

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting July 1, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, July 1, 2013 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Jim Cummins; Secretary, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; from Pentree Engineering, John Tuggle; Liaison for the County Commission, Commissioner Jane Tabb; and newly appointed Customer Liaison, Charles Cheezum.

CALL TO ORDER

Chairman Jim Cummins called the meeting to order at 7:00PM.

APPROVAL OF AGENDA

The Board moved the item regarding the selection committee choice for an engineering firm to be discussed in executive session.

PUBLIC COMMENTS

None.

OLD BUSINESS

Review Minutes of June 3 regular board meeting

The minutes of the June 3, 2013 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the June 3, 2013 minutes as presented. Unanimously approved.

Review Minutes of June 3 work session

The minutes of the June 3, 2013 work session were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the June 3, 2013 minutes as presented. Approved 2-0. Mr. Cummins abstained since he was not present at the meeting.

Review Minutes of June 11 special board meeting

The minutes of the June 11, 2013 special board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the June 11, 2013 minutes as presented. Unanimously approved.

Update on the Water Systems Improvement Project for Glen Haven and Cavaland

The settlement date for the water Bond Anticipation Note has been delayed due to bond coverage issues. Based on the fiscal year 2013 numbers, the District would not meet bond coverage of 115% and would like to wait for fiscal year 2014 numbers.

Action: No action taken by the Board.

Discuss Charles Town sewer plans and Senate Bill No. 245

Last month a meeting was held with the City of Charles Town to discuss the upcoming plans to improve their sewer system along with the rate impact for customers. There was also a discussion on Senate Bill 245 and the use of the funds to help cover the costs of upgrades which were necessary due to Chesapeake Bay issues. Ms. Lawton spoke with Mr. Jim Ellars from West Virginia Infrastructure and Jobs Development Council and he informed her that Charles Town has not yet applied for these funds. Mr. Kelsh will contact Mr. Ellars and then contact Charles Town about utilizing the funds.

Action: No action taken by the Board.

NEW BUSINESS

Comments from customer liaison

Mr. Cheezum had no comments at this time. Mr. Kelsh will file the appointment of the customer liaison by the County Commission with the Public Service Commission.

Action: No action taken by the Board.

Discuss Senate Bill No. 82 and the change to Board Members salaries

Mr. Kelsh informed the Board that Senate Bill No. 82 was passed on April 13, 2013 and will take effect on July 1, 2013 which includes a section on increasing the Board member salary rate from \$125 to \$150 for a regular meeting and from \$75 to \$100 for a special meeting not to exceed \$4500 annually. The Board has the option to accept the pay raise or decline.

Action: Motion made by Mr. Cummins and seconded by Mr. Strider to accept the salary increase for Board Members as stated in Senate Bill No. 82. Motion approved 2-1 with Mr. Appignani opposing.

Consider selection committee choice for an engineering firm for general consulting services

This item was moved to executive session.

Action: No action taken by the Board.

Consider appointment of proxy for West Virginia Rural Water Association voting

Ms. Lawton informed the Board that she will not be attending the 28th annual business meeting of the West Virginia Rural Water Association in September and suggested Mr. Kelsh could be appointed as the Districts voting representative at the meeting since he will already be in attendance.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to appoint Mr. Kelsh as a proxy for the District at the West Virginia Rural Water Association meeting. Unanimously approved.

Discuss Ranson projects and their effect on District flows

Ms Lawton discussed the option to consider other alternatives in the District's comprehensive plan to using Ranson's Flowing Spring pump station as a main place for flow.

Action: No action taken by the Board.

Update on Statutes of Current Public Service Commission Cases

Mr. Kelsh gave a brief update on the current cases the District is involved in at the Public Service Commission, including the sewer rate case (12-0513-PSD-42T-PC), Milliron/Parker complaint case (12-1370-PSD-C), the application for Certificate of Convenience and Necessity for the water systems project (13-0865-PWD-PC-CN), the amendment to the Alternate Mainline Extension Agreement with Aspen Greens (12-1567-PSD-PC), and the petition for approval of cross connection and backflow prevention programs (13-0514-PWD-PC).

Action: No action taken by the Board.

Discussion of any Expenses over Budget

There was one item over budget this month regarding the special expense line item.

Action: Motion made by Mr. Appignani and seconded Mr. Strider to approve the special expense line item including Bowles Rice and Pentree bills that put that budget over this month. Unanimously approved.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Public Service District water expenses in the amount of \$5,160.08. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District sewer expenses in the amount of \$142,857.46. Unanimously approved.

Approve transfer of \$2,369.02 from Sewer Security Deposit account to Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,369.02 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$128.06 from Water Security Deposit account to Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$128.06 from water security deposit account into water operating account for security deposit refunds. Unanimously approved.

General Manager's Report

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

Upgrade to Pump Station 5-3 – The request for bids for the project will be advertised on July 3rd and 10th. The pre-bid meeting will take place on July 16th and the bids will be opened on August 5th. Ms. Lawton informed the Board that the land upon which the pump station sits in Burr Industrial Park is in the name of the Jefferson County Commission and not the Districts. She met with Commissioner Jane Tabb and John Reisenweber, Director of Development Authority about this issue. Ms. Lawton is going to request the County Commission deed a portion of this land to the District.

Action: No action taken by the Board.

Operations Manager's Report

Mr. Freeze updated the Board on activities since last month's meeting.

Action: No action taken by the Board.

Public Comment

None.

Correspondence

None.

Mr. Cheezum, Mr. Freeze, Commissioner Tabb, and Mr. Tuggle exited the meeting.

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

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

Mr. Cummins stated that the selection committee for an engineering firm for general consulting services ranked the firms as follows; 1). Dunn Engineering, 2). Pentree, Inc. (Thrasher), and 3). Anderson and Associates, Inc. The Board will begin negotiations for price with Dunn Engineering.

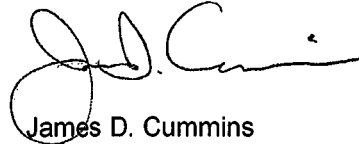
Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the revised amendment to the alternate main line extension agreement for Aspen Greens. Unanimously approved.

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

There being no further business at this time, the meeting was adjourned at 9:14PM

The next regular meeting is scheduled for Monday, August 5, 2013 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



James D. Cummins
Chairman



Peter L. Appignani
Secretary