

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting September 3, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, September 3, 2013 in the meeting room at the District's 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, Zane Summerfield; and Customer Liaison, Charles Cheezum.

CALL TO ORDER

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

APPROVAL OF AGENDA

There were no changes made to the agenda.

PUBLIC COMMENTS

Darrell Nagle, Beallair resident, questioned if it was possible to have a deduct meter for his irrigation system he has for his yard. Ms. Lawton stated that the District has a policy to prohibit the use of deduct meters which was approved by previous board members in 2004. Mr. Nagle will contact the District staff to request to be on the agenda next month to discuss this issue.

OLD BUSINESS

Review Minutes of August 5 regular board meeting

The minutes of the August 5, 2013 regular board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to accept the August 5, 2013 minutes as presented. Unanimously approved.

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

Ms. Lawton informed the Board that the District received final approval from West Virginia Division of Culture and History and approval for the use of \$22,000 for the Cavaland easement before final funding of the project. The District needs a preliminary title opinion to attain final approval to move forward with the project, and the condemnation of the easement in Cavaland must be done before the title opinion can be completed. Mr. Kelsh added that the District only received one protest during the protest period which ended on August 8th.

Action: No action taken by the Board.

Consider approval of the award of contract for pump station 5-3 construction

Last month Snyder Environmental Services was awarded the contract for the pump station upgrade. Mr. Summerfield has negotiated with them to bring the cost down by \$35,000. If the Board approves, the project may now move forward with this bid. Mr. Appignani asked Mr. Summerfield if this pump station would have been upgraded if the Flowing Springs wastewater treatment plant would have been built. Mr. Summerfield replied no.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the contract as presented with change order #1, from Snyder Environmental for the pump station 5-3 upgrade. Unanimously approved.

Consider comments on revised stormwater rules

Mr. Kelsh updated the Board. The Public Service Commission has incorporated the Districts, as well as others, suggested changes to the stormwater rules and has prepared another draft for comments. The Board would like Mr. Kelsh to send back the District's original comments.

Action: No action taken by the Board.

NEW BUSINESS

Ratepayer/Intervener inquiry on Joint Stipulation and Agreement in PSC rate case no. 12-0513-PSD-42T-PC

Ms. Milliron requested to be on the agenda to get clarification from the District regarding the use of the \$413,000 bond proceeds associated with the Public Service Commission case no. 12-0513-PSD-42T-PC. At last month's board meeting, discussions were held relating to expenditures regarding this case. Since last month, Ms. Milliron submitted a list of questions to the District about the use of the money attained in the bond, and requested that the District address them at this month's board meeting. Ms. Lawton provided the board and Ms. Milliron with written responses to her questions. Ms. Milliron appreciated the spreadsheet provided by Ms. Lawton which showed the cost of each item listed in the bond and she was satisfied that the money was being properly used.

Action: No action taken by the Board.

Update on Statuses 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 application for Certificate of Convenience and Necessity for the water systems project (13-0865-PWD-PC-CN) and the pass through sewer rate increase from Charles Town (13-1188-PSD-30B).

Action: Motion made by Mr. Appignani and seconded by Mr. Cummins to have Counsel write a letter to Charles Town City Council about possibly passing a rate decrease ordinance when the Senate Bill 245 grant money is/when obtained. Unanimously approved.

Discussion of any Expenses over Budget

There were no items over budget. Mr. Cheezum questioned what a sinking fund was. Ms. Lawton replied that a sinking fund is the account in which the bond payments the District makes each month are held.

Action: No action taken by the Board.

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 \$4,115.75. 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 \$179,272.60. Unanimously approved.

Approve transfer of \$4,628.20 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 \$4,628.20 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$127.90 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 \$127.90 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.

Pump Stations – Ms. Lawton informed the Board that pump station 1-12A has been relined and bioxide has been installed at pump station 5-1 and 3-9.

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.

Comments from customer liaison

Mr. Cheezum had questioned how Mr. Summerfield and Mr. Kelsh are compensated for their time. Ms. Lawton responded that they submit invoices for what they do. He also asked if the District has ever considered hiring a contract specialist which Ms. Lawton replied with no. She stated that Mr. Kelsh reviews the contracts.

Action: No action taken by the Board.

Public Comment

Mr. Darrell Nagle, Beallair resident, asked if anyone from the current Board was a member of the previous Board that had approved the deduct meter policy. Ms. Lawton stated no.

Mr. Charles Cheezum, Customer Liaison, questioned what West Virginia Rural Water Association did for the District. Ms. Lawton stated that the organization provides ample training for staff, funding agency reports, and other important resources.

Ms. Heidi Parker, Breckenridge resident, thanked Mr. Cheezum for applying for the liaison position and all the time and effort he has put in this far.

Correspondence

None.

Mr. Freeze, Mr. Cheezum and Mr. Summerfield exited the meeting.

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

Mr. Bob Rodecker was called to discuss the Old Standard land issues. Mr. Kelsh exited the room for that discussion.

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

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the short form agreement between the District and Dunn Engineering, Inc for general consulting services with the noted changes. Unanimously approved.


Action: Motion made by Mr. Appignani and seconded by Mr. Strider to direct counsel to file the agreement with Dunn Engineers, Inc with the Public Service Commission. 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 9:08PM

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J.D. Cummins', written in a cursive style.

James D. Cummins
Chairman

A handwritten signature in black ink, appearing to read 'Peter L. Appighani', written in a cursive style.

Peter L. Appighani
Secretary