

CHARLES TOWN UTILITY BOARD
Wednesday, July 12, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of June 28, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. 2016A Water Projects –
2016A Bond Draw Resolution #23 – Lobar Pay Application No. 16,
RK&K Invoice and C.I. Thornburg, Co., Inc.
 - ii. 2016B Sewer Projects
2016B Bond Draw Resolution #17 – JR Contracting Pay App No. 9,
Lantz Construction, Inc. Pay App No. 2, HD Supply (Samuel Street),
Xylem Dewatering Solutions, Inc.
JR Contracting, LLC Certificate of Substantial Completion
(6/23/2017)
JR Contracting, LLC Change Order No. 4
3. Proposed Water Tariff Change to Rates for Fire Protection and Correction
to Cost of Water Produced
4. July 10, 2017 City of Charles Town Personnel Committee Update
5. Update from July 3, 2017 City Council Meeting and July 6, 2017 County
Commission Meeting
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 6-9A-4
(2).
6. Approval of Bills

July 12, 2017

The Charles Town Utility Board held the regular Board meeting on July 12, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Pete Kubic, Kristen Stolipher and Tommy Stocks. Also present were Jane Arnett and Butch Goff. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Tommy, second by Kristen, the June 28, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the 2016A Water Projects. A discussion was held on the status of the water project as well as a requested meeting regarding liquidated damages. By motion from Kristen, second by Tommy, the Board approved the 2016A Bond Draw Resolution #23 – Lobar Pay Application No. 16, RK&K Invoice and C.I. Thornburg, Co., Inc. Invoice. The Manager discussed the disposal of the old filter bed media indicating that DEP will direct and approve the disposal. Butch informed that a temporary pit may have to be placed beside the floc / sed basin until approval is received.

The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Tommy, second by Kristen, the Board approved the 2016B Bond Draw Resolution #17 – JR Contracting Pay Application No. 9, Lantz Construction, Inc. Pay App No. 2, HD Supply (Samuel Street), and Xylem Dewatering Solutions, Inc. By motion from Kristen, second by Tommy, the Board approved Draw Resolution #17 with Samuel Street and a small issue at the WalMart parking lot remaining. The Board next approved JR Contracting, LLC Certificate of Substantial Completion by motion from Pete, second by Kristen. Change Order No. 4 from JR Contracting, LLC was approved on June 28, 2017.

The Manager next discussed proposed changes to the Water Tariff. The Rates for Fire Protection were distributed along with Berkeley County Water's fees where only "private" hydrants are billed. A second issue concerned a typo under the Cost of Water Produced. Tommy also requested that the Disconnect / Reconnect charges be reviewed. The Manager also noted that a recall on American Darling hydrants built between 2006 and 2011 were being rebuilt at no cost to the Utility. Following discussion, the Board requested that the Fire Protection Rates be removed entirely and a draft of a revised Tariff be presented at the next meeting. The Manager announced that the Personnel Committee meeting regarding an updated Utility Pay Scale was cancelled until July 17, 2017.

Presentation at the City Council meeting on July 17, 2017 is pending the final proposed language of the Resolution regarding the Ranson Sewer Asset Acquisition with one outstanding issue. A motion from Tommy, second by Kristen, the Board approved the bills. By motion from Tommy, second by Kristen, the meeting adjourned at 9:20 a.m.



Vice Chairman

Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, July 26, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of July 12, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. RK&K Project Summary
 - ii. 2016A Water Projects –
2016A Bond Draw Resolution #24 – RK&K Invoice
 - iii. 2016B Sewer Projects
2016B Bond Draw Resolution #18 – RK&K Invoices and HD Supply
3. Proposed DRAFT Water Tariff No. 12 – Omission of Rates for Fire Protection and Correction to Cost of Water Produced, Clarification of Disconnect / Reconnect Charges and Increase in Tap Fee
4. July 17, 2017 City of Charles Town Personnel Committee Update
5. Update from July 17, 2017 City Council Meeting and July 18, 2017 Ranson City Council Meeting
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 6-9A-4 (2).
6. Approval of Bills

July 26, 2017

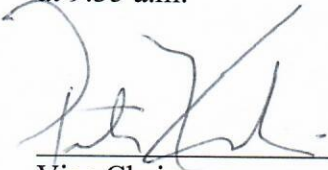
The Charles Town Utility Board held the regular Board meeting on July 26, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Pete Kubic, Kristen Stolipher and Tommy Stocks. Also present were Micheal George, Matt Piepenburg, Jane Arnett and Butch Goff. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Tommy, second by Kristen, the July 12, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the RK&K Project Summary. The Headworks Building project is on schedule for completion in August with a slight delay in delivery of the channel grinder. The Manager reported difficulty in obtaining easements to move forward with the Summit Point Road water line project. Work will proceed with Hoy Shingleton involved on the easements. The Board noted that effort can proceed on Martin Luther King, Jr Blvd if the DOH permit can be obtained before school starts. The two main property owners have verbally agreed to sign the easements. The Manager reported that a meeting was held yesterday with Lobar regarding substantial completion of the Water Treatment Plant project. Another meeting is scheduled in three weeks to determine whether portions of the project meet substantial. The proposed change orders from Lobar regarding earthwork, grading changes, the concrete slab and dirt moving were discussed at length. Considering the need for the change order work and closure of the DEP storm water permit, Pete motioned to approve the earthwork and grading changes, subject to RK&K and legal review. Kristen seconded the motion with the understanding that no costs are incurred in the changes for proper drainage and filling the storm water pond. A discussion was held on a check valve item versus the wafer check valves needed in the transfer pump room. Lobar has requested that the check valve be exchanged for the two wafer check valves. The Manager noted that a change order would be prepared once a clear understanding of the exchange was provided.

The Vice Chairman opened the floor for discussion of the 2016A Water Projects. By motion from Kristen, second by Tommy, the Board approved the 2016A Bond Draw Resolution #24 – RK&K Invoice. The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Tommy, second by Kristen, the Board approved the 2016B Bond Draw Resolution #18 – RK&K Invoices and HD Supply for the Samuel Street Pump Station effort. The liner(s) have been installed and piping will begin next week.

The Vice Chairman next considered the draft Water Tariff No. 12 – Omission of Rates for Fire Protection and Correction to Cost of Water Produced, Clarification of Disconnect / Reconnect Charges and Increase in Tap Fee. The Board requested that the reconnect fee be increased to \$25.00. Councilman George recommended that a mark-up of the current tariff with the proposed changes be forwarded to the Mayor and City Council. The Board then requested the addition of a CIF fee calculation where actual consumption data would support an adjustment for the Board to consider. Discussion was held on how to proceed to Council. The Manager announced that the proposed Utility Pay Scale was presented by Pete Kubic and the Manager to the Personnel Committee meeting on July 17, 2017. The Committee will take up the Scale in about 6 months. The Manager hopes to work to obtain additional survey data for City employees to then present separate scales.

By motion from Tommy, second by Kristen, the Board approved the bills prior to Kristen leaving the meeting. An update on the status of the Ranson Resolution was provided. Both Councils approved Resolutions with different language regarding the appointment of Chairman. This issue will need to be resolved in any final agreement document. The agreement with the Jefferson County Commission is being prepared for approval by the Charles Town and the County Commission. This is now WV PSC Case No. 17-0915-PSWD-PC (Jefferson County Commission). The meeting adjourned at 9:35 a.m.



Vice Chairman

Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, August 9, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. GEORGE STREET

REGULAR MEETING:

1. Approval of July 26, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. 2016A Water Projects –
2016A Bond Draw Resolution #25 – Lobar Pay Application No. 17
and RK&K Invoice
RK&K Task No. 15, Change No. 5 – Additional Engineering and
Inspection Services for Water Plant Project
 - ii. 2016B Sewer Projects
2016B Bond Draw Resolution #19 – JR Contracting, LLC Pay
Application No. 10 and HD Supply
 - iii. Proposed Replacement of Altitude Valves at Water Tanks
3. Proposed DRAFT Water Tariff No. 12 – Omission of Rates for Fire
Protection and Correction to Cost of Water Produced, Clarification of
Disconnect / Reconnect Charges, Increase in Tap Fee and Changes from
Steptoe and Johnson
4. Resolution No. 2017-05 – Update Uniform Billing Information
5. 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 6-
9A-4 (2).
6. Approval of Bills
7. Next meeting location – Water Treatment Plant

August 9, 2017

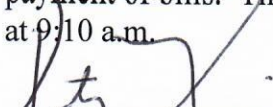
The Charles Town Utility Board held the regular Board meeting on August 9, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Pete Kubic, Kristen Stolipher (by phone) and Tommy Stocks. Also present were Micheal George, John Cole, Jane Arnett and Butch Goff. The Utility Board Vice Chairman opened the meeting at 8:30 a.m. and by motion from Tommy, second by Kristen, the July 26, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the 2016A Water Projects. By motion from Tommy, second by Kristen, the Board approved the 2016A Bond Draw Resolution #25 – Lobar Pay Application No. 17 and RK&K Invoice. A meeting with Lobar is scheduled August 16, 2017 to review Substantial Completion. The eligibility of Substantial Completion will be addressed at the August 23, 2017 Board meeting. The SCADA has been installed, however, one HMI screen as part of the original Water Treatment Plant project is on order. Demolition of the floc / sed basin has started. The Manager noted that the Change Order work was not being completed due to concerns of double billing. Discussion was held on the storm water concerns. The Vice Chairman opened the floor for discussion of RK&K Task No. 15, Change No. 5 – Additional Engineering and Inspection Service for the Water Treatment Plant Project. John Cole explained that the additional costs are directly attributed to Lobar delays. By motion from Pete, second by Tommy, the Board approved RK&K Task No. 15, Change No. 5. Concern was expressed that the outcome of the contract issues may effect coverage payment of this additional effort.

The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Tommy, second by Kristen, the Board approved the 2016B Bond Draw Resolution #19 – JR Contracting, LLC Pay Application No. 10 and HD Supply Invoices. The Manager noted that the 2016B project funds will draw down to zero. The Samuel Street Pump Station effort and the new Headworks Building were able to be included due to completion of the force main efforts in house. Samuel Street is expected to be completed next week. The Vice Chairman next opened the floor for discussion of the Proposed Replacement of Altitude Valves at Water Tanks. These valves need to be replaced with solenoid valves to work with the new SCADA controls at the Water Treatment Plant. By motion from Tommy, second by Kristen, the Board approved the solenoid valves from the 2016A Contingency.

The Vice Chairman next considered a red line draft Water Tariff No. 12 – Omission of Rates for Fire Protection and Correction to Cost of Water Produced, Clarification of Disconnect / Reconnect Charges and Increase in Tap Fee. The Manager briefed that additional minor changes were added by Todd Swanson, Steptoe & Johnson. A memo will be prepared by Todd that explains the WV PSC process to be forwarded with the red line draft to City Council. The draft will be presented to City Council on August 21, 2017 prior to any Ordinance readings in September. The Manager announced that the proposed Utility Pay Scale was presented by Pete Kubic and the Manager to the Personnel Committee meeting on July 17, 2017. Clarification was made to align the Water Tariff with both the Charles Town Sewer and Ranson Sewer Tariffs with regard to reconnect/disconnect fees. Resolution No. 2017-05 – Update Uniform Billing Information updates the billing period from the 1st of each month to the 15th of month to be reposted to the website. By motion from Tommy, second by Kristen, the Board approved Resolution No. 2017-05.

The Manager noted that a Unification Work Group meeting is scheduled for August 17, 2017. The Manager will follow up on the status of the Ranson Resolution that is to be filed with the WV PSC. Lastly, the Manager noted that under Article 147, the Board is allowed to implement the proposed pay scale adjustments while not closing the door on working with the Personnel Committee on a revised pay scale. Moving forward with the implementation of the adjustments based on the salary survey data, every effort to meet the intent of the current City Scale is being made. Lastly, approval of a new mower for the Water Treatment Plant was requested. By motion from Pete, second by Tommy, the Board approved a Z930 mower. By motion from Tommy, second by Kristen, the Board approved the payment of bills. The next meeting will be held at the Water Treatment Plant. The meeting adjourned at 9:10 a.m.


Vice Chairman


Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, August 23, 2017 8:30 a.m.
MEETING TO BE HELD AT
Water Treatment Plant

REGULAR MEETING:

1. Approval of August 9, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. 2016A Water Projects – Lobar, Inc. Change Order No. 2
Discussion of Wafer Check Valves Cost/Installation
 - ii. 2016B Sewer Projects
2016B Bond Draw Resolution #20 – Lantz Construction Company of
Winchester, Inc. Pay Application No. 3 and HD Supply Invoices
3. Vehicle Purchase
4. Status of Proposed DRAFT Water Tariff No. 12
5. Update from August 21, 2017 City Council Meeting
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 6-9A-4 (2).
6. Approval of Bills

August 23, 2017

The Charles Town Utility Board held the regular Board meeting on August 23, 2017 beginning at 8:30 a.m. at the Water Treatment Plant. Members of the Board present were Pete Kubic, Tommy Stocks and Todd Wilt. Also present were Micheal George, John Cole and Jane Arnett. The Utility Board Chairman opened the meeting at 8:38 a.m. Todd opened the meeting and turned the meeting over to Pete to administer. Pete then called for a motion to approve the July 26, 2017 meeting minutes. By motion from Tommy, second by Todd, the July 26, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the 2016A Water Projects. By motion from Tommy, second by Todd, the Board approved the Lobar Change Order No. 2 for dirt moving. The Manager noted that one half of the cost of the Wafer Check Valves would be reimbursed by RK&K.


The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. By motion from Tommy, second by Todd, the Board approved the 2016B Bond Draw Resolution #20 – Lantz Construction Company of Winchester, Inc. Pay Application No. 3 and HD Supply Invoices. The Manager noted Lantz will complete the Headworks Building next week. The Samuel Street Pump Station effort is complete pending the installation of a telemetry probe. By motion from Todd, second by Tommy, the Board approved the 2016B Bond Draw Resolution #20.

The Manager presented two bids for a Jeep Cherokee. Upon discussion, the Board approved a not to exceed of \$37,000.00 for a vehicle purchase. The Board requested looking at all options including a truck or sedan. By motion from Pete, second by Todd, the Board approved a new vehicle purchase. The proposed draft Water Tariff No. 12 was presented to City Council together with the memorandum from Steptoe & Johnson on August 21, 2017. The readings will proceed with first reading scheduled September 5, 2017 and second reading / public hearing October 2, 2017. The Manager informed that the tap on Martin Luther King, Jr., Blvd. is complete with the water line installed beyond the DOH right of way. Easements are still being obtained to complete the Summit Point water line improvements. The issue of four or five houses on Beauregard Blvd was discussed since Charles Town is required to pay the JCPSD \$1,000 in fixed costs for flows going through their lines. RK&K is evaluating the options.

The Vice Chairman called for a motion to convene into executive session. By motion from Tommy, second by Bill, the Board convened to executive session at 9:02 a.m. 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 where no action is expected to be taken afterward. The Vice Chairman declared the executive session over and the Board reconvened into regular session at 9:18 a.m.

By motion from Tommy, second by Todd, the Board approved the payment of bills. The meeting adjourned at 9:18 and a tour of the Water Treatment Plant project was conducted.


Vice Chairman


Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, September 13, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. George Street

REGULAR MEETING:

1. Approval of August 23, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. 2016A Bond Draw Resolution #26 – Lobar Pay Application No. 18 and RK&K Invoice
 - ii. 2016B Sewer Projects
2016B Bond Draw Resolution #21 – JR Contracting, LLC Pay Application No. 11, Lantz Construction Pay App No. 4, Xylem, JWC Environmental and RK&K Invoices
 - iii. John Deere 135 – Extension of Lease
3. Status of Proposed Water Tariff No. 12
4. 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 6-9A-4 (2).
5. Approval of Bills

September 13, 2017

The Charles Town Utility Board held the regular Board meeting on September 13, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Pete Kubic, Tommy Stocks and Todd Wilt. Also present were Micheal George, Kristen Stolipher, Butch Goff, Matt Piepenburg and Jane Arnett. The Utility Board Chairman opened the meeting at 8:30 a.m. Todd opened the meeting and turned the meeting over to Pete to administer. Pete then called for a motion to approve the August 23, 2017 meeting minutes. By motion from Todd, second by Tommy, the August 23, 2017 meeting minutes were approved with one correction.

The Vice Chairman opened the floor for discussion of the 2016A Water Projects. The Manager noted that progress is being made with the bridge crane being installed, the back stairs and the roof nearing completion. The filter media replacement is ongoing with one basin complete. Pete expressed concern that Lobar will miss the planting deadline. A walk through on a preliminary punch list is scheduled for Monday, September 18, 2017. The floc / sed basins still need to be taken down before consideration of substantial completion. By motion from Tommy, second by Todd, the Board approved the 2016A Bond Draw Resolution #26 – Lobar Pay Application No. 18 and RK&K Invoice.

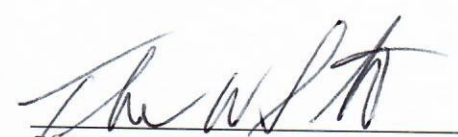
The Vice Chairman opened the floor for discussion of the 2016B Sewer Projects. The Manager noted that Samuel Street is nearing completion, with barriers to be removed, concrete and fencing scheduled in the next two weeks. The Headworks Building is complete except for minor issues. By motion from Todd, second by Tommy, the Board approved the 2016B Bond Draw Resolution #21 – JR Contracting, LLC Pay Application No. 11, Lantz Construction Pay App No. 4, Xylem, JWC Environmental and RK&K Invoices.

The Manager presented a lease extension request for the John Deere 135. By motion from Todd, second by Tommy, the Board approved a two-year lease extension. Easements are still needed to complete the Martin Luther King, Jr. to Summit Point water line project. The first reading of the Water Tariff No. 12 passed at City Council on September 5, 2017. Second reading and public hearing are scheduled October 2, 2017. The Vice Chairman requested that the Mayor be invited to the next meeting. The Manager noted that no executive session was needed, but that the City Council was informed that Hoy Shingleton anticipates having both the County Commission and the Ranson agreements for the September 18, 2017 Council meeting. Todd noted that the City Council will likely consider action on October 2, 2017. The Manager noted that pricing is ongoing for vehicles to be purchased through Thomassen Ford. Also, for the next agenda and per the Bylaws, Board appointments and check signing authority changes will be required. The check signatures were discussed. The Manager noted that the Auditor recommended additional review of payments and Board signatures on the Check Registers as an interim measure before revised signature cards are completed.

By motion from Tommy, second by Todd, the Board approved the payment of bills. The meeting adjourned at 8:57 a.m.


Vice Chairman

9/27/17


Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, September 27, 2017 8:30 a.m.
MEETING TO BE HELD AT
832 S. George Street

REGULAR MEETING:

1. Approval of September 27, 2017 Regular Meeting Minutes
2. Engineering / Utility Manager
 - i. RK&K Project Summary
 - ii. 2016A Bond – RK&K Task Order No. 15, Change Order No. 6 to Lobar
 - iii. 2016B Sewer Projects
 - iv. Vehicle Leases – Ford Motor Credit Company
3. Election of Officers per the 2008 Bylaws
4. Check Signature Changes
5. Water Service Availability – Tax Map 11; Parcel 21, Lots 7 & 8 – Baylor
6. 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 6-9A-4 (2).
7. Approval of Bills

September 27, 2017

The Charles Town Utility Board held the regular Board meeting on September 27, 2017 beginning at 8:30 a.m. at the 832 S. George Street. Members of the Board present were Pete Kubic, Tommy Stocks and Todd Wilt. Also present were Mayor Scott Rogers, Micheal George, John Cole, Kristen Stolipher and Jane Arnett. The Utility Board Chairman opened the meeting at 8:30 a.m. Todd opened the meeting and turned the meeting over to Pete to administer. Pete then called for a motion to approve the September 13, 2017 meeting minutes. By motion from Tommy, second by Todd, the September 13, 2017 meeting minutes were approved.

The Vice Chairman opened the floor for discussion of the RK&K Project Summary. John Cole briefed that the Headworks Building was complete with minor issues being addressed this week. The Water Treatment walk through was completed with Lobar currently addressing punch list items. The bridge crane has been installed, the valve stands for the knife gates are scheduled mid-October. John hopes the project will be completed by the end of October. The Samuel Street project is complete except for fencing. The WalMart parking lot re-paving is the only item outstanding for JR Contracting. Pete asked if the Lobar punch list realistically would be completed in 30 days. John is optimistic, however, concerns remain. The Board suggested contacting their bonding company. John also noted that no floc / sed repair submittal had been received and the thickener was still not operational.

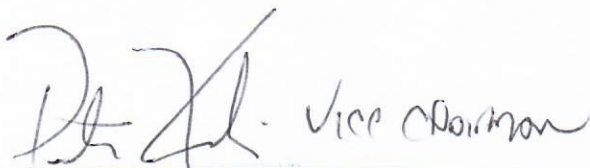
Councilman George asked for an update on the Martin Luther King triangle project. The Manager noted that a meeting had taken place on Baylor Street with Councilman Tolbert. The issues expressed were fire protection to Griffith Oil and a property on Martin Luther King across from Griffith Oil. Fire hydrant placements were discussed with him. Councilman Tolbert also expressed concerns regarding communication. Moving forward, the goal will be to communicate with the Mayor and all Councilmembers. The project is awaiting signatures on easement documents.

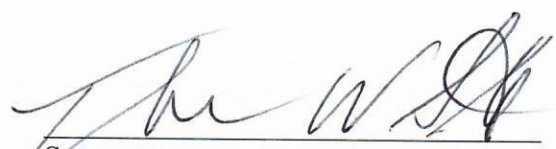
The Vice Chairman opened the floor for discussion of 2016A Bond – RK&K Task Order No. 15, Change Order No. 6 to Lobar. Pete questioned the need for full time inspection. Concern was expressed over completion of punch list items and the need for an inspector to ensure satisfactory completion. The Board discussed and reduced the 60 days in the Task Order to 30 days. By motion from Pete, second by Tommy, the Board approved Change Order No. 6 for a 30 days period.

The Manager noted that final invoicing on the 2016B projects is expected for the next meeting. A vehicle lease option with Ford Motor Credit was presented. The Manager noted successful negotiations with Thomassen Ford for two trucks and that a lease for 5 years at \$11,770.08 annually with Ford Motor Credit was ready for the new Secretary/Treasurer to sign. The Vice Chairman noted that the Board had previously approved a not to exceed purchase of \$37,000.00. By motion from Todd, second by Tommy, the Board added the remaining \$16,500.00 for the second vehicle with a trade in.

In accordance with the Bylaws, election of officers is required. Todd nominated Pete Kubic as Vice Chairman and the Board approved. Todd then nominated Tommy Stocks as Secretary/Treasurer. The nomination was approved. The Board asked if anyone had applied for the Utility Board opening. Todd reported that no applications had been received. The Board then authorized the check signature cards to be changed to Pete Kubic, Tommy Stocks and the Manager. An update was provided to explain the Water Service Availability letter – Tax Map 11; Parcel 21, Lots 7 & 8 – Baylor.

The Manager noted that no executive session was required. The final Agreements with the County Commission and Ranson will be presented to City Council on October 2, 2017. The Manager will start the Rule 42 process with John Kunkle. Kristen updated on a meeting with April Shultz and extended an invitation to attend the Board meetings. By motion from Tommy, second by Todd, the Board approved the payment of bills. By motion from Tommy, second by Todd, the meeting adjourned at 9:20 a.m.


Vice Chairman


Secretary