

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

**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
MAY 25, 2010**

Members Present:

Treasurer Ronald K. Collins
Secretary John E. Myers

Members Absent:

Chairman John C. Kunkle

Staff Members Present:

General Manager Curtis Keller
Chief of Plant Operations, Clifton Browning

Others Present:

Mike Parker, Woolpert, Inc.
Dan Whited, Woolpert, Inc.

CALL TO ORDER

Secretary John Myers 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. Secretary Myers 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 table the May 11, 2010 minutes until the next BOD meeting.

Unanimously approved.

CITIZEN PARTICIPATION

None in attendance.

PROJECTS

NORTH BERKELEY PROJECT

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

- Contractor is moving ahead with the improvements at the Carousel Lane pump station and should have it completed by June 15, 2010.
- Spoke with Breckenridge this afternoon on the HVAC system changes and they postponed the work until possibly midweek next week. After that, they will start installation and have it done in approximately 10 days.
- June 15, 2010 mediation scheduled with Gold Diggers on outstanding issues.

Approval of Pay Request No. 27

Motion made by Treasurer Collins, seconded by Secretary Myers to approve Pay Request No. 27 for the N. Berkeley Project based on General Manager Keller's recommendation in the amount of \$13,741.78 as follows:

Woolpert, Inc. \$13,741.78

INWOOD LAND DRAINAGE AND WATER QUALITY PROJECT

Dan Whited from Woolpert updated the BOD with the following information:

- Had public meeting last Monday night. Presentation is in the packet. Presentation went very well
- Went to Charleston to address what they are intending to do with SRF money next year. They do have the Green Infrastructure project on their list for approval; however funding is only forgivable up to a maximum of \$500,000. Remainder of funds, would be at 0% interest.

Approval of Pay Request No. 4

Motion made by Treasurer Collins, seconded by Secretary Myers to approve Pay Application No. 4 for the Inwood Land Drainage and Water Quality Project based on Woolpert's approval and General Manager Keller's recommendation in the amount of \$149,245.82 as follows:

Woolpert, Inc. \$149,245.82

MANAGEMENT REPORTS

Chief of Plant Operations Clifton Browning discussed with the BOD the following information:

- Did get Aqua-Aerobics decanters replaced. They sent a diver in and got confirmation that the Ensure models weren't working.
- Dutchland was in town last week to look at the precast basin at Baker Heights. The operators had found some floating pieces of foamy material. Dutchland representative confirmed precast seals are fine and that material is from where the catwalks were placed on top of the basin walls.
- Permit issue with Chesapeake Bay area. Try to find out whether filters would work on 50,000gal day system.
- Inwood – I&I problem is a concern and causes problems at the plant during rain events.

General Manager Keller discussed with the BOD the following information:

- Still working to get proposals for SSES work on the Inwood collection system.
- Internally prepared financial statements for April were in packets for review.
- Meeting scheduled with Steve Spitzer from Yount Hyde next week to discuss various financial issues in preparation for the audit.
- Memo from PSC regarding Rule 42 filing requirements.
- Received health insurance renewal at 9% increase, which is 1% less than the amount budgeted.
- Still working on combined billing issue. Attempting to get a meeting scheduled with ASI on cost of upgrading software and hardware.
- Started no charge customer internet bill payments.
- Pikeview West odor issues, Construction crews are doing manhole rehab work trying to seal those up. Also made some changes to pump station to cause pumps to cycle more frequently.

APPROVAL OF FINANCIALS/PAYROLL

Motion made by Secretary Myers, seconded by Treasurer Collins to approve the Accounts Payable and Payroll for May 25, 2010.

Unanimously approved.

EXECUTIVE SESSION

Motion made by Treasurer Collins, seconded by Secretary Myers, to enter Executive Session at 7:33 p.m. to discuss personnel and legal/contractual issues.

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

Secretary John Myers
Treasurer Ron Collins
General Manager Curtis B. Keller

Secretary Myers declared Executive Session over at 7:44 p.m.

No action necessary as result of Executive Session discussions.

ADJOURNMENT

Motion made by Treasurer Collins, seconded by Secretary Myers to adjourn the meeting at 7:45 p.m.

Unanimously approved.

May 25, 2010 Regular Meeting of the
Board of Directors of the Berkeley County PSSD

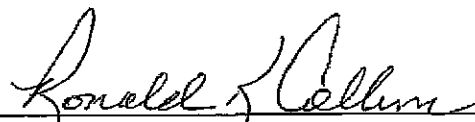
Date Minutes Signed: 10-8-10

ABSENT

John C. Kunkle
Chairman



John E. Myers
Secretary



Ronald K. Collins
Treasurer