

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting December 5, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 5, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Dick Weese; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; from Thrasher Engineering, Wayne Morgan; from Bowles Rice, Tyler Mayhew and liaison for the County Commission, Commissioner Jane Tabb.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

Approval of agenda

There were no changes made to the agenda and it was approved with unanimous consent.

OLD BUSINESS

Review Minutes of November 7 regular board meeting

The minutes of the November 7, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the November 7, 2016 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- o Consider for approval the resolution # 8 to pay Crawford Law Group for easement services relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds
- o Consider for approval the resolution to authorize the treasurer to sign documents for State Revolving Funds
- o Consider for approval condemnation for pump station site in Beallair for project

The Board called Mr. Rodecker for this discussion. Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission.

Ms. Lawton requested the Board approve resolution number eight (8) to pay Crawford Law Group \$3,408.34 out of the \$660,000 loan for easement services for the project. Mr. Strider read resolution #8 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE SEWER TRANSMISSION IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF IN THE AMOUNT OF \$3,408.34.

Action: Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution as read totaling \$3,408.34. Approved 2-0. Mr. Appignani recused himself.

Ms. Lawton also informed the Board that WV DEP is requesting a form, similar to the USDA form, to give signing authorization to the Treasurer for project related documents. Mr. Strider read the resolution as follows:

AUTHORIZING RESOLUTION AT THE REGULARLY SCHEDULED MEETING OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT HELD ON DECEMBER 5, 2016, WILLIAM H. STRIDER HAS BEEN DULY AUTHORIZED TO ACT ON AND SIGN ON BEHALF OF THE JEFFERSON COUNTY PUBLIC

SERVICE DISTRICT ANY AND ALL FEDERAL AND STATE ACTIONS AS THEY RELATE TO PLANNING, DESIGN, AND/OR CONSTRUCTION OF THE FLOWING SPRINGS TRANSMISSION PROJECT, A WASTEWATER COLLECTION PROJECT THAT WILL ELIMINATE OLDER PUMP STATIONS AND PROVIDE A GRAVITY COLLECTION SYSTEM WITH A NEW MAJOR PUMP STATION AT A LOW POINT IN THE FLOWING SPRINGS WATERSHED. THIS MOTION BEING DULY PRESENTED AND SECONDED HAS BEEN ADOPTED BY A QUORUM VOTE AND THEREFORE WILLIAM H. STRIDER MAY SIGN ALL SUCH DOCUMENTS RELATIVE TO WASTEWATER FACILITIES ON BEHALF OF JEFFERSON COUNTY PUBLIC SERVICE DISTRICT.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the resolution as read. Approved 2-0. Mr. Appignani recused himself.

Ms. Lawton, with Thrasher Engineers, has been in discussion with the Wormald Companies about an easement needed for the Flowing Springs Collection System Project. The Wormald Companies are willing to grant the District the easement with several expensive stipulations and a much higher cost than the appraised value offered by the District. Ms. Lawton has requested the Board approve the District moving forward with condemnation of the site since there has not been success in the negotiations.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to move forward with condemnation of the site for the Halltown Pump Station. Approved 2-0. Mr. Appignani recused himself.

Consider for approval the RFPs for billing software vendor

Last month the District received four proposals for billing software and the Board requested a breakdown of costs the District spends each month with the current system and how much will be saved after new software is installed before making any decisions. Ms. Lawton provided the Board with a spreadsheet on the needs of a new system and the amount of customer complaints on the current system. Mr. Strider supports the purchasing of a new system. Mr. Weese questioned if the District purchased a new system and consolidation occur soon after. Mr. Appignani requested again a cost benefit analysis and for Ms. Lawton to contact the other utilities to get quotes on billing District customers.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to request staff contact Charles Town about billing logistics and include a cost benefit analysis for next month's meeting. Unanimously approved.

Discuss the District's financial status (status of paying bills)

The District will need to collect an estimated \$11,000 in payments to cover the disbursements for water.

Action: No action required by the Board.

NEW BUSINESS

Consider for approval the request from Jefferson Utilities, Inc regarding the Districts Westridge Hills well

Tyler Mayhew, attorney from Bowles Rice, stated that Jefferson Utilities, Inc. had sent a request to acquire the Westridge Hills well that is owned by the District. Since this item is subject to negotiations, the Board went into executive session to discuss. Mr. Kelsh was called and Commission Jane Tabb was invited to participate in the discussions.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to go into executive session to discuss the request from Jefferson Utilities about acquiring the Westridge Hills well from the District. Unanimously approved.

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

Commissioner Tabb has agreed to take the issue to the County Commission and provide feedback to the District since the County paid for the initial study of the wells. There was also a representative from the Westridge Hills HOA in the audience, Kathryn Jackson, Vice President of the HOA, who stated the members of the HOA are against this request and will use the first right of refusal that is in the deed with the District as needed. The Board tabled the discussions until they hear feedback from the County Commission.

Action: No action taken by the Board.

Consider for approval the 2017 board meeting dates

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2017 board meeting schedule with the exception of changing the January meeting to the 9th. Unanimously approved.

Consider for approval the 2017 holiday schedule

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2017 holiday schedule as presented. Unanimously approved.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC – There have been no new updates.

2016 sewer rate case, 16-0411-PSD-30B – There have been no new updates.

Certificate of Convenience and Necessity case, 16-0616-PSD-PC-CN – A procedural order has been agreed upon with a public meeting scheduled for January 19th in Jefferson County and a hearing on February 2nd and 3rd in Charleston.

Water Rate Increase case, 16-0701-PWD-19A – The District is waiting for a final order.

EJSS, LLC vs JCPSD civil case, 14-C-51 – Last month the Board agreed to drop the case and will execute a Quit Claim Deed to do such.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$7,339.94. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$211,429.45. Unanimously approved.

Approve transfer of \$1,399.20 from the Renewal & Replacement account to the Sewer Operating account to replace flow meter sensor

Approve transfer of \$1,540.24 from the Renewal & Replacement account to the Sewer Operating account for generator repairs at 1-11

Approve transfer of \$3,341.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at 2-14

Approve transfer of \$3,444.14 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$181.92 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve transfer of \$1,399.20 from the Renewal & Replacement account to the Sewer Operating account to replace flow meter sensor, approve transfer of \$1,540.24 from the Renewal & Replacement account to the Sewer Operating account for generator repairs at 1-11, approve transfer of \$3,341.00 from the Renewal & Replacement account to the Sewer Operating account for a new pump at 2-14, approve transfer

of \$3,444.14 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds, approve transfer of \$181.92 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

None discussed.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron, PSD customer, thanked Ms. Stottlemeyer and the rest of the PSD office staff for providing her information when she requested it.

Josh Compton, newly elected Jefferson County Commissioner, stated that he conducts rate design cost of service work for electric co-ops across the country and the one specific phrase that is always asked is "How would this effect rate payers" which he did not hear the Board discuss at tonight's meeting.

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

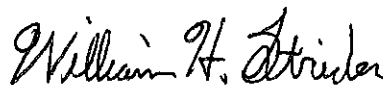
There being no further business at this time, the meeting was adjourned at 7:53PM.

The next regular meeting is scheduled for Monday, January 9, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
Treasurer