

Jefferson County

Public Service District

Jefferson County Public Service District Regular Board Meeting September 8, 2015

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, September 8, 2015 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joseph Freeze; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; from Dunn Engineering, Fred Hypes; and Liaison for the County Commission, Commissioner Jane Tabb. Mr. Weese was absent from the meeting.

CALL TO ORDER

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

Approval of agenda

The Board made no changes to the agenda.

Public Comments

None.

OLD BUSINESS

Review Minutes of August 3 regular board meeting

The minutes of the August 3, 2015 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to accept the August 3, 2015 regular board meeting minutes as presented. Approved 2-0.

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

▪ Consider approval of Resolution #12

Ms. Lawton stated the Infrastructure and Jobs Development Council (IJDC) full council approved the Districts request for a grant of \$39,183.37 to cover the project overrun costs at their August 5th meeting which the Board now needs to approve the twelfth withdraw to pay the contractor this overrun. Mr. Appignani read the resolution for payment #12 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 CAVALAND & GLEN HAVEN WATER SYSTEM
IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT
THEREOF IN THE AMOUNT OF \$39,183.37.

Action: Motion by Mr. Appignani and seconded by Mr. Strider to adopt the resolution as read totaling \$39,183.37. Approved 2-0.

Discuss sewer collection and transmission project

- Review funding proposals submitted for sewer transmission project development costs; select preferred funding source and terms; authorize Staff, bond counsel, and a board member to move forward to close on funding as soon as practical**

The Board tabled this discussion until next month.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to table the item until next month. Approved 2-0.

Discuss acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc., and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

Mr. Kelsh stated the project will be discussed at the September 29th West Virginia Infrastructure and Jobs Development Council (IJDC) technical review and funding committee and the IJDC full council on October 7th.

Action: No action required by the Board.

Discuss status of Local Powers Act amendment and lobbying

- Consider engagement letter with Bowles Rice for Local Power Act amendment drafting and lobbying

The Board discussed Mr. Kelsh moving forward to draft legislation for 2016 regular legislative session to amend the Local Powers Act for the District to have the ability to charge Capital Improvement Fees if the Public Service Commission denies the request. However, since there is a possibility this will be discussed at the September 17th County Commission utilities meeting, Mr. Strider suggested tabling this discussion until after that meeting.

Action: No action required by the Board.

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

Ms. Lawton stated that the District will need an estimated \$77,000 in payments to cover the disbursements for sewer and \$3,200 for water.

Action: No action required by the Board.

NEW BUSINESS

Discuss the ownership of the Highland Farms wastewater treatment plant site

Ms. Lawton received a request from Michael Briel, Counsel for the McGinnis family, who own the property adjacent to the Highland Farms parcel the District owns. Dan McGinnis was in the audience to discuss purchasing the property from the District. Mr. McGinnis does not wish to build on the property, but to simply clean up the area and is willing to work with the District to accomplish that. The Board would like to retain the property and will make a final decision at next months meeting after Counsel has reviewed the existing deed.

Action: No action required by the Board.

Discuss the September 17th Utility Meeting to be held by the County Commission

The Jefferson County Commission has scheduled a meeting with all local utilities to discuss water and wastewater infrastructure throughout the County. District staff, Counsel, and engineers will attend.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case – Mr. Kelsh filed the petition to the PSC on August 13th. He sent a corrected notice to the newspapers since his calculations were incorrect.

2012 sewer rate case – The final strategic plan was filed with the PSC. Comments were filed against the final plan, but since the case is closed the PSC is not required to take action.

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. Appignani to approve disbursements for Public Service District water expenses in the amount of \$14,602.89. Approved 2-0.

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 \$236,833.55. Approved 2-0.

Approve transfer of \$1,758.00 from the Renewal & Replacement account to the Sewer Operating account for new transducers at pump station 2-13

Approve transfer of \$32,816.25 from the Series 2013A Bond account to the Sewer Operating account for strategic plan expenses

Approve transfer of \$5,112.39 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve transfer of \$1,758.00 from the Renewal & Replacement account to the Sewer Operating account for new transducers at pump station 2-13; approve transfer of \$32,816.25 from the Series 2013A Bond account to the Sewer Operating account for strategic plan expenses; approve transfer of \$5,112.39 from the Sewer Security Deposit account to the Sewer 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.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Public Comment

None.

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

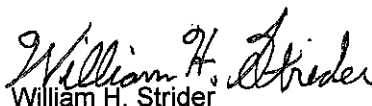
There being no further business at this time, the meeting was adjourned at 7:39PM.

The next regular meeting is scheduled for Monday, October 5, 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