

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting October 11, 2017

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Wednesday, October 11, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, William Strider; Secretary, Richard Weese (speakerphone); Treasurer, Roger Forshee; General Manager, April Shultz; Office Administrator, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; from Bowles Rice, Jim Kelsh; from Thrasher Engineering, Dan Ferrell, and liaison for the County Commission, Commissioner Josh Compton.

CALL TO ORDER

Chairman Bill Strider called the meeting to order at 7:00PM.

Approval of agenda

The agenda was unanimously approved with no changes.

OLD BUSINESS

Review Minutes of September 5 regular board meeting

The minutes of the September 5, 2017 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Forshee to accept the September 5, 2017 regular board meeting minutes as presented. Unanimously approved.

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

The District will have to collect \$22,000 before the October disbursements for sewer can be paid and will need to collect \$10,200 to cover the previous disbursements for water.

Action: No action required by the Board.

Update from Royal Vendors on Silver levels

Don Korrell from Royal Vendors updated the Board. The 30-day comment period ended on October 6th and DEP received no public comments so the modification should be issued within the next two weeks. Mr. Korrell stated they started using a new chemical supplier in September and the results for September came back under the current permit limit. Mrs. Shultz informed the Board that after the DEP inspection visit last month, they informed her that the District would be receiving a Notice of Violation from DEP for the Silver noncompliance. She will need to respond to the violation by drafting a letter including the remedial measures taken to address the noncompliance.

Action: No action required by the Board.

Discuss sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN

Mrs. Shultz stated there have been no updates since last meeting. Last month she informed the Board that Thrasher submitted the remaining invoices for the project for all work completed up to this point. Mrs. Shultz proposed the District pay Thrasher from the remaining \$660,000 loan and work out a payment agreement for the balance. Mr. Strider suggested doing a budget revision to the schedule B to move the remaining money from easements to engineering. This will be added to the agenda for next month.

Action: No action required by the Board.

NEW BUSINESS

Consider for approval the District's draft financial statement audit for the fiscal year ended June 30, 2017, presentation by Chuck Young of Cox Hollida & Professionals

Chuck Young presented the draft financial statements for fiscal year 2017. He received questions from staff and Board members. Mr. Young reported no deficiencies in internal controls or reported any instances of noncompliance.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to accept the fiscal year 2017 financial statement as presented with minor revisions as discussed in the presentation.**

Discuss pump station 3-6 possible upgrades

Mrs. Shultz informed the Board of staff's concerns with pump station 3-6 if the sewer project doesn't proceed and the pump station upgrades planned for this station don't occur then pump station failure is eminent. Dan Farrell from Thrasher has looked at staff's concerns and prepared a report on the pump station after a site visit. He stated the pump station is showing signs of wear and age and something must be done if the project doesn't move forward. Mr. Forshee suggested getting a proposal to upgrade three of the problem pump stations rather than one at a time. Mr. Strider stated this pump station, along with a few others, were to be upgraded with the sewer project. He was in favor of preparing the proposal in the event the pump stations begin to fail by utilizing the engineering work already done on the pump stations. Mr. Kelsh stated that depending on the total cost for upgrades, Public Service Commission approval could be needed.

Action: **Motion made by Mr. Strider and seconded by Mr. Forshee to direct Thrasher to prepare bid documents to be considered at the November 6th board meeting to address pump stations 3-6, 4-2, and 1-10 in such a way that there are bid alternates and different ways to authorize a contractor to proceed. Unanimously approved.**

Consider renewal to National Association of Clean Water Agencies

Mrs. Shultz requested the Board consider renewal to NACWA. The annual fee is \$750.00.

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to renew the annual NACWA membership for \$750.00. Unanimously approved.**

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC – Several parties have petitioned to intervene in the case.

- Reopened Jefferson County PSC Case No. 15-1338-PSD-42R-PC - Mr. Kelsh petitioned to have this case reopened to revise the PSD tariff to add the security deposits back into the tariff since they were accidentally omitted by the PSC in the last rate case.

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

Discussion of any expenses over budget for the year

Mrs. Shultz stated that the general officers expense was over for the year.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to approve the expense item, general officers, over budget for the year. Unanimously approved.**

Disbursements

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for the Public Service District water expenses in the amount of \$8,698.17. Unanimously approved.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for Public Service District sewer expenses in the amount of \$215,463.88. Unanimously approved.**

Approve transfer of \$7,461.02 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$7,461.02 from the New Sewer Security Deposit account to the**

Sewer Operating account for security deposit refunds. Unanimously approved.

Approve transfer of \$3,222.02 from the Renewal and Replacement account to the Sewer Operating account for repairs at Pump Station 3-7

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$3,222.02 from the Renewal and Replacement account to the Sewer Operating account for repairs at Pump Station 3-7. Unanimously approved.

Approve transfer of \$91.42 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of \$91.42 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

No updates were discussed.

Action: No action required by the Board.

Other staff reports

Mr. Forshee requested the Jefferson County bus garage pay for the NPDES permit modification to add the new bus garage to the District's permit.

Mr. Forshee questioned staff on how long the District holds liens on properties for nonpayment. Mrs. Shultz will take a look at the list of liens the District currently has placed on customers.

Action: No action required by the Board.

Correspondence

None.

Public Comment

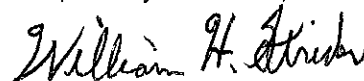
None.

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

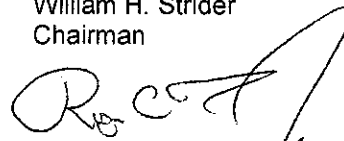
There being no further business at this time, the meeting was adjourned at 9:08PM.

The next regular meeting is scheduled for Monday, November 6, 2017 at 7:00pm at 340 Edmond Road, Suite A at the District's office in Kearneysville.

Respectfully Submitted,



William H. Strider
Chairman



Roger C. Forshee Jr.
Treasurer