Jefferson County Public Service District
Regular Board Meeting
August 1, 2011

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, August 1, 2011 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Joe Hankins (arrived late); Secretary, Jim Cummins; Treasurer, Peter Appignani; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; and Operations Manager, Joe Freeze.

Secretary Cummins called the meeting to order at 7:07PM.

Public Comments
Daniel Hayes, President of the Jefferson County Planning Commission, stated that development in the county is picking up as well as the concept plan reviews. The District now gets to comment on the concept plan reviews before applications are approved.

OLD BUSINESS

Review Minutes of July 5 Regular Board Meeting
The minutes of the July 5, 2011 regular Board meeting were approved as presented.

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to accept the July 5, 2011 minutes as presented. Approved 2-0.**

Update on Flowing Springs Wastewater Treatment Plant Project
Mr. Kelsh filed the reply briefs for the case. The District hopes to get a final order from the PSC to close on the project by the end of the calendar year.

Action: **No action taken by the Board.**

NEW BUSINESS

Consider Engagement of Cox Hollida Price for Fiscal Year 2011 Annual Audit
Ms. Lawton informed the Board that the Cox Hollida Price 3-year contract has expired. She would like the Board to allow Cox Hollida Price to complete the annual audit for fiscal year 2011. Ms. Lawton explained that the Board may direct staff to put out request for bids for a new accounting firm next year if they wish, but bids are not required. The Board commended Cox Hollida Price for the exceptional work they have done over the last several years.

Action: **Motion made by Mr. Cummins and seconded by Mr. Appignani to approve the new contract for Cox Hollida Price for the fiscal year 2011 in the amount of $27,500 for the audit and $3,800 for the annual report. Approved 2-0.**

Discussion of any Expenses over Budget
Ms. Lawton informed the Board that the Fleet Services account is over budget this month.

Action: **No action taken by the Board.**

Disbursements

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for Cavaland water expenses in the amount of $1,828.10, Glen Haven water expenses in the amount of $1,855.82. Approved 2-0.**

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to approve disbursements for the Public Service District expenses in the amount of $146,077.02. Approved 2-0.**

Approve Transfer of $13,754.00 from Future Needs Account to Sewer Operating for I&I Equipment

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of $13,754.00 from Future Needs Account into Sewer Operating Account for I&I Equipment. Approved 2-0.**

Approve Transfer of $64.01 from Cavaland Security Deposit Account to Cavaland Operating for Security Deposit Refunds

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of $64.01 from Cavaland Security Deposit Account into Cavaland Operating Account for Security Deposit Refunds. Approved 2-0.**

Approve Transfer of $5,031.15 from Sewer Security Deposit Account to Sewer Operating for Security Deposit Refunds

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to approve the transfer of $5,031.15 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Approved 2-0.**

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Easements – Ms. Lawton will be meeting with Ms. Susannah Buckles Flanagan to get the easement signed for the Buckles property.

Todd Electric – They have finished up work at Cavaland and are waiting for equipment to complete the upgrades at Glen Haven.

Pump Stations – The problems at the Districts pump stations have been decreasing. Ms. Lawton stated that equipment is slowly being fixed and upgrades are being made.

Engineering Technician Position – Matt Piepenburg started employment on July 14th. He attended the GIS conference in Morgantown, WV last week and made some good contacts and had a number of discussions on the next step of the Districts GIS process.

Driswood Elementary School – The punch list should be completed by the end of August so the District can take over the ownership and operation of the pump station.

Camera – The District is considering purchasing a sewer camera since it is quite expensive to rent. There have been numerous occasions when staff has needed to use one, but the 2 local companies with them have been broken. Ms. Lawton suggested possibly purchasing a used or new one. The Board would like the staff to bring back quotes for purchasing a new or used sewer camera for the field.

Action: **No action taken by the Board.**

Mr. Hankins arrived at the meeting. He was stuck in traffic.

Public Comment

None.

Correspondence

None.

Action: **Motion made by Mr. Cummins and seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.**

Mr. Appignani excused himself from the discussions on the Jefferson Utilities, Inc General Investigation case currently at the Public Service Commission.

Action: **Motion made by Mr. Cummins and seconded by Mr. Appignani to return to public session. Unanimously approved.**

Action: **Motion made by Mr. Appignani and seconded by Mr. Cummins to adjourn. Unanimously approved.**

There being no further business at this time, the meeting was adjourned at 8:06PM

The next regular meeting is scheduled for September 6, 2011 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

James D. Cummins
Secretary

Peter L. Appignani
Treasurer