

# Jefferson County Public Service District

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## Jefferson County Public Service District Regular Board Meeting January 7, 2013

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, January 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 and from Pentree Engineering, John Tuggle.

### **CALL TO ORDER**

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

### **2013 Election of Officers**

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to keep the officers the same by appointing Mr. Cummins as Chairman, Mr. Appignani as Secretary, and Mr. Strider as Treasurer. Unanimously approved.

### **PUBLIC COMMENTS**

None.

### **OLD BUSINESS**

#### **Review Minutes of December 3 Regular Board Meeting**

The minutes of the December 3, 2012 regular Board meeting were approved as presented.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to accept the December 3, 2012 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**

Ms. Lawton informed the Board that staff must prepare numerous policies for the Water Development Authority (WDA) loan. Staff has finished two of the seven policies, the Cross Connection and Backflow Prevention Program and the Emergency Response Plan. The Board noted minor grammatical and spelling changes to be made to the policies.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the documents as presented with the minor changes noted. Unanimously approved.

- **Consider Approval for Cox Hollida Price to Perform the Rule 42 for Water Project**

Ms. Lawton informed the Board that as a requirement for the WDA loan, the District was required to solicit bids to disadvantaged businesses for an accounting firm. Region 9 solicited bids to three firms; receiving a proposal from Cox Hollida Price, Griffith & Associates responded declining to submit a proposal based on conflict, and Dole Accounting did not respond at all.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to approve Cox Hollida Price to complete a Rule 42 for the water system project. Unanimously approved.

### **NEW BUSINESS**

#### **Discuss Off-Site Sewer Line from Aspen Greens**

Last month the Board approved the revisions to the alternate mainline extension agreement which Mr. Kelsh resubmitted to the Public Service Commission. Ms. Lawton informed the Board that the developer is ready to break ground in the near future and wanted to know if he should include a larger line (10, 12, or 15 inch) between the development and the connection point to the District's line. The developer is willing to initially pay for the upgrade costs of materials up front if the District can work out a repayment agreement. The

developer will not charge the District any costs of installation as he is having a pipe installed anyway. This discussion was tabled until executive session to discuss negotiations.

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

Discuss Capacity Improvement Fees with Marcus Enterprises

Mr. Kelsh informed the Board that due to the pending sewer rate case currently at the Public Service Commission (PSC), Marcus Enterprises would like to request a waiver from the PSC to reduce the Capacity Improvement Fee (CIF) to \$1127 rather than the current fee of \$7500. Marcus Enterprises has put their project on hold pending the decision in the rate case to drop the CIF to \$1127. Developer Cricky Shultz and Ron Marcus were in the audience for questions. Mr. Shultz informed the Board that they have closed on a loan for this project based on the \$1127 fee and are willing to have a letter of credit to cover the difference of the \$7500 in the unlikely case that the PSC decides to keep the CIF at its current rate of \$7500 / EDU. Mr. Kelsh, Ms. Lawton, and Mr. Marcus will draft an agreement to submit to the PSC a waiver reducing the current CIF to \$1127. This item will be added to the agenda for a special meeting.

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

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to convene in executive session for the purpose of discussing Aspen Greens. Unanimously approved.

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

2013 Holiday Schedule

The Board was presented with the 2013 proposed Holiday Schedule which was the same as the County's schedule. Ms. Lawton shared a request from staff to allow staff to have a full day off on Christmas Eve as they did in 2012, but the Board would like to adhere to the County's schedule which states that Christmas Eve will have only a half day off. If the County or State make changes to this day's schedule, as they have in the past, the District may follow suit.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to approve the 2013 holiday schedule as presented. Unanimously approved.

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 \$7,734.77 and disbursements for the Public Service District sewer expenses in the amount of \$142,322.54. Unanimously approved.

Approve Transfer of \$2,736.47 from Renewal & Replacement Account to Sewer Operating for Omni-Site at Pump Station 4-4

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,736.47 from renewal & replacement account to sewer operating account for Omni-Site at pump station 4-4. Unanimously approved.

Approve Transfer of \$1,085.53 from Renewal & Replacement Account to Sewer Operating for Repairs at Pump Station 5-3

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$1,085.53 from renewal & replacement account to sewer operating account for repairs at pump station 5-3. Unanimously approved.

Approve Transfer of \$4,525.73 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 \$4,525.73 from sewer security deposit account into sewer operating account for security deposit refunds. Unanimously approved.

Approve Transfer of \$64.45 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 \$64.45 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 Calendar – There are several issues regarding PSC rules and processes the Board would like to bring to the attention of the legislature for possible rule changes for the 2014 legislative calendar year.

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

Operations Managers Report

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

Glen Haven Leak – Staff has repaired the water leak and patched the driveway.

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

Public Comment

None.

Correspondence

None.

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

Mr. Appignani excused himself from the discussions on the Jefferson Utilities, Inc General Investigation case currently at the Public Service Commission.

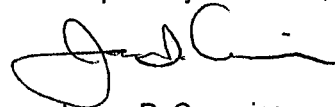
**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Unanimously approved.

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

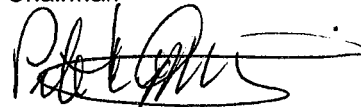
There being no further business at this time, the meeting was adjourned at 9:20PM

The next regular meeting is scheduled for Monday, February 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