

Jefferson County

Public Service District

Regular Board Meeting Agenda Monday, November 7, 2016 JCPSD Office 7:00PM

The Board will discuss and may take action on the following items:

Call to Order:

- Roll call
- Approval of the agenda

Old Business:

- Review minutes of the October 3 regular board meeting
- Discuss sewer collection and transmission project
 - Consider for approval the amendment #3 to engineering agreement with Thrasher Engineering
 - Consider for approval the resolution # 7 to pay Thrasher Engineering for services relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds
 - Consider for approval an engagement letter for Cox Hollida & Professionals to revise the Rule 42 for the sewer project with 2016 financial information
 - Consider for approval the USDA Letter of Conditions for the project
- Discuss the District's financial status of paying bills

New Business:

- Consider for approval the District's draft financial statement audit for the fiscal year ended June 30, 2016, presentation by Chuck Young of Cox Hollida and Professionals
- Consider for approval the RFPs for billing software vendor
- Consider for approval the monthly transfers process for "new sewer bank account"
- Update on status of current legal cases:
 - 2015 sewer rate increase, Case No. 15-1338-PSD-42R-PC
 - 2016 sewer rate increase, Case No. 16-0411-PSD-30B
 - Certificate of Convenience and Necessity, Case No. 16-0616-PSD-PC-CN
 - Water Rate Increase, Case No. 16-0701-PWD-19A
 - East Jefferson Sewer Service, LLC vs Jefferson County PSD civil action case no. 14-C-51
- Discussion of any expenses over budget
- Disbursements
- Approve transfer of \$2,245.42 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 1-12A
- Approve transfer of \$2,732.10 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 1-11
- Approve transfer of \$6,579.93 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at 3-8
- Approve transfer of \$9,501.68 from the Sewer Operating account to the New Sewer Security Deposit account for credit card processing fees paid from FY 2008-September 2016
- Approve transfer of \$6,856.88 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds
- Approve transfer of \$1,602.78 from the Water Renewal & Replacement account to the Water Operating account for a new transducer and repairs at Glen Haven
- Approve transfer of \$90.97 from the Water Security Deposit account to the Water Operating account for security deposit refunds
- General Manager Report
- Other staff reports
- Correspondence
- Public comments

Discuss Litigation, Personnel Matters, and Contract Negotiations:

(The items below may be discussed in Executive Session)

- Discuss 2015 sewer rate increase, Case No. 15-1338-PSD-42R-PC
- Discuss 2016 sewer rate increase, Case No. 16-0411-PSD-30B
- Discuss Certificate of Convenience and Necessity, Case No. 16-0616-PSD-PC-CN
- Discuss Water Rate Increase, Case No. 16-0701-PWD-19A
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Items to Remember:

- Fiscal Year 2016 sewer and water budget revisions

- Fiscal Year 2017 sewer and water operating budgets
- Legislative Issues

October Billing:

Public Service District: Sewer (Metered)

- Residential – 2293 Customers
 - October 2015 – 2244 Customers
- Commercial – 155 Customers
 - October 2015 – 165 Customers
- Public Authority – 11 Customers
 - October 2015 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
 - October 2015 – 7 Customers
- EDU's – 14,818,120 Gallons Billed in September (4500 avg gal/customer/mo) = 3293 EDU's
- 4 New Homes in October (4 EDU's)
- 0 New Commercial in October (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 76 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 76 Customers
- Cavaland – 42 Customers

Public Service District: Capital Improvement Fees Paid

- 2012 – 25 (25 residential)
- 2013 – 111 (88 residential, 23 commercial)
- 2014 – 47 (45 residential, 2 commercial)
- 2015 – 34 (32 residential, 2 commercial)
- 2016 – 31 (26 residential, 5 commercial)

Next Meeting:

- Monday, December 5, 2016 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville