

**NOTE THE DATE CHANGE – ONE MEETING SCHEDULED FOR
OCTOBER 2017**

CHARLES TOWN UTILITY BOARD
Wednesday, October 18, 2017 8:30 a.m.
MEETING TO BE HELD AT
15527 Charles Town Road – Water Treatment Plant

REGULAR MEETING:

1. Approval of September 27, 2017 Regular Meeting Minutes
2. Mark Roper Deeds of Easement that may require an 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
3. Engineering / Utility Manager
 - i. RK&K Project Summary
 - ii. 2016A Bond Draw Resolution #27 – Lobar Pay Application No. 19 and RK&K Invoice
 - iii. 2016B Sewer Projects
Lantz Construction – Certificate of Substantial Completion

2016B Bond Draw Resolution #22 – JR Contracting, LLC Pay Application No. 12 (Final), Lantz Construction Pay App No. 5 (Final), Charles Town Utility Board (Xylem) and RK&K Invoices
4. Approval of Bills

October 18, 2017

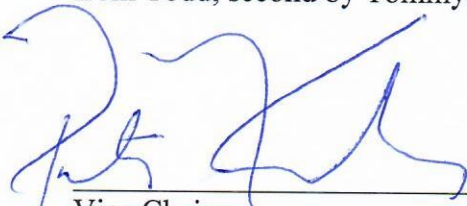
The Charles Town Utility Board held the regular Board meeting on October 18, 2017 beginning at 8:30 a.m. at the Water Treatment Plant. Members of the Board present were Pete Kubic, Tommy Stocks and Todd Wilt. Also present were Micheal George, John Cole, Kristen Stolipher and Jane Arnett. The Utility 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 27, 2017 meeting minutes. By motion from Tommy, second by Todd, the September 27, 2017 meeting minutes were approved.

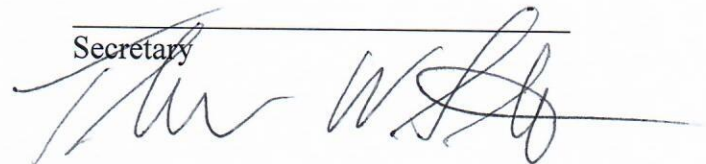
The Vice Chairman opened the floor for discussion of the RK&K Project Summary. John Cole briefed that the Headworks Building is complete. The 2016B Sewer Projects are nearing completion. The Samuel Street Pump Station fencing is scheduled. The remaining item is a pump at Clarence Drive that is alarming. This pump will be returned to the manufacturer to troubleshoot. The final payment will be held until the fencing is completed. The pump is covered under warranty. The Water Treatment Plant punch list items were distributed and discussed. Substantial completion is still pending the thickener start up and the floc/sed basin issues. John briefed on concerns with Lobar, their subcontractors, the manufacturer's proposal for repairs to the floc/sed basins and storm water issues. The manufacturer will be on site for the start-up of the thickener on November 2, 2017.

The Vice Chairman called for a motion to convene into executive session. By motion from Tommy, second by Todd, the Board convened to executive session at 8:48 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, specifically the Lobar contract and the Mark Roper Deeds of Easement.

The Vice Chairman declared the executive session over and the Board reconvened into regular session at 9:25 a.m. The Manager was directed to continue resolution of these items. The Vice Chairman opened the floor for discussion of 2016A Bond Draw. By motion from Todd, second by Tommy 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 Bond Draw. By motion from Tommy, second by Todd, the Board approved 2016B Bond Draw Resolution #22 – JR Contracting, LLC Pay Application No. 12 (Final), Lantz Construction Pay App No. 5 (Final), Charles Town Utility Board (Xylem) and RK&K Invoices. By motion from Pete, second by Todd, the Board accepted Lantz Construction – Certificate of Substantial Completion.

By motion from Tommy, second by Todd, the Board approved the payment of bills. By motion from Todd, second by Tommy, the meeting adjourned at 9:31 a.m.



Vice Chairman

Secretary

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

REGULAR MEETING:

1. Approval of October 18, 2017 Regular Meeting Minutes
2. Introduction of Chairman
3. Mark Roper – Discussion of water and sewer service to Cave Quarters
4. Engineering / Utility Manager
 - i. 2016A Bond Draw Resolution #28 – Lobar Pay Application No. 20 and RK&K Invoice
 - ii. RK&K Task Order No. 15, Change Order No. 6 to Lobar
 - iii. Hach Spectrophotometer from 2016A Bond Contingency
5. WV Code Chapter 5G – Advertisement
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
8. Meeting schedule for November and December 2017

November 8, 2017

The Charles Town Utility Board held the regular Board meeting on November 8, 2017 beginning at 8:30 a.m. at 832 S. George Street. Members of the Board present were Pete Kubic, Tommy Stocks and Daryl Hennessy. Also present were Micheal George, Todd Wilt, Kristen Stolipher, Hoy Shingleton and Jane Arnett. The Utility Board Chairman opened the meeting at 8:30 a.m. Daryl Hennessy called for a motion to approve the October 18, 2017 meeting minutes. By motion from Tommy, second by Pete, the meeting minutes were approved with one correction. Daryl introduced himself and informed that he has moved from Ohio to accept the Charles Town City Manager position with a degree in Public Policy and a background in economic development and finance.

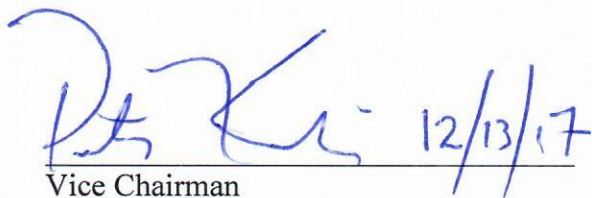
Daryl then turned the meeting over to Pete to administer. The Vice Chairman recognized Mr. and Mrs. Mark Roper to open the discussion regarding water and sewer service to Cave Quarters. Mr. Roper informed the Board that there are just over 40 existing customers with the potential to develop the remaining lots. Utility service to Cave Quarters is being requested. Options available are through Norborne Glebe or to Huntfield. The current rate is a flat rate of \$80.00 per month (water and sewer). Hoy indicated that this is "doable". The utility has control over the water in Norborne Glebe. The issue is with regard to sewer service before an asset acquisition of the JCPSD. A second option would be to build a pump station at Cave Quarters and install directly to the Charles Town plant. Hoy indicated that a connection to the Norborne Glebe pump station could result in a transportation fee being paid to the JCPSD. Financing options were discussed and will ultimately be a City Council borrowing. Preliminary costs of possible alternatives are required before the Board can move forward. Mrs. Roper indicated that she has identified one grant opportunity. Finally, Mr. Roper indicated that West Virginia American Water has expressed interest in purchasing the Cave Quarters systems.

The Vice Chairman opened the floor for discussion of 2016A Bond Draw. The Manager noted that Lobar is continuing to object to reductions in payments. The thickener is still not operational, the rupture discs failed again. The Vice Chairman was adamant that this project needs to get completed. Also, there is a major storm system blockage at the plant that RK&K is working with Lobar on. The goal is to have a final invoice from Lobar by the end of the year and then meet to discuss contract adjustments. The Vice Chairman opened the floor for discussion of the 2016B Bond Draw. By motion from Tommy, second by Daryl, the Board approved the 2016A Bond Draw Resolution #28 – Lobar Pay Application No. 20 and RK&K Invoice.

The Vice Chairman requested an update on the PSC Cases. Hoy Shingleton briefed on the asset acquisition cases before the WV PSC. The Ranson Agreement was filed on October 30, 2017. The County Agreement has not yet been filed. Hoy noted that an Order from the Commission requesting briefs by November 30, 2017 on the issues of the jurisdiction of the County Commission and the PSC to dissolve a district.

The Vice Chairman opened the floor for discussion of the RK&K Task Order No. 15, Change Order No. 6 to Lobar. Upon discussion and by motion from Daryl, second by Tommy, the Board approved Change Order No. 6. As part of the motion, the Board requested that the Manager inform RK&K to limit to necessary inspection services and minimal engineering effort with the goal to have the project wrapped up by the end of November. By motion from Tommy, second by Daryl, the Board approved the purchase of the Hach Spectrophotometer from the 2016A Bond Contingency. The Manager then informed that the 5G advertisement will be published with interviews to be scheduled in January 2018.

By motion from Tommy, second by Daryl, the Board approved the payment of bills. The Board agreed to be available on November 29, 2017 if necessary, otherwise, the next meeting will be December 13, 2017. The meeting adjourned at 9:51 a.m.

 12/13/17
Vice Chairman


Secretary

CHARLES TOWN UTILITY BOARD
Wednesday, December 13, 2017 8:30 a.m.
MEETING TO BE HELD AT
CHARLES TOWN WATER PLANT

REGULAR MEETING:

1. Approval of November 8, 2017 Regular Meeting Minutes
2. Water and sewer service to Cave Quarters – Grant Response
3. Tuscowilla HOA Request
4. Engineering / Utility Manager
 - i. 2016A Bond Draw Resolution #29 – Lobar Pay Application No. 21 and RK&K Invoice
 - ii. RK&K Task Order No. 15 – Extension through December 8, 2017 (Substantial Completion)
 - iii. 2016B Bond Draw Resolution #23 FINAL – Charles Town Utility Board Reimbursement and RK&K Invoices
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 involving contract matters and 6-9A-4 (2) – new hires and Utility Manager review.
6. Approval of Bills
7. Meeting schedule December 2017 and January 2018

December 13, 2017

The Charles Town Utility Board held the regular Board meeting on December 13, 2017 beginning at 8:30 a.m. at 832 S. George Street, a change from the Water Treatment Plant. Members of the Board present were Pete Kubic, Tommy Stocks and Daryl Hennessy. Also present were Micheal George, Todd Wilt, Kristen Stolipher, Hoy Shingleton and Jane Arnett. The Utility Board Chairman opened the meeting at 8:30 a.m. Daryl Hennessy called for a motion to approve the November 8, 2017 meeting minutes. By motion from Tommy, second by Pete, the meeting minutes were approved.

Daryl then turned the meeting over to Pete to administer. Based on a request from the Roper's, the Board agreed to forward a letter in response to a 44 College Ready Foundation, Inc. grant application and back up information. The letter being provided indicates that the City Council of Charles Town would need to be involved in a grant match depending on the amount. Based on questioning by Daryl regarding the amount, the Hoy Shingleton noted that engineering and cost information is still needed from the Roper's in order to move forward. Main line and alternate main line agreements are planned to be utilized. Mike George noted that this Foundation is a local entity established by the Ropers.

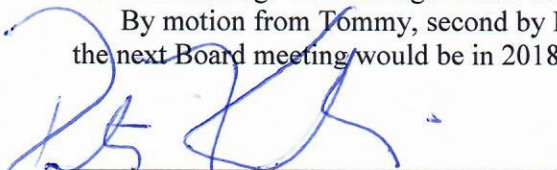
The Vice Chairman opened the floor for discussion the Tusawilla HOA request to deed the mailboxes at 492 Tusawilla Drive to the HOA. The request by the HOA is to hold off on any decision given that the HOA funds are depleted. One concern is the possible devaluation of the home upon resale. Pete believes the HOA could construct parking to the north of the mailboxes so the front of the home would not be all parking. Pete does not believe this will devalue the price. Another issue is the power from the house and Pete suggested to the HOA to research solar rather than involve Potomac Edison. This is also a dedicated bus stop for the school system. Phil Larcomb, Vice President of the HOA briefed on the history of this issue. Pete thanked Phil for attending and noted his request to deed this to the HOA for \$1.00 as previously discussed in 2016. The Manager briefed that any transaction would need to go to the City Building Commission. Hoy noted that this was part of the assets that were transferred at the time of the purchase of the Tusawilla Utilities since the water treatment system was in the basement. There are existing water mains that will require easements to be recorded moving forward. Additional research will be required on the use of the house. Further discussion of options can be discussed in Executive Session.

The Vice Chairman opened the floor for discussion of 2016A Bond Draw. The Manager noted that Lobar is continuing to object to reductions in payments. The Manager noted that substantial completion was met at December 7, 2017. A final invoice from Lobar is expected at the first Board meeting in January 2018. The thickener is still not operational, however, this is not a Lobar issue. RK&K has issued a lengthy report on how the thickener is to work. Following discussion regarding this Draw and the status of final payment, and by motion from Tommy, second by Daryl, the Board approved the 2016A Bond Draw Resolution #29 – Lobar Pay Application No. 21 and RK&K Invoice. The final punch list is at \$7,800.00, that Lobar has until January 7, 2018 to complete. Regarding the RK&K Task Order No. 15 – Extension through December 8, 2017 (Substantial Completion), the Manager noted that authorization was granted to allow Inspection Services through the December 7, 2017, substantial completion. The Board had previously approved only through November 30, 2017.

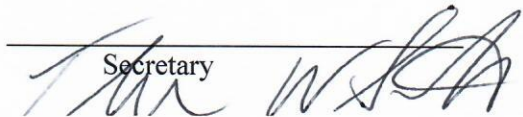
The Vice Chairman opened the floor for discussion of the 2016B Bond Draw Resolution #23 FINAL – Charles Town Utility Board Reimbursement and RK&K Invoices. By motion from Daryl, second by Tommy, the Board approved the final draw on the 2016B Bond Issue. These funds will likely be used for the next capital project at Park Pump Station.

The Vice Chairman called for a motion to convene into executive session. By motion from Tommy, second by Daryl the Board convened to executive session at 9:12 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, specifically the Lobar contract, the status of the JCPSD Case, the Tusawilla conveyance and 6-9A-4 (2) – new hires and Utility Manager review. The Vice Chairman declared the executive session over and the Board reconvened into regular session at 9:43 a.m. The Manager was directed to continue resolution of these items including a briefing to the Building Commission regarding the Tusawilla property. The Board tabled the Manager's review until the next meeting. The Manager noted that scenarios are being considered regarding the Lobar effort.

By motion from Tommy, second by Daryl, the Board approved the payment of bills. The Board agreed that the next Board meeting would be in 2018. The meeting adjourned at 9:45 a.m.



Vice Chairman



Secretary