

AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 23RD DAY OF JANUARY, NINETEEN HUNDRED NINETY-SIX, AT 10:20 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Stewart U. Taylor, Chairman
Robert A. Magoon, Jr., Vice Chairman
Perry M. DePue
Jack D. Edwards
David L. Sisk

David B. Norman, Secretary
Robert H. Smith, Treasurer
Frank M. Morton, III, County Attorney
Larry M. Foster, General Manager

B. WORK SESSION - Water Rate Structure

Mr. Larry M. Foster, General Manager, and Mr. Robert H. Smith, Assistant General Manager, James City Service Authority, outlined the need for a new water rate structure and water/sewer connection charge increase.

Board and staff discussion followed.

Mr. Taylor recessed the Board of Directors, at 6:00 p.m., until its regular meeting scheduled after the Board of Supervisors' 7:00 p.m. meeting.

C. ORGANIZATIONAL MEETING

Mr. Taylor asked for nominations for Chairman.

Mr. Taylor nominated Mr. Edwards.

The motion passed by unanimous voice vote.

Mr. Edwards asked for nominations for Vice Chairman.

Mr. Magoon nominated Mr. Taylor for Vice Chairman.

The motion passed by unanimous voice vote.

Mr. DePue made a motion to approve the organizational meeting resolution.

The motion passed by unanimous voice vote.

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, is desirous of establishing rules for the conducting of its business for the year of 1996.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the James City Service Authority, James City County, that the following rules shall apply for the year 1996:

1. Regular meetings of the Board shall be held following the second Board of Supervisors' meetings each month. The meetings shall be held following the 7:00 p.m. Board of Supervisors' meeting.
2. The Board shall for parliamentary purposes follow Robert's Rules of Order and more specifically those provisions which pertain to conduct of Business in Boards, Newly Revised, 1981 at p. 404 as follows:

Procedures in Small Boards: In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in assemblies, in the following respects:

Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

Motions need not be seconded.

There is no limit to the number of times a member can speak to a question, and motions to close or limit debate (15, 16) generally should not be entertained.

Informal discussion of a subject is permitted while no motion is pending.

The Chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

D. MINUTES - December 18, 1995

Mr. Edwards asked if there were corrections or additions to the minutes.

Mr. DePue made a motion to approve the minutes.

The motion passed by unanimous voice vote.

E. BOARD CONSIDERATIONS

1. Utility Policy Changes - Fire Hydrant Meter Policy

Mr. Foster stated that the fire hydrant meter policy currently allowed contractors to withdraw water from fire hydrants for construction and recreation purposes, but current procedures did not adequately control the use of these water meters.

Staff recommended approval of the proposed policy change.

Mr. DePue made a motion to approve the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

UTILITY POLICY CHANGES

WHEREAS, the Board of Directors of James City Service Authority is desirous of adopting a fire hydrant meter policy as an amendment to the Regulations Governing Utility Service as pertains to use of fire hydrant meters.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of James City Service Authority, James City County, Virginia, hereby adopts the attached fire hydrant meter policy changes effective April 1, 1996.

2. Bid Award - Well Facility (W-4)

Mr. Foster stated that bids were advertised for installation of a generator and other piping modifications at the well facility located adjacent to the Williamsburg Pottery Factory (W-4).

Staff recommended approval of the resolution awarding the bid to the lowest responsive bidder.

Mr. Taylor made a motion to approve the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

BID AWARD

WHEREAS, the Plans and Specifications for installation of an emergency power generator and other piping and pump modifications at the well facility (W-4) located adjacent to the Williamsburg Pottery Factory were advertised and competitively bid; and

WHEREAS, the Bruce Corporation submitted a low bid of \$84,400 to complete the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, award the bid for the modification to the W-4 Well Facility to the Bruce Corporation.

3. Setting Public Hearing FY 97 Utility Rates

Mr. Foster stated that setting a public hearing on proposed utility rate changes in the Regulations Governing Utility Service was requested. He further stated that an increase in water and sewer connection fee schedule during the budget process would be incorporated in that public hearing.

Mr. Taylor made a motion to advertisement of a public hearing.

The motion passed by unanimous voice vote.

4. Newport News Waterworks - Water Extension Agreement - Kingsmill Resort and Conference Center - Sports Club Expansion

Mr. Foster stated that Busch Properties requested extension of approximately 285 feet of an 8-inch water line along Mounts Bay Road within the Kingsmill Development to serve expansion of the Sports Club.

Staff recommended approval of the resolution.

Mr. Taylor made a motion to approve the resolution.

The motion passed by unanimous voice vote.

RESOLUTION

WATER EXTENSION AGREEMENT KINGSMILL RESORT AND CONFERENCE CENTER -

SPORTS CLUB

WHEREAS, Busch Properties desires to extend a waterline within the Kingsmill Development referred to as the Kingsmill Resort and Conference Center - Sports Club expansion.

WHEREAS, Newport News Waterworks provides water services in this area and requires an Agreement with the James City Service Authority prior to approving the extension of its water system; and

WHEREAS, Busch Properties has agreed to pay Newport News Waterworks \$435 in associated fees for the waterline extension.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, authorizes its Chairman to sign an Agreement with Newport News Waterworks providing the terms for the extension of the waterline extension to serve the Sports Club expansion.

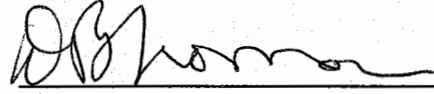
F. BOARD REQUESTS AND DIRECTIVES - None

Mr. Taylor made a motion to adjourn.

The motion passed by unanimous voice vote.

The Board adjourned at 10:29 p.m.

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David B. Norman
Secretary to the Board

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SECTION 21. PRIVATE FIRE PROTECTION SYSTEMS; PUBLIC FIRE HYDRANTS

A. Private Fire Protection Systems

1. Application. Upon written application to the Authority, and upon payment of all applicable charges required by Section 32, the Authority or the applicant, at the option of the Authority, shall at the expense of the applicant construct and install a fire service connection to supply a fire protection system. Such construction shall conform to the "Standards" of the Authority. When constructed and installed by the applicant, subject to inspection by the Authority, such construction shall not commence until the applicant furnishes to the Authority and the Authority approves in writing the plans for such construction and installation.
2. Fire service detector check meter. A fire service detector check meter shall be installed in a bypass to monitor small flows in the fire service connection. The Authority shall read each detector check meter at least annually. The Authority reserves the right to require an existing fire service connection customer to install at his expense a detector check meter with a bypass pipe.
3. Charge. There shall be no charge for water supplied through a private fire protection system which is used to extinguish fires.
4. Additions. No addition of any hydrant, standpipe, sprinkler head or other outlet shall be made to a fire protection system until plans for such addition have been submitted to and approved in writing by the Authority.
5. Pressure supply. The provisions of Section 27, which govern the interruption of water supply, apply to fire service connections. The Authority shall not assume any responsibility for loss or damage because of inadequate quantity or pressure.
6. Violation. Water supplied through a private fire service connection shall be used solely for the extinguishment of fires and, upon approval by the Authority, for fire drill testing of the fire protection system. If a customer makes unauthorized or unapproved uses of the fire protection system, for any reason other than fire suppression, a \$100.00 penalty shall be imposed upon the customer. The penalty will increase by \$100.00 for each additional occurrence. If the penalty is not paid immediately to the Authority upon discovery of the violation, all Utility service to the customer shall be terminated until such time that the penalty has been paid.

Furthermore, if it is discovered that the fire protection system has in any way been intentionally adjusted or tampered with or if any unapproved connection has been made to the system that provides the customer with an unauthorized supply of water, then a \$100.00 penalty shall be imposed. The penalty will increase by \$100.00 for each additional occurrence. In addition, the customer shall also remit to the Authority the

amount of the retail water charges for the estimated unauthorized water usage. If the penalty and charges are not paid immediately to the Authority upon discovery of the violation, all Utility service to the customer shall be terminated until such time that the amount due has been paid.

B. Public fire hydrants.

1. General. To the extent that funds are available, the Authority shall install, at its expense, public fire hydrants on public property whenever and wherever, in its sole opinion, such hydrants may be required to provide adequate fire protection service.
2. Application for hydrant. Upon written application by any commercial, industrial, governmental entity or other interested party, and upon payment of all applicable charges required by Section 32, the Authority shall construct and install additional public fire hydrants on public property. After installation of each hydrant, the Authority shall assume ownership, maintenance and operation thereof and shall pay for any replacement or relocation which may become necessary.
3. Restrictions on use. The use of public fire hydrants shall be restricted to the taking of water for the extinguishment of fires; water shall not be taken from any public fire hydrant for any other use, including construction, street sprinkling, or flushing storm sewers or gutters, unless specifically permitted in writing by the JCSA for the particular time and occasion and upon payment of all applicable charges required by Section 32 and contained in this section. All such uses shall be metered and the Authority retail water rates shall apply. A fire hydrant meter may be furnished by the user or provided by the JCSA in accordance with the following procedures:
 - a. User furnished hydrant meters
 1. The meter shall be registered with the JCSA and receive a written water user permit issued from the JCSA. Prior to each use, the user shall apply to the JCSA in person. The meter shall be inspected by the JCSA prior to issuance of permit.
 2. Permit shall be good for one year from the date of issuance. Meters shall be re-registered every 12 months in accordance with the guidelines in the previous paragraph.
 3. User furnished meter assembly shall include a double gate/double check backflow preventer.
 4. User shall be responsible for calling in meter readings by the first day of each month prior to the billing cycle deadline.
 5. User will notify JCSA Customer Services Office when meter is no longer in use in JCSA water system. Failure to provide notification may preclude future permit approvals.

b. Authority furnished hydrant meters

- 1. User shall pay a deposit and receive written permit issued from the JCSA prior to use of a JCSA meter. Meters provided by the JCSA will be issued on a first come, first serve basis. Deposit fees are as follows:

3 inch hydrant meter -	\$750
5/8 x 3/4 inch hydrant meter -	\$300

- 2. Permit shall be good for 30 days.
 - 3. If user needs the meter more than 30 days, user shall have the permit renewed for an additional 30 days. Permits will not be renewed beyond 90 days of the original permit date.
 - 4. User shall be responsible for calling in meter readings on the first of each month prior to the billing cycle deadline.
 - 5. Authority furnished meters will only be used at the specific work site identified in the permit. User will not use meter at other work sites unless approved by the JCSA Customer Services Office. Under no circumstances will the meter be used outside JCSA service area.
- 4. No liability. The Authority shall not be considered an insurer of persons or property, or to have undertaken to extinguish fires, or to protect any person or property against loss or damage by fire or otherwise, and it shall not be responsible to any person for any loss, or damage, or injury by reason of fire, or failure to supply water or pressure, or for any other cause whatsoever.
 - 5. Extension of main. The Authority shall not be required to extend its water mains for the purpose of installing public fire hydrants which may be desired except under mutually acceptable terms to defray the construction cost of such extensions.
 - 6. Unauthorized use. If a public fire hydrant is discovered to have been used for any purpose other than fire suppression without prior approval by the Authority, legal action may be sought against such unauthorized user in accordance with Section 31 of these Regulations. In addition, a \$100.00 penalty shall be assessed against the violator. The penalty will increase by \$100.00 for each additional occurrence. The penalty shall be paid immediately or all Utility service received by the violator or the employer that he represents shall be terminated until such time as the penalty is paid.