

Jefferson County

Public Service District

Jefferson County Public Service District Regular Board Meeting January 4, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, January 4, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; Secretary, Richard Weese; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; and from Thrasher Engineering, Wayne Morgan.

CALL TO ORDER

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

Election of Officers

Action: Motion made by Mr. Strider and seconded by Weese to keep the officers the same as 2015. Unanimously approved.

Approval of agenda

The Board made no changes to the agenda.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the agenda with no changes. Unanimously approved.

OLD BUSINESS

Review Minutes of December 7 regular board meeting

The minutes of the December 7, 2015 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the December 7, 2015 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- Consider date for public meeting

Mr. Morgan has drafted a proposed project schedule. Next month Chuck Young will have an updated Rule 42 which is necessary to submit with the Public Service Commission application. Ms. Lawton informed the Board that in accordance with the RUS application process, the Board will need to plan a date for a public meeting for the project. The Board will have a public meeting for the project on February 1st from 630-730 PM and the regular Board meeting at 730 PM. They also asked that all written comments be submitted to the District by close of business on January 27th.

Action: No action required by the Board.

Discuss acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc., and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

There is no new information since last month.

Action: No action required by the Board.

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

Ms. Lawton stated that the District will need an estimated \$67,000 in payments to cover the disbursements for sewer and \$8,900 for water.

Action: No action required by the Board.

Discussion of supporting legislation to:

- Modification of Public Service Commission project approval process
- Modification of Public Service Commission intervenor process
- Modification of Public Service Commission Capacity Improvement Free stance
- Modification of number of Board Members on PSD Boards from 3 to 5

Mr. Kelsh drafted a legislative bill to modify the Public Service Commission (PSC) project approval process. The modifications would require a preliminary engineering report to be filed in support of an application for a certificate of convenience and necessity. The Board was supportive of the drafted bill and suggested delegating Mr. Strider the "point man" for this bill. Mr. Kelsh recommended the Board utilize Tom Hayward and Kit Francis from Bowles Rice for lobbying efforts.

Action: Motion made by Mr. Appignani and seconded by Mr. Weese to delegate Mr. Strider to take the lead on the legislation for the PSC project approval process. Unanimously approved.

Action: Motion made by Mr. Appignani to limit the costs of lobbying for the PSD project approval process legislation to \$3,000. Unanimously approved.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to convene in executive session for the purpose of discussing modifications of Public Service Commission intervenor process, the Capacity Improvement Free stance, and the number of Board Members on PSD Boards from 3 to 5. Approved 2-1. Mr. Appignani voted against the motion.

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

NEW BUSINESS

Consider revised PSD Bylaws

Mr. Kelsh reviewed the suggested changes to the bylaws made after the change to the District public comment process at last month's meeting. In Article IV, Section 3 the following changes were suggested: (1) public comments shall be received at the end of the meeting, (2) each comment shall be limited to five minutes in length, (3) the person making the comment shall identify himself or herself by name and place of residence, and indicate whether or not he or she is a customer of the District, and (4) once that person has provided a comment, that person is not entitled to make further comment at the same meeting. There was also a revision made to Article IV, Section 4 which allows notice to the Board of an agenda of a regular or special meeting shall be emailed or other means, at least 48 hours prior to such meeting.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the revisions as presented. Unanimously approved.

Consider 2016 Board Meeting Schedule

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2016 holiday schedule as presented. Unanimously approved.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case – The PSC issued a procedural order granting intervenor status to Ms. Milliron and Ms. Parker and setting several deadlines including the District pre-filed direct testimony due by January 6th.

Jacquelyn Milliron et al v. Jefferson County PSD, Case No. 15-1478-PSWD-C – The case has been dismissed.

American Farm Bureau v. EPA regarding Chesapeake Bay Total Maximum Daily Load – The Supreme Court should be deciding whether to hear the case or not by mid-February.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

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 \$10,685.78. 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 \$189,158.95. Unanimously approved.

Approve transfer of \$1,347.70 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 3-8

Approve transfer of \$3,276.63 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the transfer of \$1,347.70 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 3-8 and approve the transfer of \$3,276.63 from the Sewer Security Deposit account to the Sewer 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

Charles Cheezum, ratepayer, commented that he appreciates the kind words from Mr. Freeze at the end of last month's meeting and called the office and left a message to thank him, but Ms. Lawton returned the call to ask him if he had questions and not Mr. Freeze which he thought was odd. Mr. Cheezum also would like to discuss several items from Chapter 16 with the Board next month.

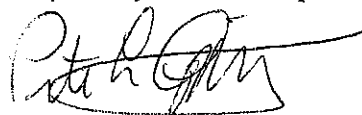
Sarah Smith, ratepayer, questioned how the Board and Ms. Lawton interpret Mr. Kelsh's guidance and that certain matters taken up in executive session should not always be discussed in closed session in her opinion.

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

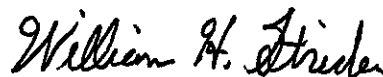
There being no further business at this time, the meeting was adjourned at 8:10PM.

The next regular meeting is scheduled for Monday, February 1, 2016 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