

# Jefferson County Public Service District

---

## Jefferson County Public Service District Regular Board Meeting November 4, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, November 4, 2013 in the meeting room at the District's office in Kearneysville. Those in attendance included: 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 Dan Farrell; from Dunn Engineering, Fred Hypes; and Customer Liaison, Charles Cheezum.

### **CALL TO ORDER**

Secretary Peter Appignani called the meeting to order at 7:00PM. Chairman Jim Cummins was absent from the meeting.

### **APPROVAL OF AGENDA**

Since Mr. Cummins was not present, Mr. Appignani and Mr. Strider would like to move the agenda item thanking Mr. Cummins for his service to next month.

### **PUBLIC COMMENTS**

Barbara Humes questioned if the public could comment on an agenda item when it is discussed during the meeting.

### **OLD BUSINESS**

#### **Review Minutes of October 7 regular board meeting**

The minutes of the October 7, 2013 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the October 7, 2013 minutes as presented. Approved 2-0.**

#### **Review Minutes of October 16 work session**

The minutes of the October 16, 2013 work session were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the October 16, 2013 minutes as presented. Approved 2-0.**

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

Ms. Lawton informed the Board that the District has received the money from the West Virginia Infrastructure and Jobs Development Council for the condemnation of a Cavaland easement. Ms. Lawton will notify Mr. Crawford to proceed with the condemnation. The District is still waiting for the title opinions and approval from the Division of Culture and History's State Historic Preservation Office on the "Unanticipated Discovery Plan" prepared by the engineer.

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

#### **Discuss Mountain Water Project**

- **Discuss the Public Private Partnership agreement**

Ms. Lawton had a conference call with Mr. Snyder, Mr. Summerfield, and Mr. Kelsh to discuss the draft Preliminary Engineering Report (PER). The group suggested that the Board wait for updated financials from Jefferson Utilities, Inc. and have a discussion with the West Virginia Infrastructure and Jobs Development Council regarding funding options before any actions are taken on this project. Ms. Lawton also suggested moving the December 4<sup>th</sup> public meeting until a later time when more detailed information is available.

Public comments were received by customer liaison Mr. Cheezum, Justin Maxey, Barbara Humes, John Maxey, and Budge Blake.

The Board discussed putting the draft PER on the Districts website for the public to view. They would like Mr. Summerfield to remove sections that are outdated including the financial section and to insert a cover letter explaining this. The Board tabled discussions on a private public partnership until next month and cancelled the December 4<sup>th</sup> public meeting on this topic until more information becomes available.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to put the draft PER with the financial section removed on the Districts website for public review. Approved 2-0.

Consider revision to deduct meter policy

Mr. Kelsh drafted a resolution modifying the deduct meter policy and eliminating the pool filling adjustment policy. The revised deduct meter policy would direct customers to their water department to request a separate water meter from a second tap and service line.

**Action:** Motion made by Mr. Strider and seconded Mr. Appignani to approve the resolution as presented to modify the deduct meter policy. Approved 2-0.

Consider eliminating pool filling adjustment policy

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to eliminate the District's pool filling adjustment policy that has been in effect since 2002. Approved 2-0.

Consider property for Evitts Run wastewater treatment plant discharge

Last month Ms. Lawton was contacted by the developer of the Highland Farm property to see if the District was interested in purchasing the river access site which the bank, that holds the loan, has paid the taxes. Ms. Lawton spoke with the bank who holds the loan and they said the District can either send the bank an offer on the lot or do nothing and wait to see if the lot will be developed in the future. At this time, the Board would like wait on taking any actions in this matter.

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

**NEW BUSINESS**

Thank Jim Cummins for 6 years of service as a Jefferson County Public Service District Board Member

Since Mr. Cummins was absent, this item was tabled until next month.

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

Consider amendment to the District's office lease

Mr. Kelsh informed the Board of the District's current lease needing to be revised due to a merger making RAI Properties, LLC the new landlord. The revision to the lease added a subordination clause which Mr. Kelsh recommended the Board approve.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to recommend the approval of the modification to the lease as amended. Approved 2-0.

Consider solicitation of bids for generator preventative maintenance contract

Ms. Lawton would like to explore further options by soliciting bids for a new generator preventative maintenance contract.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the solicitation of bids for a new generator preventative maintenance contract. Approved 2-0.

Update on Statutes of Current Public Service Commission Cases

Mr. Kelsh informed the Board that the District has no cases at the Public Service Commission which he is involved in at this time.

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

Discussion of any Expenses over Budget

There were no items over budget.

**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 \$4,220.09. Approved 2-0.

**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 \$155,006.35. Approved 2-0

Approve transfer of \$4,423.03 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 \$4,423.03 from the sewer security deposit account into the 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.

Pump Stations – Ms. Lawton informed the Board of the numerous pump station problems that staff had encountered this month. She would like to work into the budget for next year the cost of purchasing a 2<sup>nd</sup> portable Godwin.

**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 has some personnel matters he would like to discuss with Ms. Lawton and Mr. Freeze.

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

Public Comment

None.

Correspondence

None.

Mr. Freeze, Mr. Cheezum, Mr. Hypes, 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. Approved 2-0.

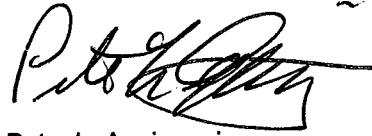
**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Approved 2-0.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Approved 2-0.

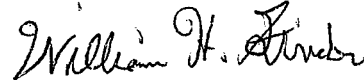
There being no further business at this time, the meeting was adjourned at 8:21PM

The next regular meeting is scheduled for Monday, December 2, 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 "Peter L. Appignani". The signature is stylized with a large, looped "P" and a long, sweeping horizontal stroke at the end.

Peter L. Appignani  
Secretary

A handwritten signature in black ink, appearing to read "William H. Strider". The signature is written in a cursive style with a large, looped "W" and a long, sweeping horizontal stroke at the end.

William H. Strider  
Treasurer