

Jefferson County

Public Service District

Jefferson County Public Service District Regular Board Meeting April 6, 2015

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 6, 2015 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; from Dunn Engineering, Fred Hypes; and Liaison for the County Commission, Commissioner Jane Tabb.

Secretary Richard Weese was absent for a majority of the meeting, but did call in for executive session and a portion of the regular meeting.

CALL TO ORDER

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

Approval of agenda

The Board approved the agenda after moving the item to discuss the Sewer Transmission agreement with Ranson to executive session.

Public Comments

None.

OLD BUSINESS

Review Minutes of March 2 regular board meeting

The minutes of the March 2, 2015 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the March 2, 2015 regular board meeting minutes as presented. Approved 2-0.

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

Ms. Lawton stated that the District will need an estimated \$82,000 in payments to cover the disbursements for this month. It was noted that this is an improvement over the past several months.

Action: No action required by the Board.

Update on the water systems improvement project for Glen Haven and Cavaland

Ms. Lawton stated the water systems project is substantially complete except for a few minor issues. Mr. Kelsh submitted a letter to the West Virginia Infrastructure and Jobs Development Council requesting additional grant funds to cover cost overrun on the project.

Action: No action required by the Board.

Update on strategic plan

Mr. Hypes from Dunn Engineering stated that his firm is continuing to work on drafting a strategic plan. A progress report is due to the Public Service Commission by June 25 and the final report is due August 24.

Action: No action required by the Board.

NEW BUSINESS

Consider having Thrasher review their past pump station 4-4 plan review for Jefferson Heights and advise District personnel how much the upgrade for the development will cost the new owner

Ms. Lawton requested the Board approve Thrasher Engineering prepare an estimate on how much the upgrades to pump station 4-4 would cost if the District would accept flows from the proposed Jefferson Heights North subdivision, whose residents will be sewer customers of Charles Town. This development would only be using the District's pump station to transport flow to the Charles Town plant. Pentree Engineers, which are now a part of Thrasher Engineering, have reviewed the plans in the past and instead of

Dunn Engineering starting a new review process, Ms. Lawton would like Thrasher to update their previous estimates for a pump station upgrade. Mr. Appignani questioned if the District would be violating the contract with Dunn Engineers, but Mr. Kelsh stated that he is not aware of any conflicts with Dunn Engineers or the ongoing contract with Pentree, now Thrasher Engineering. Wayne Morgan, Thrasher Engineering, estimated the cost for the review would be between \$800 and \$1,000. Fred Hypes from Dunn Engineers had no problem with Thrasher preparing the estimate since they have already completed the work in previous years. Mr. Appignani also had questions since Jefferson Heights is in the Charles Town service area. Ms. Lawton requested the Board move into executive session due to negotiations with Charles Town concerning the pump station. Mr. Appignani questioned that since a review of the 2005 through 2009 Districts meeting minutes, the time frame when this issue was examined, did not reference Jefferson Heights or the sale of the pump station to Charles Town. Since there was a matter of privileged communications with the Charles Town Utility Board attorney, the Board went into executive session.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to go into executive session to discuss Jefferson Heights. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve Thrasher Engineering prepare an estimate for upgrades to pump station 4-4 if the District would accept flows from the Jefferson Heights North subdivision. The Board is not aware of any contractual conflicts with Dunn Engineers or Thrasher Engineering. Approved 2-0.

Discuss District staff water and sewer operator licenses

Mr. Appignani requested this item to be put on the agenda and appreciates the information provided by staff. His motive for this item was to ask staff if there are any concerns with obtaining credits or if there is anything the Board can do to assist in earning these credits. Ms. Lawton requested the Board continue to approve the attendance and travel arrangements for staff to attend classes for the purpose of obtaining credits and knowledge. Mr. Appignani requested that in the future, when travel was requested the continuing education requirements associated with the travel was included in the request.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

PSC case # 12-0513 -PSD-PC (2012 sewer rate case) – The PSC staff issued an order on March 24 directing the District to file a status report on the strategic plan by June 25 and to file the completed plan by August 24.

PSC case # 13-1175-S-C (Old Standard, LLC complaint) & Circuit Court case # 14-C-51 – The PSC case has been closed and the circuit court case has been stayed.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

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 \$3,845.77. 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 \$183,469.51. Unanimously approved.

Approve transfer of \$1,406.64 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 3-6

Approve transfer of \$4,174.20 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 1-10

Approve transfer of \$1,839.99 from the Renewal & Replacement account to the Sewer Operating account for PLC repair at pump station 4-5

Approve transfer of \$1,806.12 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 4-5

Approve transfer of \$5,400.58 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$192.18 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 \$1,406.64 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 3-6; Approve transfer of \$4,174.20 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 1-10; approve transfer of \$1,839.99 from the Renewal & Replacement account to the Sewer Operating account for PLC repair at pump station 4-5; approve transfer of \$1,806.12 from the Renewal & Replacement account to the Sewer Operating account for pump repair at pump station 4-5; approve transfer of \$5,400.58 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$192.18 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Approved 2-0.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Pump Station 1-12 – Ms. Lawton and Mr. Kelsh are preparing a promissory note for the driver who hit the pump station to cover costs not being covered by insurance.

Senate Bill 234 – Mr. Appignani would like Mr. Kelsh to update the Board next month on this bill.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Public Comment

Mr. Charles Cheezum had questions about a handout prepared by Pentree, Inc that was given to the County Commission months ago about the proposed acquisition of Jefferson Utilities, Inc. He made a request that the document be discussed at the next Board meeting with Thrasher Engineering giving an explanation.

Commissioner Tabb and Mr. Freeze exited the meeting. Mr. Hypes and Mr. Morgan stayed and Mr. Weese was called for executive session.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to convene in executive session for the purpose of discussing litigation and contract negotiations. Approved 2-0.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the sewer transportation agreement with the City of Ranson for the sewer transmission project as discussed. Approved 2-1. Mr. Appignani voted against the motion.

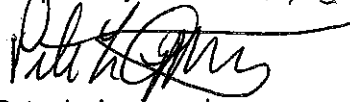
Mr. Appignani stated that this arrangement doesn't serve the current ratepayers and opposed approving the agreement.

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

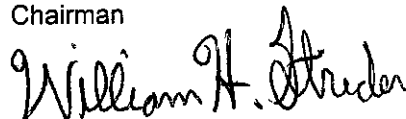
There being no further business at this time, the meeting was adjourned at 8:15PM.

The next regular meeting is scheduled for Monday, May 4, 2015 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