

# ***Jefferson County Public Service District***

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## **Regular Board Meeting Agenda Monday, August 7, 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
- Wish Susanne Lawton best wishes on her retirement as General Manager

### **Old Business:**

- Review minutes of the July 3 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 # 12 to pay Norfolk Southern for a railroad easement relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds
- Discuss Resolution 2017-013 from Charles Town regarding asset acquisition

### **New Business:**

- Discuss Glen Haven Water System notice of violations from Bureau of Public Health
- Review March 6, 2017 approved terms of representation for Robert Rodecker and consider if the scope of such agreement should be extended to cover representation in the matter of the Jefferson County Commission's filing to dissolve the District in PSC Case 17-0915-PSWD-PC
- Consider approval of addendum to the alternate main line extension agreement with Beallair Homes, LLC. for the Beallair development to address the Beallair West Phase 6 extension
- Discuss step 2 rates per PSC case 15-1338-PSD-42R-PC
- Update on status of current legal cases:
  - Jefferson County Commission PSC Case No. 17-0915-PSWD-PC
  - Milliron vs. WV PSC & Jefferson County Public Service District, WV Supreme Court Case # 17-0384
- Discussion of any expenses over budget for the year
- Consider Fiscal Year 2017 sewer budget revision
- Consider Fiscal Year 2017 water budget revision
- Approve transfer of \$7,070.28 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds
- Approve transfer of \$367.70 from the New Water Security Deposit account to the Water Operating account for security deposit refunds
- Approve transfer of \$966.57 from the Water Renewal & Replacement account to the Water Operating account for a new pump at Glen Haven
- Approve transfer of \$2,150.44 from the Future Needs account to the Sewer SB-234 account and close the Future Needs account
- Approve monthly disbursements
- 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
- Discuss Resolution 2017-013 from Charles Town regarding JCPSD asset acquisition and Resolution 2017-036 from Ranson regarding conveyance of assets of the City of Ranson sanitary sewer utility to the Charles Town Utility Board
- Discussion Resolution 2017-034 regarding the City Council of Ranson authorizing execution of resolution approving Alternate Mainline Extension Agreement and Financing Agreement between the City of Ranson and West Virginia Development Authority for Roxul property

### **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 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
- 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
- Review and discuss wastewater Strategic Plan 2015
- Discuss Senate Bill 234

**July Billing:**

Public Service District: Sewer (Metered)

- Residential – 2368 Customers
  - July 2016 – 2271 Customers
- Commercial – 167 Customers
  - July 2016 – 159 Customers
- Public Authority – 11 Customers
  - July 2016 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
  - July 2016 – 7 Customers
- EDU's – 13,272,620 Gallons Billed in June (4500 avg gal/customer/mo) = 2949 EDU's
- 2 New Homes in July (2 EDU's)
- 0 New Commercial in July (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 73 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 – 43 (42 residential, 1 commercial)

**Next Meeting:**

- Tuesday, September 5, 2017 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville