

**BERKELEY COUNTY PUBLIC SERVICE SEWER DISTRICT  
65 DISTRICT WAY  
MARTINSBURG, WEST VIRGINIA 25404**

**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
JULY 27, 2010**

Members Present:

Treasurer Ronald K. Collins  
Secretary John E. Myers  
Chairman John C. Kunkle

Members Absent:

Staff Members Present:

General Manager Curtis Keller  
General Counsel William Rohrbaugh  
Human Resource Director

Others Present:

Mike Parker, Woolpert, Inc.  
Lewis McIntyre, homeowner, 451 Appian Way

**CALL TO ORDER**

Chairman Kunkle called the Regular Meeting of the Board of Directors of the Berkeley County Public Service Sewer District to order at 7:01 p.m. Roll call was taken at that time. Chairman Kunkle welcomed everyone to the meeting.

**APPROVAL OF AGENDA AND PACKET**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve agenda and packet as presented.

**Unanimously approved.**

**READING, CORRECTION AND APPROVAL OF MINUTES**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve the July 13, 2010 minutes.

**Motion approved. Chairman John Kunkle abstained.**

**CITIZEN PARTICIPATION**

Lewis McIntyre imagined about where the specifications for the well meter. General Counsel Rohrbaugh stated they were not ready just yet and staff is working on them.

Mr. McIntyre would like to know what the history of Grapevine Road is as far as sewer is concerned. He states he was told by people that sewer is not going there for 5 years and would like to know why they have not done it.

Staff explained that the Highway 9 Project, which serves that area was completed in the early 1990's. Chairman Kunkle stated that he did not think anyone on this board was with District when it occurred, so they were not going to be able to tell him particulars about it. He stated that they can locate where the sewer line is and will enforce the fees if someone needs to be paying. Secretary Myers stated that the sewer was put in at least 10-15 years ago and was done before the Airport project. Staff will locate the PSC order granting the Certificate of Convenience and Necessity for the project and send to Mr. McIntyre.

## **PROJECTS**

### **NORTH BERKELEY PROJECT**

Mike Parker from Woolpert informed the BOD of the following information:

- Progressing on HVAC improvement- tomorrow is a milestone day to change out the electric service on the equipment. The electrician should be finished on Thursday. They are three weeks away from being complete.

### **Approval of Pay request #29**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve Pay Request No. 29 for the N. Berkeley Project based on General Manager Keller's recommendation in the amount of \$116,601.48 as follows:

Woolpert, Inc. \$5,792.70

Breckenridge, Inc. \$110,808.78

### **INWOOD LAND DRAINAGE AND WATER QUALITY PROJECT**

Mike Parker from Woolpert updated the BOD with the following information:

- Nothing to report other than finishing final paperwork.

## **MANAGEMENT REPORTS**

Human Resource Director Regina Keller updated the BOD with the following information:

- Received renewal from Brickstreet on our Workers Compensation coverage and we received a \$5,000 increase.
- Training- minimal training has been done in the past year due to budget constraints and according to performance evaluations she feels that some employees need skill training. She is developing a training needs spreadsheet to evaluate the needs and prioritize training for the employees.
- Compressed work week for employees. Majority of employees have done it and it's going well.

- Discussion regarding eligibility of post retirement health insurance benefits for employees. Human Resource Director Keller will draft a policy for BOD review and approval.
- Reconsideration of purchasing card policy.

General Counsel Rohrbaugh updated the BOD with the following information:

- Sent Mr. Ressler a letter regarding his water line complaint and have not heard anything else from him since then.
- Water District and Sewer District are preparing to file appeal briefs in the Faircloth case before the Supreme Court.
- Corners at Arden- went to closing, District now owns the system.
- Stormwater Task Force proposed rules were forwarded to PSC. A case filing is in place for the Commission to review the rules.

General Manager Keller discussed with the BOD the following information:

- Corners at Arden- Staff is working on getting the system back to basic operation. Met with DEP inspector to review plan of action.
- Aqua-Aerobics should be finished with valves within two weeks.
- Auditors will start field work tomorrow and go through next week.
- Working out at Kimberly Heights.
- Dealing with odor complaints at Evans Run. We have attempted several different less costly solutions, but have not been able to keep it under control. We are continuing to monitor and attempting alternative solutions.
- Meeting between Water and Sewer Districts with ASI regarding combined billing.
- Employee nominated to participate in Leadership Berkeley program.

### **APPROVAL OF FINANCIALS/PAYROLL**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve the Accounts Payable and Payroll for July 27, 2010.

**Unanimously approved.**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve opening separate bank account for the Corners at Arden Security Account per the approved agreement.

**Unanimously approved.**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve the engagement letter with Yount, Hyde, & Barbour for the District's FY 2010 audit.

**Unanimously approved.**

**Motion** made by Treasurer Collins, seconded by Secretary Myers to approve the engagement letter with Decker and Company, PLLC for the District's Arbitrage review on its outstanding bonds.

**Unanimously approved.**

## **EXECUTIVE SESSION**

**Motion** made by Treasurer Collins, seconded by Secretary Myers, to enter Executive Session at 8:36 p.m. to discuss legal/contractual issues.

The following individuals participated in all or part of the Executive Session discussions:

Chairman John Kunkle  
Secretary John Myers  
Treasurer Ron Collins  
General Manager Curtis B. Keller  
General Counsel William Rohrbaugh  
Human Resource Director Regina Keller

Chairman Kunkle declared Executive Session over at 9:45 p.m.

No action necessary as result of Executive Session discussions.

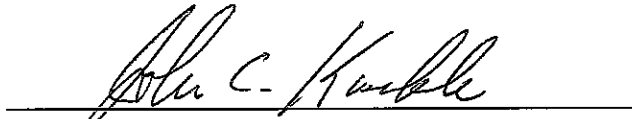
## **ADJOURNMENT**

**Motion** made by Secretary Myers, seconded by Treasurer Collins to adjourn the meeting at 9:46 p.m.

**Unanimously approved.**

July 27, 2010 Regular Meeting of the  
Board of Directors of the Berkeley County PSSD

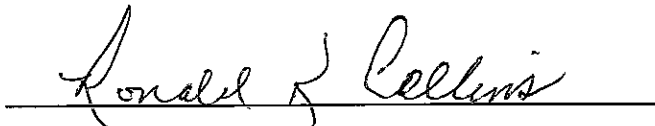
Date Minutes Signed: 8-10-10



John C. Kunkle  
Chairman

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John E. Myers  
Secretary



Ronald K. Collins  
Treasurer