

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting September 6, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, September 6, 2016 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; from Bowles Rice, Tyler Mayhew; and from Thrasher Engineering, Wayne Morgan;. Mr. Weese was absent from the meeting.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:01PM.

Approval of agenda

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

OLD BUSINESS

Review Minutes of August 1 regular board meeting

The minutes of the August 1, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the August 1, 2016 regular board meeting minutes as presented. Approved 2-0.

Discuss sewer collection and transmission project

- **Resolution ratifying and clarifying actions regarding applications and obligations for funding**

Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission. Since Mr. Weese was absent from the meeting, the Board had no quorum to take actions on the resolution. Mr. Strider stated that the Board will revisit this item if Mr. Weese makes it to the meeting or the Board will schedule a special meeting to take action.

Action: No action required by the Board.

Discuss changes to EDU chart in tariff

Ms. Lawton presented six examples she found of tariffs that base CIF charges on meter size. Mr. Strider suggested staff make a list of the pros/cons and further investigate the cash flow side using previous years as reference. Mr. Appignani agreed with Mr. Strider's suggestion and added that he would like staff to also look at the EDU amounts from previous years and correlate that with meter size to get cash flow numbers.

Action: No action required by the Board.

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

The District will need to collect an estimated \$18,000 in payments to cover the disbursements for water.

Action: No action required by the Board.

NEW BUSINESS

Consider posting RFP for new billing and accounting system

The District staff would like to update the billing and accounting system to better serve both the District and its customers. Ms. Lawton drafted an RFP to be advertised. Mr. Appignani had no problems with posting an RFP, but requested Ms. Lawton also contact Charles Town, Ranson, and Shepherdstown to find out what software they are using and the associated costs.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to direct staff to post the RFP for new billing and accounting software. Approve 2-0.

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 – Mr. Robert Rodecker from Kay Casto & Chaney PLLC is now representing the District in this case and he will update the Board as necessary. This month there have been no changes as staff moves forward with compliance to regulatory requests.

Water Rate Increase case, 16-0701-PWD-19A – The PSC Staff has granted a 14-day extension to gather more information.

Action: No action required by the Board.

Consider Fiscal Year 2016 budget revision

Mr. Appignani stated these revisions to the fiscal year 2016 budget were for audit purposes and not due to over budget items. The District was at 153% coverage at the end of fiscal year 2016.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the budget revisions for fiscal year 2016 as discussed. Approved 2-0.

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. Appignani to approve disbursements for Public Service District water expenses in the amount of \$9,919.47. Approved 2-0.

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 \$202,935.94. Approved 2-0.

Approve transfer of \$3,296.13 from the Renewal & Replacement account to the Sewer Operating account for repairs to the generator exhaust at pump station 3-9

Approve transfer of \$4,446.28 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. Appignani to approve transfer of \$3,296.13 from the Renewal & Replacement account to the Sewer Operating account for repairs to the generator exhaust at pump station 3-9 and approve transfer of \$4,446.28 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds. Approved 2-0.

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, District customer, made the comment that she believes the capital improvement fees will only work if the District learns how to operate the sewer rules properly with regards to developers because it cost money to run a line to the developments. She continued to say that the costs of the length of pipes needed to serve a development should be paid for by the developer.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Approved 2-0.

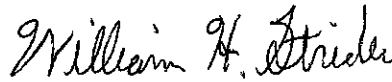
There being no further business at this time, the meeting was adjourned at 7:20PM.

The next regular meeting is scheduled for Monday, October 3, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter L. Appignani", written over a horizontal line.

Peter L. Appignani
Chairman

A handwritten signature in black ink, appearing to read "William H. Strider", written in a cursive style.

William H. Strider
Treasurer