

Board of Directors  
Special Meeting  
January 24, 2004

Meeting called to order at 1:00 P.M. Members of the Board present: Marty Kable and Jack Lantzy. Also Present: Susanne Lawton, General Manager PSD; Al Hooper, County Commissioner (Commissioner liaison to PSD) and Greg Corliss, County Commissioner.

Disbursements – Jack Lantzy made a motion to approve disbursements for the PSD in the amount of \$88,252.63. Chairman Kable seconded the motion. Approved 2-0. Jack Lantzy made a motion to approve disbursements for Glen Haven in the amount of \$1,427.33. Chairman Kable seconded the motion. Approved 2-0. Jack Lantzy made a motion to approve disbursements for Cavaland in the amount of \$15.00. Chairman Kable seconded the motion. Approved 2-0.

Approve Security Deposit Refund Transfers – Jack Lantzy made a motion to transfer \$454.21 from the security deposit savings account into the PSD regular checking account. Chairman Kable seconded the motion. Approved 2-0.

Consideration of Financial Contribution for Upgrades to the Charles Town Treatment Plant – Jack Lantzy made a motion that the Jefferson County Public Service District express their desire to participate in the upgrade to the Charles Town Wastewater Treatment Plant. Chairman Kable seconded the motion. Approved 2-0.

Consideration of Adjusting Incorrect General Ledger Balances - At the recommendation of the PSD auditors, Jack Lantzy made a motion to authorize the bookkeeper to make adjustments to various accounts to get the general ledger in line with the subsidiary ledger. Chairman Kable seconded the motion. Approved 2 to 0.

Approval of Supplemental Agreement from Pentree for Engineering Services for Relocating Line Along WV 9 at Burr Interchange – Jack Lantzy made a motion to approve the services of Pentree for relocating line along WV 9 and Burr interchange. Chairman Kable seconded the motion. Approved 2 to 0.

Appoint an Acting Secretary – Jack Lantzy made a motion to appoint Susanne Lawton as the Acting Secretary. Chairman Kable seconded it. Approved 2 to 0.

Adopt BB&T Resolution for Check Signing Authority – Jack Lantzy made a motion that the PSD adopt the BB&T Resolution and Agreement for Deposit Accounts for the following accounts: Operating Account, Cavaland Water, Glen Haven Water, Renewal & Replacement, New Sewer Deposit, Glen Haven Security Deposit, Facility Plan Fund, Reserve Account, Huntfield 2003 A, Huntfield 2003 B, Capacity Fee, and Cost of Issuance #3. Chairman Kable seconded the motion. Approved 2 to 0. Jack Lantzy said that he would review the PSD's accounts to make sure they are fully collateralized at all the banks.

Public Comments – Comments were made by Paul Rosa, Herb Jonkers, and Jerry Connelly.

Meeting adjourned at 1:45 PM.

The next meeting will be held on March 1, 2004 at 7:00 P.M. at 200 East Washington Street.

Respectfully submitted,

Marty Kable, Chairman  
Board of Directors

Jack Lantzy, Treasurer  
Board of Directors