

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 OCTOBER 2007, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

B. ROLL CALL

Jay T. Harrison, Sr., Chairman  
Bruce C. Goodson, Vice Chairman  
James O. Icenhour, Jr.  
M. Anderson Bradshaw  
John J. McGlennon

William C. Porter, Jr., Deputy Secretary  
Leo P. Rogers, County Attorney  
Larry M. Foster, General Manager

C. CONSENT CALENDAR

Mr. McGlennon made a motion to adopt the item on the Consent Calendar.

On a roll call vote, the vote was: AYE: Bradshaw, McGlennon, Goodson, Icenhour, Harrison (5).  
NAY: (0).

1. Minutes - September 25, 2007
2. New Full-Time Regular Position Request - Civil Engineer I

**RESOLUTION**

**NEW FULL-TIME REGULAR POSITION REQUEST – CIVIL ENGINEER I**

WHEREAS, the Board of Directors is committed to the Strategic Management Plan 4.e – “Prevent/minimize environmental impact of wastewater spills;” and

WHEREAS, the Department of Environmental Quality (DEQ) has issued to the James City Service Authority (JCSA) a Special Order By Consent that sets forth requirements to the JCSA to address Sanitary Sewer Overflows (SSOs); and

WHEREAS, the requirements of the Order are extensive with an aggressive schedule; and

WHEREAS, the JCSA has determined that to complete the requirements of the Special Order of Consent, a full-time Civil Engineer I is needed to assist the Chief Wastewater Engineer; and

WHEREAS, funds are available in the JCSA Operating Budget to pay for the position for the remainder of FY 2008.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby establishes a full-time Civil Engineer I, effective January 1, 2008.

**D. BOARD CONSIDERATION**

1. Change to the Regulations Governing Utility Service - Annual Grinder Pump Maintenance Agreement Charge

Mr. Foster stated that including maintenance of grinder pump cans as part of the maintenance program would cost approximately \$60 per year. He stated that staff has looked costs versus maintenance fees. To cover the costs of providing the service will require an additional fee of \$30 annually. He explained that this addition would bring fees up to \$300 per year. Mr. Foster further stated the resolution for consideration would establish the January 22, 2008, meeting as a Public Hearing to consider the proposed fee increase. The code Of Virginia requires a sixty day public notice prior to the Board conducting a public hearing on the increased fee.

Mr. McGlennon asked for confirmation that though the Public Hearing would be advertising a fee of \$300, this does not mean the fee must be set at this amount.

Mr. Foster stated that with the advertisement for a \$300 fee increase can be set below but not above the advertised amount.

Mr. Icenhour asked if there was an option for having a lesser coverage.

Mr. Foster stated that this has been considered but that he anticipated that this would be an administrative challenge.

On a roll call vote, the vote was: AYE: Bradshaw, McGlennon, Goodson, Icenhour, Harrison (5). NAY: (0).

**RESOLUTION**

**CHANGE TO THE REGULATIONS GOVERNING UTILITY SERVICE –  
ANNUAL GRINDER PUMP MAINTENANCE AGREEMENT CHARGE**

WHEREAS, the Board of Directors of the James City Service Authority desires to set a public hearing for a proposed change to the Annual Grinder Pump Maintenance Agreement fee included in 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, will hold a Public Hearing on January 22, 2008, and request staff

to review Section 32, General Rate Policy and Rate Schedule, Regulations Governing Utility Service, and make changes to the charge that is summarized below, which will become effective February 1, 2008, if adopted.

Annual Grinder Pump Maintenance Agreement Charge:

Old Charge	\$210
New Charge	\$300

BE IT FURTHER RESOLVED, that the proposed amendment be made part of this resolution.

**E. BOARD REQUESTS AND DIRECTIVES**

Mr. McGlennon asked about the Hampton Roads Sanitation District (HRSD) billing system and what has been done to address this matter above and beyond standard procedures.

Mr. Foster stated the HRSD has brought in private programmers as well as additional resources working with James City Service Authority (JCSA) staff daily for necessary changes..

Mr. McGlennon asked how the lost revenue is realized in the short term.

Mr. Foster stated cost was a minor issue considering the inconvenience to customers. He stated the bills would be in the normal amounts, but they would be mailed later than the typical schedule.

Mr. McGlennon stated he felt this was an issue without a resolution.

Mr. Foster stated he agreed.

Mr. Goodson asked if there was a system where staff could anticipate how much bills would be for a particular property.

Mr. Foster stated this was done manually, but it was a massive effort for the entire system.

Mr. Goodson asked if there would be a bi-monthly billing when the new bills come out.

Mr. Foster stated he expected a six-week billing sequence until the system is back on schedule once bills were distributed.

Mr. Harrison asked if the backup plan from the last meeting was no longer viable.

Mr. Foster stated he would like to have a permanent solution. He stated he made a decision to make the billing system on the HRUBS system work.

Mr. Harrison asked how much we had to pay for the system.

Mr. Foster stated HRSD covers most of the cost.

Mr. Goodson recommended a target date to utilize another option for sending out the bills.

Mr. McGlennon asked about voluntary water conservation and asked about the demand for water.

Mr. Foster stated the JCSA facilities can meet the demand, which had only reduced slightly in comparison with the middle of summer. He said this is attributed to the relatively hot weather and seasonal reseeded of lawns. He said staff continues to support, recommend, and encourage water conservation year round, but JCSA has not reached trigger thresholds for going into any type of water conservation as defined in the Drought Management Plan and staff is not recommending that action at this point. He said staff has been in contact with Newport News and unless there was rainfall, that waterworks system would consider going into voluntary water conservation on November 1, 2007. He stated that if Newport News Water Works activates a water conservation effort, the County may need to be consistent with this effort since Newport News Water Works serves the Roberts District.

Mr. Rogers explained that there needed to be a provision to the closed session motion to discuss a public contract, not an award of public contract. He explained that the motion would be under Section 2.2-3711(A)(6) of the Code of Virginia.

Mr. Bradshaw made a motion to go into Closed Session.

On a roll call vote, the vote was: AYE: Bradshaw, McGlennon, Goodson, Icenhour, Harrison (5).  
NAY: (0).

At 9:45 p.m., Mr. Harrison convened the Board into Closed Session.

At 9:50 p.m., Mr. Harrison reconvened the Board.

Mr. Bradshaw made a motion to adopt the Closed Session resolution.

On a roll call vote, the vote was: AYE: Bradshaw, McGlennon, Goodson, Icenhour, Harrison (5).  
NAY: (0).

## **RESOLUTION**

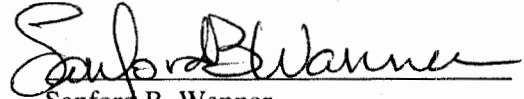
### **CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Board of Directors of the James City Service Authority, James City County, Virginia, (Board) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby certifies that, to the best of each member's knowledge: i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and ii) only such public business matters were heard, discussed, or considered by the Board as were identified in the motion, Section 2.2-3711(A)(6), to consider the investment of public funds for water supply.

At 9:51 p.m. Mr. Harrison adjourned the Board.

  
Sanford B. Wanner  
Secretary to the Board

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