

Minutes

**BERKELEY COUNTY PUBLIC SERVICE
WATER DISTRICT**

Regular Meeting
Monday December 12, 2011 5:00 p.m.

The Board of Directors of the Berkeley County Public Service District met at 77 Monroe St. on December 12, 2011.

Present: Board Members: Greg Rhoe, Bruce Dorsey, Wayne Dunham, Lynn E. Leatherman and Ruby Kern; Executive Director Paul Fisher; District Counsel Hoy Shingleton; District Engineer Chris Thiel; County Council Liaison Doug Copenhaver; Recording Secretary Ray Morales; Guest: Matthew Umstead of the Herald Mail.

Welcome Guests

Chairman Rhoe welcomed those present and called the meeting to order at 5:00 p.m.

Approval of Agenda – Discussion/Action

A motion was made to approve the Agenda as presented.

Moved – Bruce Dorsey

Second – Wayne Dunham

Passed - Unanimously

Approval of Minutes of the regular meeting of November 28, 2011.

There were no changes or additions.

The Board approved the minutes of the regular meeting of November 28, 2011, as presented.

Moved – Ruby Kern

Second – Lynn Leatherman

Passed— Unanimously

Discussion/Approval of proposal from CoxHollidaPrice LLP to determine mid year bond and BAN coverage.

Mr. Fisher began by reviewing a brief history of the bond and BAN coverage. The District has had a hard time predicting whether they'll meet bond coverage or not. Mr. Fisher has recommended the District move towards determining the bond and BAN coverage at the second and third quarters, and has requested a proposal from CoxHollidaPrice LLP in this regard. These would be unaudited statements. Mr. Fisher believes this would help us predict whether or not we would meet bond coverage and would also allow us time to make some

adjustments should we realize they are necessary. Mr. Rhoe believes this is a good idea and would help predict whether or not we would meet the coverage requirements.

A motion was made that we engage CoxHollidaPrice LLP to prepare unaudited financial and bond coverage calculations at the end of 6 months and if needed, after 9 months of the fiscal year.

Moved – Ruby Kern

Second – Lynn Leatherman

Passed – Unanimously

Discussion/Approval of Security Agreement with the Berkeley County Sheriff.

Mr. Fisher explained that due to unruly customers, the District had Norwood Bentley draft an agreement whereby we could implement the use of an off duty Officer during District terminations. This would be two afternoons a month for approximately 2 to 4 hours a day. Although we have security cameras in place, having an Officer in place would deter those who might verbally abuse our cashiers. Mr. Fisher stated that the Sheriff's department would charge us 30 to 35 dollars an hour for this service. The agreement is one we could discontinue at anytime should we see the need.

A motion was made to authorize the Chairman to execute a Security Agreement with the Berkeley County Sheriff.

Moved – Bruce Dorsey

Second – Wayne Dunham

Passed – Unanimously

Discussion/Approval of 2012 Board Meeting Schedule.

There were no changes or additions.

A motion was made to adopt the 2012 Board Meeting Schedule.

Moved – Lynn Leatherman

Second – Ruby Kern

Passed – Unanimously

Approval of check registers for November 2011.

A motion was made to approve the November 2011, check registers as presented.

Moved – Wayne Dunham

Second – Ruby Kern

Passed - unanimously

Report from District Engineer – Discussion / Action.**Developer Activities:**

1. Recommending approval by the Board for the following design drawings:
 - Board of Education. Extension of 650 feet of 12-inch water main to serve proposed athletic facilities for Hedgesville High School. Project is located off Ridge Road (# 1103).
 - Straight Arrow, LLC. Extension of 3475 of 8-inch and 2000 feet of 12-inch water main to serve 55 residential and several commercial lots in Stone Crest subdivision. Project is located on Route 9, just east of Laurel Ridge Subdivision (# 0727). Project plans were originally approved in August 2007; the current plans reflect proposed changes to substitute commercial development for land originally slated for residential lots.

A motion was made to approve the Engineering Report.

Moved – Lynn Leatherman

Second – Bruce Dorsey

Passed - Unanimously

Report from Executive Director – Discussion / Action.

- Mr. Fisher discussed "negative motions" and the need for them or lack thereof. Mr. Rhoe mentioned that it would be at the Boards discretion to use or not to use "negative motions" and there are certainly times that a "negative motion" is warranted.
- Mr. Fisher provided the Board with the Storage Tank Preventative Maintenance schedule and determined costs. He also provided the Board with the annual list of the 10 largest District customers.
- Mr. Fisher briefly discussed a Pressure Reducing Valve (PRV) on our water main on Route 9 across from the Hedgesville Post office. It appears that this PRV pit is floating due to ground water influence. The District plans to dig beside it to determine whether it is floating or not. If ground water is present, the District will build a French drain and run the water away from the PRV station.
- Mr. Fisher discussed an issue we are having with the Joint Trust Account for the Water and Sewer Districts to which all payments go and from there it is distributed accordingly. On Friday (12-9-11) and Monday (12-12-11), there was not enough money to make the transfer and the reason is uncertain. Mr. Fisher believes debit cards and the use of the pin numbers are a concern. He will get to the bottom of it and update the Board at the next meeting regarding this issue.

Good of the Order & Public Comments.

There were no comments.

Executive Session to discuss Legal Matters.

No action is anticipated following the Executive Session.

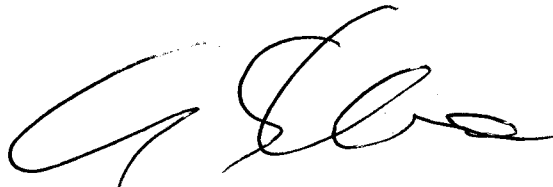
A motion was made to go into Executive Session.

*Moved – Ruby Kern
Second – Bruce Dorsey
Passed – Unanimously*


Adjournment

There being no further business, motion made for adjournment at 6:15 p.m.

Moved— Bruce Dorsey



Gregory S. Rhoe
Chairman



D. Wayne Dunham
Secretary



Ray Morales
Recording Secretary