

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting December 4, 2017

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 4, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Treasurer, Roger Forshee; newly appointed board member, Todd Milliron; General Manager, April Shultz; Office Administrator, Ashley Stottlmyer; Operations Manager, Joseph Freeze; from Thrasher Engineering, Dan Ferrell, and liaison for the County Commission, Commissioner Josh Compton. Mr. Weese was absent from the meeting.

CALL TO ORDER

Treasurer Roger Forshee called the meeting to order at 7:00PM.

Welcome new board member

Mr. Forshee welcomed newly appointed board member, Todd Milliron.

Appoint Chairman for December 4th meeting

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to nominate Mr. Forshee as Chairman for the month of December. Approved 2-0.

Approval of agenda

The agenda was approved 2-0 with no changes.

OLD BUSINESS

Review Minutes of November 6 regular board meeting

Mrs. Shultz noted one minor change to the November 6th minutes reflecting that \$20,000 not \$10,000 needed to be collected before the October disbursements could be paid.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to accept the November 6, 2017 regular board meeting minutes as amended. Approved 2-0.

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

The District will have to collect \$5,000 before the December disbursements for sewer can be paid and will need to collect \$9,100 to cover the previous disbursements for water.

Action: No action required by the Board.

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

Mrs. Shultz stated the District still owes Thrasher a remaining balance of \$15,714.91 which will be paid for over the next couple of months. Mr. Rodecker submitted an update to the PSC regarding the sewer project.

Mr. Forshee proposed a special meeting on December 7th at 6pm to discuss the sewer project along with numerous other items and shared his draft agenda with Mr. Milliron and staff. Mr. Milliron suggested inviting a representative from Charles Town to the special meeting. He would like to see more discussion on where the growth is happening in the Districts service area, a system wide analysis on the District's pump stations, the actual service territory of the District, and an electronic board meeting packet available to the public.

Action: Motion by Mr. Milliron and seconded by Mr. Forshee to have a special meeting on Thursday, December 7th at 6pm to discuss items proposed on his draft agenda plus disbursements. Approved 2-0.

Discuss pump station upgrades and letter with Thrasher

Dan Ferrell from Thrasher prepared a report regarding the costs to repair pump stations 3-6, 4-2, and 1-10. The cost estimate for rehabilitation of the three pump stations is an estimated \$420,000 if all three are rehabilitated at one time. Mr. Ferrell stated that if they are completed separately, the estimates for each would be approximately 10% more expensive to construct and the soft costs would be approximately 25% of each total. Mr. Milliron

suggested looking at funding options before making any decisions. He also suggested staff look at all pump stations and determine what upgrades/rehabilitation is needed at each. Mr. Milliron requested staff prepare a list of CIFs paid for the past 12 months and their associated location (subdivision).

Commissioner Compton informed the Board that the County is expecting to have the PSD audit results by December 31st.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to have this topic a standing agenda item on future regular board meeting agenda's until it is resolved. Approved 2-0.**

NEW BUSINESS

Consider approval of 2018 holiday schedule

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to approve the 2018 holiday schedule as presented. Approved 2-0.**

Consider approval of 2018 regular board meeting schedule

Mr. Milliron suggesting changing the July regular meeting agenda to July 9th instead of July 2nd. Staff is going to adjust a couple of dates that fall on the 1st or 2nd of the month due to billing issues and will add this item to the December 7th special meeting for approval.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to add this item to the December 7th special meeting with new dates. Approved 2-0.**

Discuss and consider purchase of mower

Staff prepared a cost analysis of different size mowers and Kubota's which showed a huge cost savings if employees mowed both Glen Haven and Cavaland. The Board suggested Mr. Freeze look into leasing options before they would make any decisions.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to have the discussion on purchasing a mower or tractor as an agenda item for the next regular board meeting. Approved 2-0.**

Discuss options for Dig-it

Mr. Freeze informed the Board of the repairs needed to fix the dig-it. The Board discussed the options of putting more money into the dig-it to fix it, to not fix and rent a machine when needed, or look into purchasing a machine that can do both the digging and mowing.

The Board received and opened a sealed bid for purchase of the dig-it for \$5.00.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to deny the bid of \$5.00 for the dig-it. Approved 2-0**

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC – The District filed a status update on November 29th. The Jefferson County Commission was granted an extension to file an update by December 15th.
- Reopened Jefferson County PSC Case No. 15-1338-PSD-42R-PC – There has been no new information on this case.

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

Discussion of any expenses over budget for the year

There were no expenses over budget for the year.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to appoint Mr. Milliron as Treasurer. Approved 2-0.**

Disbursements

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for the Public Service District water expenses in the amount of \$6362.18. Approved 2-0.

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for Public Service District sewer expenses in the amount of \$209,027.99. Approved 2-0.

Approve transfer of \$4,494.46 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve transfer of \$4,494.46 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds. Approved 2-0.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to include the number of customers who are getting the security deposits back on future agendas. Approved 2-0.

Approve transfer of \$307.91 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve transfer of \$307.91 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Approved 2-0.

Approve transfer of \$1,565.39 from the Renewal and Replacement account to the Sewer Operating account to replace a PLC at pump station 3-9

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to approve transfer of \$1,565.39 from the Renewal and Replacement account to the Sewer Operating account to replace a PLC at pump station 3-9. Approved 2-0.

General Manager's Report

Mrs. Shultz discussed a leak staff noticed due to increased pump hours and usage at the Cavaland water system. Staff is working to identify where in the system the leak is coming from and may inquire with other utilities, including WV WARN, for assistance on this issue. Mrs. Shultz also notified the Board that after a meeting with the County and the Charles Town Utility Board, the lawyer for the Utility Board is going to handle the sinkhole situation in Burr Park. Also in Mrs. Shultz's report, she noted that staff is working with Apparatus Repair & Engineering on the generator at pump station 1-12.

Action: No action required by the Board.

Other staff reports

Mr. Freeze informed the board of the large rocks that had to be removed from a manhole near the Evitts Run Skate Park. Staff discussed installing a bolted frame and manhole lid or having the manhole lid welded with a locking bar. The Board would like this item added to the next meeting agenda.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to add the discussion regarding the manhole near the skate park as a standing agenda item until it is resolved. Approved 2-0.

Mentioned in the Engineering Technician report, staff has been working with the owner of lot 23 in Greenfield to get sewer service to the property. Staff was notified today that a clean out was found at the property which will be inspected and made sure it follows the District's standards and specifications. Also in the report, it was discussed that Harvest Hills has inquired with the District to get an idea of the entire scope of work needed to provide sanitary sewer service to the proposed Harvest Hills subdivision. The District will need to explore further to determine the amount of capacity available in that area. Staff also requested the possible purchase of a new portable gas monitor used to detect gas levels in wetwells. The current one is seven years old and should be replaced.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to add the purchase of a portable gas monitor to next month's agenda for discussion. Approved 2-0.

Mr. Forshee had concerns with the number of past dues, 711, the District had last month. This month the number was down to 560 replied Mrs. Shultz.

Mr. Forshee spoke with Mr. Kelsh prior to the meeting about a legal bill with charges relating to the ethics complaint he has filed against the former District General Manager. He would like to amend the motion approving the disbursements to not include the costs associated with that legal bill.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to amend the previous motion approving the December sewer disbursements to approve the amount of \$208,200.49. Approved 2-0.

Correspondence

None.

Public Comment

Jacquelyn Milliron stated that this has been the most boring and lovely meeting she has attended. She also commented that pump station 1-10 was discussed in the June 2016 General Manager's report to be upgraded by a developer to increase the capacity so why is staff talking about the pump station overflowing now. She also stated that both pump stations 4-2 and 3-6 were to be upgraded for \$230,000 according to documents in July 2016 and over \$300,000 in the Preliminary Engineering Report in November 2016. Lastly she asked if the Godwin pump is equivalent to 2 AC pumps at pump station 3-7.

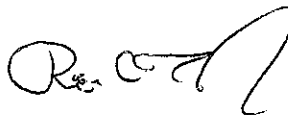
Debra and Andrew Johnson both thanked the board and staff for a great meeting.

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

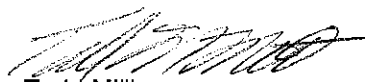
There being no further business at this time, the meeting was adjourned at 9:33PM.

The next regular meeting is scheduled for Monday, January 8, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



Roger C. Forshee Jr.
Chairman



Todd Milliron
Treasurer