

Jefferson County Public Service District

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

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, March 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; 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 February 4 Regular Board Meeting

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

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to accept the February 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**
 - Hazards Communication Policy

Ms. Lawton informed the Board that the archeological study is not yet final, but should be available within the next two weeks. Mr. Kelsh will file the certificate application to the Public Service Commission after the archeological study is complete as suggested by the Board. The Board had no comments on the Hazards Communication policy.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the Hazards Communication policy as requested by the Water Development Authority. Unanimously approved.

NEW BUSINESS

Discussion of the District's Bylaws

Last month it was suggested that the District draft bylaws if none could be found. District staff found the bylaws that were established in 1985 and revised in 1999 and 2003. The Board would like to revise the bylaws sent by Mr. Kelsh with additions including a section on public comment and the County Commission liaison and a potential customer liaison if the Public Service Commission or the legislature passes approving the position. Mr. Appignani suggested a public comment policy rather than including a section in the bylaws. Mr. Kelsh will work on a draft for next month's meeting.

Action: No action taken by the Board.

Discuss Envision Jefferson 2035 Plan Comments

Last month Ms. Lawton suggested the Board review and make suggestions of what they would like to see in the new Countywide Comprehensive Plan regarding water and sewer in the County. Ms. Lawton submitted comments from Mr. Kelsh, but would like to include the Board's comments if any. The Board did not have comments at this time, but will send to Ms. Lawton if they do.

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), the proposed application for Certificate of Convenience and Necessity for the water systems project, 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 \$8,632.93. 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 \$153,482.40. Unanimously approved.

Approve Transfer of \$4,228.54 from Renewal & Replacement Account to Sewer Operating Account for Replacement of Programmable Logic Controllers (PLC) at PS 1-12 & PS 1-10

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$4,228.54 from renewal & replacement account to sewer operating account for replacement of programmable logic controllers (PLC) at pump station 1-12 & pump station 1-10. Unanimously approved.

Approve Transfer of \$4,770.00 from Renewal & Replacement Account to Sewer Operating for New Transfer Switch at PS 4-4

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$4,770.00 from renewal & replacement account to sewer operating account for new transfer switch at pump station 4-4. Unanimously approved.

Approve Transfer of \$2,253.96 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 \$2,253.96 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve Transfer of \$63.95 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 \$63.95 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.

West Virginia Water Utility Council – Ms. Lawton is the Secretary for this group and included last months meeting agenda. The Board would like her to include the minutes as well.

Action: No action taken by the Board.

Operations Manager's Report

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

Odor Control – Staff and Ranson have been working with Siemens to come up with a plan to control odor problems at some of the District's and Ranson's pump stations.

Action: No action taken by the Board.

Public Comment
None.

Correspondence
None.

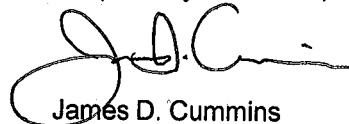
Mr. Summerfield, Mr. Freeze, and Commissioner Tabb exited the meeting.


- Action:** Motion made by Mr. Appignani seconded by Mr. Strider 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 8:25PM

The next regular meeting is scheduled for Monday, April 1, 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