

# ***Jefferson County***

## ***Public Service District***

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### **Regular Board Meeting Agenda Monday, December 4, 2017 JCPD Office 7:00PM**

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

**Call to Order:**

- Roll call
- Welcome new board member
- Appoint Chairman for December 4<sup>th</sup> meeting
- Approval of the agenda

**Old Business:**

- Review minutes of the November 6 regular board meeting
- Discuss the District's financial status of paying bills
- Update on sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN
- Discuss pump station upgrades and letter from Thrasher

**New Business:**

- Consider approval of 2018 holiday schedule
- Consider approval of 2018 regular board meeting schedule
- Discuss and consider purchase of mower
- Discuss options for Dig-it
- Update on status of current legal cases:
  - Jefferson County Commission PSC Case No. 17-0915-PSWD-PC
  - Reopened Jefferson County PSD PSC Case No.15-1338-PSD-42R-PC
- Discuss any expenses over budget for the year
- Approve monthly disbursements
- Approve transfer of \$4,494.46 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds
- Approve transfer of \$307.91 from the Water Security Deposit account to the Water Operating account for security deposit refunds
- Approve transfer of \$1,565.39 from the Renewal & Replacement account to the Sewer Operating account to replace a PLC at pump station 3-9
- Discuss General Manager report
- Discuss other staff reports
- Discuss correspondence
- Public comments

**Discuss Litigation, Personnel Matters, and Contract Negotiations:**

(The items below may be discussed in Executive Session)

- Discuss Jefferson County Commission PSC Case No. 17-0915-PSWD-PC
- Reopened Jefferson County PSD PSC Case No.15-1338-PSD-42R-PC

**Proposed items to include on agenda of next or future board meetings:**

- Discuss membership to West Virginia WARN
- Discuss discharge monitoring report process and procedures
- Discuss water conservation education
- Discuss notifying customers about current events
- Discuss meter calibration
- Discuss monthly meeting dates, duration and frequency
- Discuss water/sewer rates for temporary pools resolution
- Discuss the use of technology
- Discuss District website rates and billing information
- Discuss posting online a bill estimator with all charges, surcharges, fee, taxes, etc.
- Discuss format of customer bill
- Discuss establishing a documented process for filling internal job vacancies
- Discuss employee conflicts of interest process and training
- Discuss employee communications/opinions
- Discuss lawn mowing services and possibly employees maintaining
- Discuss snow removal services

- Discuss District legal documents
- Discussion about all existing contracts
- Discussion about PSD monthly meeting participants and cost
- Discussion about accounting software
- Discussion about PSD Holiday luncheon
- Discuss documented roles and responsibilities of PSD board members
- Discuss adding a standing agenda item for rate payers
- Review and discuss wastewater Strategic Plan 2015

**November Billing:**

Public Service District: Sewer (Metered)

- Residential – 2391 Customers
  - November 2016 – 2302 Customers
- Commercial – 158 Customers
  - November 2016 – 155 Customers
- Public Authority – 11 Customers
  - November 2016 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
  - November 2016 – 7 Customers
- EDU's – 13,533,800 Gallons Billed in September (4500 avg gal/customer/mo) = 3008 EDU's
- 21 New Homes in November (21 EDU's)
- 0 New Commercial in November (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 73 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 74 Customers
- Cavaland – 41 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 – 39 (34 residential, 5 commercial)
- 2017 – 81 (80 residential, 1 commercial)

**Next Meeting:**

- Monday, January 8, 2018 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville