

**Jefferson County Public Service District
Special Board Meeting
February 25, 2009**

The special meeting of the Jefferson County Public Service District was held at 1:00pm on Wednesday, February 25, 2009 at the PSD office and continued in a second session the evening of Monday, March 2, 2009 at the same location. Those in attendance included: Chairman, Joe Hankins; Treasurer, Jack Lantzy by speakerphone; General Manager PSD, Susanne Lawton; and Lee Snyder, Jefferson Utilities Inc. The purpose of the meeting was to interview the most qualified prospective engineering firms responding to a public advertisement dated November 26, 2008 for the design and permitting of a water line extension through the Town of Millville, crossing the Shenandoah River and replacement of the water system serving Keys Ferry Acres, Westridge Hills, and Harpers Ferry Campsites in Jefferson County, West Virginia.

Chairman Hankins called the meeting to order at 1:00PM.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to create an interview committee composed of Sue Lawton, General Manager and Joe Hankins, Board Chairman, to represent the District and Lee Snyder, to represent JUI. The interview committee would report back to the full District Board with interview results that would inform further District Board selection decisions. Approved 2-0.

Action: Motion made by Mr. Lantzy and seconded by Mr. Hankins to convene into executive session for the purpose of interviewing prospective engineering firms. Approved 2-0.

As Mr. Lantzy had to leave before interviews were complete and the executive session could be closed, it was decided to continue this meeting before the regular Board Meeting on March 2nd. At 7 pm, March 2nd, the entire Board reconvened. Mr. Hankins and Sue Lawton were rejoined by Mr. Lantzy and Mr. Cummins in continuing Executive Session.

On March 2nd the following action took place:

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to return to public session. Unanimously approved.

In public session, Mr. Hankins gave a brief overview of the special meeting which follows. An interview committee was formed to interview engineering firms for the design and permitting of a water line extension through the Town of Millville, crossing the Shenandoah River and replacement of the water system serving Keys Ferry Acres, Westridge Hills, and Harpers Ferry Campsites. Those in the committee included Mr. Hankins, Ms. Lawton, and Mr. Snyder. The committee interviewed five (5) firms out of the twelve firms who submitted statement of qualifications for the project which was advertised by Jefferson Utilities. The firms interviewed included Rummel, Klepper & Kahl, LLP; S&S Engineers; Chapman Technical Group; Alpha Associates; and Pentree, Inc. The Board is not prepared to make a selection at this time. The Board would like to formalize the project partnership conditions with JUI, refine the project scope of work and discuss the terms, along with other issues of concern before making a decision on selection and entering into negotiation with the most qualified engineering firm applicant.

Action: Motion made by Mr. Lantzy and seconded by Mr. Cummins to adjourn the special meeting. Unanimously approved.

The meeting was adjourned at 7:50PM.

Respectfully Submitted,

Joe Hankins, Chairman
Board of Directors

Jim Cummins, Secretary
Board of Directors