

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

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## **Jefferson County Public Service District Regular Board Meeting March 6, 2017**

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, March 6, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese (speakerphone); Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; from Bowles Rice, Attorney, Tyler Mayhew; and liaison for the County Commission, Commissioner Josh Compton.

### **CALL TO ORDER**

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

### **Approval of agenda**

By unanimous consent, the Board approved the agenda as presented.

### **OLD BUSINESS**

#### **Review Minutes of February 6 regular board meeting**

The minutes of the February 6, 2017 regular board meeting were approved as presented.

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the February 6, 2017 regular board meeting minutes as presented. Unanimously approved.**

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

- **Consider for approval the resolution #9 to pay Crawford Law Group for easement services relating to 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 requested the Board approve resolution number nine (9) to pay Crawford Law Group \$1,991.00 out of the \$660,000 loan for easement services for the project. Mr. Strider read resolution #9 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  
\$1,991.00.**

**Action: Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution as read totaling \$1,991.00. Approved 2-0. Mr. Appignani recused himself.**

#### **Update on request from Jefferson Utilities, Inc. regarding the Districts Westridge Hills well**

Treasurer Bill Strider made the comment that he fully supported the position of the Westridge Hills HOA opposing the sale of the well for \$5,000, but since it is a viable well he doesn't want to see the well sit unused since the District does not have the water rights to provide service and utilize the well. Mr. Strider proposed the District deny Jefferson Utilities, Inc.'s (JUI) offer and suggested a possible long-term lease agreement for the well with JUI. Mr. Appignani is in agreement with Mr. Strider's suggestion and added to ask JUI to present the agreement to the County Commission with participation from the District and the Westridge Hills HOA.

**Action: Motion by Mr. Strider and seconded by Mr. Weese to request JUI draft a lease agreement for the Westridge Hills well and present to the County Commission with the participation from the District and the Westridge Hills HOA. Unanimously approved.**

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

The District will need to collect an estimated \$15,400 in payments to cover the disbursements for water.

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

**NEW BUSINESS**

Consider approval of an amendment to Aspen Greens Alternate Mainline Extension Agreement for Phase II

Mr. Kelsh prepared an amendment to the Aspen Greens Alternate Mainline Extension Agreement for Phase II which the District can also use for future phases.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to approve the amendment to the Alternate Mainline Extension Agreement with Aspen Greens for Phase II. Unanimously approved.

Discussions with County Commission on consolidation of utilities in Jefferson County

- Consider hiring Robert Rodecker to represent District on this issue
- Review and reconsider motion from July 6, 2015 on consolidation discussions

The County Commission scheduled a meeting on March 15<sup>th</sup> with the City of Charles Town and Ranson to discuss consolidation options among the three sewer utilities. The District was invited to attend.

**Action:** Motion made by Mr. Strider and seconded by Mr. Weese to rescind the July 6, 2015 motion which states the District will "not consider any formal agreements to sell, acquire or consolidate sewer utility assets to or with another publicly owned sewer utility provider until the Districts sewer transmission project is constructed" and to now allow the District to enter into discussions on consolidation or purchase efforts with the Jefferson County Commission and the cities of Charles Town and Ranson. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to hire Robert Rodecker to represent the District in consolidation discussions with the Cities of Charles Town and Ranson. Unanimously approved.

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 –The final order is due by March 23<sup>rd</sup>.

**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. Appignani to approve disbursements for Public Service District water expenses in the amount of \$6,565.44. Unanimously approved.

**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 \$226,268.43. Unanimously approved.

Approve transfer of \$4,278.66 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$922.94 from the Water Renewal & Replacement account to the Water Operating account for new transducer

Approve transfer of \$91.13 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. Appignani to approve transfer of \$4,278.66 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$922.94 from the Water Renewal & Replacement account to the Water Operating account for new transducer; approve transfer of \$91.13 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

None.


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

There being no further business at this time, the meeting was adjourned at 7:21PM.

The next regular meeting is scheduled for Monday, April 3, 2017 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