

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting October 7, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, October 7, 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; Liaison for the County Commission, Commissioner Jane Tabb; 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

None.

OLD BUSINESS

Review Minutes of September 3 regular board meeting

The minutes of the September 3, 2013 regular board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to accept the September 3, 2013 minutes as presented. Unanimously approved.

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

- Approve grant agreement for water systems project
- Approve Jim Crawford to move forward with the condemnation of Cavaland property

Ms. Lawton informed the Board that the District received final approval from the Public Service Commission. The District is now waiting for the engineer to complete an "Unanticipated Discovery Plan" that would be used if artifacts were found upon excavation and the condemnation of an easement in Cavaland to get a title opinion for the project. The Board will need to approve the grant agreement which will allow the use of funds to pay for the condemnation.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve the grant agreement from West Virginia Infrastructure and Jobs Development Council for the water systems project. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to adopt the resolution for the water systems project relating to the Cavaland easement expenditures. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve Jim Crawford to file the condemnation for the Cavaland well house easement by Jim Crawford. Unanimously approved.

Consider approval of the contract with Dunn Engineers, Inc for general consulting services

Last month the Board made the motion to file the Dunn Engineering contract with the Public Service Commission (PSC) but it was later discovered that this agreement does not need PSC approval since the District will not need any funding assistance.

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to approve the Dunn Engineering contract as presented for general engineering services. Unanimously approved.**

Discuss new Preliminary Engineering Report for Mountain Water Project

Mr. Summerfield gave a brief overview of the revised Preliminary Engineering Report (PER) drafted by Pentree which is an updated draft of the 2010 version. The report discusses the distribution system and the water sources. Mr. Summerfield informed the Board that the financial section of the report has not yet been updated because a revised Rule 42 is needed. Mr. Lee Snyder was in the audience and read his comments to the Board. He does not believe that the wells are the best solution as the water source and prefers a valley source. The Board would like to have a work session to go over the report more in-depth.

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

NEW BUSINESS

Consider deduct meters for residential sewer customers

Last month, Darrell Nagle had requested to be put on the agenda to discuss the possibility of installing a deduct meter for his irrigation system. Currently the District does not allow deduct meters per a resolution that was approved by the District Board in 2004. Ms. Lawton informed Mr. Nagle that he may request a separate tap from the water department, which is Jefferson Utilities. This separate meter usage would not be sent to the District for billing. Mr. Snyder was in the audience for a different agenda item, but stated Jefferson Utilities does have customers with separate meters for this purpose. The Board stated they would not object to a customer going to the water department to request a separate water meter. Next month the Board would like to review the Districts current deduct meter and pool filling adjustment policies.

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

Consider approval of draft financial statement 6/30/13 presentation by Chuck Young of Cox Hollida Price

Chuck Young from CoxHollida Price LLP, a certified public accounting and consultation firm out of Martinsburg, WV, presented a draft of the annual audit for the fiscal year of July 1, 2012 to June 30, 2013. The District had 119% coverage for the year which exceeds the 115% required for Bond coverage. There were no reportable findings. The Board thanked Mr. Young and staff for all their work in completing the audit.

Action: **Motion made by Mr. Strider and seconded by Mr. Appignani to approve the draft Financial Statement ending 6/30/13 as presented with minor revisions. Unanimously approved.**

Consider property for Evitts Run wastewater treatment plant discharge

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, who holds the loan, has paid the taxes. This site is to be used as the discharge point for a possible future wastewater treatment plant. The District owns a plot of land near this site to possibly build a wastewater treatment plant to serve the Highland Farms and Thornhill developments. Ms. Lawton is waiting to hear back from the bank who has paid the taxes for more information. The Board would like to wait to get more information before making any decisions.

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

Consider renewal of annual NACWA membership

Action: **Motion made by Mr. Appignani and seconded by Mr. Strider to approve the renewal of the annual NACWA membership. Unanimously approved.**

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: No action taken by the Board.

Discussion of any Expenses over Budget

There were no items over budget. Mr. Cheezum questioned what the Special Expense line item included. Ms. Lawton replied that it included special expenses including attorney costs, accounting fees, etc.

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 \$5,594.01. 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 \$171,240.77. Unanimously approved.

Approve transfer of \$723.25 from renewal & replacement account to Sewer Operating account for repairs at pump station 4-2

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$723.25 from the renewal & replacement account into the sewer operating account for repairs at pump station 4-2. Unanimously approved.

Approve transfer of \$4,729.36 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 \$4,729.36 from the sewer security deposit account into the sewer operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$64.01 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 \$64.01 from the water security deposit account into the 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.

Generator Maintenance – Ms. Lawton would like to advertise for a new generator maintenance contract.

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 – The wet well has been relined and now the pump is not fitting properly. Staff is attempting to fix this issue.

Action: No action taken by the Board.

Comments from customer liaison

Mr. Cheezum had questions regarding the listing of certain executive session items and why they are considered as executive session.

Action: No action taken by the Board.

Public Comment

Dan Farrell and Dave Smith from Thrasher Engineering were present to reassure the Board that even though John Tuggle has left the company they will continue working on their current projects and assist the District as needed.

Correspondence

The District received a letter from Charles Town Utility Board discussing Senate Bill 245 funding.

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

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

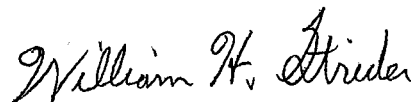
There being no further business at this time, the meeting was adjourned at 9:31PM

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