

# *Jefferson County*

## *Public Service District*

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### Jefferson County Public Service District Regular Board Meeting May 2, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, May 2, 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; Finance Manager, April Shultz; from Thrasher Engineering, Wayne Morgan; and liaison for the County Commission, Commissioner Jane Tabb. Attorney, Tyler Mayhew from Bowles Rice filled in for Mr. Kelsh.

#### **CALL TO ORDER**

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

#### **Approval of agenda**

There were no objections to delete the second item under the sewer collection and transmission and the item under the discussion of the status of the Charles Town bulk rate increase from the agenda because the issues were previously addressed.

#### **OLD BUSINESS**

##### **Review Minutes of April 4 regular board meeting**

The minutes of the April 4, 2016 regular board meeting were approved as presented.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to accept the April 4, 2016 regular board meeting minutes as presented. Unanimously approved.

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

- **Consider resolution #4 to pay AECOM for the railroad permit for the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds**

Ms. Lawton and staff are continuing to work on the project and are hoping to be ready to file with the Public Service Commission later this month. Thrasher Engineering has revised their contract with the District to coincide with the RUS format as did the other professionals working on the project. These revisions will not affect the price, scope, or any other terms in the contract.

Ms. Lawton also requested the Board approve resolution number four to pay AECOM \$2,500.00 out of the \$660,000 loan for the first railroad permit for the project. Mr. Appignani recused himself from the discussions relating to this item. Mr. Strider read resolution #4 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 \$2,500.00.

**Action:** Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read totaling \$2,500.00. Approved 2-0. Mr. Appignani recused himself.

Discuss status of Charles Town bulk rate increase

Ms. Lawton stated that Mr. Kelsh has filed for a 30B rate case with the Public Service Commission for the increase in the bulk rate.

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

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

Mrs. Shultz stated that the District will need to collect an estimated \$10,000 in payments to cover the disbursements for sewer and \$11,000 for water.

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

**NEW BUSINESS**

Consider filing comments on Breckenridge East NPDES permit

Ms. Lawton explained to the Board that the developers of the proposed Breckenridge East subdivision have filed with the Department of Environmental Protection (DEP) for a NPDES permit to construct a wastewater treatment plant. Since this development is planned to be served by the District, staff has prepared comments on the permit application to be filed with DEP.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to send the draft comments to DEP as presented. Unanimously approved.**

Update on Status of Current Public Service Commission Cases

2015 sewer rate case, 15-1338-PSD-42R-PC – Mr. Mayhew stated the evidentiary hearings were April 27<sup>th</sup> and 28<sup>th</sup>. The initial briefs are due by May 25<sup>th</sup> and the reply briefs are due by June 8<sup>th</sup>.

2016 sewer rate case, 16-0411-PSD-30B – Bowles Rice has filed a Tariff Rule 30-B sewer rate increase to pass on the \$.40 per 1000 gallon increase adopted by Charles Town.

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

Consider Fiscal Year 2016 sewer budget revision

Mrs. Shultz was in the audience to answer any questions the Board had on both the budget revisions and draft budgets for next fiscal year. She stated that the budgets will need to be revised once the PSC issues a final order in the rate case.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2016 sewer budget revision as presented. Unanimously approved.**

Consider Fiscal year 2016 water budget revision

Mrs. Shultz informed the Board that coverage was not met for Fiscal Year 2016 and a rate increase will be needed to recover from the deficit.

**Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2016 water budget revision as presented. Unanimously approved.**

Consider water rate increase

Since the District did not meet coverage for Fiscal Year 2016 a rate increase will be needed.

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to consider filing a water rate increase with the Public Service Commission.**

A brief discussion was held. Tyler Mayhew from Bowles Rice stated that the District could either file a Rule 42 case or file a petition for a waiver of the limitation of revenue requirement and authorize a Rule 19A case since they are both such small water systems. The latter will save the District money and the PSC will do all the work to determine a final rate if the PSC approves the waiver.

**Action: The original motion was revised by Mr. Strider and seconded by Mr. Appignani to file for a rate increase using the option to petition for a waiver of the limitation of revenue requirement and get it filed before the June board meeting. Approved 2-1. Mr. Weese voted against the motion.**

Presentation of draft Fiscal Year 2017 sewer operating budget

This budget will be revised after the rate case.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2017 sewer operating budget as presented. Unanimously approved.

Presentation of draft Fiscal Year 2017 water operating budget

This budget will be revised after the rate case.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the Fiscal Year 2017 water operating budget as presented. Unanimously approved.

Discussion of any Expenses over Budget

None.

**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 \$8,150.11. 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 \$182,487.59. Unanimously approved.

Approve transfer of \$1,065.32 from the Renewal & Replacement account to the Sewer Operating account to repair flow meter

Approve transfer of \$2,576.31 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 4-7

Approve transfer of \$2,753.46 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$91.55 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 \$1,065.32 from the Renewal & Replacement account to the Sewer Operating account to repair flow meter; approve transfer of \$2,576.31 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 4-7; approve transfer of \$2,753.46 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; and approve transfer of \$91.55 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Ms. Lawton mentioned that the Board Members and General Manager had received a letter from Lee Snyder regarding East Jefferson Sewer Service, LLC. This will be an item on next month's agenda.

**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

Mike Ashley, District customer, thanked everyone who was in attendance at the rate case hearing last month.

Charles Cheezum, District customer, had concerns about the East Jefferson Sewer Service being on the agenda under items to remember for so long with no updates. He requested this item be discussed at next month's meeting updating the public on the matter.

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

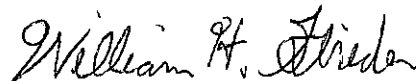
There being no further business at this time, the meeting was adjourned at 7:43PM.

The next regular meeting is scheduled for Monday, June 6, 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