

**CHARLES TOWN UTILITY BOARD**  
**Wednesday, July 11, 2018 4:00 p.m.**  
**MEETING TO BE HELD AT**  
**832 S. George Street**

**REGULAR MEETING:**

1. Approval of June 27, 2018 Regular Meeting Minutes
2. Update JCPSD Asset Acquisition  
WV PSC Case No. 17-0915-PSWD-PC combined with Case No. 18-0006-PSD-C  
Discussion of June 18, 2018 City Council Work Session, June 19, 2018 Ordinance Committee and July 2 meetings  
Rate and Bond Issue Costs Discussion – John Kunkle
3. Utility Manager  
WV Code Chapter 5G – Re-Advertisement  
JUI Billing Agreement
4. Approval of Bills

**July 11, 2018**

The Charles Town Utility Board held the regular Board meeting on July 11, 2018 beginning at 4:00 p.m. at 832 S. George Street. Members of the Board present were Daryl Hennessy, Mike Slover, Tommy Stocks and Kevin Tester. Also present were Micheal George, Hoy Shingleton, John Kunkle, Andy Blake, Matt Piepenburg, Kristen Stolipher, and Jane Arnett. The Chairman called for a motion to approve the June 27, 2018 meeting minutes with one correction. By motion from Kevin, second by Tommy, the meeting minutes were approved.

The Chairman moved to the update on the Ranson Asset Acquisition. The closing is scheduled for June 28, 2018. The terms resolved included the Toole agreement, a counter proposal for the Roxul management and the cash and receivables transfer amounts, together with the transfer of truck. The insurance coverage transfer was discussed.

The Chairman next opened the floor for discussion of the JCPSD Ordinances and the Roxul project financing presented to City Council and Ordinance Committee on June 18 and 19, 2018. In addition, the Board noted the Commission's decision in the WV PSC Case No. 17-0915-PSWD-PC combined with Case No. 18-0006-PSD-C. The intervenors have until July 26, 2018 to appeal to the WV Supreme Court. The Chairman reviewed the schedule for the Ordinance readings. The Roxul financing first reading has passed at both the Building Commission and the City Council and are scheduled for second readings and public hearings in August. The JCPSD Ordinances will be presented for first reading on July 16, 2018. The Ordinance Committee will be meeting July 12, 2018 in order to forward the minimum charge change and the cost impact from this Board.

John Kunkle then briefed on the change to reduce the minimum to 2,000 gallons, remove the \$0.38 per 1,000 charge on the minimum and calculate at the \$16.61 per 1,000 gallons or \$33.22 (down from \$41.54). John reported that the cost impact would be approximately \$57,000.00 the would benefit 718 residential and 80 commercial accounts that are minimums out of approximately 2,497 customers. John then presented a revision to the cash flow analysis to adjust for the Compass Municipal Finance proposed bond terms and to preliminarily include the JCPSD revised project at the WV PSC approved rates based on the financing option recently provided by WV DEP. The surety bond substitute for the reserve account funding and coverage of acquisition expenses was discussed.

A lengthy discussion was held regarding adding the post construction rates in a separate schedule in a revised tariff. Both John Stump and John Kunkle recommend inclusion based on the WV PSC Order. This will be forwarded to the Ordinance Committee.

The Manager next requested a re-advertisement for engineering services. These services would be seeking assistance with smaller engineering efforts and possibly 5G bidding efforts. The Chairman noted that adjustments to the equal opportunity section were needed. The Board next considered the JUI Billing Agreement for the Ranson sewer customers on Jefferson Utilities water. By motion from Mike, second by Tommy, the Board approved the Agreement. By motion from Mike, second by Tommy, the Board approved the payment of bills. The Chairman reviewed the diving effort to clean the river intake. Andy Blake then thanked all involved in the success of the Ranson asset acquisition and stated that this is clearly an overall benefit to the entire community. The Chairman requested that Andy thank the Mayor and City Council of Ranson for their efforts as well. The new appointee is scheduled for City Council approval July 16, 2018. The Manager expressed gratitude and thanks to Tommy for his years of service on the Board. The meeting adjourned at 5:05 p.m.

  
Chairman

  
Secretary



**CHARLES TOWN UTILITY BOARD**  
**Wednesday, July 25, 2018 4:00 p.m.**  
**MEETING TO BE HELD AT**  
**832 S. George Street**

**REVISED JULY 23, 2018**

**REGULAR MEETING:**

1. Approval of July 11, 2018 Regular Meeting Minutes
2. Swearing In of new Board Member – Mayor Keith D. Pierson
3. Election of Secretary / Treasurer
4. Resolution 2018-05 – Thomas W. Stocks Proclamation
5. Update JCPSD Asset Acquisition  
WV PSC Case No. 17-0915-PSWD-PC combined with Case No. 18-0006-PSD-C  
Discussion of July 12, 2018 Ordinance Committee and July 16, 2018 City Council meetings
6. Utility Manager  
WV-001 – Keyes Ferry Road – AT&T 3<sup>rd</sup> Amendment to Real Property Lease Agreement – Rent increase of \$450 per month effective June 1, 2018  
WV-002 – Charles Town Road – AT&T 2<sup>nd</sup> Amendment to Lease Agreement – Rent increase of \$325 per month effective June 1, 2018  
WV-003 – Sawgrass Drive – AT&T 2<sup>nd</sup> Amendment to Structure Lease Agreement – Rent increase of \$450 per month effective June 1, 2018
7. Discussion and Approval of Improvements within the Flowing Springs Development District to resolve Real Estate Issues related to the Roxul Project  
(WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
8. Approval of Bills

**July 25, 2018**

The Charles Town Utility Board held the regular Board meeting on July 25, 2018 beginning at 4:00 p.m. at 832 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic and Kevin Tester. Mike Slover joined the meeting by phone. Also present were Micheal George, Hoy Shingleton, Matt Piepenburg, Todd Wilt, Kristen Stolipher, and Jane Arnett. The Chairman called for a motion to approve the July 11, 2018 meeting minutes with two corrections. By motion from Kevin, second by Pete, the meeting minutes were approved. The Chairman called for a motion to approve Resolution 2018-05 – Thomas W. Stocks Proclamation as below:

**RESOLUTION NO. 2018-05  
RESOLUTION OF THE CHARLES TOWN UTILITY BOARD**

WHEREAS, Thomas (Tommy) Stocks has spent a great deal of his life dedicated to his community, the City of Charles Town, first as Honorable Councilman and second as a long-standing appointee to the Charles Town Utility Board; and

WHEREAS, Tommy has been a valued and respected member of the Charles Town Utility Board for many years, including most recently serving as Secretary / Treasurer; and

WHEREAS, Tommy has dedicated more time than just attending Board members often the first to spot problems as he walks throughout Charles Town; and

WHEREAS, Consistently, Tommy has provided the highest standards of professionalism when strongly defending and supporting this Utility; and

WHEREAS, Through his steady outlook, Tommy's common sense approach has added to the stability of customer service at the most economical rates for his neighbors and all customers, while supporting a multitude of infrastructure capital projects including the challenges and expense of Chesapeake Bay compliance; and

WHEREAS, Through his years of service to this City and this Utility and its employees, Tommy's passion for making Charles Town a better community serves as an example to fellow Board members and the entire staff who acknowledge and appreciate all of his contributions;

NOW THEREFORE BE IT RESOLVED, That the Charles Town Utility Board offers its sincerest appreciation to Tommy W. Stocks for his outstanding commitment and contribution to the Charles Town Utility Board, its employees and its ratepayers.

AND FURTHER BE IT RESOLVED, That the Charles Town Utility Board hereby adopts Resolution No. 2018-05 to express its thanks and genuine gratitude to Tommy W. Stocks (just Tommy!).

\_\_\_\_\_  
Chairman Daryl Hennessy

\_\_\_\_\_  
Vice Chairman Pete Kubic

Attest:

\_\_\_\_\_  
Dated: July 25, 2018

The Board noted that Tommy had served on the Utility Board since inception in 1998 and prior to that, was a City Council member for two 4-year terms. Hoy Shingleton noted that Tommy was a good Board member, educating himself about subjects and always well prepared. By motion from Pete, second by Kevin, the Board approved Resolution 2018-05 – Thomas W. Stocks Proclamation.



The Chairman tabled Items 2. and 3., and moved to the update on the WV PSC Case No. 17-0915-PSWD-PC combined with Case No. 18-0006-PSD-C. The deadline for appeal is July 26, 2018. The Manager noted that the JCPSD employees have been incorporated into the organization having met with the General Manager and Office Manager to answer all their questions. The City Council has approved first reading of all Ordinances related to the JCPSD Asset Acquisition. The Chairman noted that the City Council removed Schedule V from the Tariff, requested additional information from John Kunkle and reduced the market bond issue to a not to exceed of \$4,000,000. Discussion of the public hearings at the City Council and the legal notices was held. The Roxul project financing will be presented at both the City Council and the Building Commission on August 2, 2018.

The Manager then introduced Michael Hofe, with Wireless Networks Group, Inc. Mike manages all cellular lease agreements for the Board. The Chairman asked if Wireless was a consultant to the Board. The Manager confirmed that all requests from cellular companies are directed to Mike in order to manage lease issues, terms and structural analysis. Mike noted that he had been working with the Board for the past ten years and that carriers often try to divide and concur, so by directing all requests to Wireless, this is being avoided. He then presented the following:

WV-001 – Keyes Ferry Road – AT&T 3<sup>rd</sup> Amendment to Real Property Lease Agreement – Rent increase of \$450 per month effective June 1, 2018

WV-002 – Charles Town Road – AT&T 2<sup>nd</sup> Amendment to Lease Agreement – Rent increase of \$325 per month effective June 1, 2018

WV-003 – Sawgrass Drive – AT&T 2<sup>nd</sup> Amendment to Structure Lease Agreement – Rent increase of \$450 per month effective June 1, 2018

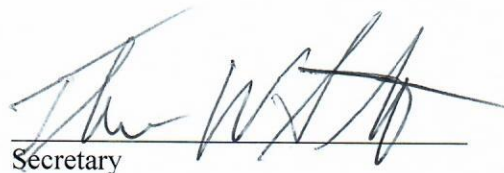
Additional equipment is being added as a result of an AT&T initiative for the National Public Safety – First Responder Network or FirstNet. Mike noted that all engineering and structural analysis has been completed. In addition, Mike reported that structural analysis is performed by an independent engineer on behalf of the Board, prior to any change by a carrier and the tanks are well within tolerance and still have adequate capacity. Forecast is two new tenants – T-Mobile at Sawgrass and a small business on Keyes Ferry. The Chairman asked about the terms of the agreements and Mike will put together a schedule of the terms of the leases. Hoy also noted that requirements for the carriers to move their equipment for painting purposes have been included. Finally, discussion of the Northern High Zone tank was held. He also suggested that the County be asked to submit a de-install plan for his review and inspection. By motion from Kevin, second by Pete, the Board approved the three amendments.

The Chairman next opened the floor for discussion and approval of improvements within the Flowing Springs Development District to resolve real estate issues related to the Roxul Project. By motion from Kevin, second by Pete, the Board convened into executive session under WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters at 4:24 p.m. with action expected to be taken.

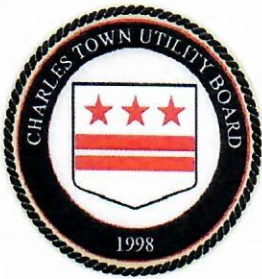
The Chairman declared the executive session over at 4:48 p.m. and called for a motion that in exchange for the execution of all necessary easements in order to install sewer lines for the Rockwool Project (two (2) from Bridgeforth and one (1) from Potomac TC Owner LLC), and an adequate future easement for an additional 10” sewer gravity line, the Charles Town Utility Board agrees to construct and install approximately 2,400 linear feet of 10” sewer gravity line parallel with the existing 10” sewer gravity line and complete the installation and associated electrical connection of the 3<sup>rd</sup> pump at the Flowing Springs Pump Station when needed. By motion from Pete, second by Kevin, the Board approved this action to resolve real estate issues related to the Rockwool Project within the Flowing Springs Development District.

By motion from Kevin, second by Pete, the Board approved the payment of bills. The Manager noted that 661 S. George Street was moving forward and acknowledged that the sewer line work would be done by the Board not including asphalt. By motion from Kevin, second by Pete, the meeting adjourned at 4:52 p.m.

  
Chairman

  
Secretary





# Charles Town

## Utility Board

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: [www.charlestownwv.us](http://www.charlestownwv.us)

### RESOLUTION NO. 2018-05

### RESOLUTION OF THE CHARLES TOWN UTILITY BOARD

UTILITY  
BOARD

WHEREAS, Thomas (Tommy) Stocks has spent a great deal of his life dedicated to his community, the City of Charles Town, first as Honorable Councilman and second as a long-standing appointee to the Charles Town Utility Board; and

CHAIRMAN  
*Daryl  
Hennessy*

WHEREAS, Tommy has been a valued and respected member of the Charles Town Utility Board for many years, including most recently serving as Secretary / Treasurer; and

VICE  
CHAIRMAN  
*Pete  
Kubic*

WHEREAS, Tommy has dedicated more time than just attending Board members often the first to spot problems as he walks throughout Charles Town; and

SECRETARY  
TREASURER  
*Tommy  
Stocks*

WHEREAS, Consistently, Tommy has provided the highest standards of professionalism when strongly defending and supporting this Utility; and

*Michael  
Slover*

WHEREAS, Through his steady outlook, Tommy's common sense approach has added to the stability of customer service at the most economical rates for his neighbors and all customers, while supporting a multitude of infrastructure capital projects including the challenges and expense of Chesapeake Bay compliance; and

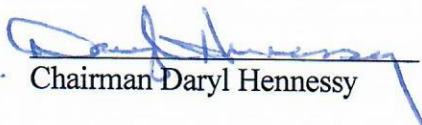
*Kerin  
Tester*

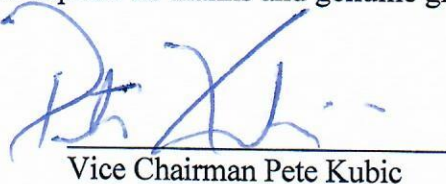
WHEREAS, Through his years of service to this City and this Utility and its employees, Tommy's passion for making Charles Town a better community serves as an example to fellow Board members and the entire staff who acknowledge and appreciate all of his contributions;

UTILITY  
MANAGER  
*Jane E.  
Arnett*

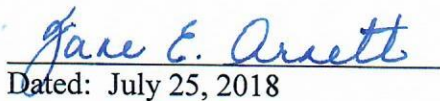
NOW THEREFORE BE IT RESOLVED, That the Charles Town Utility Board offers its sincerest appreciation to Tommy W. Stocks for his outstanding commitment and contribution to the Charles Town Utility Board, its employees and its ratepayers.

AND FURTHER BE IT RESOLVED, That the Charles Town Utility Board hereby adopts Resolution No. 2018-05 to express its thanks and genuine gratitude to Tommy W. Stocks (just Tommy!).

  
Chairman Daryl Hennessy

  
Vice Chairman Pete Kubic

Attest:

  
Dated: July 25, 2018

**CHARLES TOWN UTILITY BOARD**  
**Wednesday, August 8, 2018 4:00 p.m.**  
**MEETING TO BE HELD AT**  
**832 S. George Street**

**REGULAR MEETING:**

1. Approval of July 25, 2018 Regular Meeting Minutes
2. Swearing In of new Board Member – Mayor Keith D. Pierson
3. Public Comment - This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.
4. Election of Secretary / Treasurer
5. Update on Rockwool Financing and JCPSD Asset Acquisition Ordinance Readings – August 2, 2018 City Council and Building Commission meetings
6. Utility Manager  
Approval of Chlorine Conversion Letter
7. Supreme Court of Appeals Case No. 18-0659 – Discussion and pending legal matter related to Water Treatment Plant Project and Approval of Payments for Rockwool Project (Real Estate Matters including CSX and Easements)  
(WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
8. Approval of Bills



**August 8, 2018**



The Charles Town Utility Board held the regular Board meeting on August 8, 2018 beginning at 4:00 p.m. at 832 S. George Street. Members of the Board present were Pete Kubic, Mike Slover and Kevin Tester. Also present were Mayor Scott Rogers, Micheal George, Richard Lewis, Hoy Shingleton, Kristen Stolipher, and Jane Arnett. The Vice Chairman called for a motion to approve the July 25, 2018 meeting minutes. By motion from Kevin, second by Mike, the meeting minutes were approved. The Vice Chairman tabled Item 2., noted that there was no public comment and tabled Item 3., and moved to the update on the Rockwool financing and JCPSD Asset Acquisition. The second readings and public hearings of three of the five JCPSD Ordinances passed the City Council. The two financing Ordinances will be forthcoming. Both the Building Commission and the City Council tabled the Rockwool financing Ordinances until October 1, 2018, following the public hearings.

The Manager requested approval of the customer letter informing of the change from chloramines to chlorine treatment. This change has been approved by the WV Bureau of Public Health. By motion from Kevin, second by Mike, the Board approved the letter for mailing to all customers.

The Vice Chairman next opened the floor for discussion and pending legal matter related to the Supreme Court of Appeals Case No. 18-0659, the Water Treatment Plant Project and Approval of Payments for Rockwool Project (Real Estate Matters including CSX and Easements) where action is expected to be taken on the Appeals Case. By motion from Kevin, second by Mike, the Board convened into executive session under WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters at 4:10 p.m. with action expected to be taken.

The Vice Chairman declared the executive session over at 4:50 p.m. and called for a motion to jointly retain Spilman Thomas with the Jefferson County Commission and the JCPSD in the Supreme Court of Appeals Case No. 18-0659 at a not to exceed amount of \$5,000.00. By motion from Mike, second by Kevin, the Board approved retaining Spilman Thomas. Next, with regard to easements, a motion was made to approve and acquire the seven (7) easements for the Route 9 infrastructure project with payments of approximately \$23,000.00. By motion from Mike, second by Kevin, the Board approved all (7) seven easements and payments. Finally, a motion was made to authorize the execution of the CSX Agreement to be signed and payment submitted if needed. By motion from Mike, second by Kevin, the Board approved this motion.

The Manager noted that the surety bond for City National needed to be executed by the Vice Chairman for amounts over FDIC insured. By motion from Kevin, second by Mike, the Board approved the payment of bills. By motion from Kevin, second by Mike, the meeting adjourned at 4:53 p.m.

  
\_\_\_\_\_  
Vice Chairman  
\_\_\_\_\_  
Board Member



**CHARLES TOWN UTILITY BOARD**  
**Wednesday, August 22, 2018 4:00 p.m.**  
**MEETING TO BE HELD AT**  
**832 S. George Street**

**REGULAR MEETING:**

1. Approval of August 8, 2018 Regular Meeting Minutes
2. Swearing In of new Board Member – Mayor Keith D. Pierson
3. Public Comment - This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.
4. Election of Secretary / Treasurer
5. Utility Manager
  - a. Request to Mayor and City Council – To schedule a Special Meeting on September 24, 2018 for a presentation regarding the NPDES Permit Modification to add Industrial User Rockwool
  - b. T-Mobile - Approval and execution of a new lease agreement for the Sawgrass Drive Water Tank
  - c. Interview schedule under 5G
6. Supreme Court of Appeals Case No. 18-0659 – Discussion and pending legal matter related to the Water Treatment Plant Project  
(WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
7. Approval of Bills



August 22, 2018

The Charles Town Utility Board held the regular Board meeting on August 22, 2018 beginning at 4:00 p.m. at 832 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Mike Slover and Kevin Tester. Also present were Micheal George, Hoy Shingleton, Kristen Stolipher, Matt Piepenburg and Jane Arnett. The Chairman called for a motion to approve the August 8, 2018 meeting minutes. By motion from Kevin, second by Pete, the meeting minutes were approved. The Chairman proceeded with swearing in the new Board member, Mayor Keith D. Pierson. Public comment was announced with no speakers.

The Chairman opened the floor for nominations of a new secretary / treasurer. Upon discussion, and by motion from Mike, second by Keith (Duke), Kevin Tester was nominated and the nominations were closed. Kevin was appointed secretary / treasurer. The Manager noted that signatures cards would be prepared for the next meeting.

The Manager's report began with a discussion of the Request to Mayor and City Council – To schedule a Special Meeting on September 24, 2018, for a presentation regarding the NPDES Permit Modification to add Industrial User Rockwool. Daryl reported that he had announced this date to City Council at the August 17, 2018, Council meeting. The Manager then provided an update on the tentative schedule for the Industrial User Rockwool permit modification. This update as well as the generic permit modification process will be posted on the Board's website. The Chairman asked if the February 2019 was the best-case scenario. Discussion of the timeline for bid and construction was held to meet the end of year 2019 completion.

The Manager then recognized Mike Hofe to present the T-Mobile - new lease agreement for the Sawgrass Drive Water Tank. Mike reported that this will load up the Sawgrass Drive Tank. By motion from Kevin, second by Duke, the Board approved the T-Mobile lease agreement. Finally, the Manager indicated that interviews will be required with the engineering firms that submitted bids and suggested that the interview committee could be Daryl, Pete and Kristen, or the entire Board if they wished. The Board agreed that Daryl, Pete, Kristen and possibly the Manager would set aside one morning for three interviews prior to the next meeting. By utilizing the 5G process, the Board will expand the available options for all engineering efforts.

The Manager and Hoy Shingleton noted that no executive session was required. Hoy then briefed on the Sensus contract and the pending legal matter related to the Supreme Court of Appeals Case No. 18-0659 with the matter being set for public argument on October 23, 2018. The Manager informed that one of the two Water Treatment Plant issues has been resolved. The 12-inch water line to the Keyes Ferry tank is fully open following the exercise of the valve insertion at the Water Plant. Follow up hydrant flow test data showed significant improvement. The gravity thickener issue remains with a minimum cost of \$250,000.00 for additional tankage in the future and will monitor over the winter months. The Chairman questioned the letter regarding the conversion to chlorine from chloramines. The Manager noted that the conversion was an improvement to the system and a cost savings. Next, by motion from Pete, second by Kevin, the Board approved the payment of bills. Pete requested clarification on check signing cards. The cards will be prepared for the Chairman, Vice Chairman, Treasurer and Manager for signing authority.

The Chairman next presented for discussion moving the meeting location to City Hall. Upon discussion, the meetings will be moved. By motion from Mike, second by Kevin, the meeting adjourned at 4:40 p.m.

  
Chairman

  
Secretary



**CHARLES TOWN UTILITY BOARD**  
**Wednesday, September 12, 2018 4:00 p.m.**  
**MEETING TO BE HELD AT**  
**101 E. Washington Street**

**REGULAR MEETING:**

1. Approval of August 22, 2018 Regular Meeting Minutes
2. Public Comment - This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.
3. Utility Manager
  - a. Interview Committee Recommendation under 5G
  - b. Requesting the approval and execution of a new license agreement with Telegia for a new installation at the Keyes Ferry Water Tank
4. Supreme Court of Appeals Case No. 18-0659 Status  
(WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.
5. Approval of Bills



## September 12, 2018

The Charles Town Utility Board held the regular Board meeting on September 12, 2018 beginning at 4:00 p.m. at 101 E. Washington Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson and Kevin Tester. Mike Slover joined the meeting by phone. Also present were Micheal George, Hoy Shingleton, Kristen Stolipher, and Jane Arnett. The Chairman called for a motion to approve the August 22, 2018 meeting minutes. By motion from Duke, second by Kevin, the meeting minutes were approved. Public comment was announced with no speakers.

The Manager's report began with a recommendation from the Interview Committee under 5G. The Committee included Daryl, Pete and Kristen. Three engineering firms were interviewed. Kristen presented the Committee recommendations. Based on the recommendation, motion was made by Duke, second by Pete to enter into price negotiations with Gwin, Dobson & Foreman, Inc. and Dewberry. Further discussion included that multiple firms are acceptable, that the third firm remain open should additional engineering efforts be needed and that the contracts would be forthcoming to the Board. In addition, based on certain expertise, task orders would be forthcoming for a review of the Tuscowilla WWTP for possible O&M cost savings, other capital improvements identified in the Strategic Plan, water modeling and Capacity Improvement Fee reviews.

The Manager then recognized Mike Hofe to present the request for approval and execution of a new license agreement with Telegia for an installation on the Keyes Ferry Water Tank. Telegia is well established in the Frederick area, however, this is the first installation in West Virginia. Mike presented the terms of the lease and indicated that the tank is nearing capacity, but this installation is smaller and can be structurally accommodated. Mike noted that upgrades are being scheduled by Shentel in the near future. By motion from Duke, second by Kevin, the Board approved the Telegia lease agreement.

The Manager and Hoy Shingleton noted that no executive session was required. Hoy then briefed on the pending legal matter related to the Supreme Court of Appeals Case No. 18-0659 with the matter being set for oral argument on October 23, 2018. Both the WV PSC brief and the joint brief have been timely filed. The Petitioners have 10 days to file.

The Chairman noted that third reading and public hearing for the bond issues for JCPSD is scheduled for September 17, 2018. The Manager noted that pending the decision of the Supreme Court, the Preliminary Official Statement and the Official Statement will be published in order to price the market bond. A Supplemental Resolution will be presented to City Council following that pricing. Also on September 17, 2018, information will be presented to Council regarding their request on the Rockwool financing. On September 24, 2018 a work session with City Council is still planned to present what is known about the Industrial User Permit Modification. Still pending is the Sewer User Agreement for Utility Board consideration on September 26, 2018.

The Chairman called for a motion to approve the bills. By motion from Kevin, second by Pete, the Board approved the payment of bills. The Manager noted that the signature cards are still in process. Kristen noted that a number of chlorine odor calls had been received and that flushing of hydrants was ongoing as a result of the conversion. By motion from Duke, second by Pete, the meeting adjourned at 4:30 p.m.

  
Chairman

  
Secretary