

Jefferson County Public Service District

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

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 1, 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; and liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

Chairman Jim Cummins called the meeting to order at 7:00PM. There were no changes made to the agenda.

PUBLIC COMMENTS

None.

OLD BUSINESS

Review Minutes of March 4 Regular Board Meeting

The minutes of the March 4, 2013 regular Board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the March 4, 2013 minutes as presented. Unanimously approved.

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

- **Consider Approval of Policies Required for West Virginia Water Development Authority Loan**
 - **Consider Approval of Agreement with Cox Hollida Price for Additional Fees for Water System Project**

Ms. Lawton informed the Board that the archeological study has been completed. There were no findings in the Cavaland subdivision, but artifacts were found in Glen Haven. The report has been sent to the West Virginia State Historic Preservation Office to determine the next steps. This may add an additional \$20,000 in project costs.

Ms. Lawton also requested the Board approve a revised cost estimate for Cox Hollida Price which needs to be submitted to the Bureau of Public Health.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the new agreement with Cox Hollida Price regarding the revised costs.

A brief discussion took place on the costs including the additional costs for the steps that need to be taken as a result of the archeological study findings.

Action: The motion was approved unanimously.

Discussion of the District's Bylaws

Last month the District staff found the original bylaws that were established in 1985 and later revised in 1999 and 2003. The Board suggested changes they would like to see in the document. Mr. Kelsh also received comments from Roger Hanshaw, an attorney with Bowles Rice. Mr. Kelsh has updated the bylaws and provided the Board with a draft for approval. The Board would like to wait on drafting the customer liaison section until legislative decisions are made on Senate Bill 82. The District will continue to move forward with appointing a customer liaison as directed by the recent Public Service Commission order in the sewer rate case.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the rules of procedures or bylaws as presented with the exception of removing Article 5, Section 4 relating to the customer liaison; correct the spelling of "until" on page 5; and correct the secretary's position on Page 6, Article 6. Unanimously approved. These bylaws will go into effect immediately.

NEW BUSINESS

Discuss Odor and Corrosion Control Report from Siemens for the District and City of Ranson's Collection System

Ms. Lawton and Mr. Freeze have been working with Ranson and Greg Tomlinson from Siemens on the odor issues in the Districts and Ranson's service area. The District is currently using Siemens to administer bioxide at Breckenridge pump station and has proven to control odors. Greg Tomlinson from Siemens was in the audience to go over the findings of the odor and corrosion report and suggested treating pump station 3-9 and 5-1 to control odors downstream. The District has the option to treat just the odor or both odor and corrosion. The estimated increase in costs could total about \$45,000. The Board would like to pursue the suggested plan from Siemens, but would like to see if the costs can be covered under the next fiscal years budget. This item is tabled until next month.

Action: No action taken by the Board. This item was tabled until next month.

Discuss Solicitation of Bids for Consulting Engineer

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the solicitation of a public notice to go out to bid for a consulting engineer.

There was a brief discussion on the item. The District would like to solicit for a consulting engineer so staff may confer with the hired firm on a regular basis. District staff will advertise in both the Martinsburg Journal and the Spirit for a full 30 days.

Action: The motion was approved unanimously.

Discuss Filing Petition to the Public Service Commission for Approval of the District's Backflow Prevention Policy

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the filing of the backflow prevention policy.

There was a brief discussion on the item. In January, the Board approved the backflow prevention policy for the water systems to satisfy requirements of the Bureau for Public Health (BPH). Mr. Kelsh informed the Board that the Public Service Commission (PSC) is now requiring approval of these policies. Mr. Kelsh will file the policy with the PSC noting that it was been previously approved by BPH.

Action: The motion was approved unanimously.

Update on Statuses of Current Public Service Commission Cases

There were no updates given since there was no public present.

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 \$13,684.30. 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 \$127,816.36. Unanimously approved.

Approve Transfer of \$3,362.39 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 \$3,362.39 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve Transfer of \$64.02 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 \$64.02 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.

Legislative Bills – The legislative bills Senate Bill 102, House Bill 2003, and House Bill 2042 have all failed to pass.

Action: No action taken by the Board.

Operations Manager's Report

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

Pump Station 1-12A – Mr. Freeze informed the Board that the pump has been replaced and installed for this pump station.

Action: No action taken by the Board.

Public Comment

None.

Correspondence

None.

Mr. Freeze and Commissioner Tabb exited the meeting.

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

The Board discussed the sewer rate case agenda item first. Mr. Tuggle exited the meeting after this 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 adjourn. Unanimously approved.

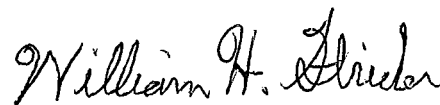
There being no further business at this time, the meeting was adjourned at 9:08PM

The next regular meeting is scheduled for Monday, May 6, 2013 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Secretary



William H. Strider
Treasurer