

# ***Jefferson County Public Service District***

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## **Jefferson County Public Service District Regular Board Meeting October 3, 2016**

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, October 3, 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; Operations Manager, Joe Freeze; 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 September 6 regular board meeting**

The minutes of the September 6, 2016 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the September 6, 2016 regular board meeting minutes as presented. Unanimously approved.**

#### **Review Minutes of September 12 special board meeting**

The minutes of the September 12, 2016 special board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the September 12, 2016 special board meeting minutes as presented. Unanimously approved.**

#### **Discuss sewer collection and transmission project**

- **Consider resolution #6 to pay Professional Appraisal Corporation for services relating to easements for the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds**

Mr. Appignani recused himself from this discussion per the Advisory Opinion 2015-08 by the West Virginia Ethics Commission. Ms. Lawton and staff are continuing to work on the administrative tasks for the project. She also requested the Board approve resolution number six (6) to pay Professional Appraisal Corporation \$9,600.00 out of the \$660,000 loan for engineering services for the project. Mr. Strider read resolution #6 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  
\$9,600.00.**

**Action: Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read totaling \$9,600.00. Approved 2-0. Mr. Appignani recused himself.**

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

The District will need to collect an estimated \$16,000 in payments to cover the disbursements for water.

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

## **NEW BUSINESS**

### **Discuss legislative objectives for the coming session in Charleston**

Mr. Strider requested this item on the agenda to begin discussions on legislation for next session. Last year the District proposed legislation that would have eliminated the need for final engineering before submitting a project to the PSC. Mr. Strider suggested the District petition to its legislative representatives to propose the bill again. Mr. Weese and Mr. Appignani agreed with Mr. Strider. Mr. Appignani stated the District may want to talk with WVRWA to become a lobbyist for the bill as cost savings for the District.

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

### **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** – 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 recommended a two-step rate increase; step 1 is a 23.29% increase effective for 24 months and step 2 is a 17.90% effective after 24 months. The District is waiting for a final order.

**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 \$9,410.88. 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 \$225,328.44. Unanimously approved.**

**Approve transfer of \$2,290.00 from the Renewal & Replacement account to the Sewer Operating account for repairs at pump station 1-12**

**Approve transfer of \$5,751.14 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds**

**Approve transfer of \$155.46 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 approve transfer of \$2,290.00 from the Renewal & Replacement account to the Sewer Operating account for repairs at pump station 1-12; approve transfer of \$5,751.14 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$155.46 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, District customer, thanked Mr. Appignani for attending the Jefferson County Commission meeting last week where Charles Town and Ranson discussed the acquisition of the District. Ms. Milliron encouraged the District to be open to the discussions. She also commented on the legislative house bill 4660 the District supported last session and questioned why the District would support if it will increase rates.

Commissioner Peter Onosko, Jefferson County Commissioner, was in the audience as part of his plan to visit all the County Boards to familiarize himself with each since recently being appointed as a County Commissioner.

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

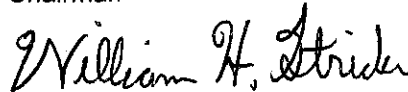
There being no further business at this time, the meeting was adjourned at 7:24PM.

The next regular meeting is scheduled for Monday, November 7, 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