

AGENDA
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
January 14, 2025
5:00 PM

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PUBLIC COMMENT**
- D. CONSENT CALENDAR**
 - 1. Minutes Adoption
- E. PUBLIC HEARING(S)**
 - 1. Regulations Governing Utility Service Updates - Public Hearing and Adoption
- F. BOARD CONSIDERATION(S)**
- G. BOARD REQUESTS AND DIRECTIVES**
- H. GENERAL MANAGER'S UPDATE**
 - 1. January 2025 Dashboard Report
- I. ADJOURNMENT**
 - 1. Adjourn until 12 pm on January 24, 2025 for the Board Retreat at the JCSA Operations Center, 119 Tewning Road, Williamsburg, Virginia

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING

COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

December 10, 2024

5:00 PM

A. CALL TO ORDER

Ms. Null called the meeting to order at approximately 5:58 p.m. following the James City County Board of Supervisors Regular Meeting.

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, County Administrator
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 meeting:

- November 13, 2024, Regular Meeting

2. Contract Award - \$325,237 Operations Center HVAC Replacement

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

F. PUBLIC HEARING(S)

1. Resolution Approving Public Use and Authorizing Acquisition of Necessary Property Rights by Eminent Domain

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

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

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

Mr. Powell addressed the Board noting James City Service Authority (JCSA) proposed to complete a water main connection between the Springhill and Ford's Colony developments. He noted the portion of the water main in Ford's Colony was installed as part of the original development; however, the portion of the water main in Springhill was never installed. Mr. Powell further noted an easement was necessary in order to complete the project. He spoke about the required condemnation process and fee pertaining to the easement. Mr. Powell indicated the project would provide redundancy and improved fire flows in the area. He noted staff recommended approval of the attached resolution and welcomed any questions the Board might have.

Mr. McGlennon asked who would receive the money since property ownership was unknown.

Mr. Powell replied he asked Ms. Liz Parman, Deputy County Attorney, the same question. He noted from his understanding the funds would be held in an escrow account through the court system for a certain amount of time to allow for an opportunity to claim. Mr. Powell further noted the money would revert back to the state if not claimed within the time allotted.

G. BOARD CONSIDERATION(S)

1. Setting a Public Hearing - Regulations Governing Utility Service Updates

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

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

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

Mr. Powell addressed the Board noting the resolution included in the Board's Agenda Packet would set a public hearing for the Board's January 14, 2025, meeting regarding changes in JCSA rates and charges as set forth in the Regulations Governing Utility Service. He stated the purpose of these proposed changes was to clarify the amounts for deposits. Mr. Powell advised that the account charge language clarified a \$20 fee shall be paid by each applicant for a new water service only account or a new sewer service only account. He indicated a \$40 fee shall be paid by each applicant for a new water service and sewer service account. Mr. Powell highlighted the deposit language for water service in the amount of \$100 and \$75 for the sewer service deposit. He noted staff recommended approval of the attached resolution.

Ms. Null asked if the Board had any questions.

Mr. Icenhour asked if the resolution established the public hearing.

Mr. Powell confirmed yes.

Mr. Icenhour asked if at the public hearing would the Board adopt the recommended changes and when would the changes take effect.

Mr. Powell noted if the Board chose to adopt the recommended changes it would go into effect immediately.

H. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon extended holiday wishes and appreciation to all JCSA staff for their hard work this year.

I. GENERAL MANAGER'S UPDATE

1. December 2024 Dashboard Report

Mr. Powell mentioned the JCSA Holiday Luncheon was on Thursday, December 12 at 11:30 a.m. at the JCSA Operations Center. He indicated the Board's Retreat would be held on January 24, 2025, in the afternoon.

J. ADJOURNMENT

1. Adjourn until 4 pm on January 14, 2025 for the Organizational Meeting

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

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

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

At approximately 6:03 p.m., Ms. Null adjourned the Board of Directors.

MEMORANDUM

DATE: January 14, 2025

TO: The Board of Directors

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

SUBJECT: Regulations Governing Utility Service Updates - Public Hearing and Adoption

The proposed changes to the James City Service Authority (JCSA) Regulations Governing Utility Service clarify the account charge amounts and explicitly list deposit amounts. The purpose of the proposed changes is to improve communications and promote customer understanding of JCSA fees.

The account charge language clarifies a \$20 fee shall be paid by each applicant for a new water service only account or new sewer service only account or transfer of such an account. A \$40 fee shall be paid by each applicant for a new water service and sewer service account or transfer of such an account.

The deposit language lists \$100 for the water service deposit and \$75 for the sewer service deposit.

At its December 10, 2024, meeting, the Board approved setting a public hearing on January 14, 2025, for the proposed rate changes. The purpose of the public hearing is to invite public comment on the proposed rate changes as described in the attachments. Any public comments received can be incorporated in subsequent Board discussions on adoption of the proposed changes.

A resolution is attached adopting changes to the Regulations Governing Utility Service as presented in the attachments.

MDP/ap
PH-UtilSvcRegs-mem

Attachment

RESOLUTION

REGULATIONS GOVERNING UTILITY SERVICE UPDATES -

PUBLIC HEARING AND ADOPTION

WHEREAS, the Board of Directors of the James City Service Authority (the “Board”) conducted a public hearing on January 14, 2025, for proposed rate changes to the Regulations Governing Utility Service as presented in the attachments.

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 the Regulations Governing Utility Service as summarized in the attachments, which will become effective on the respective dates indicated in the attachments.

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

???????

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 January, 2025.

PH-UtilSvcRegs-res

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.

1. Account charge. An account charge of \$20.00 shall be paid by each applicant for a new ~~water service only account or new sewer service only account~~ or for a transfer of such an account. ~~for water and/or wastewater service. An account charge of \$40.00 shall be paid by each applicant for a new water service and sewer service account or for a transfer of such an account.~~

The purpose of this charge is to defray the cost incurred in clerical and bookkeeping activities, the turning on of services, and meter reading required for each new account or transfer of account.

2. Transaction charge for late payment. A transaction charge for late payment of 1.5% will be assessed on the balance due once the bill is delinquent and then every 30 days thereafter. The late charge will be added to a bill in the event the bill is not paid within twenty-one (21) days following the date thereof.

The purpose of this charge is to defray the cost associated with the rebilling of accounts not paid on a prompt basis.

3. Interest charge for late payments with a lien. An interest charge for late payment of 8 percent simple interest on the principal (delinquent amount) due, shall be added to any account when a lien has been placed upon real estate. Such lien on any real estate may be discharged by the payment to the Authority of the total lien amount, penalty, and the interest which has accrued to the date of the payment.

4. Restoration of service charge. Where service has been terminated due to nonpayment of any bill, a restoration of service charge of \$30.00 shall be paid. On February 1, 2024, the restoration of service charge shall increase to \$50.00 during regular Authority operating hours or \$100 outside regular Authority operating hours. The February 1, 2024 effective date may be extended at the General Manager's discretion.

The purpose of this charge is to defray the expenses of terminating and restoring service, including clerical and bookkeeping activities.

5. Meter test fee. A test of a water meter shall be done at the request of a water customer upon payment of a meter test fee. The meter test fee shall be determined by meter size, as follows:

The purpose of this charge is to defray the cost incurred by the Authority to conduct the Authority's inspection and construction administration on behalf of the Authority for the water and sanitary sewer facilities.

M. Outdoor Water Use Fee. The following fee or fees will be assessed for any customer or builder who installs referenced outdoor watering devices or systems.

1. Outdoor Hose Bib Fee. There shall be Outdoor Hose Bib Fee of \$500 established for each residential and commercial account that has one or more outdoor hose bib installed. This fee will be paid prior to issuance of Plumbing Permit by the County Building Safety and Permits Division.
2. Lawn Irrigation System Fee. Where lawn irrigation systems are being connected to the Authority's water system, there shall be a Lawn Irrigation System Fee of \$1,000.00 established for each residential and commercial account. An irrigation system connected to the Authority's water system and supplemented by a cistern or rainwater harvesting type system will not be exempt from this fee. This fee will be paid to the Authority prior to issuance of a Lawn Irrigation Permit by the County Building Safety and Permits Division.

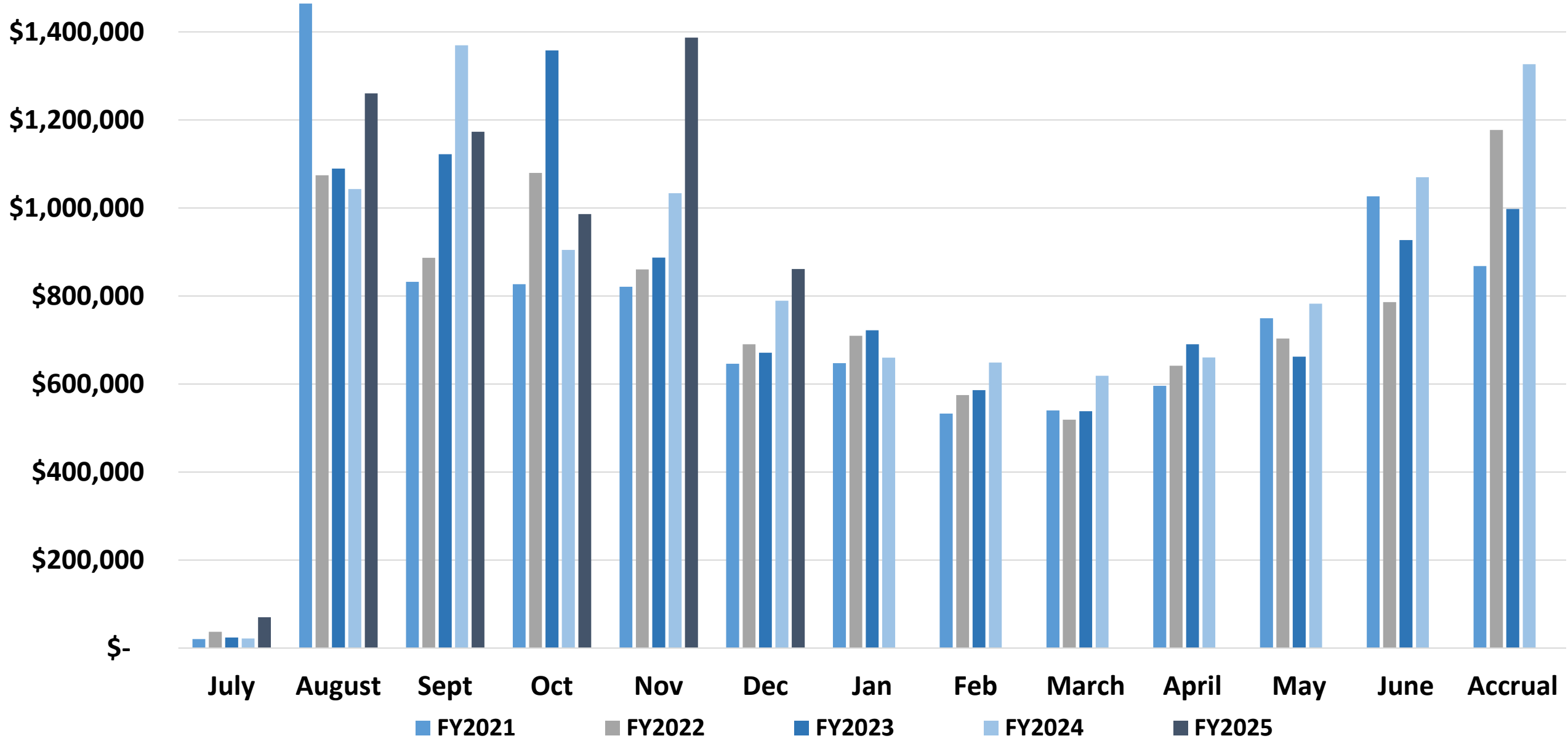
The purpose of the above fees are to defray in part the cost of providing major supply, transmission main, booster pumping, and distribution storage facilities required to meet irrigation demands.

N. Required deposit. At the discretion of the Authority deposits may be required in the following circumstances. ~~The water service deposit is \$100. The sewer service deposit is \$75.~~

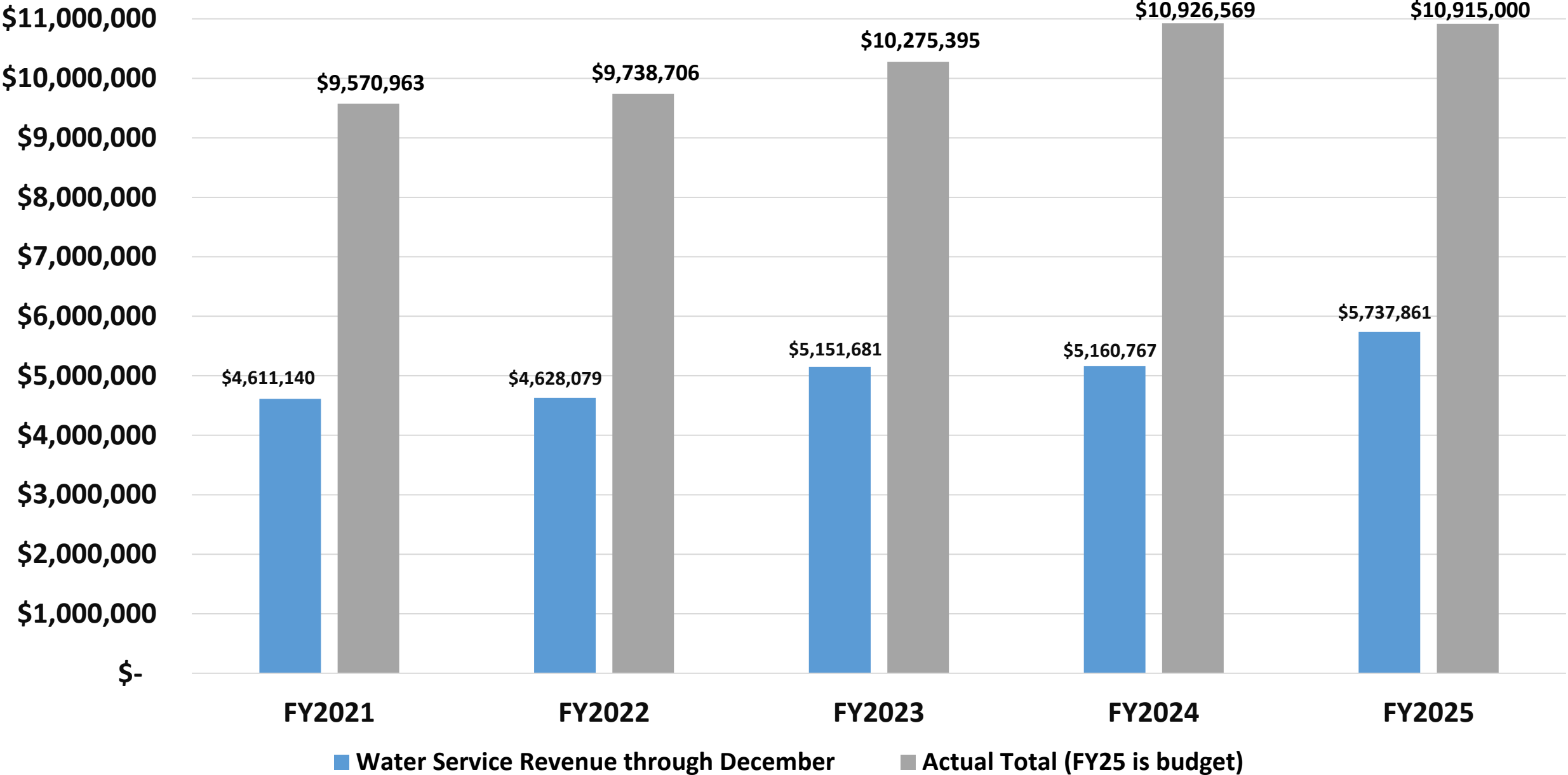
1. The applicant is a tenant and the owner does not execute an application for service and contract.
2. The applicant has previously had service terminated for nonpayment or had been assessed a transaction charge for late payment three times during the last 24-months of prior service.
3. The applicant currently has a utility bill that is past due.
4. The applicant desires temporary service for any purpose other than at a construction site.
5. Service is terminated and the customer requests that the service be reinstated.

If the Authority holds a deposit of a customer who has service terminated as a result of nonpayment, the deposit will not be applied to the outstanding balance if the customer desires service to be reinstated. In addition, a second deposit will be required before service is reinstated under the provisions of these Regulations. The Authority will hold no more than two deposits at any given time for the same customer account.

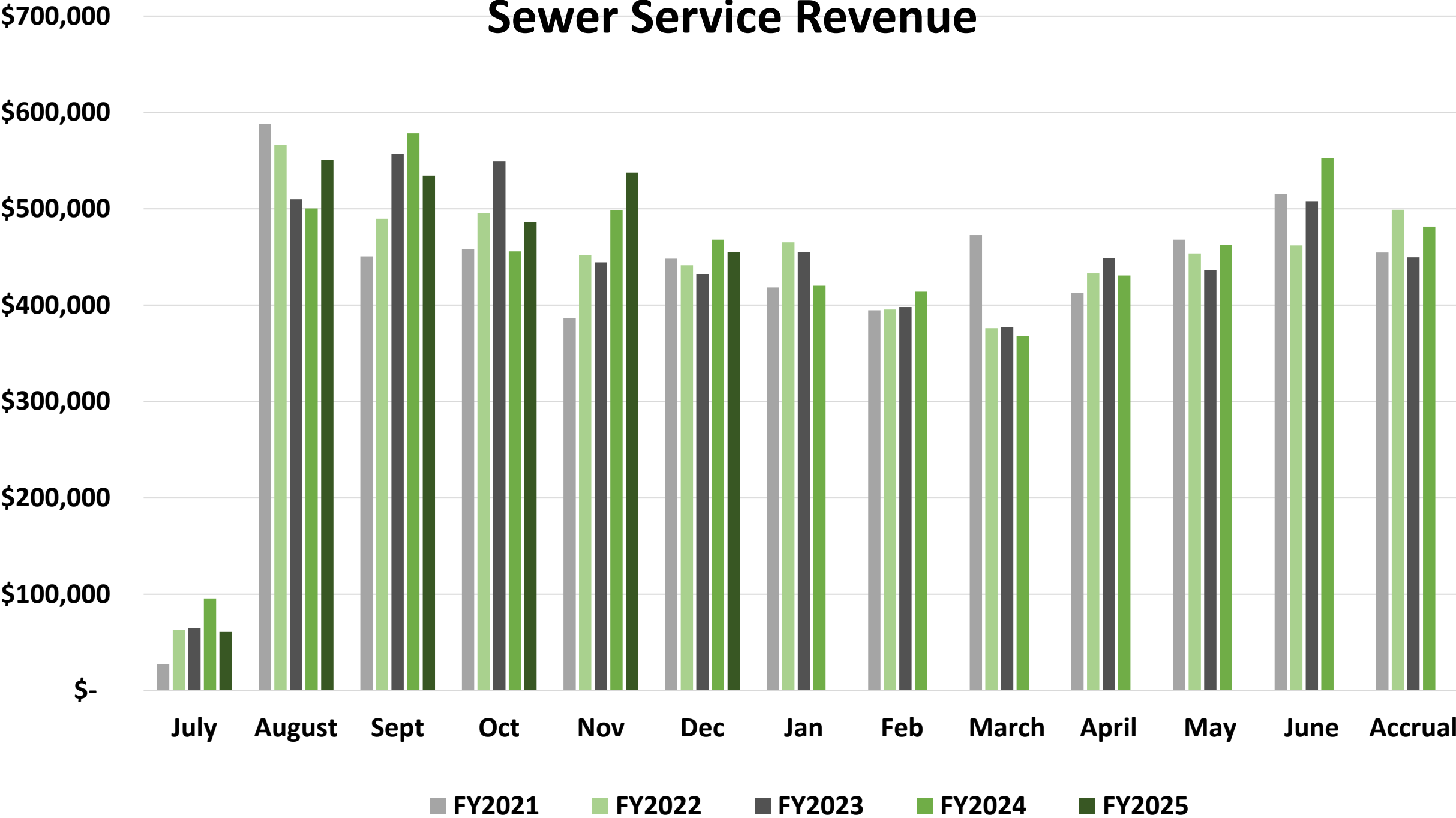
Water Service Revenue



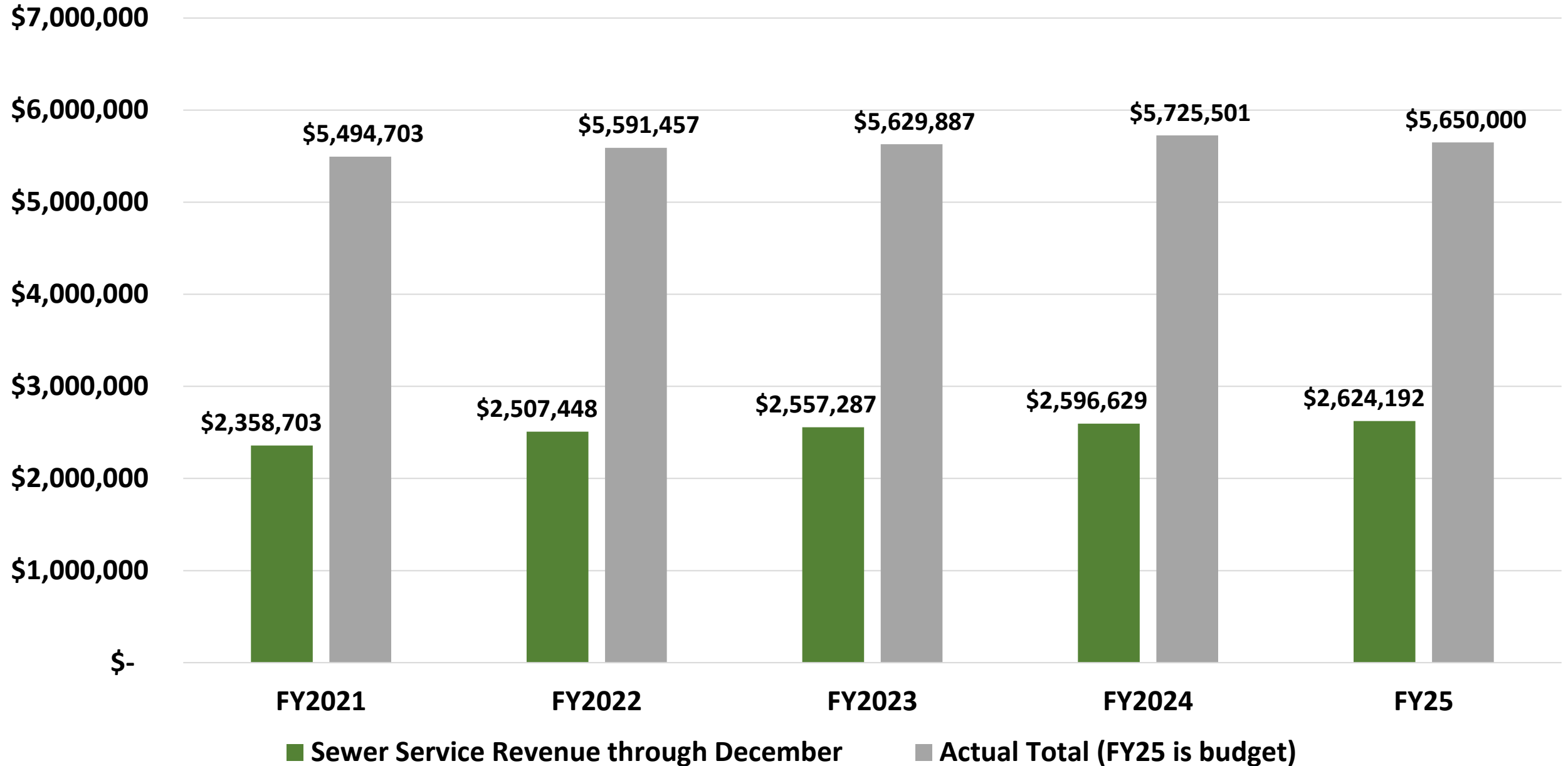
Water Service Revenue through December



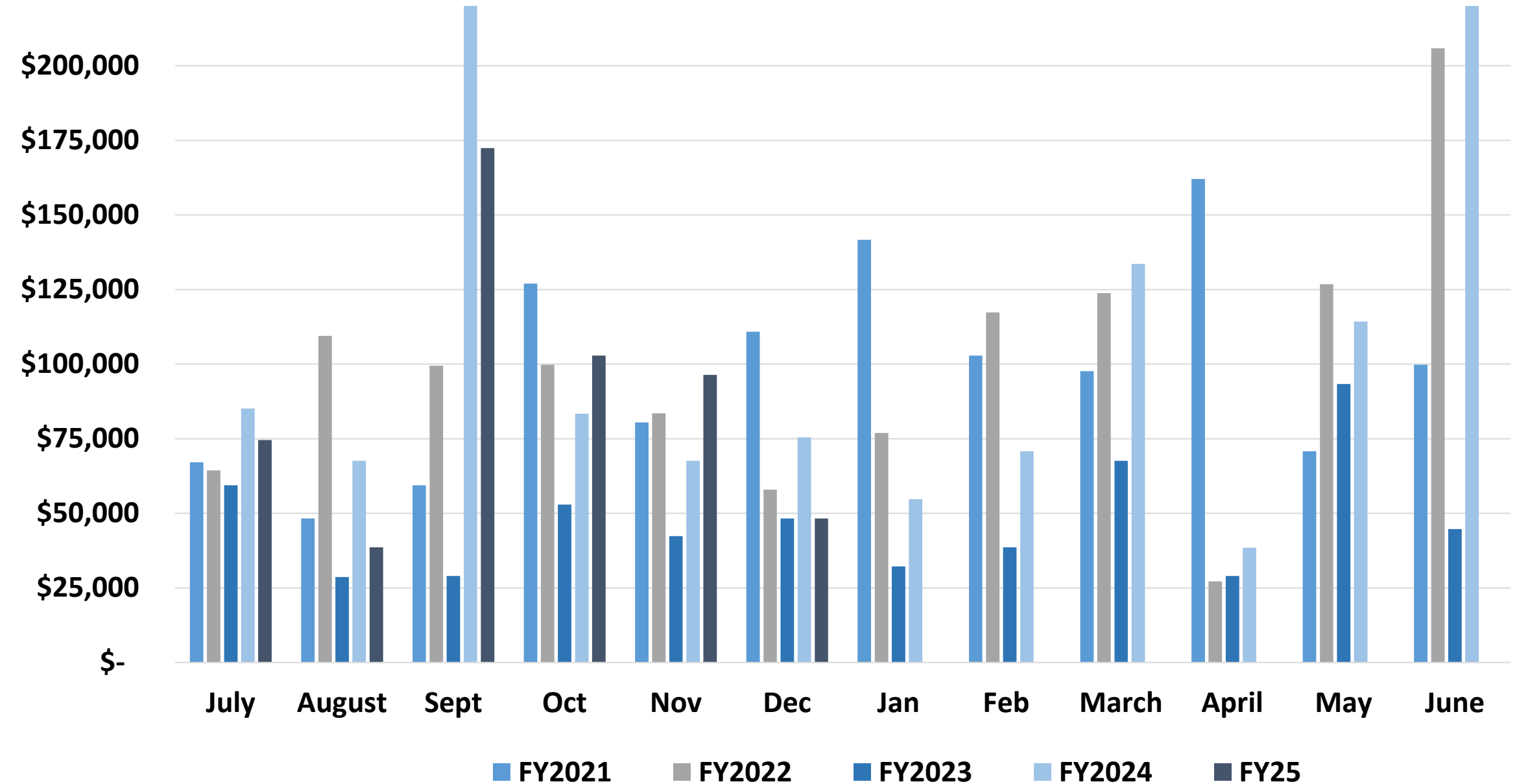
Sewer Service Revenue



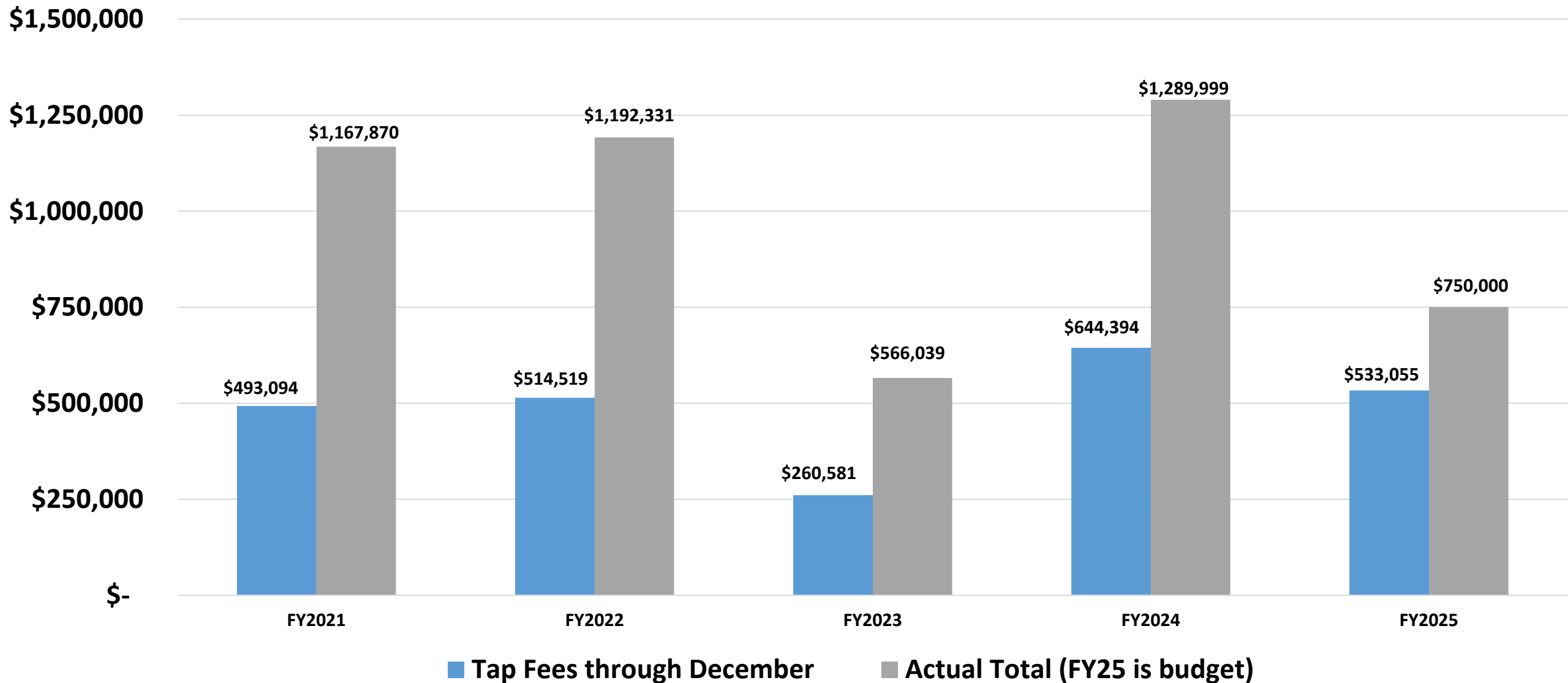
Sewer Service Revenue through December



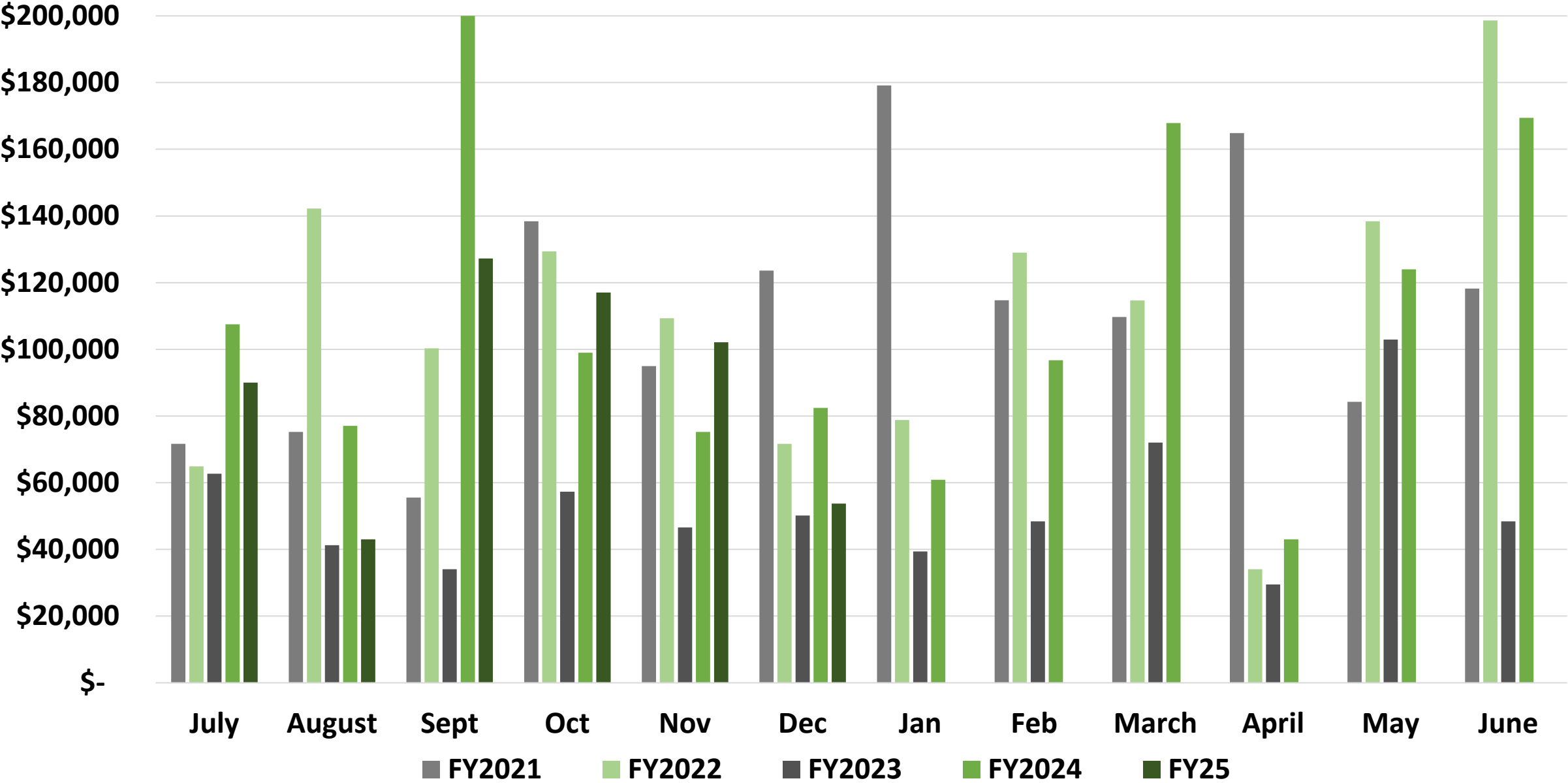
Water Tap Fees



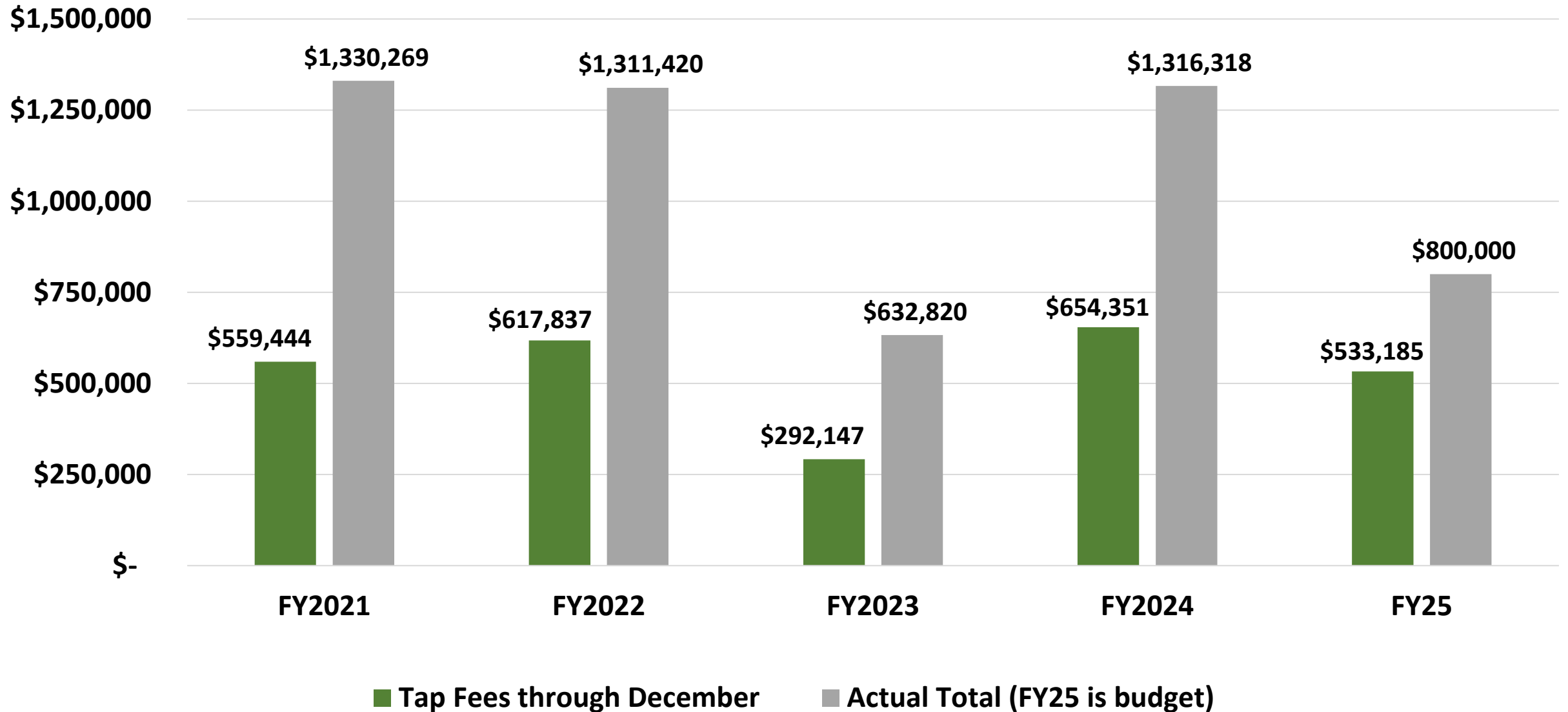
Water Tap Fees through December



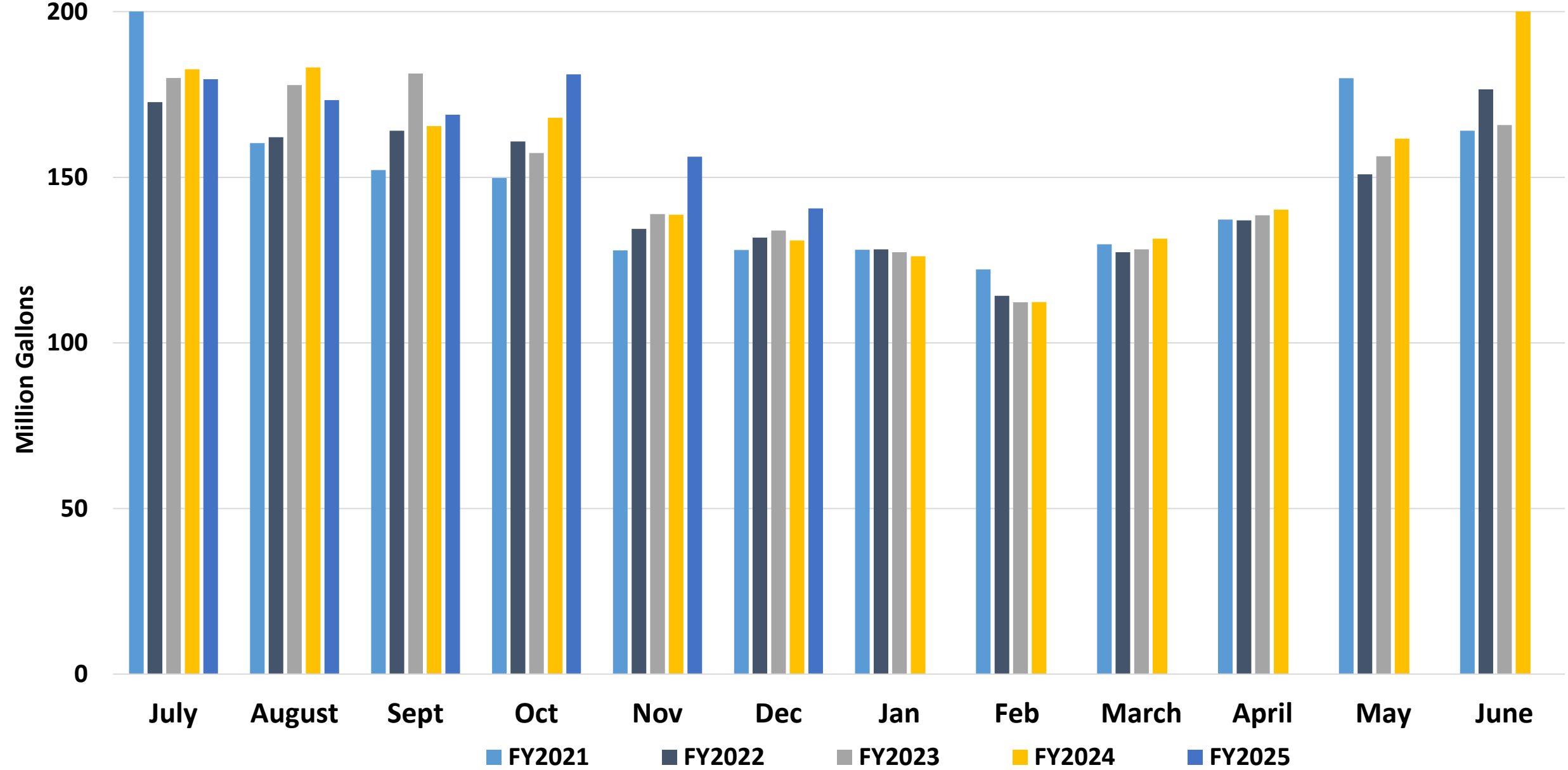
Sewer Tap Fees



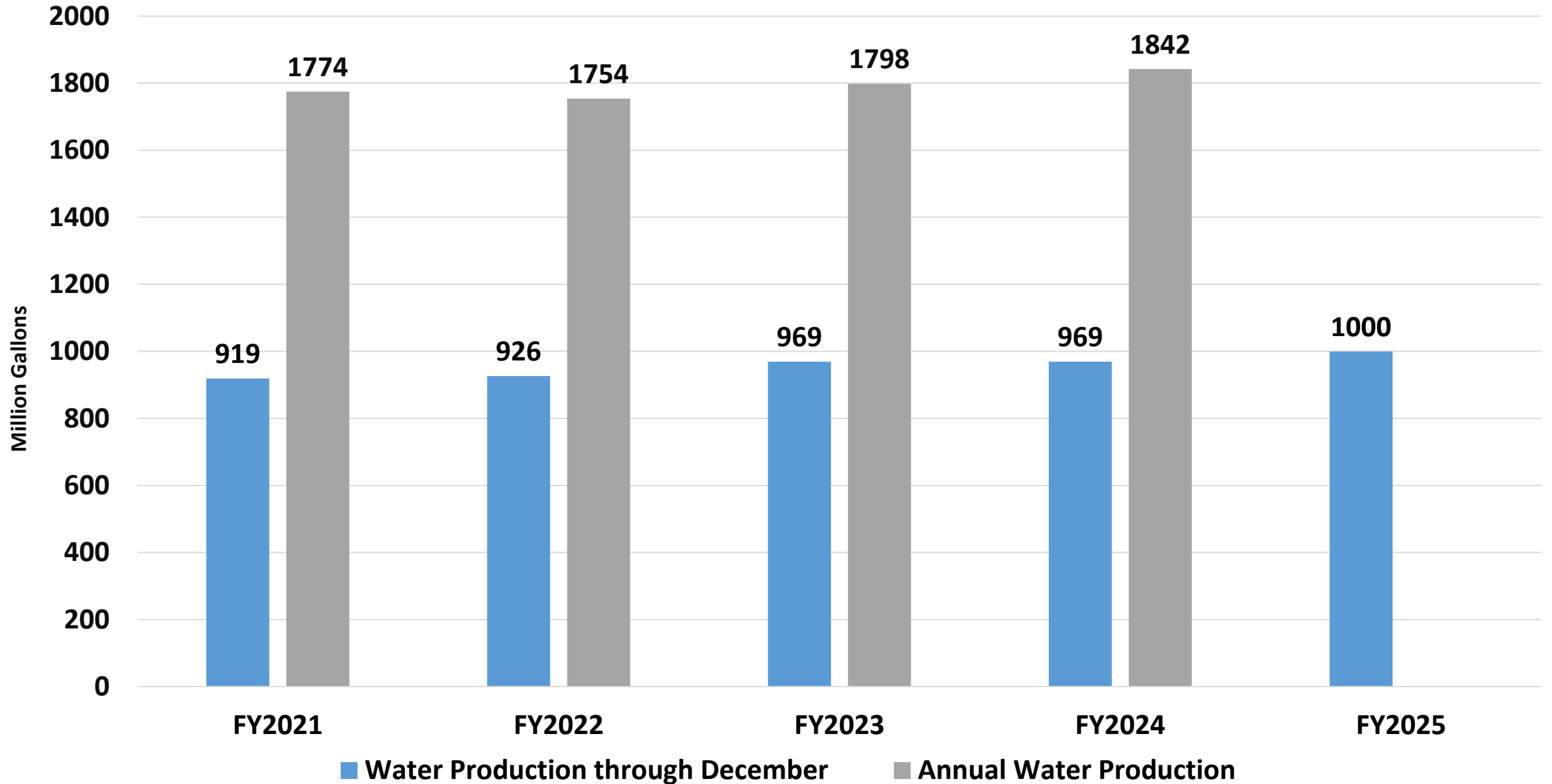
Sewer Tap Fees through December



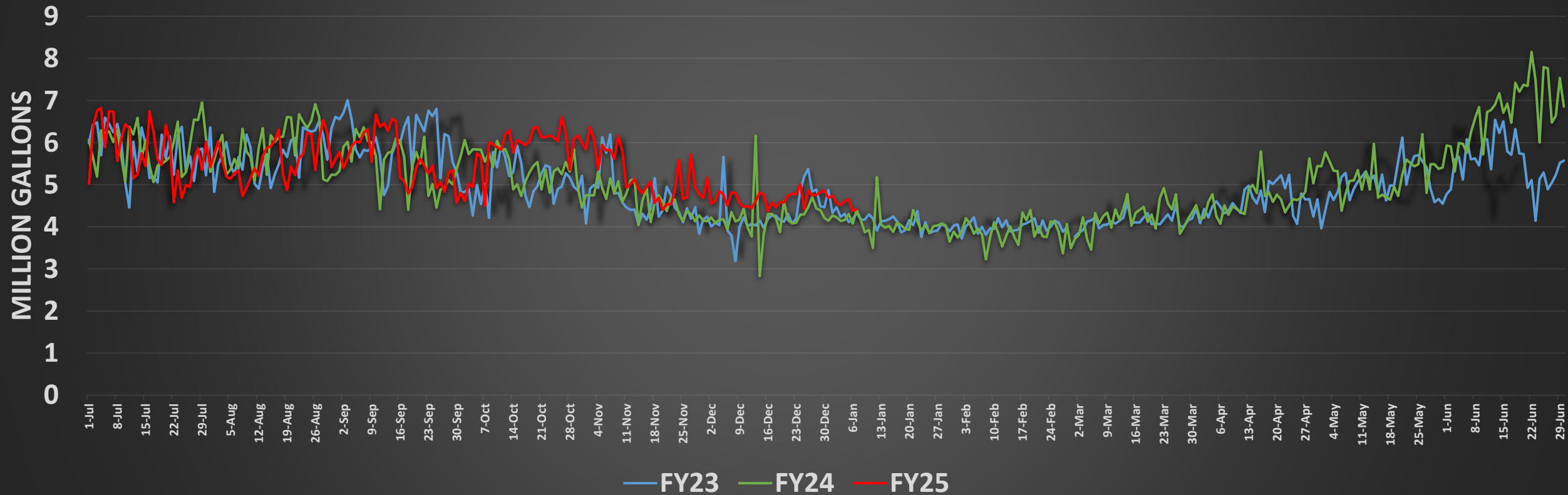
Monthly Water Production



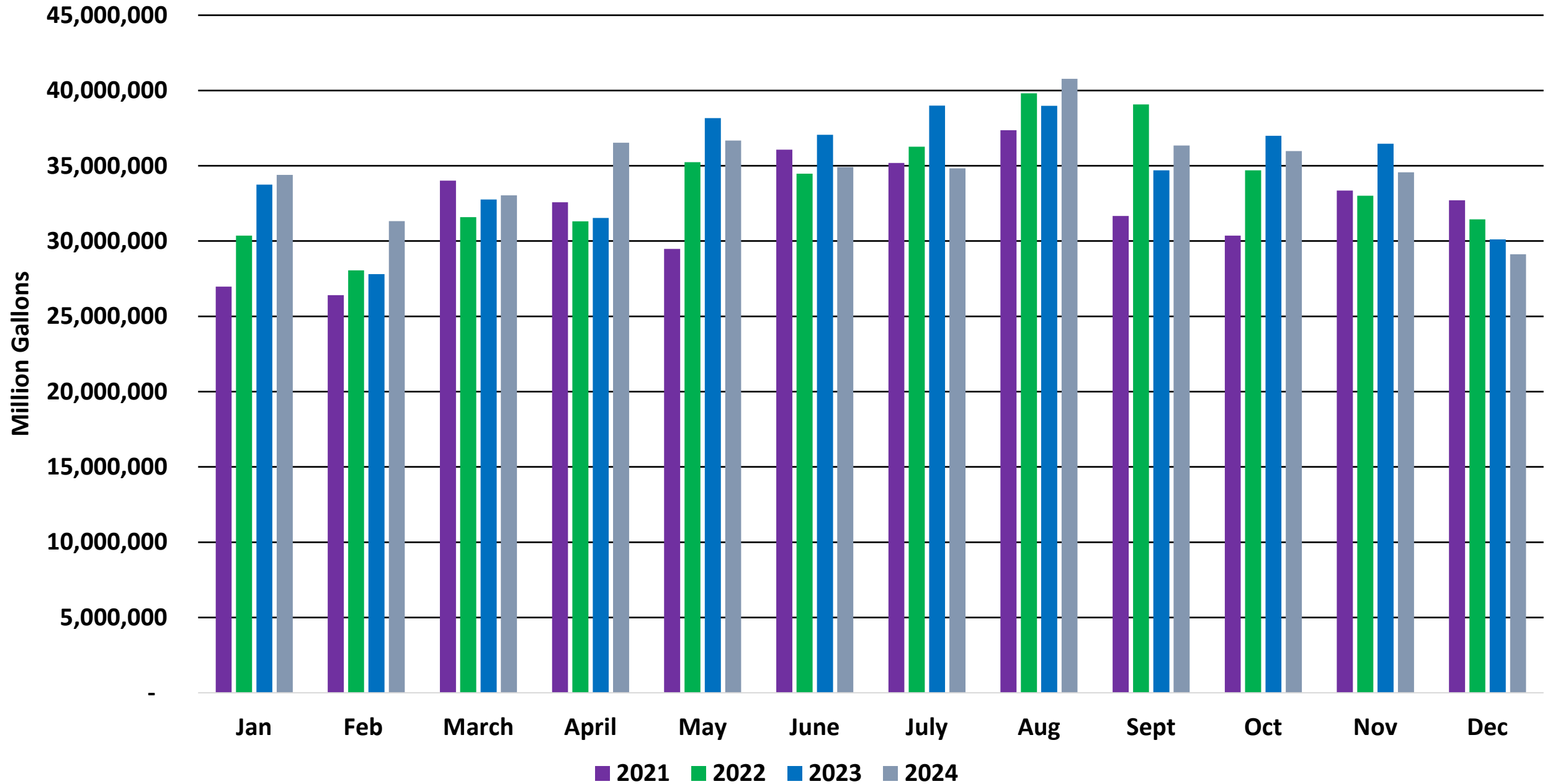
Water Production through December



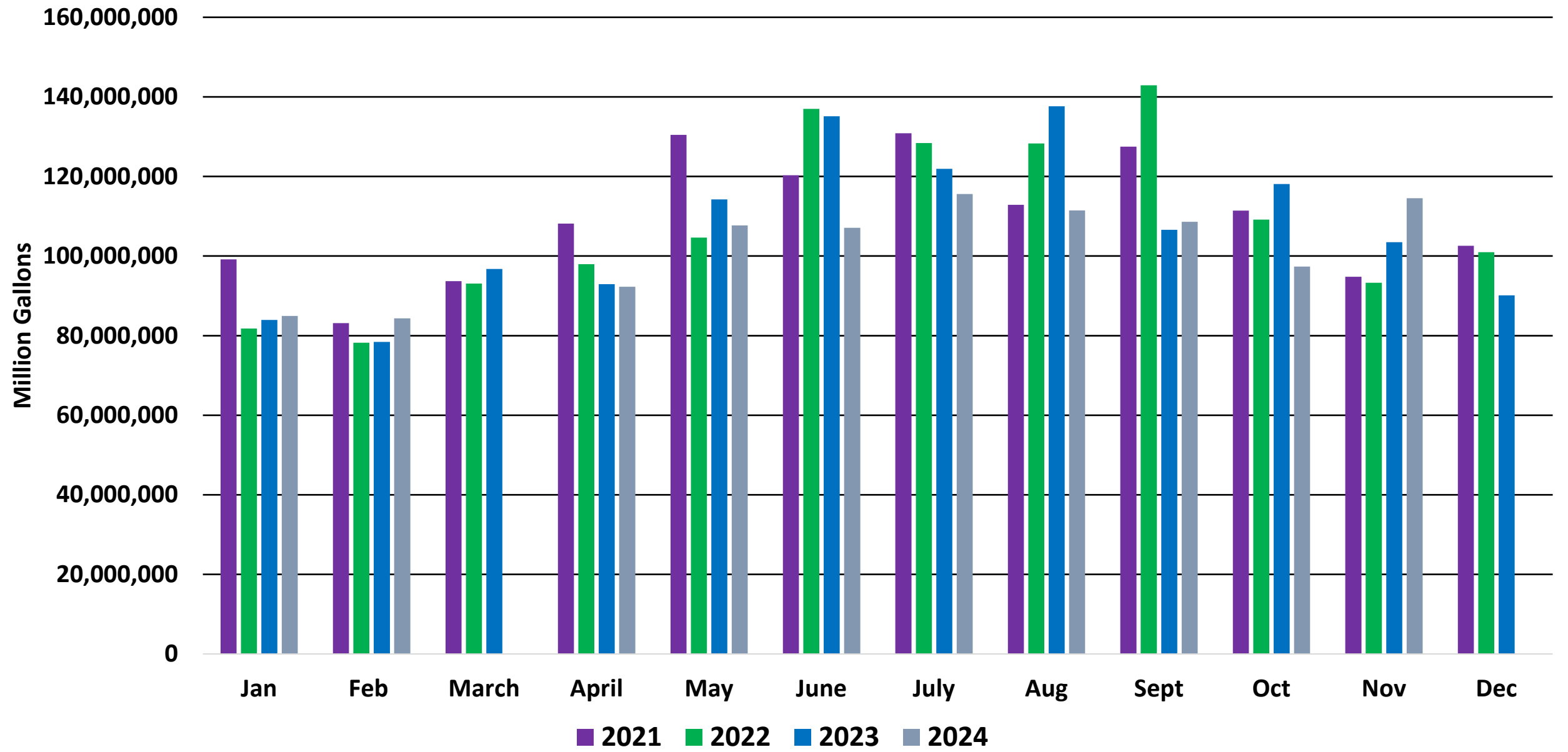
Daily Water Production



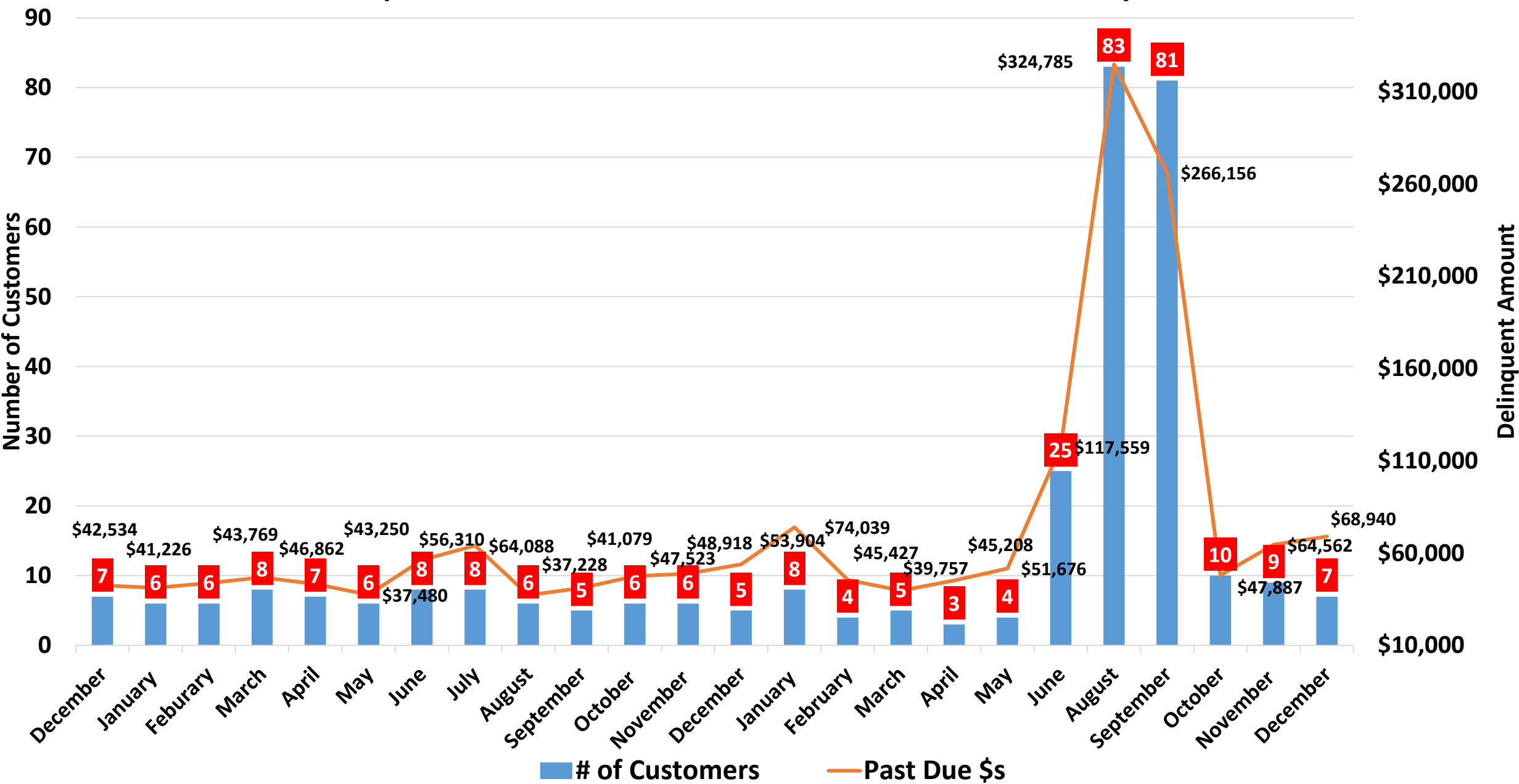
Commercial Consumption



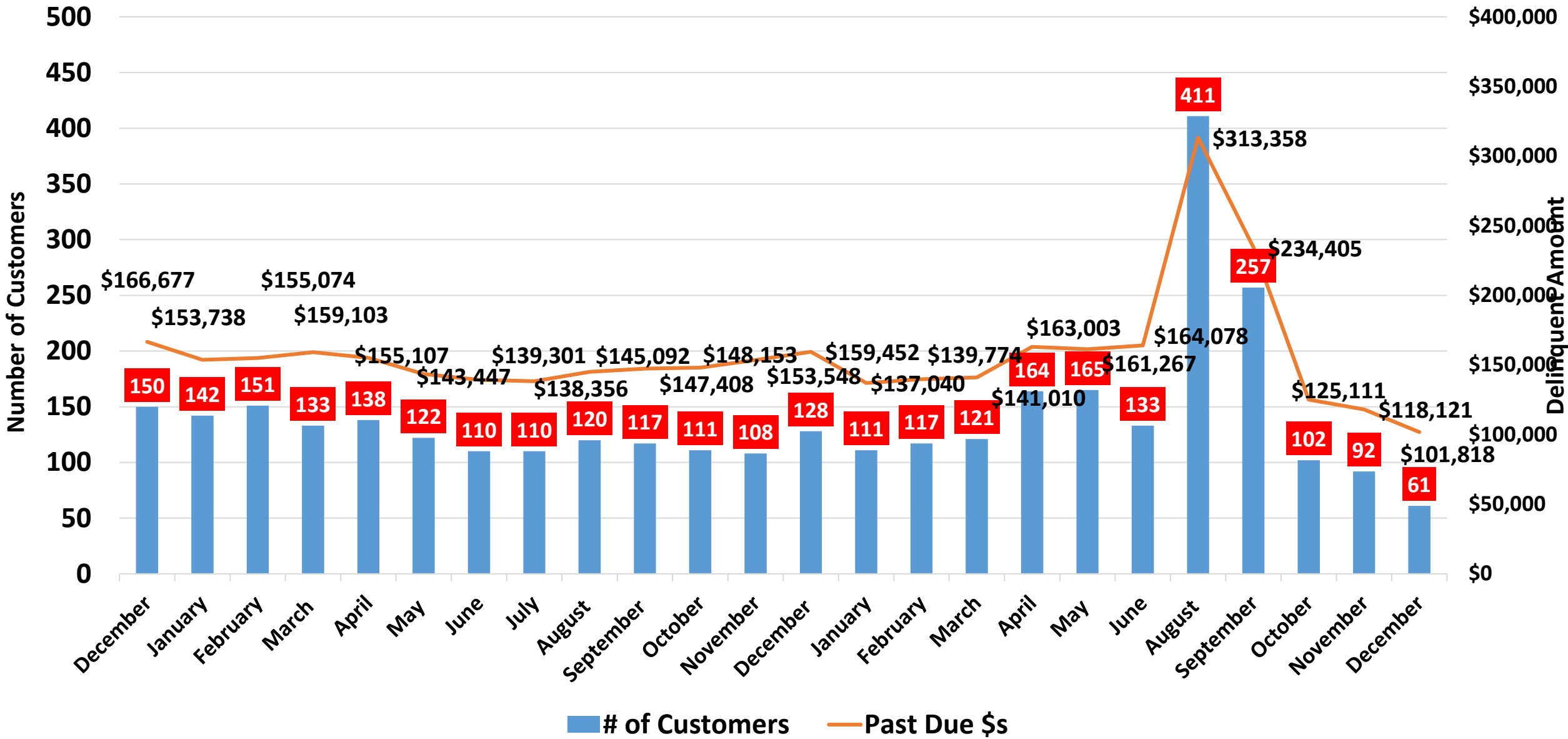
Residential Consumption



Delinquent Commercial Accounts Over \$500 and Over 90 Days



Delinquent Residential Accounts Over \$300 and Over 90 Days



Customer Service Call Volume

