

Jefferson County Public Service District

Regular Board Meeting Agenda Monday, November 6, 2017 JCPSD Office 7:00PM

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

Call to Order:

- Roll call
- Thank Chairman Bill Strider for his six years of service to the Jefferson County Public Service District
- Approval of the agenda

Old Business:

- Review minutes of the October 11 regular board meeting
- Discuss the District's financial status of paying bills
- Update from Royal Vendors on Silver levels
- Update on sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN
 - Consider for approval the resolution # 13 to pay Bowles Rice for legal services and Thrasher for engineering services relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds

New Business:

- Discussion with West Virginia American Water
- Discuss pump station upgrades and letter from Thrasher
- Discuss Jefferson County Commission wastewater treatment plant lagoon decommissioning project at Bardane Industrial Park
- Discuss personal liabilities of Board members and PSD employees
- 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 \$16,321.45 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds
- Approve transfer of \$91.72 from the Water Security Deposit account to the Water Operating account for security deposit refunds
- 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

October Billing:

Public Service District: Sewer (Metered)

- Residential – 2387 Customers
 - October 2016 – 2292 Customers
- Commercial – 157 Customers
 - October 2016 – 159 Customers
- Public Authority – 11 Customers
 - October 2016 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
 - October 2016 – 7 Customers
- EDU's – 14,110,170 Gallons Billed in August (4500 avg gal/customer/mo) = 3136 EDU's
- 5 New Homes in October (5 EDU's)
- 0 New Commercial in October (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 – 60 (59 residential, 1 commercial)

Next Meeting:

- Monday, December 4, 2017 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville