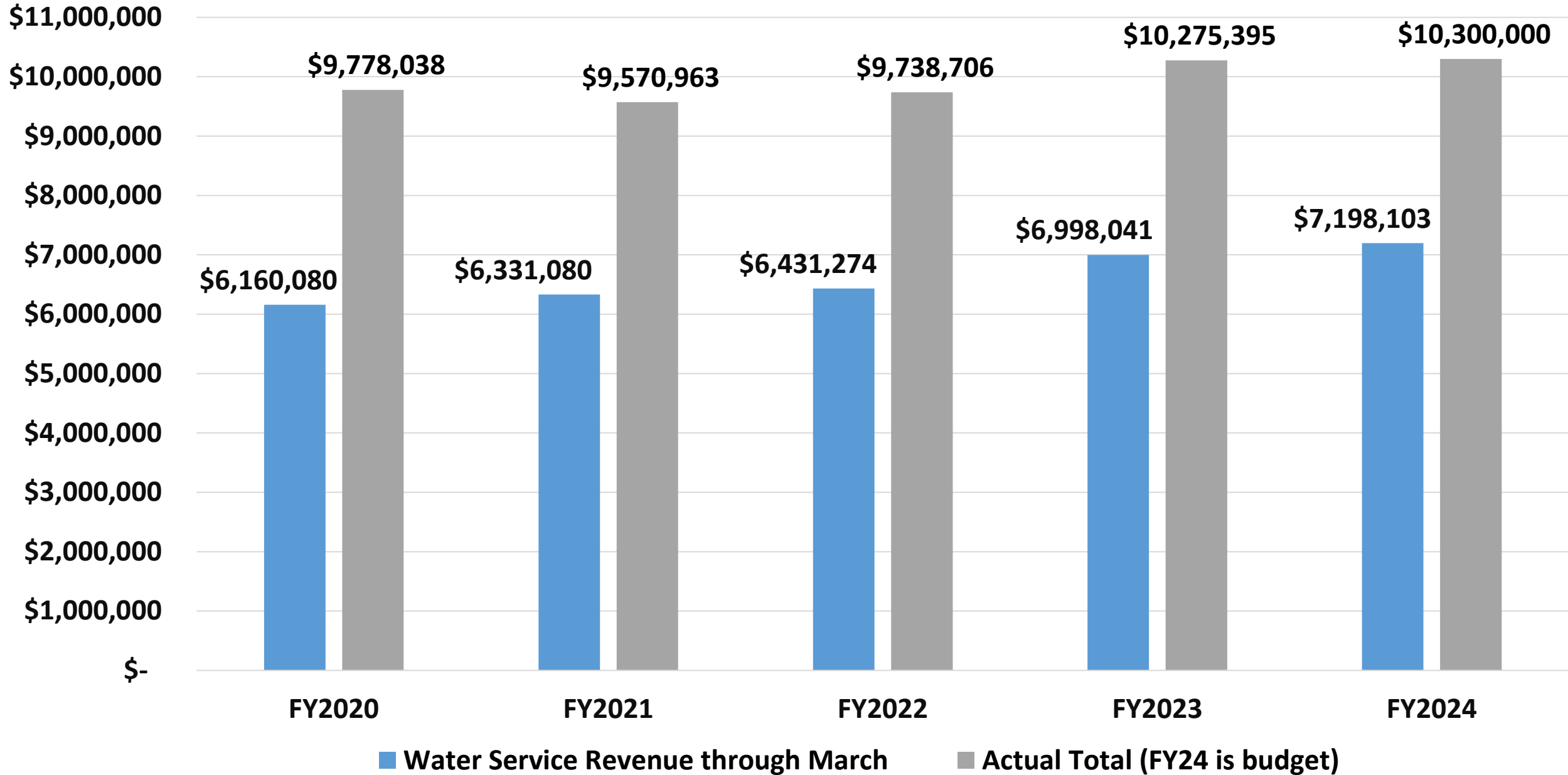
The monies collected shall be placed in a dedicated account; the proceeds and investment returns will be used to offset the costs of operating the Independent Water Systems created

- O. Returned payment charge. A charge of thirty dollars (\$30.00) plus any applicable bank or other charges incurred by the Authority as a result of the returned payment shall be assessed for any payment of a utility bill that is returned for insufficient or uncollected funds, or drawn on a closed or nonexistent account. If such payment was presented in order to avoid termination of service for nonpayment of a utility bill, or to have service restored after such termination, utility service shall be terminated and this charge, as well as all others due and payable, shall be submitted in cash, cashier's check, certified check, or money order before utility service is restored.
- P. Disconnection & Delinquency Notification Fees. Effective February 1, 2024, the following fees shall apply. The February 1, 2024 effective date may be extended at the General Manager's discretion.
1. A \$15 fee shall be billed when the Authority provides onsite notification of impending disconnection or disconnects the customer's meter due to delinquent charges.
 2. Meter locking or meter removal required to enforce disconnection shall incur a \$50 fee. Deliberately blocking access to the meter shall incur a \$50 fee.
 3. Removal of or damage to the meter lock placed for disconnection shall incur a \$100 fee. Damage to the meter or antenna shall incur a \$250 fee plus the cost of the replacement parts.
- Q. Certification of Annual Testing of Backflow Preventers Fee. A \$15 fee shall be charged for the annual certification of the testing and inspection of each backflow prevention device as required by the Cross Connection and Backflow Prevention Program, Section 6 – Testing of Backflow Preventers, incorporated by reference in Section 16 of these Regulations. The fee shall be paid upon submission of the Backflow Test Form.

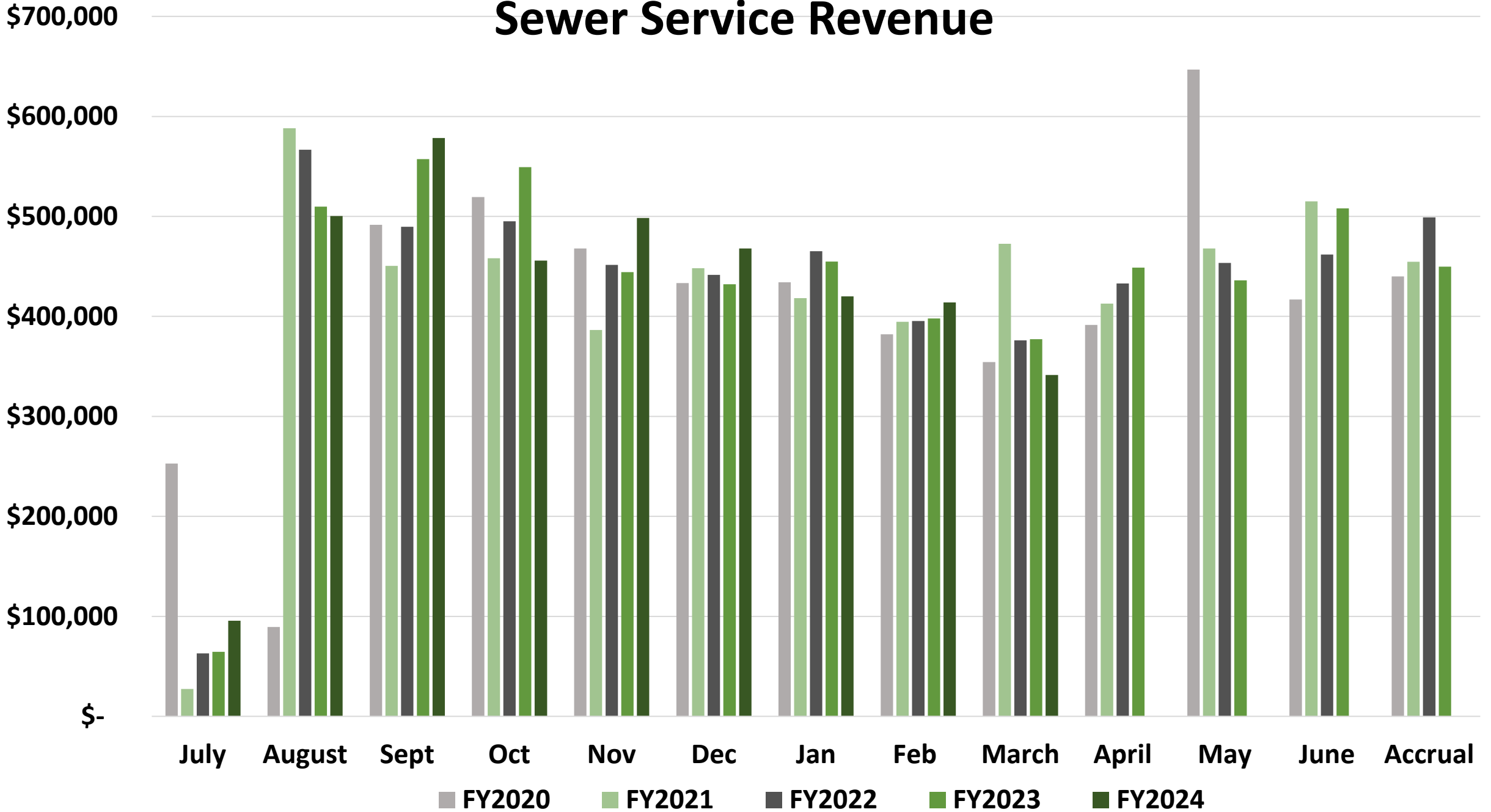
Water Service Revenue



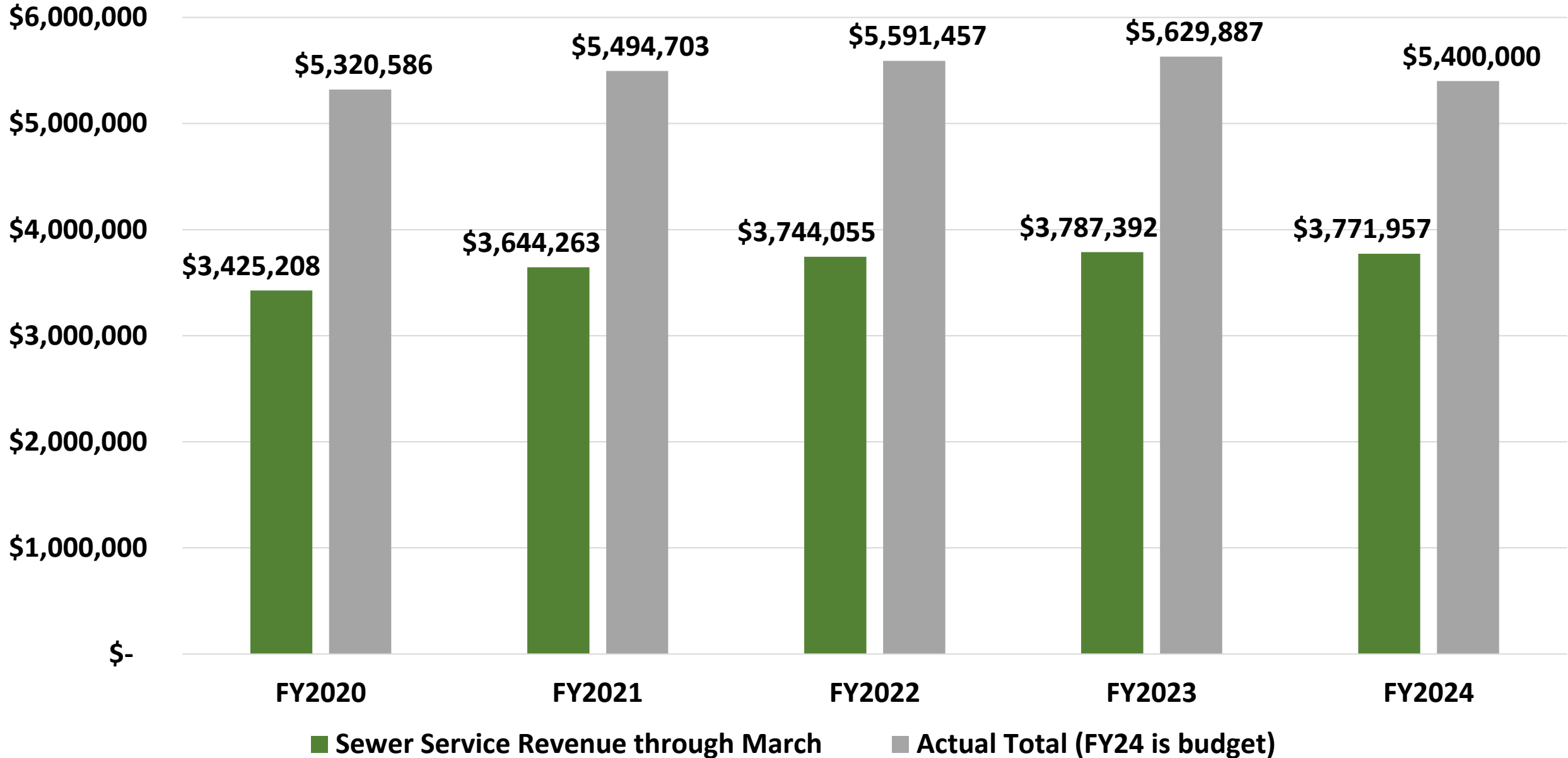
Water Service Revenue through March



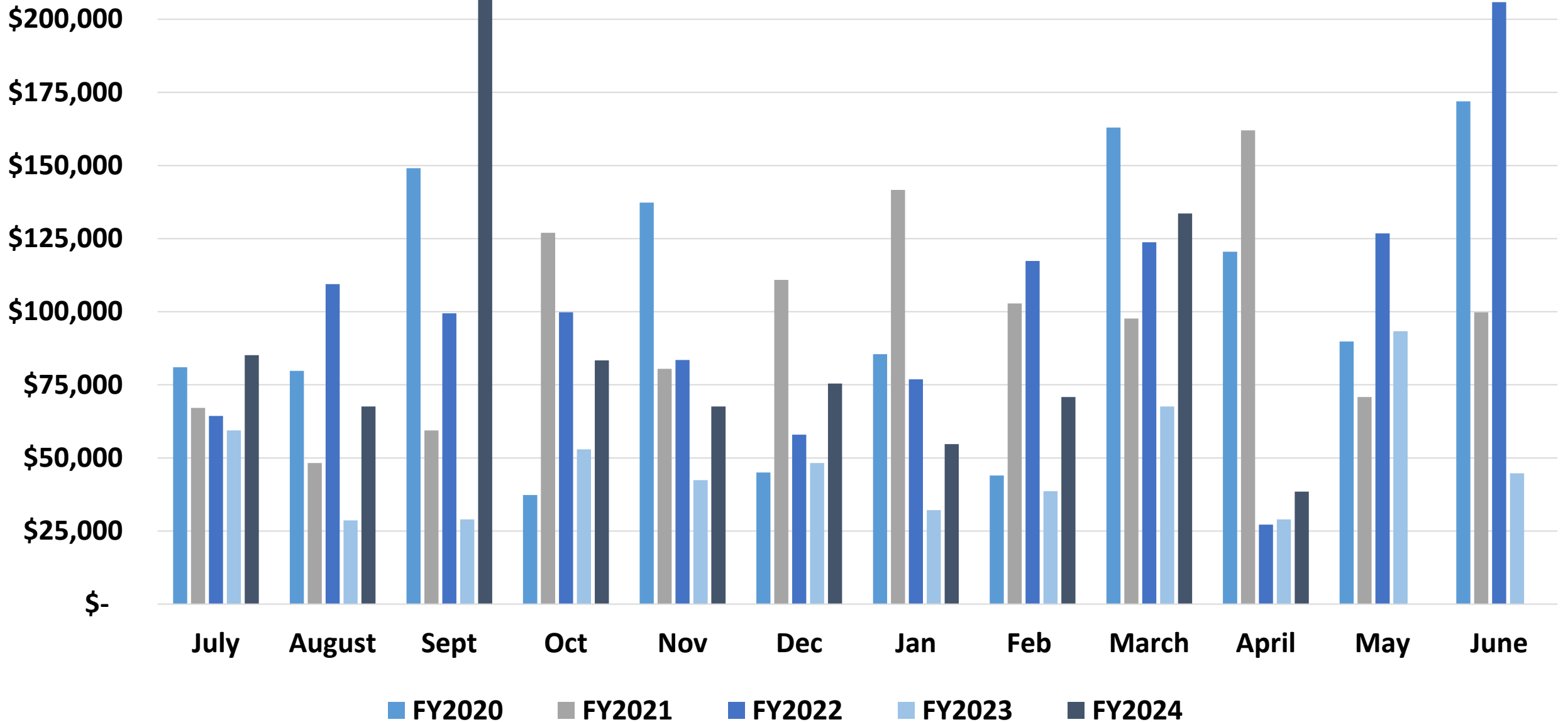
Sewer Service Revenue



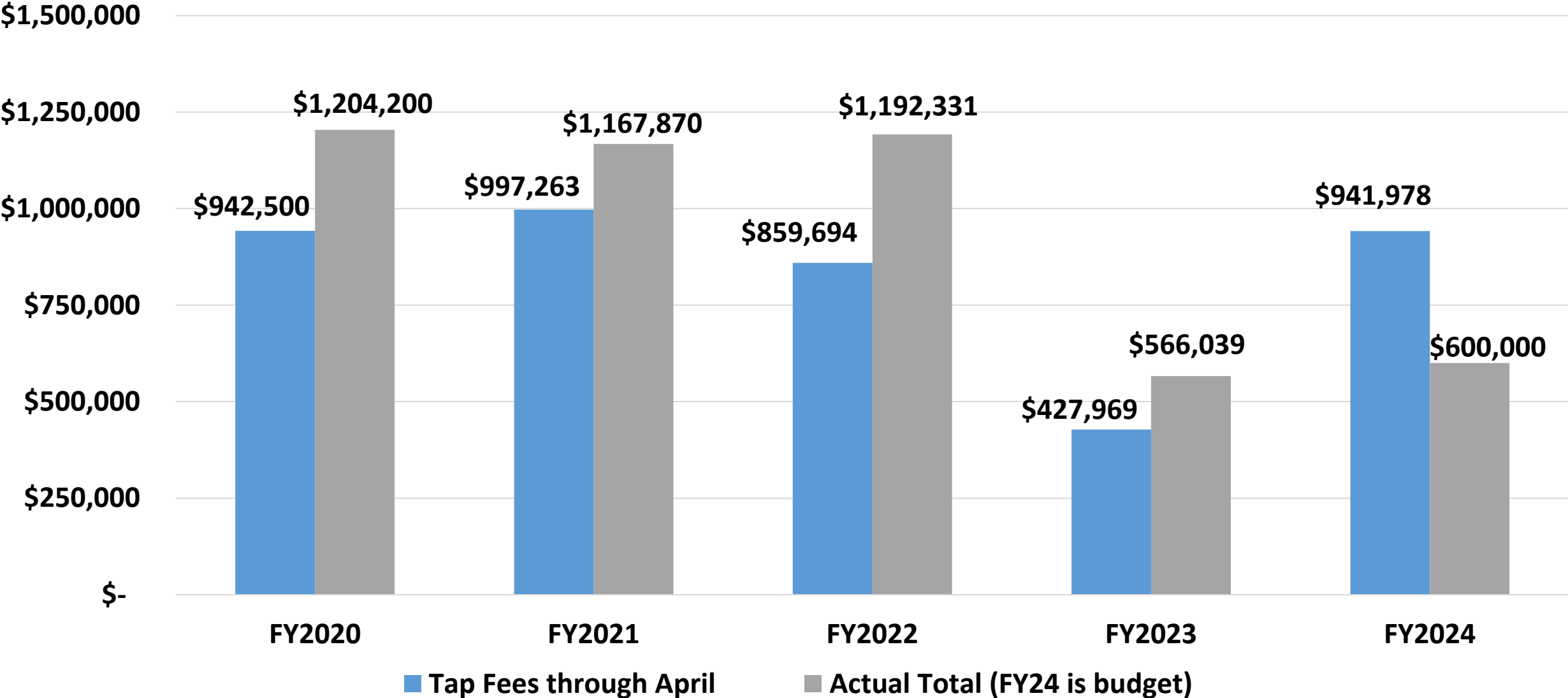
Sewer Service Revenue through March



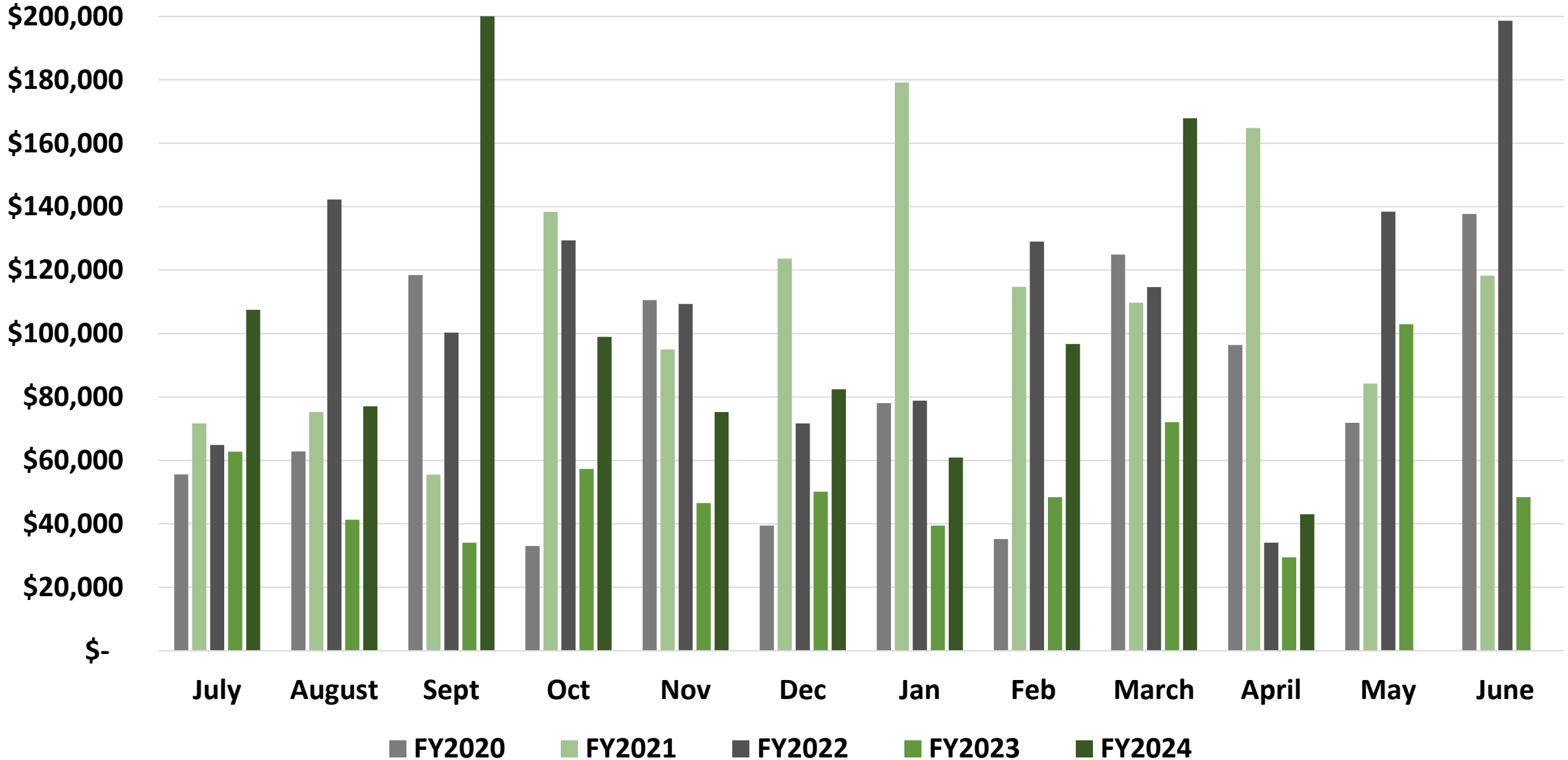
Water Tap Fees



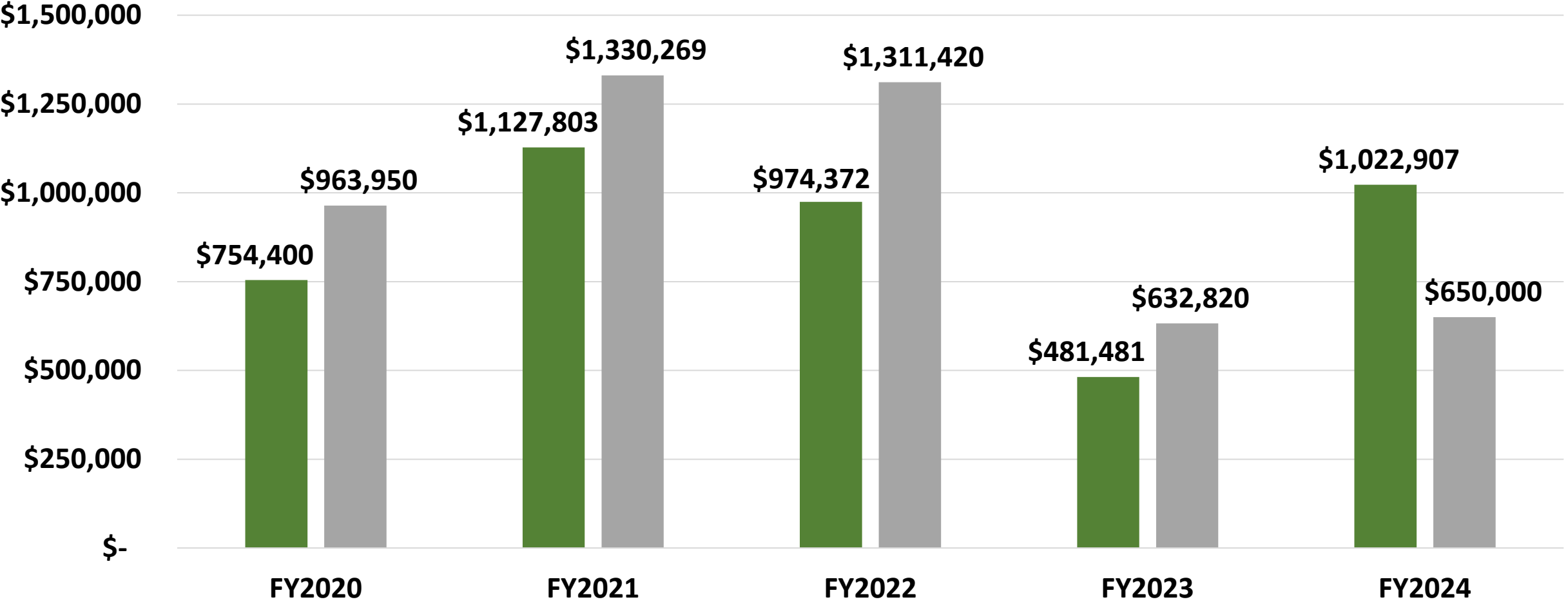
Water Tap Fees through April



Sewer Tap Fees

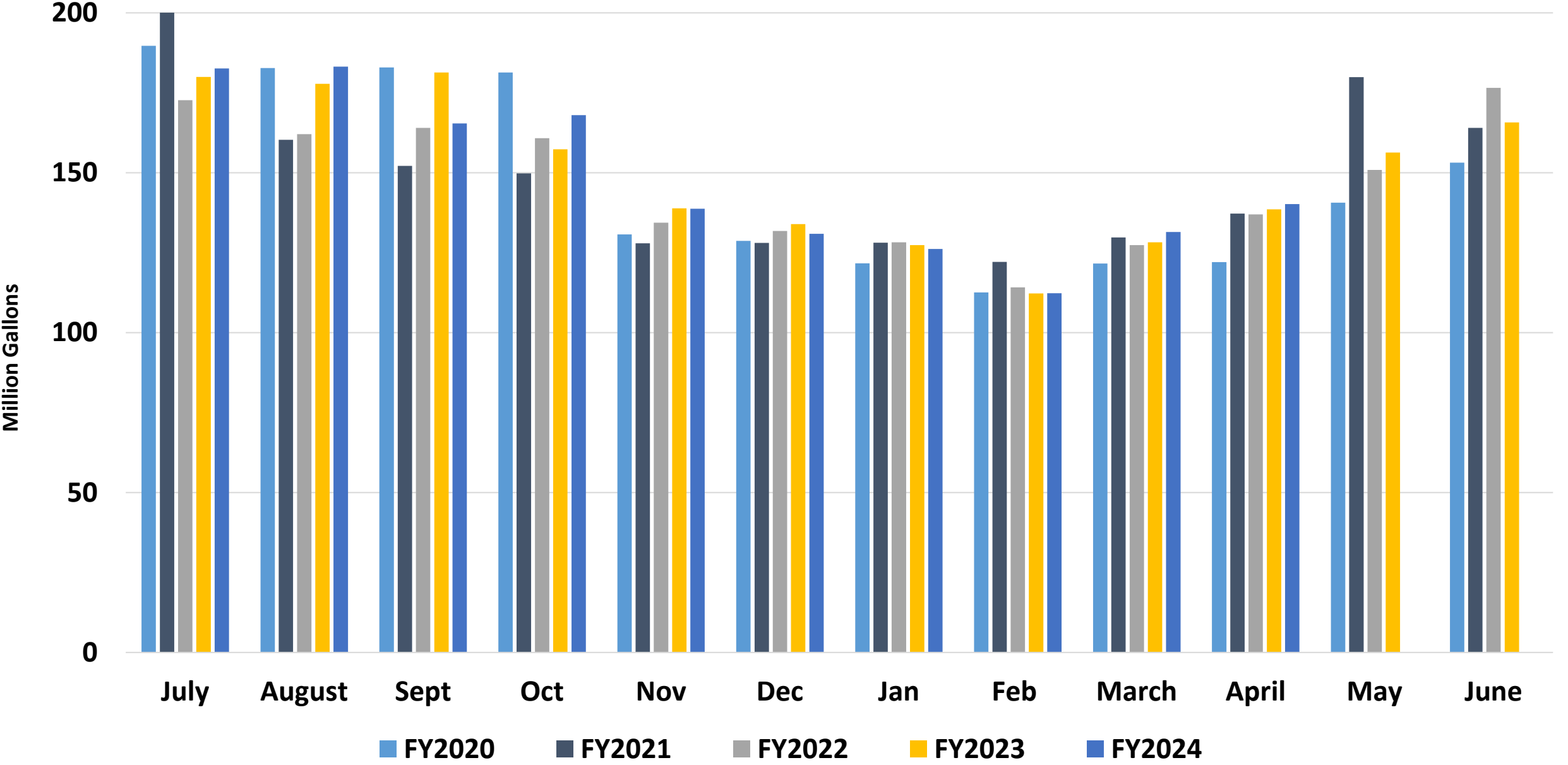


Sewer Tap Fees through April

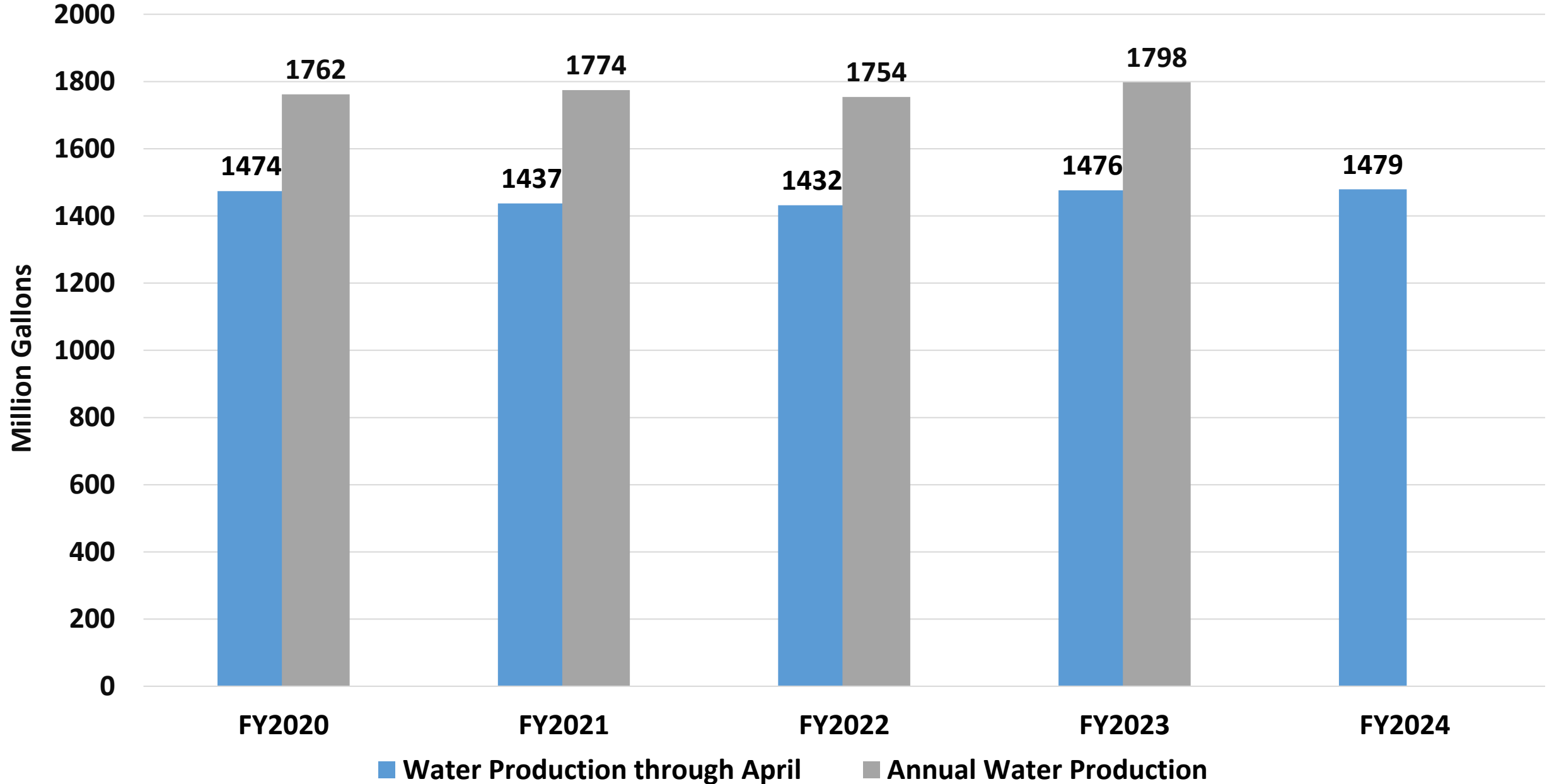


■ Tap Fees through April ■ Actual Total (FY24 is budget)

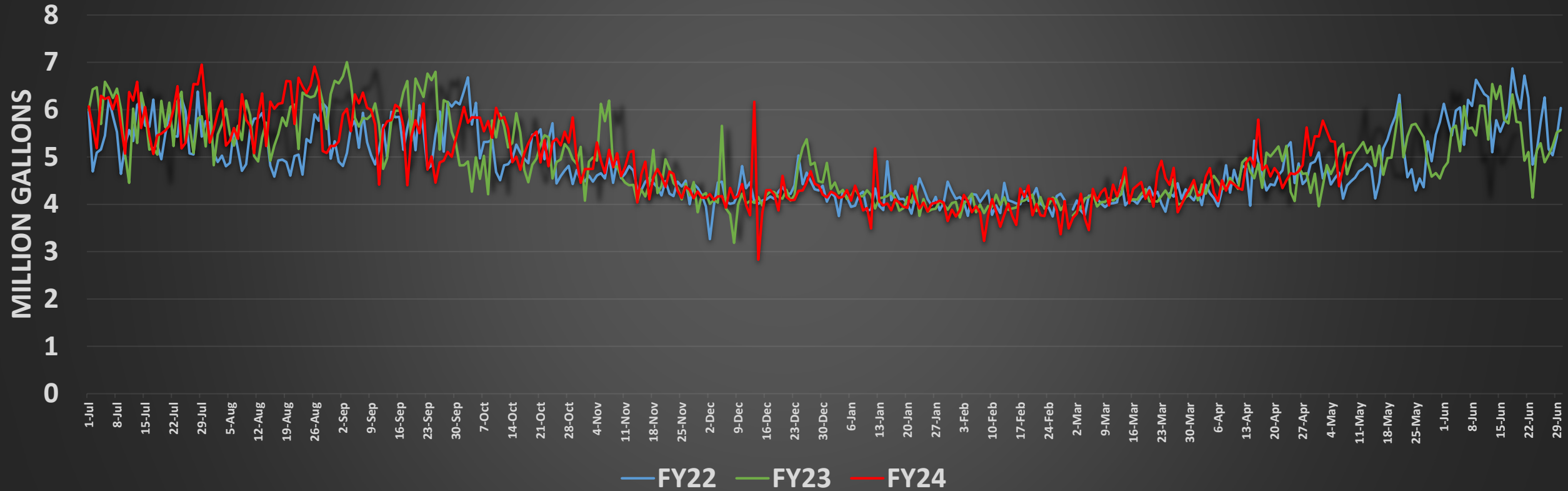
Monthly Water Production



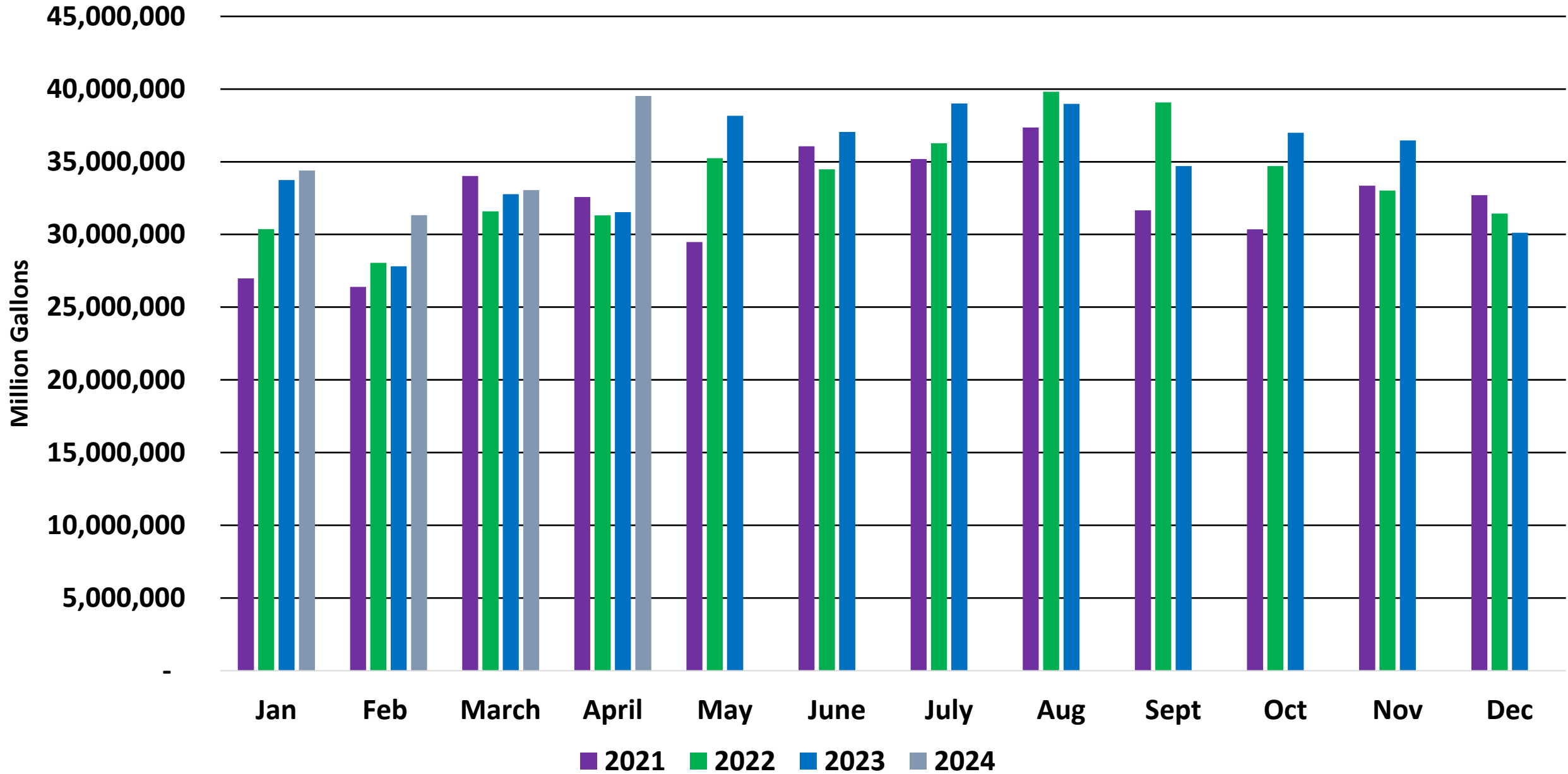
Water Production through April



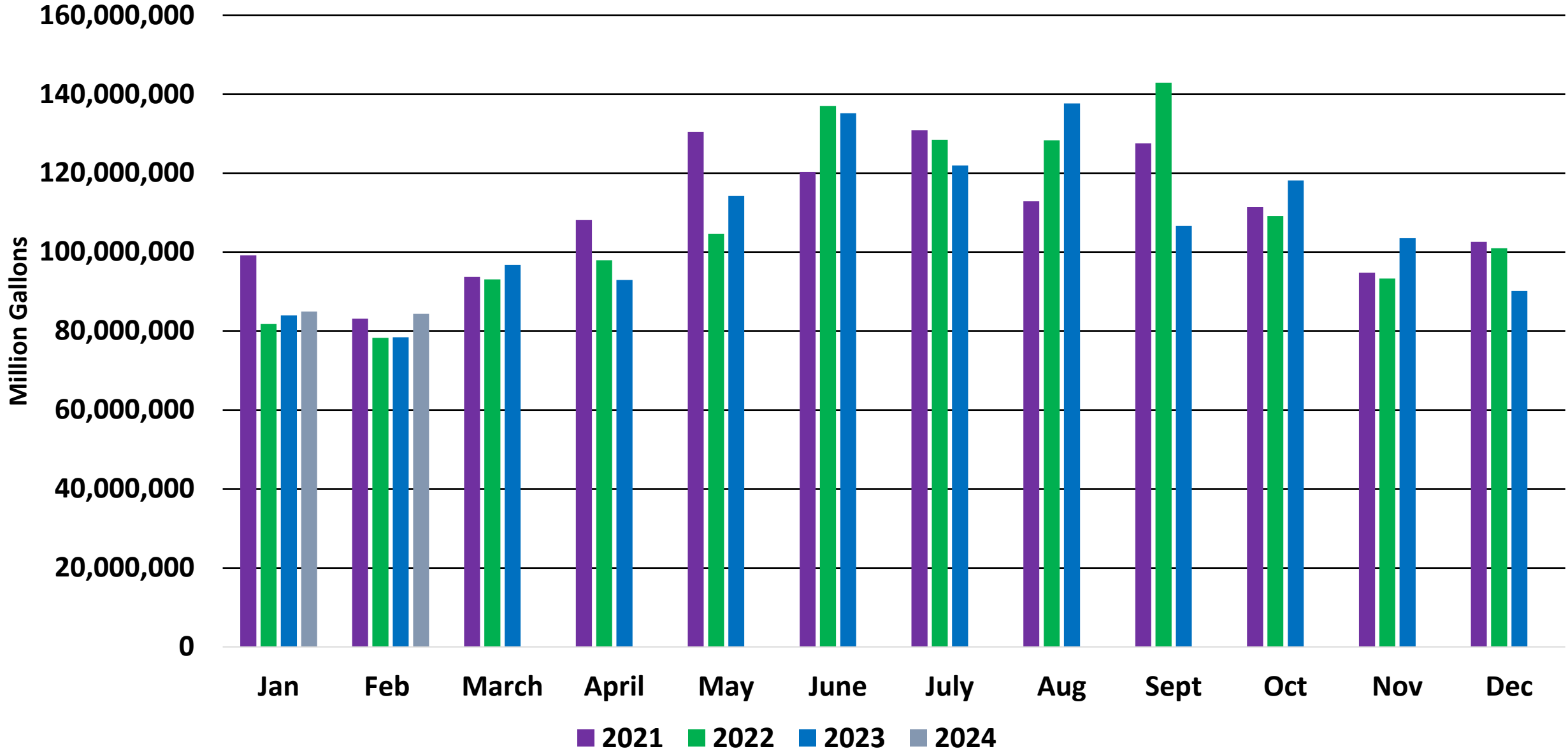
Daily Water Production



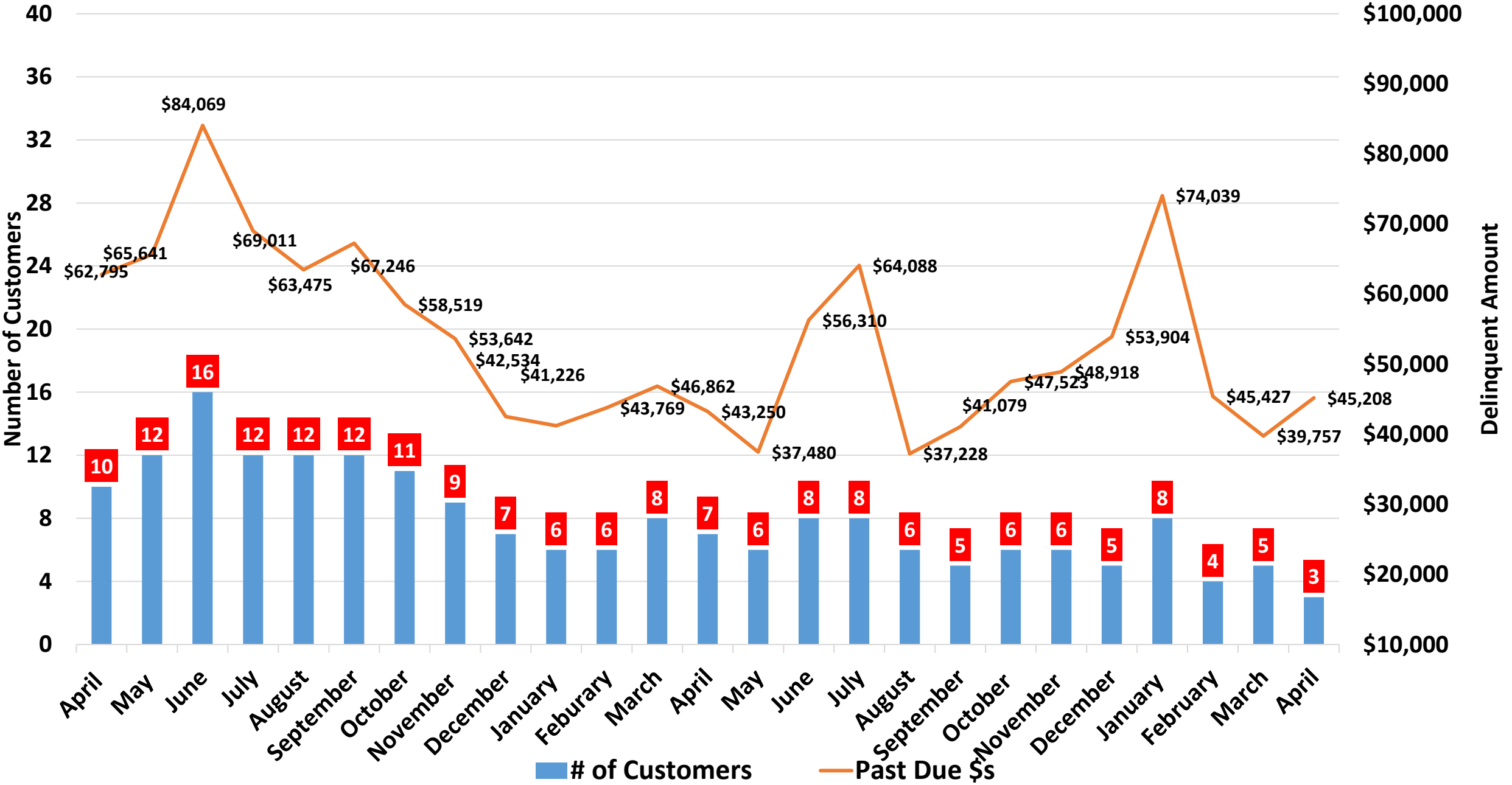
Commercial Consumption



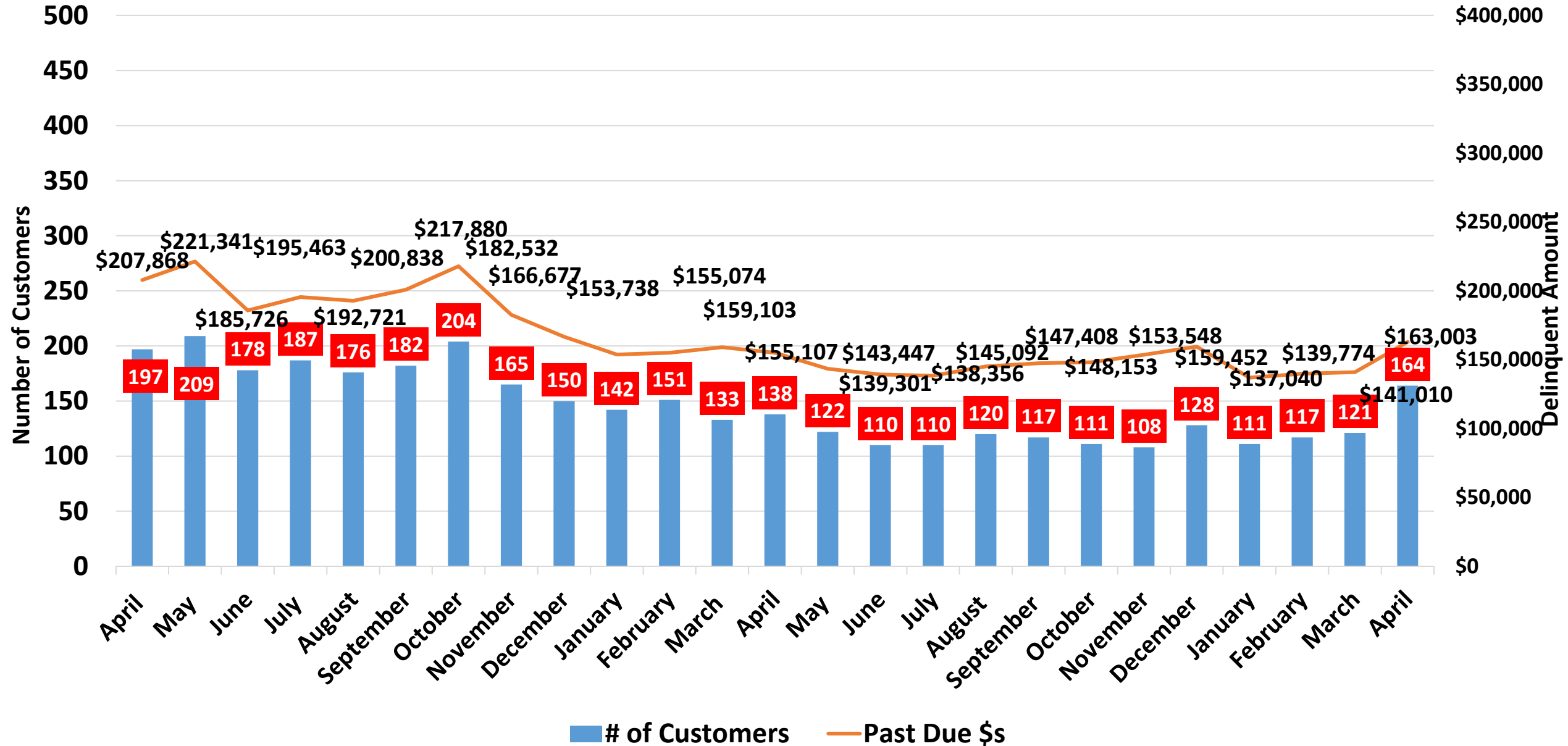
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

