

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting February 4, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, February 4, 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, Zane Summerfield; and newly appointed liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

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

Mr. Cummins welcomed Commissioner Jane Tabb as the new County Commission liaison.

PUBLIC COMMENTS

None.

OLD BUSINESS

Review Minutes of January 7 Regular Board Meeting

The minutes of the January 7, 2013 regular Board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to accept the January 7, 2013 minutes as presented. Unanimously approved.

Review Minutes of January 25 Special Board Meeting

The minutes of the January 25, 2013 regular Board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the January 25, 2013 minutes as presented. Unanimously approved.

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

- **Consider Approval of Rule 42 Prepared by Cox Hollida Price**

Chuck Young presented the Rule 42 for the water project proposing a 70% increase in rates that would bring the rate to \$15.98 per 1000 gallons.

- **Consider Approval of Policies Required for West Virginia Water Development Authority Loan**
 - Confined Space Entry Program
 - Leak Detection Plan
 - Water Conservation Plan
 - Water Meter Calibration Repair and Replacement Program

The Board had a couple of minor changes to be made to the policies, but they looked good overall.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the Rule 42 for the water systems project as presented. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve policies as requested by the Water Development Authority including the Confined Space Entry Program, Leak Detection Plan, Water Conservation Plan, and the Water Meter Calibration Repair and Replacement Program with changes noted. Unanimously approved.

NEW BUSINESS

Request from Boteler Link to Discuss the District's Late Fees

Mandy Stoneberger and Dawn Imbach, the daughters of Mr. Boteler Link, requested to address the Board regarding the District's late fee policy. Ms. Stoneberger and Ms. Imbach's parents receive a late fee every month onto their bill due to the timing of Mr. Link receiving and depositing of his monthly income. His daughters questioned whether the bill due date's could be moved so they do not fall on the first couple day's of the month or the allowance of a "grace period" after the due dates. The Board sympathized with their situation, but the District must follow the statutes of the Public Service Commission which do not allow for any flexibility. Mr. Cummins volunteered to pay for Mr. Link's late fees incurred within the last year.

Action: No action taken by the Board.

Discussion of Inter-utility Cooperation and Possible Meeting

Ms. Lawton and Mr. Kelsh met with Andy Blake and Bill Silveous from Ranson to discuss combined sewer planning efforts. The Board agrees that the strategic plans of both entities need to compliment each other as well as that of Charles Town. Staff will continue to communicate with Ranson and Charles Town.

Action: No action taken by the Board.

Presentation by Jim Kelsh on Executive Session Rules

Due to a question on the Executive Session rules at the District's last special meeting, the Board requested that Mr. Kelsh give a quick review of the rules. Commissioner Jane Tabb suggested the Board adopt a set of bylaws if they have not already done so. Mr. Kelsh stated the Board should consider following the Roberts Rules of Order and must comply with the Sunshine Law. The Board would like Mr. Kelsh and staff to draft a set of bylaws for the March meeting.

Action: No action taken by the Board.

Consider Renewal of Generator Maintenance Agreement with Apparatus Repair & Engineering, Inc.

The past 4 years, the District has entered into an agreement with Apparatus Repair & Engineering, Inc. (AR&E) for an annual preventative maintenance program for generators at 20 of the District's pump stations that have generators, along with the generator for the office and the portable generator. The contract is up for renewal and the Board felt it is worth renewing.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to renew the contract with Apparatus Repair & Engineering, Inc. for generator maintenance with the annual cost of \$10,745.00. Unanimously approved.

Discuss Repair of Pump Station 1-12A and Associated Manhole

Mr. Freeze provided the Board with information and pricing on concrete relining at pump station 1-12A and its associated manhole. He received a quote from HD Waterworks using quadex cementitious materials costing \$10,275 and a cost of \$23,545 if an epoxy coating is used. The Board is awaiting the final order in the sewer rate case before making any decisions.

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 sewer rate case (12-0513-PSD-42T-PC), Milliron/Parker complaint case (12-1370-PSD-C), BAN for water project soft costs (12-1116-PWD-PC), and the petition to reopen the Alternate Mainline Extension Agreement with Aspen Greens (12-1567-PSD-PC).

Action: No action taken by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

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 \$6,041.34. 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 \$132,977.44. Unanimously approved.

Approve Transfer of \$779.45 from Renewal & Replacement Account to Sewer Operating Account New Pump at Pump Station 1-12A

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$779.45 from renewal & replacement account to sewer operating account new pump at pump station 1-12A. Unanimously approved.

Approve Transfer of \$2,114.27 from Renewal & Replacement Account to Sewer Operating for Replacement of the Programmable Logic Controller (PLC) at Pump Station 1-12A

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,114.27 from renewal & replacement account to sewer operating account for replacement of the Programmable Logic Controller at pump station 1-12A. Unanimously approved.

Approve Transfer of \$2,968.32 from Sewer Security Deposit Account to Sewer Operating for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,968.32 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve Transfer of \$64.14 from Water Security Deposit Account to Water Operating for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$64.14 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.

Envision Jefferson 2035 Plan - Ms. Lawton suggested the Board review the plan and make suggestions they would like to see in the new Countywide Comprehensive Plan regarding water and sewer in the County. This item will be added to next month's agenda.

Action: No action taken by the Board.

Operations Manager's Report

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

Pump Stations - Mr. Freeze discussed the pump station maintenance issues that staff had encountered this month including replacing Programmable Logic Controller's (PLCs) at two pump stations.

Action: No action taken by the Board.

Public Comment

None.

Correspondence

None.

Mr. Summerfield, Mr. Freeze, and Commissioner Tabb 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.

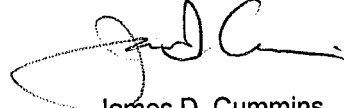
Action: Motion made by Mr. Appignani and seconded by Mr. Strider to return to public session. Unanimously approved.

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

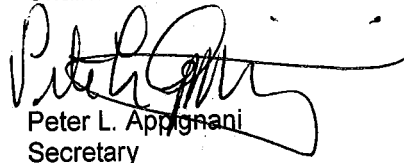
There being no further business at this time, the meeting was adjourned at 10:12PM

The next regular meeting is scheduled for Monday, March 4, 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