

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 12TH DAY OF AUGUST NINETEEN HUNDRED EIGHTY-FIVE AT 7:04 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

William F. Brown, Chairman
 Perry M. DePue, Vice-Chairman
 Thomas D. Mahone
 Jack D. Edwards
 Stewart U. Taylor

James B. Oliver, Jr., Secretary
 John E. McDonald, Treasurer
 Frank M. Morton, III, County Attorney
 Wayland N. Bass, Consulting Engineer

B. MINUTES - July 22, 1985

C. BOARD CONSIDERATIONS

1. SUP Application - Jamestown Road Water Transmission Main

Mr. Wayland Bass informed the Board how the proposed route would benefit the County and how it would link into existing water transmission mains. Mr. Bass stated the main purpose of the SUP application was to improve the transmission network of the County by increasing reliability and flexibility.

Mr. Brown inquired what the cost estimate was.

Mr. Bass responded \$230,000 for roughly two miles and approximately that same amount had been appropriated.

Mr. Brown stated he was disappointed with the results of the questionnaire indicating only seven owners would connect to public water.

Mr. Edwards stated he opposes Part B (Jamestown Road through vacant land to Lake Powell Road) and stated he would prefer to wait to install the main in this area until contributions were received from developers.

Mr. Mahone stated he was in favor of having a second water supply.

Mr. Brown made a motion to adopt the resolution.

On a roll call, the vote was AYE: Brown, DePue, Mahone, Taylor
 (4). NAY: Edwards (1).

R E S O L U T I O N

APPROVING SUP APPLICATION FOR
JAMESTOWN ROAD WATER TRANSMISSION MAIN

WHEREAS, the James City Service Authority Board of Directors has budgeted funds to construct a water transmission main in the Jamestown Road area as recommended in the Master Water Plan; and

WHEREAS, certain residents along Richneck, Holly and Spring Roads are experiencing well problems which will require construction of a water distribution main; and

WHEREAS, most of these residents have responded favorably to a questionnaire proposing water main construction along these roads; and

WHEREAS, certain residents along Lake Powell Road are experiencing well water contamination; and

WHEREAS, engineering analysis shows that the recommended route will best improve water transmission system reliability and the delivery of fire flows and will solve problems of well failure and well water contamination experienced by residents of Holly Road and Lake Powell Road respectively.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority hereby approves application for a special use permit to construct a 12-inch water transmission main along the route set forth in the application.

D. BOARD REQUESTS AND DIRECTIVES

Mr. Brown stated there was a need to have a Service Authority work session this fall to discuss with Sandy Wanner, Business Manager of the Service Authority, his ideas for the Authority's operation.

Mr. Mahone stated that when construction of the water transmission main begins by Lake Powell all contracts and instructions must closely monitor the siltation problems in that area.

Mr. Brown noted there would be a joint public hearing on Regulations Governing Utility Service at 7:30 p.m. with the Board of Supervisors.

Mr. Mahone made a motion to recess until called back in session.

The motion passed by a unanimous voice vote.

The Service Authority recessed at 7:30 p.m. and was declared back in session at 8:10 p.m.

1. Regulations Governing Utility Service

Staff recommends adoption of the proposed changes.

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. Brown stated the word development should be defined in a subsequent amendment to the policy.

Mr. Brown made a motion for the Service Authority to adopt the proposed amendments.

The motion passed by a unanimous voice vote.

R E S O L U T I O N

UTILITY POLICY CHANGES

WHEREAS, the Board of Supervisors of James City County and the Board of Directors of the James City Service Authority have held a public hearing on certain proposed changes to the "Regulations Governing Utility Service."

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, and the Board of Directors of the James City Service Authority hereby jointly adopt the attached changes, summarized below, to be effective as of the date of this resolution:


1. Exempt a new single-family residence that is not in a subdivision from required connections if more than 300 feet away from water/sewer lines.
2. Clarify definitions of wastewater lines to include both gravity lines and force mains.
3. Allow a bimonthly sewer billing in areas where meter readings are received from a private water company that reads meters bimonthly.
4. Allow sewer connections directly to HRSD, at option of the Utility.
5. Limit utility maintenance of grinder pumps to residential customers.
6. Eliminate late transaction charge of \$10, substituting 1% of the balance due as the late charge.

BE IT FURTHER RESOLVED that complete amendments be made part of this resolution.

Mr. Taylor made a motion to adjourn the Service Authority.

The motion passed by a unanimous voice vote.

The Board of Directors meeting adjourned at 7:45 p.m.


James B. Oliver, Jr.
Secretary

REGULATIONS GOVERNING SERVICE

The purpose of these regulations is to promote good public utility and good business practice. These regulations reflect the obligations of the Utility to its customers; in addition, these regulations reflect requirements that the customer must observe. These regulations govern the relations between the customer and the Utility.

Obligations of the Utility.

- (a) Obligations accepted. Inasmuch as the Utility provides two utility services which are vital and essential to the health, safety, and welfare of the entire community, the Utility accepts certain obligations to safeguard the public interest. Among these obligations accepted by the Utility are the requirements that it perform in the following manner:
- (1) Serve all who apply and meet the requirements of the Utility.
 - (2) Give equal and adequate service to all.
 - (3) Make the same charge to all in the same customer class for the same service, except under special contracts when warranted by the circumstances.
 - (4) Charge customers according to the cost of providing the service.
- (b) Expectations. In return for the faithful discharge of these obligations, the Utility operates with the following expectations:
- (1) Reasonable compensation for services rendered.
 - (2) Customer observance of reasonable rules and regulations which govern the conduct of the business of the Utility.

Section 1. Definitions. Unless the context specifically indicates otherwise, the meaning of terms used herein shall be as follows:

Adjacent: premises contiguous to an easement or right-of-way within which there is located either a water or wastewater line and where the premises, as identified as of December 31, 1984, are within 1,000 feet (300 feet for a single family residence not in a subdivision) of a water and-or wastewater line. (amended March 85)

Allocation: the division of the needed annual revenue requirements for wastewater facilities and service between users (implies a direct use of the wastewater system) and property.

Applicant: the owner or his duly authorized representative who applies to the Utility for either water service or wastewater service or both such services.

Governing body: in the case of County and the Sanitary Districts, the duly elected Board of Supervisors of James City County; in the case of the Authority, the Board of Directors of the James City Service Authority.

Grinder pump: a compact lift station with pump, storage capacity and appurtenant piping, valves and other mechanical and electrical equipment which grinds or reduces the particle size of wastewater solids to yield a sewage slurry for pumping from source to disposal.

HRSD: "Hampton Roads Sanitation District Commission", the designation for the regional State agency which provides regional transmission and treatment facilities for wastewater.

Incremental capacity: the additional capacity required in system facilities to accommodate a specific development; capital costs of such capacity is charged to the developer (property benefitted) but often passed through to new customers in site costs.

Infiltration: is the water entering a wastewater system, including wastewater service connections, from the ground, through such means as, but not limited to, defective pipes, pipe joints, connections, or manhole walls.

Inflow: is the water discharged into a wastewater system, including service connections from such sources, as, but not limited to, roof leaders, cellar, yard, and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, manhole covers, cross connections, storm sewers and combined sewers, catch basins, storm waters, surface runoff, street wash waters, or drainage.

Intercepting sewer (interceptor): a sewer that receives dry weather flow from a number of transverse sewers or outlets and conducts such waters to a point for treatment or disposal.

Interceptor line: a conduit the primary purpose of which is to transport wastewater from collector lines to a treatment facility.

Lateral sewer: a sewer line that discharges into a branch or other sewer line and has, no other common sewer line tributary to it.

Local facilities: for water and sewer all facilities serving only one development; any line to which a service connection is made; and

- (a) Sewer: all gravity lateral and branch sewers eight (8) inches or less in diameter *and all wastewater lines that serve one development.*
- (b) Water: all transmission and distribution mains eight (8) inches or less in diameter; all fire mains; all services, meters, meter installations and fire hydrants.

utilities; for meter repair and replacement; for service connection repairs; for billing, postage, collecting, accounting; and for customer service operations.

Service connection: a premises to which either continuing water service or sewer service or both is provided by the Utility. (Please see Illustrations 1 and 2 for a pictorial definition of typical water and sewer connections.)

Sewer service connection: the point at or near the applicant's property line where the building sewer connects to the sewer service line.

Sewer service line: that portion of pipe within the wastewater system which extends from the branch or lateral sewer (public sewer) to the sewer service connection.

Shall and may: construed as mandatory and permissive, respectively.

Standards: the "Water and Sewer Standards and Specifications" of the Utility.

Subdivision: the division of any tract, parcel or lot of land into two or more parts for the purpose of transfer of ownership or building development or any such division of land regardless of purpose which involves the creation of a new street or the recordation of lot lines; provided, however, that the subdivision agent may permit the separation of five or less parcels from a tract of land without requiring compliance with all the requirements of the Subdivision Ordinance if it: (1) does not conflict with the general purpose of the Subdivision Ordinance, (2) requires no new streets to serve the parcel(s) and (3) meets the requirements of the Zoning Ordinance.

System facilities.

- (a) Sewer: all ~~gravity sewers~~ wastewater mains more than eight (8) inches in diameter ~~and all force mains, irrespective of size,~~ all wastewater lines that serve more than one development, and all pumping stations and treatment plants and appurtenances unless dedicated to one development exclusively. (amended March 85)
- (b) Water: all transmission and distribution mains more than eight (8) inches in diameter; all storage facilities; all supply plant, pumping plant and general plant unless dedicated to one development exclusively. (amended March 85)

Tenant: an applicant who does not own the premises.

Trunk sewer or main sewer: a sewer that receives wastewater from a number of tributary branch or sub-main sewers and serves a large territory.

- (a) Service to existing structures. An owner or tenant of property adjacent to a right-of-way or easement within which there is located a public water main or public gravity sewer or both shall connect each existing structure or mobile home situated thereon to the facilities of the Utility or (at the option of the Utility) to HRSD; provided, however, an owner or tenant of property shall not be required to connect an existing structure or mobile home situated thereon to a public water main or to a public gravity sewer when the following conditions apply:
- (1) Water: the existing structure or mobile home is used principally for residential purposes and is served by a domestic supply or source of potable water which meets the standards established by the Virginia Department of Health.
 - (2) Sewer: the existing structure or mobile home is used principally for residential purposes and is served by a private septic system or domestic sewage system which meets applicable standards established by the Virginia Department of Health.
- (b) Time to connect. The owner or tenant of an existing structure shall comply with this connection regulation within one (1) year after receiving from the Utility written notice that utility service is available.
- (c) Plumbing facilities. An existing structure which is required by these Regulations to connect to a utility service of the Utility but is not equipped with plumbing facilities required by the Virginia Uniform Statewide Building Code shall be so equipped and connected to the available utility service.
- (d) Service to future structure, new development. An owner of property shall be required to connect to the facilities of the Utility: each development or each future structure not part of a development when such development or future structure shall be situated on property adjacent to a right-of-way or easement within which there is located a public water main or ~~public gravity sewer~~ or wastewater line. (amended March 85)
- (e) Access. The connection of development or an existing or future structure to a utility service of the Utility shall not be required when access to the affected property requires the crossing of property of another owner, Utility property and property of the Virginia Department of Highways and Transportation excepted. (amended March 85)
- (f) Application required. The owner or tenant, when required by these Regulations to connect to a utility service, shall make "Application for Service and Contract" in accordance with Section 3 below.

- (3) Dwelling with accessory apartment;
- (4) Two-family and multi-family structure, including apartment building and townhouse, where the utility service is included in the rent;
- (5) Mobile home park where the utility service to each mobile home lot is included in the rent;
- (6) Non-residential structure which contains two or more contiguous units occupied by a tenant or lessee where the utility service is included in the rent.

Section 12. Utility bill.

- (a) Frequency; content; address. A utility bill shall be mailed every quarter to every customer for utility service supplied during the time period shown on the utility bill; provided, however, those customers whose aggregate bill exceeds \$750.00 per quarter shall be billed monthly. *The Utility may bill on a bi-monthly basis for sewer where meter readings taken by a non-Utility water system owner can be used to determine consumption.* Each utility bill shall contain, as a minimum, the following information:
 - (1) The date of the utility bill.
 - (2) The time period and number of days of utility service covered by the utility bill.
 - (3) The utility charge(s) due.
 - (4) The date when complete payment is due at the Utility office, which date shall be thirty (30) days from the date of the utility bill.
 - (5) Notice whether the bill is based on an actual or an estimated measurement of the amount of utility service supplied.
 - (6) Notice that failure to timely and completely pay the amount(s) shown on the utility bill shall result in termination of utility service.
 - (7) Notice that the customer may call the Utility customer representative whose telephone number shall be listed on the utility bill, in order to:
 - (a) Dispute the amount of the utility charges.
 - (b) Avoid the termination of utility service for nonpayment of the amount(s) shown on the utility bill.
 - (c) Apply for restoration of utility service.
 - (d) Request answers to any other questions about utility service.

- (3) Will the acquisition improve the customer's public health, public safety, quality or quantity of service, or the reliability of service?
- (4) Do a majority of the Utility's customers not object to the acquisition?
- (5) Does the Utility have the ability to finance the acquisition through either internally generated funds or debt?

If the answer to any of the questions above is negative, then the Utility may either seek to define mitigating factors or may choose not to acquire the system.

(g) *The Utility may, at its option, permit the direct connection of any new development to facilities owned by HRSD.*

Section 29. Cross-connection and backflow prevention control.

(a) Purpose. This Section is adopted for the following purposes:

- (1) To protect the potable water system of the Utility from the possibility of contamination or pollution by isolating within its customers' internal distribution systems such contaminants or pollutants which could backflow into the public water supply system;
- (2) To eliminate or control the existing cross-connections, actual or potential, at each water outlet from the customer's service line; and
- (3) To provide for the maintenance of a continuing program of cross-connection control which systematically and effectively prevents contamination or pollution of the Utility's water system.

(b) Cross-connection prohibited.

- (1) The Utility water system shall be designed, installed, and maintained in such a manner as to prevent contamination from nonpotable liquids, solids or gases from being introduced into the potable water supply through cross-connections or any other piping connections to the system.
- (2) Cross-connections between the Utility water system and other systems or equipment containing water or other substances of unknown or questionable safety are prohibited except when and where approved by the Utility Administrator or his designee, with suitable protective devices installed, tested, and maintained to insure proper operation on a continuing basis.

(c) Backflow and backsiphonage prohibited. The Utility water system shall be protected against backflow and backsiphonage by installing and maintaining at all fixtures, equipment and

<u>Activity, use</u>	<u>Unit</u>	<u>Charge</u>
Two family, apartments and town houses	Each	400
Schools (with showers)	Student	60
Schools (without showers)	Student	40
Motels and hotels	Room	200
Minimum		2,500
Manufacturing	Msf	300
Minimum		1,200
Warehouses	Msf	100
Minimum		1,200
Service stations	Each	1,200
Camping facilities	Each space	100
Minimum		1,200
Restaurants	Seat	20
Minimum		1,200
Commercial	Msf	N-A
Minimum		1,500
First	30,000 sq. ft.	500
Next	10,000 sq. ft.	450
Next	10,000 sq. ft.	400
Over	50,000 sq. ft.	350

The purpose of this charge is to defray in part the cost of providing force mains, pump stations, transmission mains, booster pumps, and other system facilities.

- (2) Local facilities charge. A local facilities charge of \$250 for each separate connection to public sewer shall be paid by each applicant who desires to secure wastewater service therefrom, which charge shall be paid prior to the approval of the application for service; provided, however, in any instance where satisfactory evidence shows that an applicant has paid the cost of installation of the local facility to which the connection is to be made, either by installing the local facility at his expense and then conveying the same to the Utility (or its predecessors) or by reimbursing the Utility (or its predecessors) for the cost of such local facilities, the local facilities charge shall be waived.

The purpose of this charge is to defray in part the cost of installing collection mains which are necessary to provide wastewater collection service to abutting properties and which have been provided at the expense of the Utility or persons, firms or corporations other than the applicant.

- (3) Grinder pump charge. A grinder pump charge of \$300 shall be paid for each separate connection to a grinder pump when operation and maintenance of residential grinder pumps is the responsibility of the Utility. *The utility shall not maintain non-residential grinder pumps.*

The purpose of this charge is to defray the cost of interest, debt principal, and debt reserve requirements incurred by the Utility in financing and dedicating water lines to Newport News Waterworks.

- (7) Improvement Assessment. The following charge shall be assessed to all customers previously provided water by Sydnor Hydrodynamics, Inc., in Sanitary District No. 1. Said charges shall be paid within one year from the date that said customers are notified, in writing, by the Utility that the improvements necessary to provide a new source of water to the former Sydnor system have been completed.

These charges shall be as follows:

<u>Meter Size (inches)</u>	<u>Improvement Assessment</u>	<u>Meter Size (inches)</u>	<u>Improvement Assessment</u>
5-8	\$ 400.00	1-1-2	\$2,000.00
3-4	600.00	2	3,500.00
1	1,000.00	3	8,000.00

The purpose of these charges is to partially recover the costs of acquiring and improving the water system in Sanitary District No. 1.

- (d) Exceptions to local, system facilities charges. The provisions of Section 28 above shall be observed when there is a conflict between Section 28 and the provisions of Sections 31(b) and 31(c) above.
- (e) Billing and account charges. The following charges shall be assessed for any customer billed by the Utility.

- (1) Account charge. An account charge of \$10.00 (\$20.00 if the meter is read) shall be paid by each applicant for continuing service, whether for a new account or for a transfer of account, for water and-or wastewater service.

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

- (2) Transaction charge for late payment. A transaction charge for late payment of ~~\$10.00~~ 1% of the balance due, shall be added to a bill in the event that the bill is not paid within thirty (30) days following the date thereof. All unpaid balances shall be assessed a carrying charge of three quarters of one percent (.75%) per month of unpaid and overdue balances. This is equal to an effective annual interest rate of 9.38 percent.