

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

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## **Regular Board Meeting Agenda**

**REVISED**

**Monday, June 5, 2017**

**JCPSD Office 7:00PM**

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

### **Call to Order:**

- Roll call
- Welcome new board member, Roger Forshee
- Appoint Treasurer
- Approval of the agenda

### **Old Business:**

- Review minutes of the May 1 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
  - Consider approval of Addendum I to the August 3, 2016 Terms of Representation Agreement between the District and Kay Casto & Chaney for the sewer collection project
  - Consider approval of summary of additional billings associated with the District sewer collection project which were previously approved by the Board for reimbursement from final bond closing
  - Consider for approval the resolution #11 to pay expenses relating to the sewer collection and transmission project from the Series 2015 Sewer Bond proceeds

### **New Business:**

- Discuss Resolution 2017-012 from Charles Town regarding asset acquisition
- Discuss the Jefferson County Commission decision on June 1, 2017 to perform an independent audit of the PSD books and records
- Discuss the Commission request that the PSD (and support staff such as current financial auditors) attend the next Jefferson County Commission meeting on June 15th
- 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
- Request from Royal Vendors for wastewater treatment waiver
- Discussion of any expenses over budget
- Disbursements
- Approve transfer of \$5,579.03 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds
- Approve transfer of \$1,576.80 from the Renewal & Replacement account to the Sewer Operating account for repairs at the Spruce Hill North pump station
- 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 Jefferson County Commission PSC Case No. CCA Jefferson 17A
- Discuss employee retirement
- Consider contract with independent contractor for management consulting services
- Review in-house resume submitted for General Manager position and consider making offer to an applicant

### **May Billing:**

Public Service District: Sewer (Metered)

- Residential – 2313 Customers
  - May 2016 – 2261 Customers
- Commercial – 182 Customers
  - May 2016 – 159 Customers
- Public Authority – 11 Customers
  - May 2016 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)

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- May 2016 – 7 Customers
- EDU's – 13,330,910 Gallons Billed in March (4500 avg gal/customer/mo) = 2962 EDU's
- 7 New Homes in May (7 EDU's)
- 1 New Commercial in May (1 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 74 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 – 39 (38 residential, 1 commercial)

**Next Meeting:**

- Monday, July 3, 2017 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville