

Jefferson County Public Service District

Regular Board Meeting Agenda Monday, July 3, 2017 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 June 5 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
- Discuss Resolution 2017-013 from Charles Town regarding asset acquisition

New Business:

- Presentation by West Virginia American Water
- Update on status of current legal cases:
 - Jefferson County Commission PSC Case No. CCA Jefferson 17A
 - Milliron vs. WV PSC & Jefferson County Public Service District, WV Supreme Court Case # 17-0384
- Discussion of any expenses over budget for the year
- Approve monthly disbursements
- Approve transfer of \$5,091.89 from the New Sewer Security Deposit account to the Sewer 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 Resolution 2017-013 from Charles Town regarding asset acquisition
- Discuss Jefferson County Commission PSC Case No. CCA Jefferson 17A
- Consider contract with independent contractor for management consulting services

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

- Discuss water conservation education
- Discuss notifying customers about current events
- Discuss meter calibration
- Discuss notifying customers of Jefferson County Commission Public Hearing on July 6th regarding dissolution
- Discuss monthly meeting dates, duration and frequency
- Discuss water/sewer rates for temporary pools resolution
 - Discuss deduct or exempt residential meters
- 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 customer billing frequency
 - Discuss providing customers a notice of rate decrease/increase
- Discuss establishing a documented process for filling internal job vacancies
- Discuss employee conflicts of interest process and training
- Discuss employee communications/opinions
- Review & discuss CoxHollida & Professionals 2017 Audit Contract
- Discuss lawn mowing services
- Discuss snow removal services
- Discuss District legal documents
- Discuss documented roles and responsibilities of PSD board members
- Discuss adding a standing agenda item for rate payers
- Discuss security of Glen Haven property

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- Discuss security of Deerfield property
- Discuss sinkhole in Burr Industrial Park
- Discuss Burr wastewater treatment plant
- Review and discuss wastewater Strategic Plan 2015
- Discuss Senate Bill 234
 - Review Senate Bill 234 accounting activities since inception (effective June 2015)

June Billing:

Public Service District: Sewer (Metered)

- Residential – 2316 Customers
 - June 2016 – 2282 Customers
- Commercial – 206 Customers
 - June 2016 – 161 Customers
- Public Authority – 11 Customers
 - June 2016 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
 - June 2016 – 7 Customers
- EDU's – 11,481,220 Gallons Billed in April (4500 avg gal/customer/mo) = 2551 EDU's
- 2 New Homes in June (2 EDU's)
- 0 New Commercial in June (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 72 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 75 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 – 39 (34 residential, 5 commercial)
- 2017 – 41 (40 residential, 1 commercial)

Next Meeting:

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