Regular Board Meeting Agenda
Monday, January 8, 2018
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
- Election of Officers
- Approval of the agenda
- Public Comments
- JCPSD Employee Comments

Old Business:
- Review minutes of the December 4 regular board meeting
- Review minutes of the December 7 special 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 related costs
    - Discuss Capital Improvement Fee's paid in the past 12 months by subdivision
    - Discuss current pump station flows and remaining EDUs
    - Discuss the Districts Infiltration and Inflow plan
- Discuss and consider purchase of mower/tractor
- Discuss Senate Bill 234
- Update from County Commission about JCPSD service area
- Update on CTUB purchase agreement
- Update of cost of activities related to consulting agreement with previous general manager

New Business:
- Discuss Jefferson County Commission financial audit
- Discuss Request for Proposals for a financial auditor for a 1 year contract
- Discuss the transition from other attorneys and December action items from newly hired PSD Attorney
- Consider amending the June 2, 2017 minutes
- Discuss developer agreements and Capacity Assurance Fee's
- Discuss District needs for office space
- Discuss electronic board meeting packets
- Consider approval of updated District Rules of Procedures
- Consider conference call phone number for public participation
- Consider approval of a portable gas monitor
- Discuss options for securing manhole lid near Evitts Run Skate Park
- Discuss Cavaland water system leak
- 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
- Consider budget revision
- Approve monthly disbursements
- Approve transfer of $6,026.48 from the New Sewer Security Deposit account to the Sewer Operating account for 45 security deposit refunds
- Approve transfer of $307.89 from the Water Security Deposit account to the Water Operating account for 3 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

January 8, 2018
PSD Agenda

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 and water/sewer testing and sampling
- Discuss water conservation education
- Discuss notifying customers about current events, rates, billing, meter calibration
- Discuss water/sewer rates for temporary pools resolution
- Discuss the use of technology
- Discuss District website/content
- Discuss posting online a bill estimator with all charges, surcharges, fee, taxes, etc.
- Discuss unmetered (flat rate) accounts & customers
- Discussion about accounting software
- 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 the District Infiltration and Inflow plan
- Rate 42 Case- Lower minimum bill amount & CIF review/revision
- JCPSD Employee Manual (including but not limited to)
    - Grievance Process
    - Establishing a documented process for filling internal job vacancies
    - Employee conflicts of interest process and training
    - Posting of external comments and surveys on JCPSD Property
    - Disposal of JCPSD furniture & equipment
    - Employee Training
    - Employee communications/opinions

December Billing:

Public Service District: Sewer (Metered)

- Residential – 2408 Customers
    - December 2016 – 2307 Customers
- Commercial – 163 Customers
    - December 2016 – 157 Customers
- Public Authority – 11 Customers
    - December 2016 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
    - December 2016 – 7 Customers
- EDU's – 13,008,980 Gallons Billed in October (4500 avg gal/customer/mo) = 2891 EDU's
- 3 New Homes in December (3 EDU's)
- 0 New Commercial in December (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 – 84 (83 residential, 1 commercial)

Next Meeting:

- Monday, February 5, 2018 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville

Jefferson County Public Service District
Regular Board Meeting
December 4, 2017

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 4, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Treasurer, Roger Forshee; newly appointed board member, Todd Milliron; General Manager, April Shultz; Office Administrator, Ashley Stottlemyer; Operations Manager, Joseph Freeze; from Thrasher Engineering, Dan Ferrell, and liaison for the County Commission, Commissioner Josh Compton. Mr. Weese was absent from the meeting.

CALL TO ORDER
Treasurer Roger Forshee called the meeting to order at 7:00PM.

Welcome new board member
Mr. Forshee welcomed newly appointed board member, Todd Milliron.

Appoint Chairman for December 4th meeting
Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to nominate Mr. Forshee as Chairman for the month of December. Approved 2-0.**

Approval of agenda
The agenda was approved 2-0 with no changes.

OLD BUSINESS
Review Minutes of November 6 regular board meeting
Mrs. Shultz noted one minor change to the November 6th minutes reflecting that $20,000 not $10,000 needed to be collected before the October disbursements could be paid.
Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to accept the November 6, 2017 regular board meeting minutes as amended. Approved 2-0.**

Discuss the District's financial status (status of paying bills)
The District will have to collect $5,000 before the December disbursements for sewer can be paid and will need to collect $9,100 to cover the previous disbursements for water.
Action: **No action required by the Board.**

Discuss sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN
Mrs. Shultz stated the District still owes Thrasher a remaining balance of $15,714.91 which will be paid for over the next couple of months. Mr. Rodecker submitted an update to the PSC regarding the sewer project.

Mr. Forshee proposed a special meeting on December 7th at 6pm to discuss the sewer project along with numerous other items and shared his draft agenda with Mr. Milliron and staff. Mr. Milliron suggested inviting a representative from Charles Town to the special meeting. He would like to see more discussion on where the growth is happening in the Districts service area, a system wide analysis on the District's pump stations, the actual service territory of the District, and an electronic board meeting packet available to the public.
Action: **Motion by Mr. Milliron and seconded by Mr. Forshee to have a special meeting on Thursday, December 7th at 6pm to discuss items proposed on his draft agenda plus disbursements. Approved 2-0.**

Discuss pump station upgrades and letter with Thrasher
Dan Ferrell from Thrasher prepared a report regarding the costs to repair pump stations 3-6, 4-2, and 1-10. The cost estimate for rehabilitation of the three pump stations is an estimated $420,000 if all three are rehabilitated at one time. Mr. Ferrell stated that if they are completed separately, the estimates for each would be approximately 10% more expensive to construct and the soft costs would be approximately 25% of each total. Mr. Milliron

suggested looking at funding options before making any decisions. He also suggested staff look at all pump stations and determine what upgrades/rehabilitation is needed at each. Mr. Milliron requested staff prepare a list of CIFs paid for the past 12 months and their associated location (subdivision).

Commissioner Compton informed the Board that the County is expecting to have the PSD audit results by December 31st.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to have this topic a standing agenda item on future regular board meeting agenda's until it is resolved. Approved 2-0.**

NEW BUSINESS

Consider approval of 2018 holiday schedule

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to approve the 2018 holiday schedule as presented. Approved 2-0.**

Consider approval of 2018 regular board meeting schedule

Mr. Milliron suggesting changing the July regular meeting agenda to July 9th instead of July 2nd. Staff is going to adjust a couple of dates that fall on the 1st or 2nd of the month due to billing issues and will add this item to the December 7th special meeting for approval.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to add this item to the December 7th special meeting with new dates. Approved 2-0.**

Discuss and consider purchase of mower

Staff prepared a cost analysis of different size mowers and Kubota's which showed a huge cost savings if employees mowed both Glen Haven and Cavaland. The Board suggested Mr. Freeze look into leasing options before they would make any decisions.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to have the discussion on purchasing a mower or tractor as an agenda item for the next regular board meeting. Approved 2-0.**

Discuss options for Dig-it

Mr. Freeze informed the Board of the repairs needed to fix the dig-it. The Board discussed the options of putting more money into the dig-it to fix it, to not fix and rent a machine when needed, or look into purchasing a machine that can do both the digging and mowing.

The Board received and opened a sealed bid for purchase of the dig-it for $5.00.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to deny the bid of $5.00 for the dig-it. Approved 2-0**

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC – The District filed a status update on November 29th. The Jefferson County Commission was granted an extension to file an update by December 15th.
- Reopened Jefferson County PSC Case No. 15-1338-PSD-42R-PC – There has been no new information on this case.

Action: **No action required by the Board.**

Discussion of any expenses over budget for the year

There were no expenses over budget for the year.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to appoint Mr. Milliron as Treasurer. Approved 2-0.**

Disbursements

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for the Public Service District water expenses in the amount of $6362.18. Approved 2-0.**

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for Public Service District sewer expenses in the amount of $209,027.99. Approved 2-0.**

Approve transfer of $4,494.46 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve transfer of $4,494.46 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds. Approved 2-0.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to include the number of customers who are getting the security deposits back on future agendas. Approved 2-0.**

Approve transfer of $307.91 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve transfer of $307.91 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Approved 2-0.**

Approve transfer of $1,565.39 from the Renewal and Replacement account to the Sewer Operating account to replace a PLC at pump station 3-9

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve transfer of $1,565.39 from the Renewal and Replacement account to the Sewer Operating account to replace a PLC at pump station 3-9. Approved 2-0.**

General Manager's Report

Mrs. Shultz discussed a leak staff noticed due to increased pump hours and usage at the Cavaland water system. Staff is working to identity where in the system the leak is coming from and may inquire with other utilities, including WV WARN, for assistance on this issue. Mrs. Shultz also notified the Board that after a meeting with the County and the Charles Town Utility Board, the lawyer for the Utility Board is going to handle the sinkhole situation in Burr Park. Also in Mrs. Shultz's report, she noted that staff is working with Apparatus Repair & Engineering on the generator at pump station 1-12.

Action: **No action required by the Board.**

Other staff reports

Mr. Freeze informed the board of the large rocks that had to be removed from a manhole near the Evitts Run Skate Park. Staff discussed installing a bolted frame and manhole lid or having the manhole lid welded with a locking bar. The Board would like this item added to the next meeting agenda.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to add the discussion regarding the manhole near the skate park as a standing agenda item until it is resolved. Approved 2-0.**

Mentioned in the Engineering Technician report, staff has been working with the owner of lot 23 in Greenfield to get sewer service to the property. Staff was notified today that a clean out was found at the property which will be inspected and made sure it follows the District's standards and specifications. Also in the report, it was discussed that Harvest Hills has inquired with the District to get an idea of the entire scope of work needed to provide sanitary sewer service to the proposed Harvest Hills subdivision. The District will need to explore further to determine the amount of capacity available in that area. Staff also requested the possible purchase of a new portable gas monitor used to detect gas levels in wetwells. The current one is seven years old and should be replaced.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to add the purchase of a portable gas monitor to next month's agenda for discussion. Approved 2-0.**

Mr. Forshee had concerns with the number of past dues, 711, the District had last month. This month the number was down to 560 replied Mrs. Shultz.

Mr. Forshee spoke with Mr. Kelsh prior to the meeting about a legal bill with charges relating to the ethics complaint he has filed against the former District General Manager. He would like to amend the motion approving the disbursements to not include the costs associated with that legal bill.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to amend the previous motion approving the December sewer disbursements to approve the amount of $208,200.49. Approved 2-0.**

Correspondence
None.

Public Comment
Jacquelyn Milliron stated that this has been the most boring and lovely meeting she has attended. She also commented that pump station 1-10 was discussed in the June 2016 General Manager's report to be upgraded by a developer to increase the capacity so why is staff talking about the pump station overflowing now. She also stated that both pump stations 4-2 and 3-6 were to be upgraded for $230,000 according to documents in July 2016 and over $300,000 in the Preliminary Engineering Report in November 2016. Lastly she asked if the Godwin pump is equivalent to 2 AC pumps at pump station 3-7.

Debra and Andrew Johnson both thanked the board and staff for a great meeting.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to adjourn. Unanimously approved.**

There being no further business at this time, the meeting was adjourned at 9:33PM.

The next regular meeting is scheduled for Monday, January 8, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

Roger C. Forshee Jr.
Chairman

Todd Milliron
Treasurer

Jefferson County Public Service District
Special Board Meeting
December 7, 2017

The special meeting of the Jefferson County Public Service District was held at 6:00PM on Thursday, December 7, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Treasurer, Todd Milliron; General Manager, April Shultz; Office Administrator, Ashley Stottlemyer; Operations Manager, Joseph Freeze; and liaison for the County Commission, Commissioner Josh Compton.

CALL TO ORDER
Chairman Roger Forshee called the meeting to order at 6:00PM. Mr. Weese submitted his resignation as a board member to the Jefferson County Commission. Commissioner Compton stated the Commission will appoint a new board member at their January 4th meeting.

Approval of agenda
Since the agenda was lengthy, Mr. Forshee suggested prioritizing the agenda to cover items of immediate importance which included the discussion on approving disbursements, the 2018 regular monthly meeting schedule, the JCPSD contracts, the sewer collection project case no. 16-0616-PSD-PC-CN, the Jefferson County Commission dissolution case no. 17-0915-PSWD-PC, and then discuss the rest of the items as time allows.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to approve the amended agenda as discussed. Unanimously approved 2-0.**

Public comments
Heidi Parker commented that she was happy to have the public comments at the beginning of the meeting and not the end and was grateful as a rate payer to have representation on the Board.

JCPSD employee comments
No comments.

Approve disbursements

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for the Public Service District water expenses in the amount of $730.16. Unanimously approved 2-0.**

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve disbursements for the Public Service District sewer expenses in the amount of $10,584.47. Unanimously approved 2-0.**

2018 regular monthly meeting-agenda, location, dates, participants, duration, and frequency
Staff changed a couple of the board meetings to Wednesday rather than the first Monday due to the timing of the meeting date and billing issues. The Board would like staff to update the bylaws to reflect this change.

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to approve the 2018 regular board meetings as presented. Unanimously approved 2-0.**

JCPSD Contracts (accounting, legal, engineering, JUI...)
Mr. Forshee wanted to discuss all the contracts the District is currently involved with. He began his discussions with the District's rent for the office. Mrs. Shultz stated the District's current lease is up November 2018 and staff must give the landlord a decision by June 30th if the Board is not planning to renew. She commented that the landlord was willing to have discussions with the Board on possible terms of a new lease. Mr. Milliron suggested staff do an assessment for the District's needs for space.

Possibly moving the Board meetings to the library room for monthly meetings was suggested by the Board.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to start exploring the requirements for the District's space and have this as a standing agenda item until it is resolved. Unanimously approved 2-0.**

The next contract Mr. Forshee wanted to discuss was the annual financial audit that has previously been conducted by Cox Hollida and Professionals. Mrs. Shultz stated the District will need to put out a Request for Proposals and approve a firm by June 30, 2018.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to put out a bid for a financial auditor for a 1 year contract. Unanimously approved 2-0.**

Mr. Forshee next discussed the inventory of open contracts the District has. Mrs. Shultz stated the District currently is represented by Bowles Rice for general legal counsel and Robert Rodecker for the dissolution case. For engineering, she stated that Dunn Engineers represents the District for day-to-day engineering tasks and Thrasher is used for the sewer project. Mrs. Shultz informed the Board that the District also has contracts for an office copier, a folding machine for billings, and contracts with both the Charles Town Utility Board and Jefferson Utilities for meter readings. Mr. Milliron questioned how Thrasher bills the District for Board meetings and Mrs. Shultz explained that as part of the project expenses, his attendance for the board meetings was included in that cost.

Mr. Forshee asked how the legal team bills the District and Mrs. Shultz stated that Mr. Kelsh and Mr. Rodecker will charge for travel time from Charleston to Jefferson County and back to Charleston. However, over the past year, Mr. Kelsh has sent Mr. Mayhew from the Bowles Rice office in Martinsburg to save on travel costs and Mr. Rodecker conducts business over the phone, rarely traveling to the District's office. Commissioner Compton questioned why no representatives from Bowles Rice were present at either the December regular meeting or tonight.

Mr. Forshee suggested the District utilize a local attorney rather than paying for travel time and expenses from Charleston, which is not a good use of the District's resources. Mr. Forshee called on a local attorney, David Hammer, who was in the audience and asked him if he was familiar with what has recently been going on at the District. Mr. Hammer stated he was generally familiar with the dissolution proceedings at the PSC, as he represented the District for a few months back in 2014. Mr. Forshee asked Mr. Hammer if he had any issues with representing the District and he stated he has no issues. He is currently the attorney for the Corporation of Bolivar and Harpers Ferry. Mr. Hammer did advise the Board that he is running for Circuit Court Judge and if elected in May he would not be able to represent the District after that time, but would help the transition to a new attorney.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to hire Mr. David Hammer to support the Board on PSD related issues. Unanimously approved 2-0.**

Mr. Hammer joined the Board at the front table.

<u>Sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN</u>

Mr. Forshee questioned the need for the project and if simply maintaining the system is a better alternative than the proposed project. He had concerns if the previous board had picked the right option to pursue. Mr. Forshee stated that it is hard to support the project when there are cheaper alternatives. He expressed a concern that the District has spent almost $600,000 for project related legal, engineering, and other expenses which could have been used to repair and/or replace District assets.

Mr. Milliron also had concerns with the project and has openly opposed it due to its inefficient design. He believed the need is for a $14 million plan to have a fully functioning system to address all the District's problem areas of capacity rather than cutting it in half. Mr. Milliron also had a problem with the Public Service Commission concept of existing customers paying for future capacity. He asked Mr. Freeze to provide his analysis of existing pump stations for the next meeting.

Action: **Motion by Mr. Forshee and seconded by Mr. Milliron to place an indefinite hold on the sewer collection transmission project Public Service Commission case #16-0616-PSD-PC-CN. Unanimously approved 2-0.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron for the District to notify the Public Service Commission by the end of the week that by a unanimous decision the Board supports consolidation with the Charles Town Utility Board and the Board placed an indefinite hold on the sewer collection and transmission project approved in PSC case #16-0616-PSD-PC-CN. Unanimously approved 2-0.**

Mr. Forshee would like to begin negotiations with the Charles Town Utility Board for a purchase agreement of the District. Mr. Milliron suggested doing a system analysis of the District's entire system.

Jefferson County Commission PSC Case No. 17-0915-PSWD-PC

Mr. Forshee stated that there are many supporters of consolidation and the majority of those against it seem to be in land development, which he thought the basis for the sewer transmission project approval was for increased reliability and not for future growth. He expressed concerns that some intervenors have stated that they are dependent on this project for growth in their developments. Mr. Forshee had concerns with Mr. Strider sending the letters to the funding agencies on behalf of the District when there were no public meeting, motion, or vote by the Board directing him to do so. Mrs. Shultz stated that she spoke to Mr. Rodecker about Mr. Forshee's concerns prior to the board meeting and he informed her that Mr. Strider was acting within his scope as Chairman and recommended a letter be sent. Mr. Hammer assured the Board that the most important point was voted on tonight and to update the various agencies of the new view of the Board.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to direct Mr. Hammer to notify the recipients of the two funding letters sent by the previous Chairman that the Board placed an indefinite hold on the sewer transmission project and does not expect to obtain the funding or begin project construction within the required timeframes. The recipients include the West Virginia PSC, USDA Rural Development office, Clean Water SRF program and everyone that was copied on the letter adding the attorney for the County Commission. Unanimously approved 2-0.**

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to notify Mr. Rodecker of the District's view on the project for case number 16-0616-PSD-PC-CN and the District no longer requires his services. The District is now using Mr. Hammer. Unanimously approved 2-0.**

Action: **Motion made by Mr. Milliron and seconded by Mr. Forshee to notify Mr. Rodecker that the District no longer requires his services for case number 17-0915-PSWD-PC and the District is now using Mr. Hammer. Unanimously approved 2-0.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to notify the Public Service Commission the Board now supports consolidation with the Charles Town Utility Board. Unanimously approved 2-0.**

Mr. Hammer will contact the other attorneys of the consolidation group to begin discussions to iron out any issues of concerns including representation once consolidated. He suggested the member on the new board be a customer of the former District. Commissioner Compton stated that the new consolidated board approved by Charles Town and the County Commission would include 1 voting member from Ranson, 3 voting members from Charles Town, 1 voting member from the County (rate payer of the former District), and 1 non-voting liaison who can participate but not vote.

Consolidation meeting (Charles Town Utility Board, City of Ranson Sewer Officials, etc.)
Mr. Forshee suggesting having a meeting with the consolidation group consisting of members from the Charles Town Utility Board, City of Ranson and the Jefferson County Commission sooner rather than later to discuss the steps moving forward. He suggested having Mr. Hammer attend this meeting as well as one of the District board members.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to have Mr. Hammer notify the consolidation working group to start participating in the discussions as soon as possible. Unanimously approved 2-0.**

Mr. Forshee requested that Mrs. Shultz work with Mr. Hammer to draft a purchase agreement and work with Charles Town on the terms. Mr. Hammer stated negotiations on the agreement are not required to be public, but the finalized draft can be made public for discussions and then the final version sent to the Jefferson County Commission for approval. Once approved by the County Commission, the District will send the final version to the Public Service Commission for their approval.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to proceed with a purchase agreement with Charles Town prepared by Mr. Hammer and Mrs. Shultz. Unanimously approved 2-0.**

JCPSD Service Area (Board Member Residence Eligibility)
Mrs. Shultz stated that to her understanding, the service area of the District included all unincorporated areas of the County. Mr. Forshee had concerns because Mr. Strider was allowed to serve on the Board while residing in Ranson, which is outside the defined service area, and questioned why an individual from Middleway that had applied for the board member appointment was disqualified since the District could provide sewer service the Middleway area. Commissioner Compton stated this may be a County issue and will bring it up to the County Commission to discuss at a future meeting.

Action: **No motion made by the Board.**

Content and Format of PSD Management Books
Both Mr. Forshee and Mr. Million requested staff look into options, including Adobe programs, for electronic format of the monthly board meeting packets. They also requested staff check with the County Administrator about using the library room to have the District's monthly board meetings.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to contact the Jefferson County Commission staff for availability of the library meeting room and if there are any conflicts with the approved regular meeting dates to provide alternate dates. Unanimously approved 2-0.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to direct staff to research open source PDF programs, PDF Adobe Professional, and ask the County if there is a county-wide adobe license the District could use for electronic board meeting packets and bring back next meeting. Unanimously approved 2-0.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to direct staff to prepare the monthly board books electronically and make available on the District's website, as a single file with bookmarks or tabs. Unanimously approved 2-0.**

JCPSD activities regarding current WV Ethics complaint about former General Manager
Mr. Forshee questioned the pre-complaint and post-complaint attorney fees invoiced to the District for their time relating to the WV ethics complaint he filed against former General Manager. He didn't want to jeopardize the case by paying the associated fees prematurely. Mr. Forshee suggested that at the January 8th regular board meeting the new board could take action on paying the invoice and he would recuse himself. Since Mr. Hammer was not familiar with the case, Mr. Forshee explained that he filed an ethics complaint against the former General Manager because she was negotiating a post retirement contract and he suggested it could be interpreted as her using her position and professional resources for

private gain. Mr. Hammer requested a copy of the contract with the former General Manager for review, but since there was no contract he will work with Mrs. Shultz to explore further. He will advise the Board at a future meeting.

Action: **No motion made by the Board.**

S.B. 234 background, purpose and documentation including but not limited to JCPSD accounting, use and Board approval of funds

The Board would like the discussions on SB 234 to be ongoing. Mr. Milliron is still concerned with the lack of a clear definition of spending the funds.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to not use any SB 234 funds without Board approval until further notice. Unanimously approved 2-0.**

Mr. Forshee made the statement that Peter Appignani would have been proud of the progress the new board members have made toward consolidation.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to adjourn. Unanimously approved 2-0.**

There being no further business at this time, the meeting was adjourned at 8:01PM.

The next regular meeting is scheduled for Monday, January 8, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

Roger C. Forshee Jr.
Chairman

Todd Milliron
Treasurer

MEMORANDUM

Re: Discuss the District's Financial Status (status of paying bills)

To: Jefferson County PSD Board Members

Date: January 5, 2018

Preparers: April Shultz, General Manager

Background:

As of today, the District will have to collect $16,600 before all of the December sewer disbursements can be paid and will need to collect $8,662.30 before all of the previous water disbursements can be paid.

THRASHER

ENGINEERING
ARCHITECTURE
FIELD SERVICES

January 3, 2018

Ms. April Schultz
Jefferson County Public Service District
340 Edmond Road, Suite A
Kearneysville, WV 25430

RE: Engineering Proposal –To determine Pump Station Capacity and Available EDU's

Dear Ms. Schultz:

The Thrasher Group Inc. (Thrasher) is pleased to present a proposal to summarize all Pump Station capacities and available System EDU's. To complete this work, Thrasher is proposing to amend/update the March 2014 report prepared for the District to provide to the West Virginia Bureau for Public Health, Office of Environmental Health Services.

A. SCOPE OF WORK

1. The scope of work is to prepare an updated singular, complete, stand alone final copy of the amended Pump Station Report. The work will address the following:

    - Review all pump station runtime reports for the last year and provide analysis for the average runtime of the pump stations for that period.
    - Work with District staff to help measure the drawdown at each pump station to determine their current pumping rates.
    - Perform calculations to determine the volume being pumped at each of the Districts pump stations.
    - Work with the District GIS Department to establish a count of the number of users going to the individual pump stations.
    - Work with the District Field Operations Manager to develop a listing of the ages of the pumps and deficiencies of the individual pump stations.
    - Provide a draft report to the District and review the report with the District staff before finalizing.

B. PROJECT SCHEDULE

1. Thrasher is prepared to begin the work within one (1) week of getting approval to begin. This work should take approximately one (1) month to complete. Completion schedule will depend on the availability of data from the District.

C. FEES AND PAYMENT

1. The proposed fee for the Scope of Work identified in section A is estimated price of $21,030.00. The fees are based on hourly rates attached.

2. All payments are to be made within 30 days of the billing date.

If you have questions, or need further clarification, please don't hesitate to contact me.

Sincerely,

THE THRASHER GROUP, INC.

DANIEL E. FERRELL, P.E.
Project Manager

ACCEPTANCE

Upon reviewing this Agreement, should Client find all matters satisfactory, this Agreement shall be considered a binding contract which shall be signed by authorized representatives of Client and Consultant. Signing and returning this agreement shall be considered as a notice to proceed for Consultant to commence work on the project and constitutes acceptance of the Terms and Conditions of this Agreement attached.

On this _____ day of _____, 2018, Jefferson County Public Service District accepts and agrees to this proposal and the attached Terms and Conditions from the Thrasher Group, Inc.

CLIENT

Signature: _____

Name: _____

Title: _____

Date: _____

TERMS AND CONDITIONS

Let it be known that, "Consultant" means The Thrasher Group, Inc. "Client" means Jefferson County Public Service District and your successions or assigns.

Period of Performance: Services provided under this Work Order are proposed to be completed within a reasonable amount of time from execution of this document, unless a separate schedule is attached.

Payment: Client will be billed monthly for Services provided under Work Order. Invoices shall be payable within thirty (30) days of receipt of invoice. Client agrees to pay a 1.5% per month late payment charge after thirty (30) days. Client agrees to review invoices promptly and raise any questions regarding the invoiced items or amounts within seven (7) days of the date of the invoice.

In the event of nonpayment of the account within sixty (60) days after invoices are rendered, Consultant shall have the right to cease all further Services on the project and pursue legal methods of collection.

Existing Information and Subsurface Conditions: Client will provide Consultant with all information Client has, or can reasonably obtain, concerning the Project, including subsurface conditions and the location of subsurface or hidden pipes, utilities or structures, all upon which we can rely.

Hazardous Materials: If hazardous materials are discovered at the project site, Consultant can terminate our obligations under this Agreement.

Limitations on Liability: Consultant's liability, and the liability of the Consultant's employees and/or subcontractors to the Client for damages arising from service provided or from the Agreement shall be limited for any and all claims, losses, costs, damages, and expenses including attorney's fees and cost for expert witness fees to the Consultant's total fee for services received under this Agreement

Insurance: Consultant shall maintain claims made professional liability insurance, general liability, automobile liability, and workers compensation insurance. Client has, or will purchase, property insurance sufficient to protect any property in which Client has an insurable interest. Client and Consultant waive any claims against each other for damage to property covered, or that should have been covered by property insurance required by this paragraph, including subrogated claims.

Mediation: Prior to any litigation, arbitration or other proceeding, Client and Consultant shall attempt to mediate any dispute arising from services provided under this Agreement. The American Arbitration Association will conduct the mediation, unless otherwise agreed. Client and Consultant will equally share all fees and costs of mediation.

Termination: Client or Consultant may terminate this Agreement for convenience by giving fourteen (14) days written notice, or may terminate this Agreement for cause by giving seven (7) days written notice. If this Agreement is terminated by Client, Client shall pay Consultant, in addition to any other compensation due under this Agreement, any amount incurred by Consultant in performing services, in preparing to perform services, and in orderly terminating Services.

Full and Final Agreement: This Agreement is the full and final agreement between Client and Consultant, supersedes any prior agreements, and may not be modified except by in writing executed by both Client and Consultant. Should no action be taken by Client within 90 days of the date of submission, this proposal shall be considered null and void.

INDEMNIFICATION

Subject to Limitations of Liability, Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the client harmless from damage or liability to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of his or her sub-consultants or anyone for whom Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold Consultant harmless from damage or liability to the extent caused by the Client's negligent acts, errors, or omissions and those of his or her contractors, subcontractors, or consultants or anyone for whom the client is legally liable and arising from the project that is the subject of this Agreement.

Neither Party is obligated to indemnify the other in any manner whatsoever for the other's own negligence.

STANDARD OF CARE

Consultant shall provide its services pursuant to the Agreement in accordance with current, accepted professional standards, appropriate for the size, complexity, schedule and other characteristics of the Project in the jurisdiction where the Project is located ("Standard of Care"). Regardless of any other term or condition of this Agreement, Consultant makes no express or implied warranty of any sort. All warranties including warranty or merchantability or warrant of fitness for a particular purpose, are expressly disclaimed.

ACCEPTANCE

Upon reviewing this Agreement, should Client find all matters satisfactory, this Agreement shall be considered a binding contract which shall be signed by authorized representatives of Client and Consultant. Signing and returning this agreement shall be considered as a notice to proceed for Consultant to commence work on the project and constitutes acceptance of the Terms and Conditions of this Agreement without modification, addition, or deletion.

THRASHER ENGINEERING, INC. **FEE WORK SHEET**

Project Title: **Jefferson Co. PSD PS Report** Original Date: January 3rd, 2018
Project Number: 101-020-???? Date Revised: NA

SUMMARY PAGE

Labor	Bill Rate	Hours	Fee
Principal (PRIN)	$175.00	12	$2,100.00
Project Manager (PM)	$150.00	0	$0.00
Senior Civil Analyst	$105.00	80	$8,400.00
Project Engineer (PE)	$125.00	0	$0.00
Staff Engineer (ENG)	$100.00	0	$0.00
Engineer Tech (ETECH)	$95.00	90	$8,550.00
Engineering CADD (ECADD)	$75.00	0	$0.00
Senior Landscape Architect (SLA)	$120.00	0	$0.00
Project Landscape Architect (PLA)	$75.00	0	$0.00
Principal Survey Manager (PSM)	$155.00	0	$0.00
Survey Manager (SM)	$155.00	0	$0.00
Professional Land Surveyor (PLS)	$155.00	0	$0.00
Survey Crew Supervisor (SCS)	$70.00	0	$0.00
2-Person Survey Crew (2PSC)	$100.00	0	$0.00
3-Person Survey Crew (3PSC)	$140.00	0	$0.00
4-Person Survey Crew (4PSC)	$165.00	0	$0.00
GIS Technician (GISTECH)	$75.00	0	$0.00
Survey CADD (SCADD)	$75.00	0	$0.00
Environmental Scientist (ENVSCI)	$110.00	0	$0.00
Senior Project Representative (SPR)	$75.00	0	$0.00
Materials Testing Department Manager (MTDM)	$90.00	0	$0.00
Camera crew	$120.00	0	$0.00
Project Assistant (PROJAST)	$50.00	0	$0.00
Clerical (CL)	$50.00	24	$1,200.00
Labor Totals			**$20,250**

Reimbursable			
Lodging	$100.00	6	$600.00
Per Diem	$30.00	6	$180.00
Reimbursable Totals			**$780**

Sub Consultants		
Sub Consultant #1		
Sub Consultant #2		
Sub Consultant #3		
Sub Consultant #4		
Sub Consultant #5		
Subconsultant Totals		**$0**

GRAND TOTAL	**$21,030**

CIFs Collected

Developer/Builder	Subdivision/Area	Fiscal Year	Total EDUs Paid	Total CIF Paid	Transferred to CT	PSD CIF	
Wormald Home Construction	Beallair	2016	9	28,863	10143	18,720	
		2017	14	44,898	15778	29,120	*18 CAFs paid in FY 2018
Total			23	$ 73,761	$ 25,921	$ 47,840	
Arcadia Communities, Inc.	Norborne Glebe	2016	22	70,554	24794	45,760	
		2017	41	131,487	46207	85,280	
Total			63	$ 202,041	$ 71,001	$ 131,040	
Kubic Construction	Burr Park	2016	2	6,414	2254	4,160	
Apple Valley Waste	Burr Park	2016	8	25,656	9016	16,640	
Kublic Construction	Burr Park	2017	1	3,207	1127	2,080	
Total			11	$ 35,277	$ 12,397	$ 22,880	
Uniwest Companies	Jefferson Crossing II	2016	40	128,280	45080	83,200	
		2017	0	0	0	0	
Total			40	$ 128,280	$ 45,080	$ 83,200	
Cambridge, LLC	Cambridge	2016	0	0	0	0	
		2017	3	9,621	3381	6,240	
Total			3	$ 9,621	$ 3,381	$ 6,240	
Dan Ryan Builders	Aspen Green	2016	0	0	0	0	
		2017	6	19,242	6762	12,480	
Total			6	$ 19,242	$ 6,762	$ 12,480	
Misc. Areas							
CD DG Charles Town, LLC	Dollar General-CT Road	2016	1	3,207	1127	2,080	
Propst Enterprises LLC	Euclid Avenue	2016	1	3,207	1127	2,080	
Lutman Properties	Jefferson Avenue	2016	2	6,414	2254	4,160	
Doug Quigley	Greenfield	2017	1	3,207	1127	2,080	
Total			5	$ 16,035	$ 5,635	$ 10,400	

Development	Developer/Builder	Total EDUs Paid	Total PSD CIF 2016-2017	Total EDUs Paid -CAF	Total PSD CIF 2016-2017
Beallair	Wormald Home Construction	23	$47,840	18	$37,440
Norborne Glebe	Arcadia Communities	63	$131,040		
Burr	Various Developers	11	$22,880		
Jefferson Crossing	Uniwest Companies	40	$83,200		
Cambridge	Cambridge LLC	3	$6,240		
Aspen Green	Dan Ryan Builders	6	$12,480		
Misc. Areas	Various Developers	5	$10,400		
Total		151	$314,080	18	$37,440

JEFFERSON COUNY PUBLIC SERVICE DISTRICT

SEWER INFILTRATION AND INFLOW ELIMINATION IMPLEMENTATION PLAN

Date Created: August 2015
Last Revision: December 2017

Prepared by:
Travis Markley
JCPSD Engineering Technician

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1.0 - Scope

The purpose of this plan is to explain and understand the importance of performing an infiltration and inflow study (I & I Study) on the current Jefferson County Public Service District's sanitary collection system. This implementation plan will describe what infiltration and inflow is and the impact that it can have on the entire system translated to dollars and cents. This plan will explain in detail the multiple methods that may be utilized to perform the analysis and will also provide a timeline of when the analysis will take place.

2.0 - Introduction

The Jefferson County Public Service District (JCPSD) was established in 1983, with the installation of the collection system beginning in 1988. This is a relatively "new" service district with the oldest section of the system being less than 30 years old. However, given the growth in development throughout the county, additions to the system have occurred sporadically leaving the system with facilities that were constructed without forethought into their future capacity needs. Currently the system is comprised of approximately 61 miles of conveyance lines of which 16 miles is force main and 44 miles is gravity conveyance. The system also includes, 1,063 manholes,28 pump stations and one recirculating sand filter treatment facility that serves the Deerfield Village subdivision.

3.0 - Infiltration & Inflow

Infiltration can be described as any amount of additional water that enters the collection system by underground sources. Groundwater entering through damaged pipe mains, separated pipe connections, faulty seals at lateral connections and fractured manholes. Vegetative root systems are also a contributor to infiltration. As condensation forms on the exterior of the pipe, the roots of the tree can actually follow the pipe to locate a small fracture and make any opening larger allowing for an increase of infiltration to the collection system. In some cases, the roots can cause a blockage in the pipe, greatly reducing the pipe capacity.

Inflow can be described as any amount of additional water that enters the collection system by above-ground sources. Inflow tends to be directly related to high water events. Manhole lids that do not seal properly and clean outs that are missing cap covers are primarily the main contributors to inflow. Illegal connections such as a roof leaders or foundation drains connected to service laterals are another form of inflow and will cause a rather large increase in the gallons per day contributed by a customer.

4.0 - Why Should JCPSD Be Concerned

The JCPSD currently provides sanitary collection service to approximately 2,380 customers. The average customer is anticipated to contribute approximately 150

gallons per day to the system. Currently, the flow from the JCPSD collection system is being treated by the City of Charles Town's Waste Water Treatment Plant. The estimated flow rate contributed to the treatment facility from the JCPSD collection system is approximately 0.35 MGD. The JCPSD currently pays the City of Charles Town a bulk rate of $6.13 per 1000 gallons of metered water usage, which is subject to fluctuation at the city's request. With a new rate increase by the City of Charles Town, the average annual cost to JCPSD for waste water treatment is now approximately $900,000 per year.

Water entering the JCPSD system through infiltration and inflow has the capability to quadruple the flowrate to the sanitary collection system. This can cause a direct increase in energy consumption due to the JCPSD pump stations having to run more frequently to maintain normal levels during infiltration and inflow occurrences. More times than not, the pumps located at the pump stations are not capable of handling an increase in load contributed by infiltration and inflow. When the pump stations fail, customers may experience a back-up of the wastewater into their residence. As a supplemental backup, the JCPSD has mobile pump units (Godwin's) at some pump stations to assist in pumping of the increased wastewater during high water events. The mechanical systems of the pump stations are subject to more use and therefore are more prone to having to be repaired or replaced earlier than expected due to the additional demand put on the system.

5.0 - Where to Begin

To efficiently and accurately analyze the entire collection system there needs to be a method of approach. In order to make this task more manageable, the system will be divided into three main branches that together, comprise the system.

5.1 Northern Route 9 Branch – Serves customers along Northern Route 9 from Burr Industrial Park to Ranson. Flows in this branch are contributed by Burr Industrial Park, Bardane Business Park, four schools, Job Corp and the Orchard Hill and Robelei sub-division developments. This system branch is scheduled to have significant improvements installed in the near future. The improvements include the decommissioning of current sanitary force mains and pump stations along Route 115 and will replace much of the existing infrastructure from Halltown to Ranson. At this time, the decommissioned lines will be included in the I&I Study due to there not being a set proposed date for when the lines will be decommissioned. Once the improvements have been completed, the new lines will be inspected for infiltration and inflow prior to being put in service.

5.2 Flowing Springs Branch – Serves customers and developments along Flowing Springs Road, Country Club Road and to the north of Route 340. There are six sub-division developments that generate flow to this branch of the system.

5.3 Southern Route 9 Branch – Serves customers located near and to the South of the intersection of Route 340 and Route 9. There are four sub-division developments, three commercial properties, a portion of the City of Charles Town and

the flow from the Flowing Springs Branch that generate flow to this branch of the system.

It is logical and practical to begin the I&I Study at the "top" of the collection system where there is the least amount of flow generated. The "top" of the system is at the farthest reach of the Northern Route 9 branch. As the flow progresses "down" the system, additional flow is combined from many areas. Each connecting point along the main trunk line will be followed to the "top" of that service area. The I&I Study will begin there and gradually work back to the connection to the main trunk line and ultimately to the City of Charles Town's Waste Water Treatment Plant. This approach will allow the I&I study to span the entire system.

6.0 - Methods of Analysis

6.1 Visual – This method is the most basic type of analysis. Visual inspections will be performed mainly during high water events. The process of visual analysis is simple. A manhole cover will be unlocked and removed. The flow will be photographed and the depth of flow will be measured and documented. These inspections will be performed during seasonally dry times and seasonally wet times of the year. The results will be compared to accurately determine where infiltration and inflow are present. While the manholes are opened, a visual check for any cracking or seepage within the manhole will be documented.

6.2 Meter/Pump Run Times – This method requires the use of portable flow monitoring meters and/or analyzing the pump run times provided in real time by the Omni-Sites installed at the pump stations. The meter process includes unlocking and removing of manhole covers and placing a flow meter in the invert of the flow line. The meters will be utilized during seasonally dry times and seasonally wet times of the year. The meters will collect flow data for about 2-4 weeks depending on the occurrences of a high water event. The data will then be downloaded in the field and processed for comparative analysis. The pump run time method includes accessing the Guard Dog website to view the amount of hours each pump in a pumpstation has been running on a daily basis. The run times during a dry weather period is compared to the run times of a known rain event. Both options of this method provide much more consistent and accurate data than the visual inspection.

6.3 Smoke – This method is efficient and accurate in analyzing inflow situations. Utilizing this method will require a notice letter to be sent to the affected customers and emergency response agencies prior to conducting the test. Smoke testing is most effective when the weather has been dry for a while leaving the soil with little to no moisture. Smoke will be directed into the collection system and rises through air voids in the soil. Smoke will also rise from gutters and fill basements if illegal connections are present. Results of the smoke test will allow the JCPSD to quickly identify illegal connections to the system such as roof leaders and foundation drains. This method is also effective in identifying breaks in lines or laterals and damaged manhole covers. If

an illegal connection or line break is observed during a smoke test, the issue will be apparent and remedial actions can be performed in a timely manner.

6.4 Dye – This method will be utilized where applicable to determine inflow situations such as ponding over conveyance lines or any suspected source of inflow. Dye will be added to any suspected source of inflow. The results of this analysis will confirm if suspicions are correct. If the dye enters the collection system, an inflow situation has occurred. This method identifies inflow but does not provide data as to exactly where the breaches exist throughout the collection system.

6.5 Video – This method of analysis proves to be the most detailed and also requires the most staff hours. This method is usually performed after an initial analysis has been conducted using one of the methods above which resulted in an indication of some degree of infiltration and/or inflow present. A closed circuit television camera is placed in the pipe once the pipe has been pressure jetted to assure a non-obstructive path is in place. The camera is then operated remotely to travel the length of the pipe and has the capability to record video. This allows the JCPSD to accurately document where the location of infiltration is present at any point along the line. Once the collection line has been videoed, the data will be documented and will allow for precise repair or replacement of the damaged section.

7.0 - When Should We Begin Analysis

The analysis for I&I has already begun and is continuous. An I&I study is ongoing and never actually terminates. The flowmeters owned by the PSD are currently in the field. Flow Meter #1 is installed in MH 45 near PS 1-12 and Flow Meter #2 is installed in manhole CG-1 near PS 4-4. We are currently in the month of December. We are about to begin the winter season. Traditionally, this is a rather dry season due to the low average temperature, which is suitable to obtain "dry" data to acquire an accurate baseline flow. The data collected during this season will be compared to the data collected in the spring, which is traditionally a wet season. The total number of manholes throughout the system is approximately 1,063. The PSD inspects manholes on a monthly basis for evidence of I&I. In the foreseen occurrence that infiltration and inflow is observed during a manhole inspection; a second and sometimes a third analytical method will be conducted to accurately determine where along the collection system the I&I is present.

8.0 - Public Involvement

8.1 Educate – Prepare a public education news letter informing customers that any connection to the sanitary collection system other than a single lateral from their home or business is illegal. Provide examples of illegal connections and consequences of such violations if not corrected by the customer.

8.2 Lateral Replacement –I&I Study's tend to reveal that the privately owned laterals coming from the homes or businesses to the collection system will be a primary

source to infiltration and inflow. Some agencies have established programs that assist, reimburse or simply require the customer to replace a damaged sewer lateral.

Before the West Virginia Ethics Commission
Probable Cause Review Board

In the matter of:	**VCRB 2017-055**
Filed:	August 15, 2017
Complainant:	Roger C. Forshee, Jr.
Respondent:	Susanne Lawton, General Manager, PCPSD

DISMISSAL ORDER

On August 15, 2017, the above-styled complaint was filed with the West Virginia Ethics Commission. Pursuant to W. Va. Code § 6B-2-4, the Complaint was referred to the Probable Cause Review Board of the Ethics Commission. On a prior date, the Review Board found that the allegations in the Complaint could, if taken as true, constitute a material violation of the Ethics Act. As such, it was Ordered that a Notice of Investigation be issued to the Respondent.

After conducting a thorough investigation into the allegations and reviewing the relevant evidence and law, it is the opinion of the Probable Cause Review Board of the West Virginia Ethics Commission that probable cause does not exist to believe the Respondent materially violated any prohibition of the Ethics Act as alleged in **VCRB 2017-055.**

Therefore, in accordance with W. Va. Code § 6B-2-4, **VCRB 2017-055** is hereby **DISMISSED** this 20th day of December 2017.

James E. Shepherd, II, Chairperson
Probable Cause Review Board

Michael A. Kawash, Member
Probable Cause Review Board

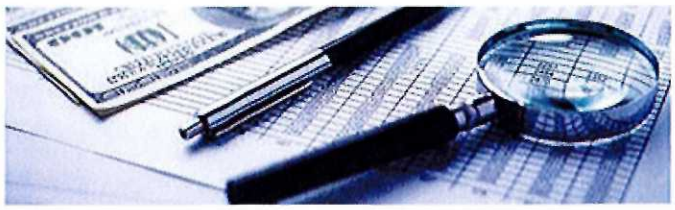
Daniel J. Guida, Member
Probable Cause Review Board

perryforensic

Subject: Jefferson County Public Service District, WV
Reported To: The County Commission of Jefferson County, WV

perryforensic investigations

A Division of Perry & Associates Certified Public Accountants A.C.



Assignment

By Letter of Engagement dated September 28, 2017, The County Commission of Jefferson County, WV (the "County Commission") engaged our firm to investigate and write a report to Management and the Commissioners documenting the details of any misappropriation or mismanagement identified at the Jefferson County Public Service District, WV (the "PSD"). This report summarizes procedures performed and the findings of those procedures. In an effort to add value for your services, we have also included recommendations for improvements based upon our many years of experience. Those recommendations are suggestions only meant to assist your government. We have not assessed the cost effectiveness of implementation of such.

We have organized this report into three sections. The first section addresses specific concerns communicated to us by the County Commission. The second section includes general procedures typically used to identify misappropriation, waste, and / or abuse in high risk areas. The third section is a section intended to add value to the engagement by offering general insights noted during our engagement and the results of analytical procedures performed.

In October 2017 we visited the Jefferson County Public Service District and were provided financial documents, bank statements, receipt and disbursement source documentation to conduct an in-depth forensic review. Per the Engagement Letter on page 1 second to last paragraph, the County Commission and the PSD provided us with all inquiry responses, observation and documentation requests. There was nothing requested that was not provided.

Resources Assigned

The engagement was assigned to Jodey L. Altier. Altier is a Certified Public Accountant and has her Certification in Financial Forensics (CFF) and is the managing partner of Perry & Associates CPA's A.C. where she's responsible for hundreds of governmental audits annually. She has provided litigation support to many local governments and attorneys in the areas of fraud and forensic financial reporting. Altier also serves on the Peer Review Committee of Ohio and performs peer reviews and quality control training and consultation to public accounting firms in Ohio, West Virginia and Maryland.

A team of four experienced associates assisted Altier with on-site and off-site procedures as follows.

Methodology

- We inquired of Stephanie Grove, County Administrator and Josh Compton, County Commissioner as to specific concerns. We performed procedures to address those concerns in Section 1.
- It was also communicated to us there were general concerns of potential misappropriation, mismanagement, waste and / or abuse. We performed procedures typically used to identify such in Section 2.

- One general concern that was identified as precipitating this engagement was the public perception that the PSD sewer rates were too high. We gained some perspective of that concern during our engagement. We've documented our observations in Section 3.

We interviewed the County Administrator, a County Commissioner, the PSD Board Chairman, the PSD General Manager, the PSD's auditing firm, the attorney for the PSD, the PSD Operations Manager and personnel from the Public Service Commission of West Virginia (the "PSC"). In addition to interviewing, we observed the entire PSD infrastructure and physical plant and reviewed years of bank statements, accounting records and source documents relative to the testing procedures performed. We also obtained financial records from other PSDs and performed an analytical comparison analysis.

Please note, in an attempt to make this report easily understood, we've underlined the sections and procedures and have double underlined our results so that they are identifiable.

Section 1 - Specific identifiable concerns you communicated to us.

Items identified in the Letter of Engagement - A) working capital reserve; B) replacement and repair; C) utilization of the sewer customer account to pay for water expenses.

Items identified during conversation with Josh Compton, Commissioner - D) engineering and legal fees; E) special expenses; F) miscellaneous revenues

A) Working Capital Reserve

Results: The PSD has the required balance of working capital funds on hand for the sewer fund.

According to the PSC final order Case No. 15-1338-PSD-42R-PC ('the PSD Order") the PSD's Working Capital Fund Requirement is $262,549. Based upon our conversation with PSC personnel and review of PSC guidance it is permissible for the PSD to maintain the rate increment of $202,317 annually for two years to build-up a working capital reserve of the targeted amount which for the PSD was $525,099. It's our understanding that the twenty-four month period expired on August 15, 2017 for the PSD.

We reviewed the PSDs calculation of Working Capital Reserve and determined that the required funds are on hand as of the end of October 2017. It is our interpretation of the law that the working capital reserve fund can be commingled in bank accounts with any funds other than legally restricted accounts. However, the PSD has established a separate bank account with MVB Bank, Inc. titled *Sewer SB-234 Reserve Fund* to segregate the funds. We viewed the account balance via on-line banking on October 23, 2017 wherein the balance totaled $230,983.64. The remainder of the required balance is in another bank account which is allowable.

The Commission Order in Case No. 15-1338-PSD-42R-PC, page 8 (Discussion Section) Cash Working Capital, first sentence of last paragraph states,

"The cash working capital reserve is intended to provide the utilities a source of cash that can be used to fund emergency repairs, plant renewals and replacements not already provided for in the net internal cash flow from rates...."

The Commission Order in Case No. 15-1338-PSD-42R-PC noted the following on page 9:

"...This approach recognizes that even if the utility experiences the need to expend funds from the reserve for emergency needs during the first two years, it still should be able to build up a cash reserve necessary to meet the minimum legislative requirement of one-eighth of O&M expenses.... "

We believe due to this wording in the rate order, the PSD could be deemed noncompliant due to expending from the funds collected from the rate increment on costs that could be deemed not emergent in nature. It could be interpreted as only emergency needs should be expended from the reserve. When interviewing two individuals from the PSC, their understanding was that funds collected from SB 234 rate increments were "rainy day, cushion or emergency money". We inquired of the PSD General Manager if the funds were expended for emergency purposes. She indicated the expenditures were not emergencies. However, there seems to be very differing interpretations of the law. The PSD attorney wrote a memo supporting the PSDs application of SB 234 and strongly disagrees with any contention that the funds can only be spent on emergencies. Also, the PSD's auditing firm did not cite noncompliance in the most recent audit. An attorney for the PSC also stated to us that the Commissioners of the PSC have not officially stated that the funds could not be used for operations. Therefore, we do not have enough guidance to affirmatively state absolute compliance or noncompliance with SB 234. This is a legal matter for the oversight agency to determine. We do recommend the continued use of the segregated account and suggest the PSD keep a very detailed accounting record of the expenditures from the account.

B) Replacement and Repair

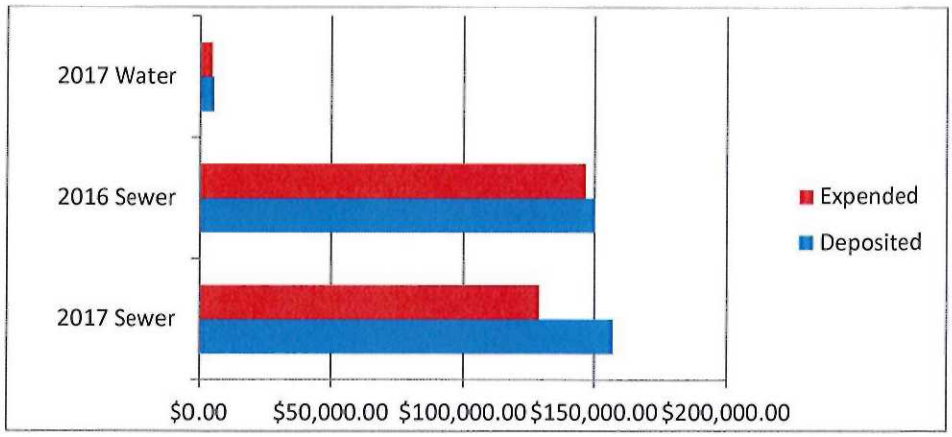
Results: The required account was not established nor funded for the water fund renewal and replacement account during fiscal 2016. This has been corrected.

According to the footnotes in the PSD's most recent audit report, "The debt service revenue and related reserve includes funds on deposit with the West Virginia Municipal Bond Commission as trustee under the various revenue bond indentures and proceeds from bond issues. The Trust indentures require the trustee to establish various special purpose trust fund accounts, make periodic transfers to and between funds, maintain them at a specified level and/or disburse funds from them in accordance with the specific terms of the indentures.

The renewal and replacement funds are under the control and custody of the District as trustee in accordance with provisions of the revenue bond indentures. The renewal and replacement fund represents funds on deposit for the purpose of making repairs and replacements."

We reviewed the bond agreement requirement and the activity in the renewal and replacement account. We noted the appropriate deposits were made into the sewer repair and replacement account for fiscal 2017 and 2016. We noted the required deposits were not made to the water renewal and replacement account during fiscal 2016 but were in 2017.

Per review of the accounting system, expenditures of $146,734 and $129,041 were made from the sewer renewal and replacement account in fiscal 2016 and 2017, respectively and $4,551 was spent from the water fund in 2017. Following is a chart detailing the deposits and expenditure totals per year. We obtained the account detail and randomly selected invoices to test if they were renewal and replacement expenditures as allowable per the bond agreements. We noted no exceptions.



C) Utilization of the Sewer Customer Account to Pay for Water Expenses

Results: Per our review, the cash collected from sewer operations has been used to pay expenditures of water operations. The amounts have been reported in the financial statements as inter-fund receivables and payables.

The PSD has established procedures to track the borrowed amounts. The amounts are tracked in the PSD accounting system and are presented to the Board for review and are adequately presented and disclosed in the external financial reports. These amounts were audited by the firm hired by the PSD to perform its financial and compliance audits.

We reviewed accounting records and noted PSD personnel document the portion of expenditures allocated to the water and sewer funds. The amounts appear to be distinguishable on accounting documentation.

The funds provided by sewer on behalf of water are treated as borrowings. The water fund "pays back" the sewer fund. According to the fiscal 2017 audit report filed on the Auditor of State website, the outstanding amount owed to the sewer fund from the water fund at June 30, 2017 was $11,765.

We obtained the detail in the cash accounts for the sewer fund for fiscal years 2015, 2016 and 2017 and scanned for any large disbursement made from the sewer fund on behalf of the water fund that was not accurately identified and traced as an inter-fund borrowing. We noted no such disbursements.

We did note most overhead type expenditures were paid from the sewer fund. We inquired of PSD personnel if there were overhead costs that should be allocated to water that were not. PSD personnel claimed that the PSC had considered this in the most recent water rate case and due to water operations being so small compared to sewer, any omitted allocations were deemed minor. It's our opinion this is not an unreasonable position.

D) Engineering and Legal Fees

Results: No unusual activity observed

We did not focus on fees that might have been expensed as a viable capital asset. These would most likely have been audited by the PSD auditors as additions to capital assets. We focused on fees that were expenses. We reviewed the 2017, 2016 and 2015 trial balances and noted the water fund had trivial amounts of engineering and legal fees expensed. The sewer fund had the following legal fees.

	2017	2016	2015
Legal Services	$32,524	$133,419	$ 78,812

source: accounting system trial balance obtained from April Shultz, PSD General Manager

We obtained the detail for the legal services account for the years 2017, 2016 and 2015. We noted the entire amount was paid to Bowles Rice LLP with the exception of $3,694.06 paid to Kay Casto & Chaney PLLC in 2015 and $200 paid to Crawford Law Group PLLC also in 2015. The individual amounts paid ranged from $0.28 to $23,967.

We obtained the invoices paid and noted the nature of the services were a) prepare for board meeting, b) reply to email, c) review rate case and d) review PSC order. On the invoice observed, we noted nothing unusual.

We inquired of the PSD's attorney James Kelsh from Bowles, Rice LLP regarding the services provided. We verified that the fees charged to and paid by the PSD were for services provided most entirely by his firm to the PSD. We did note some time was charged to review communications from interveners. This type of time incurred by an attorney could drive legal fees higher than where they might be normally. We inquired of Attorney Kelsh regarding his opinion. He stated, "In WV, local utilities are extensively regulated at the state level, much more so than in other states. This includes both the PSC, and the Infrastructure Council, the central clearinghouse for applications for funding for utility projects. Nearly all utilities incur some legal fees to get through the required legal processes. An unprotested rate increase application generates smaller legal fees than a rate case which is protested, and in which intervenors are granted party status. Jefferson County PSD's applications are routinely protested by community activities. I would estimate that the PSD's legal fees were increased by approximately 300% due to the need to prepare for and respond to intervenors and protestors."

This was also the opinion of both PSC personnel interviewed. They indicated they've observed Jefferson PSD have more interveners than other PSDs. For example, one employee for the PSC gave us the example of recalling the PSD having to have three hearings for one certificate which he claimed would drive legal and other administrative costs much higher.

Engineering fees recorded in the sewer fund are recorded in the "special services" account discussed in section E).

To search for any additional legal and / or engineering fees not identifiable in the trial balance we asked for the detail in "contract services" and "miscellaneous and general" expense accounts. We didn't see any legal or engineering expenditures in those accounts.

E) Special Expenses

Results: No unusual activity observed.

We reviewed the 2017, 2016 and 2015 trial balances and noted the only expense account with the word special was account 1-70-0-6301 titled "G&A – Special Services" in the sewer fund. The balances were as follows.

	2017	2016	2015
G&A – Special Services	$ 4,357	$28,729	$ 15,807

source: accounting system trial balance obtained from April Shultz, PSD General Manager

We obtained the account detail and noted the account consisted almost entirely of invoices from Dunn Engineers, Inc. except for two invoices from The Thrasher Group. The amounts charged to this account ranged from $66.25 to $5,440.03. According to inquiry and review of invoices, the nature of the expenditures was service hours reviewing pump stations and developments, phone calls with the PSD to discuss various operational topics and work on PSC certificate cases.

F) Miscellaneous Revenues

Results: We believe there is a financial statement presentation error in the Sewer Fund explained in (a). No other unusual activity observed.

For the last three fiscal years the PSD has presented miscellaneous revenues for the sewer fund as follows. The water fund had miscellaneous revenues less than $200 each year. We did not list those revenues due to the trivial amounts.

Sewer Fund:	2017	2016	2015
Miscellaneous Operating Revenues	**$ 82,567**	**$ 77,233**	**$ 114,645**
Miscellaneous Non-Operating Revenues	**$ 41,412**	**$ 41,412**	**$ 118,110**

source: audit reports filed on the Auditor of State Website

Both the operating and nonoperating amounts are described in the footnotes to financial statements. According to the footnotes the detail for the miscellaneous operating revenue is detailed in the table below. The notes described a large portion of this revenue results from the Sewer Service Agreement with City of Charles Town. Specifically the notes state, "Effective for service rendered on and after May 1, 2005, by order of the Public Service Commission of West Virginia (PSC), the District is considered a bulk rate customer to the City of Charles Town; therefore, the specific formula used to calculate the amount charged for these sewer services in prior years was changed to include actual usage at a resale rate as stated in the City of Charles Town's sewer tariff, less resale and transportation credits, applicable only to the District. The bulk rate is reflected at gross in the supplemental schedule of operating expenses - sewer department under treatment and disposal rent. **The credits are reflected as income in the District's financial statements**." The footnotes state the nonoperating revenues also result from the Sewer Service Agreement with City of Charles Town. Specifically, **"the resale credit, which is for the debt incurred by the District as part of the 2000 Charles Town treatment upgrade, is reflected as miscellaneous non-operating revenues".** The 2015 miscellaneous non-operating revenue was higher than other years due to insurance proceeds and a note receivable from an accident resulting in $76,697 in non-operating revenue.

Sewer Fund:	2017	2016	2015
Transportation credits	$ 38,548	$ 36,545	$ 36,439
System billing fees - water department (a)	32,132	31,148	41,255
Shared staff reimbursement (b)	-	2,093	25,857
Bad debt recovered	1,710	1,800	3,382
Disconnect / reconnect fees	3,950	430	160
Other miscellaneous revenue (c)	6,227	5,217	7,552
Total	**$ 82,567**	**$ 77,233**	**$ 114,645**

source: audit reports filed on the Auditor of State Website

(a) Per inquiry, the System billing fees – water department balance includes the reimbursement from the water fund to the sewer fund. Typically, we see this sort of inter-fund transaction treated as a reclassification of expense and / or a transfer between funds. The way it is being presented the same expenditure is inaccurately being shown as expense for both funds which is nonconforming with *Governmental Accounting Standards.* Here is an illustration.

This is current presentation:

	Sewer Fund		Water Fund	
	debit	credit	debit	credit
cash		$32,132		$32,132
expense	$32,132		$32,132	
cash	$32,132			
misc income		$32,132		

Please note the same expense is recorded in both funds.

This is our recommended presentation:

	Sewer Fund		Water Fund	
	debit	credit	debit	credit
cash		$32,132		$32,132
expense	$32,132		$32,132	
cash	$32,132			
expense		$32,132		

This approach eliminates the expense from the sewer fund because it is not a sewer fund expense.

(b) The shared staff reimbursement resulted from a PSD employee who worked half the day at the PSD and then went to the City of Ranson and worked the remaining four hours every day. The PSD would pay him and Ranson would reimburse the PSD for the hours worked at their office. This no longer occurs. We noted nothing unusual.

(c) To perform procedures on the "other miscellaneous revenue" amount we obtained the detail in the general ledger account and scanned for anything unusual. We noted nothing unusual.

Section 2- General procedures typically used to identify misappropriation, waste, and / or abuse in high risk areas.

Based upon our many years of experience auditing governments, we designed procedures in the following higher risk areas to test for potential misappropriation and / or mismanagement.

G) Rate Setting, Receipt Process and Receivables Aging
H) Asset Infrastructure Observation and Interview
I) Disbursement Testing
J) Scan of High Risk Accounts

G) Rate Setting, Receipt Process and Receivables Aging

Results: No Testing Exceptions or Unusual Activity Observed.

We interviewed PSD personnel and reviewed the rate setting process, the internal controls for collecting customer payments and depositing those payments. We gained an understanding of the processes and the internal controls that the PSD has implemented.

We pulled three random water and sewer samples for each period the PSD applied a rate increase and a sample from an adjustment report. We tested attributes such as: the amount received was the same as the amount billed, the rate set was the rate paid, and the amount received was posted to the correct account. We then traced the receipt to the deposit slip and the deposit slip to the bank statement.

H) Asset Infrastructure Observation and Interview

Results: No Unusual Activity Observed.

We viewed the PSD's capital assets first-hand in order to gain an understanding of their general condition and viability and to verify that the assets existed.

Joseph Freeze, the Operations Manager, provided a tour of the PSD's facilities on 10/23/2017. This included a large portion of the twenty-nine sewer pumps, and the water pump buildings.

Most pumps were found to be nearing the end of their respective life spans, and will likely require a large amount of upgrades in the near future. The Operations Manager stated that a large portion of the pumps are currently being maintained through a patchwork of temporary fixes. The sewer dispersion station itself appears to be in good working order. It is not new, but performs its duty regularly with zero, to very little, maintenance being required.

The water buildings have been updated very recently. Within the last three years, these buildings have been retrofitted with updated technology and new lines throughout. The buildings themselves appear to be older, but well-maintained, and appear to be in good working condition.

I) Disbursement Testing

Results: No Testing Exceptions and Unusual Activity Observed Except as Follows:

Credit Cards:
We reviewed a sample of credit card expenditures and noted the PSD was being charged late payment fees for a few months during the fiscal years of 2015, 2016 and 2017. We also noted some receipts provided for purchase support were not itemized. We recommend the PSD pay all bills timely as late fees can be considered an improper use of public funds. We also recommend the PSD establish a formal credit card use policy to ensure detailed receipts are submitted by all employees when using the charge accounts.

Credit and charge cards are high risk. We obtained the detail of payments to all such accounts during 2017, 2016 and 2015. We selected a random sample of the PSD's payments to Sheetz, BBT credit card, Home Depot and Wal-Mart. We traced checks from the accounting system to the image on bank statements and obtained the detailed receipt to view the nature of the purchase.

We pulled random non-payroll samples from both the water and sewer operating check registers from 2017, 2016, and 2015. We tested attributes such as: the payee name on the check agrees to the invoice, the check was endorsed by the payee, the information on the check agrees to the information listed in the accounting system, the expenditure was for a proper purpose, the expenditure was posted to reasonable line items, the check was signed by authorized signatories (review of canceled check images on bank statement), and the check cleared the bank on a timely basis. We reviewed supporting documentation for each disbursement and traced each disbursement to the bank statements with no exceptions.

We did note, however, that all of checks reviewed only had one signature. We recommend that the PSD have two signatories signing the checks as a key control deterring misappropriation of funds.

J) Scan of High Risk Accounts

Results: No Unusual Activity Observed

We met with PSD personnel and reviewed three years of trial balances analyzing the nature of accounts and the fluctuation in accounts. Any account that was deemed higher risk, we obtained the general ledger detail and scanned it for anything large and unusual transactions.

Section 3- Analytical procedures and general insights noted during our engagement

We used analytical procedures for two purposes 1) to identify abnormalities or outliers that might indicate misappropriation or error and 2) to attempt to answer the question of why the PSDs rates are higher than most other West Virginia PSDs. Some of the analytics we performed included:

1) Analytics to identify abnormalities or outliers that might indicate misappropriation or error

10 Year Trend: We performed a ten year trend analysis to search for abnormal changes in balances. There were no unusual results.

Pay rates: We looked at pay rates for 2017, 2016 and 2015. With our knowledge of other comparable entities, the rates of pay do not appear unusual or abnormally high. They might be slightly higher then we see in other West Virginia entities but that does not seem unreasonable given the region is more economically advanced then other regions in West Virginia. The pay increases from year to year were minimal (1% to 2% overall). Two factors go into payroll expense, the rate paid and the number of individuals on payroll. We looked at rates but we were unable to assess if the PSD might be overstaffed. We assume the PSC would consider this in rate setting cases. There were no unusual results.

Receivables: We reviewed the A/R Aging reports for 2017, 2016, and 2015 and calculated Bad Debt Ratio to A/R and A/R Ratio to Revenues for 2017, 2016 and 2015. There were no unusual results.

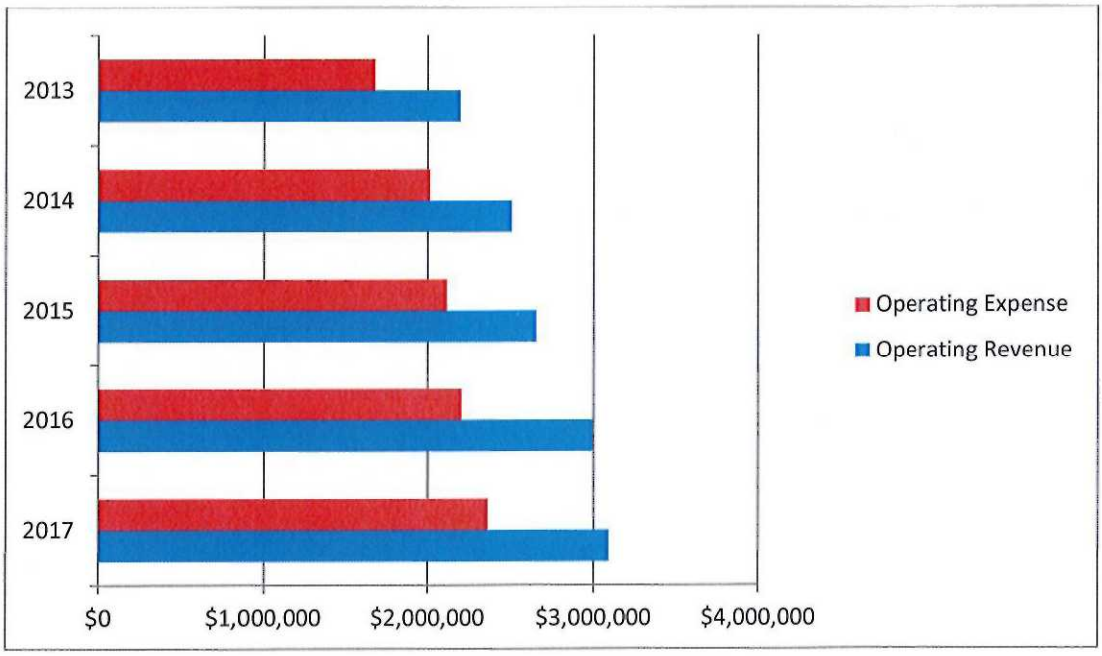
2) Analytics to attempt to answer the question of why the PSDs rates are higher than most other West Virginia PSDs.

We asked individuals from the PSD, the PSC and service organizations with vast historical knowledge of the PSD why the sewer rates are relatively high? Their responses pointed to the following:

a) The infrastructure is more costly to operate
b) Being a resale customer of Charles Town

c) Many of the capital assets were financed with debt offerings as opposed to grant or contribution
d) The amount of questioning and challenges from citizens and interveners drives legal, engineering and administrative costs higher
e) There were lost / abandoned projects
f) Leadership change and differing Board agendas

a) Some of the analytical procedures performed do indicate the Jefferson PSD capital structure results in higher operating costs. This is a chart showing that most of the revenues collected are spent on operations (approximately 80%). The remainder would be needed to pay principal and interest payments which would leave very little for capital investment or reserves. According to Attorney Jim Kelsh, "The PSD has one of the most pump stations of any sewer utility in the state, 28, even though by customer count it is not one of the largest sewer utilities. This leads to high electrical and other operating expenses. The PSD serves a high cost of living area, and salaries for utility employees are higher than in the bulk of WV." This was confirmed by our observations.



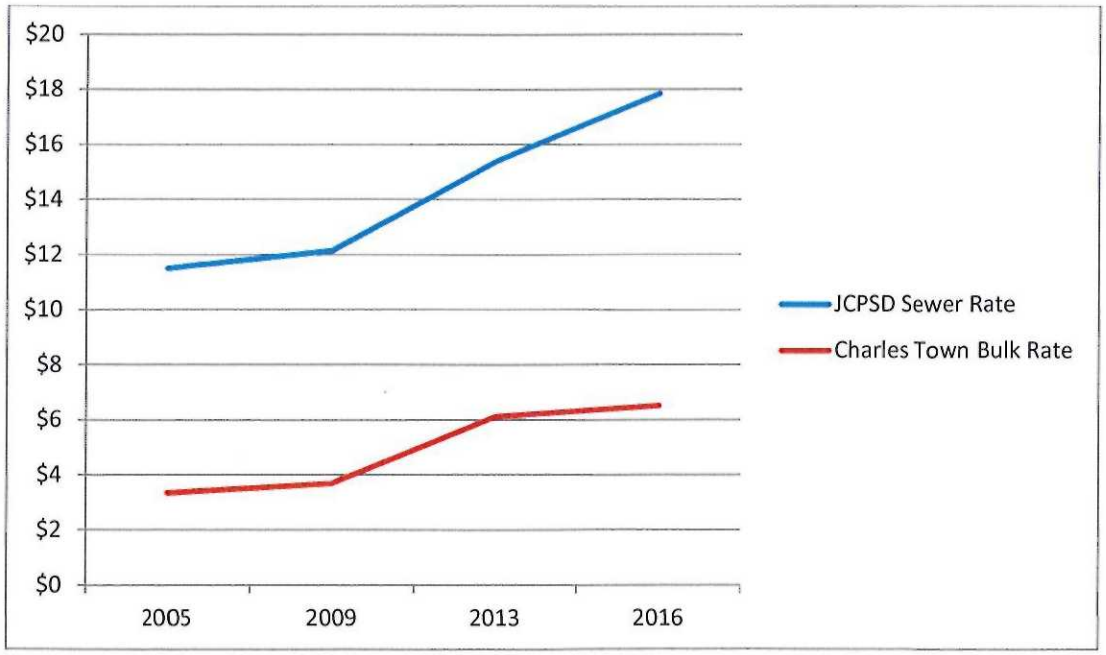
This is further confirmed by comparing Jefferson PSD to other PSDs that service about the same number of customers. The below chart shows that Jefferson services about the same number of customers with much less in assets but collects a much higher per customer rate. This would indicate the revenues are not being spent on capital but on higher operating expenditures and / or that the assets of Jefferson were financed while others had assets contributed.

Publicly Owned - Districts (Sewer) ENTITY	Gross Utility Plant (GUP)	Operating Revenues (OR)	Average # of Customers	GUP per Customer	OR per Customer
Jefferson County Public Service District	$ 18,180,301	$ 2,540,205	2,529	$ 7,189	$ 1,004
Greenbriar County Public Service District No. 2	$ 28,406,659	$ 1,246,876	2,416	$ 11,758	$ 516
Greenbriar Public Service District No. 1	$ 19,899,350	$ 1,783,958	2,717	$ 7,324	$ 657
Kanawha PSD fka Chelyan PSD	$ 41,520,726	$ 1,818,892	2,681	$ 15,487	$ 678
Lubeck Public Service District	$ 30,725,114	$ 1,334,688	2,351	$ 13,069	$ 568
Northern Wayne County PSD	$ 20,992,018	$ 2,172,386	2,768	$ 7,584	$ 785
Average of 5 similar-sized Entities	$ 28,308,773	$ 1,671,360	2,587	$ 10,944	$ 646
Jefferson Co. PSD compared to average amount	**64%**	**152%**	**98%**	**66%**	**155%**

Source: Annual Statical Reports provided on the PSC website for 2015.

The above statistics support the PSD Operations Manager's belief that "most operating expenses are related to the service and repair of outdated and underperforming infrastructure".

b) One expense included in the operating expenses discussed in a) above are payments to the municipality of Charles Town. Effective in 2005 the PSD is considered a bulk rate customer of Charles Town. The rate paid to Charles Town includes actual usage at a resale rate as stated in Charles Town's sewer tariff. Several of the individuals we spoke with pointed to this as a major reason for the PSD's rates. We prepared the following chart detailing the rates paid to Charles Town and the rates charged by the PSD.



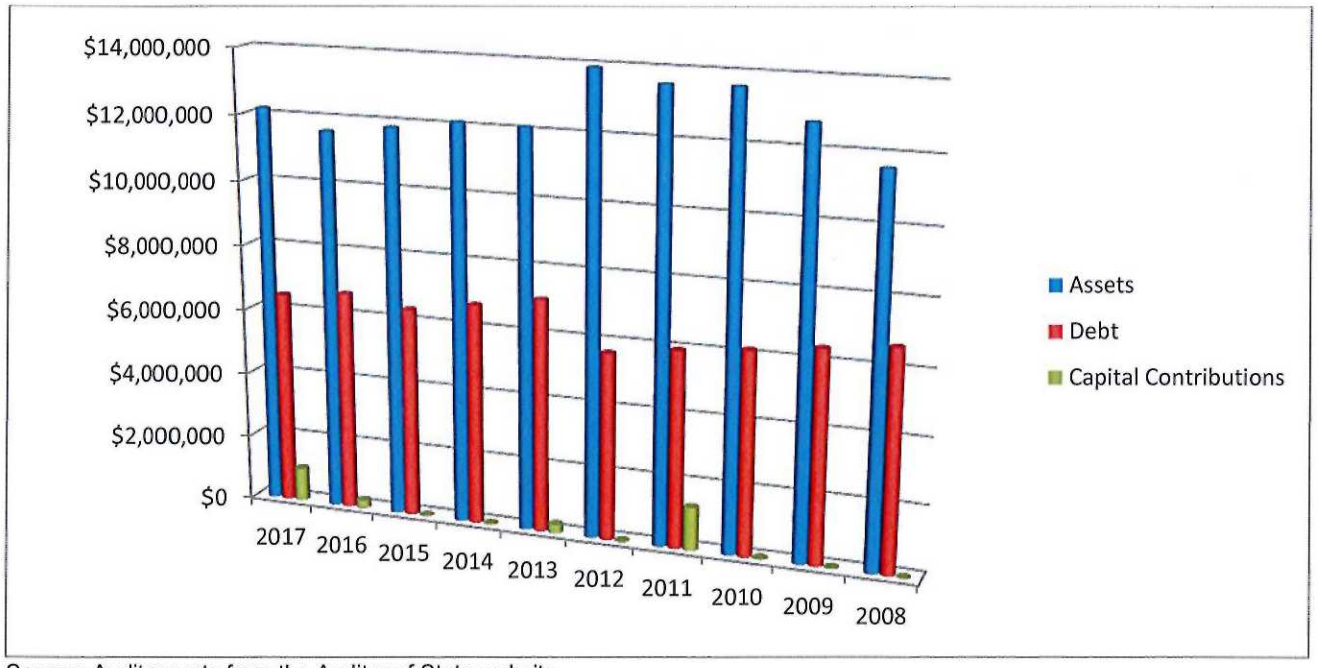
Source of rate information: PSD General Manager, April Shultz

According to Attorney Kelsh, "Charles Town's bulk treatment rate is one of the highest in the state. Charles Town's bulk rate has been the biggest driver in the rate increases the District has had since around 2000. Charles Town's plant needs to be Chesapeake Bay compliant, whereas most WV sewer utilities are not in the Chesapeake Bay watershed and so don't have the added treatment requirement and expense."

c) Several individuals have shared with us that over the years the PSD has had to fund capital projects with debt. The PSC also told us of a scenario wherein the PSD completed a capital project that was projected to add a certain number of new customers. The PSD ended up with half of the projected customers. Such scenarios would result in customers incurring more costs due to fewer customers to share the cost with.

Attorney Kelsh stated, "The PSD's rates began high because the PSD was politically coerced by the WV Housing Development Fund to enter into unusually costly to the utility main line extension agreements. Ordinarily, a utility has a developer donate on-site collection facilities. Because these developments were WVHDF funded to serve moderate and low income households, the PSD was compelled to reimburse the cost of constructing both on-site and off-site facilities."

Below is a chart detailing net assets, debt and contributed capital. The debt ratio averaged approximately 50% and the capital contributions were minimal.



Source: Audit reports from the Auditor of State website.

d) Many people we talked to explained that the PSD has incurred significant amounts of questioning and challenges from citizens and interveners and this drives legal, engineering and administrative costs higher. In some of the documentation reviewed, we did note invoices for attorney and engineering fees that were a direct result of such. We also read some of the PSC cases wherein the challenges were documented.

e) Per audit reports on the Auditor of State website the PSD's lost project expenses totaled $3,182,263 over the last 10 years.

f) PSC and PSD personnel both shared with us they believed some of the higher rates could be attributed to changing leadership and strategic agendas. One example provided to us by a PSC employee indicated the PSD would have been eligible for federal Stimulus funds but he recalled the PSD not filing the appropriate paperwork in time to take advantage of the funding before it was gone.

The information provided in Section 3 a) through f) is intended to assist the Commissioners in their attempt to understand the sewer rates. It is not intended for any other purpose. Many of the observations are various people's opinion and recollection. Where possible, we tested the opinion with financial facts (the charts).

Conclusion

The results of our engagement indicated no misappropriation or obvious mismanagement at Jefferson Public Service District. We did note minor noncompliance / internal control matters as documented throughout.

If you have any additional questions, do not hesitate to contact us as follows:

Jodey L. Altier, CPA, CFF
313 2nd Street
Marietta, Ohio 45750
740-373-0056 (O)
740-516-3814 (M)
jaltier@perrycpas.net

12/18/17

Jodey L. Altier, CPA, CFF Date
Member, Perry Forensic Investigations, LLC

NOTICE TO CERTIFIED
PUBLIC ACCOUNTING FIRMS

REQUEST FOR PROPOSAL

1. The Jefferson County Public Service District (PSD) provides sewer and water utility service to Jefferson County, West Virginia.

2. The PSD requests proposals from certified public accounting firms that are currently registered to do business in West Virginia to provide the following service for the year ending June 30, 2018 with an optional one-year extension for the year ending June 30, 2019.
    - Conduct annual audit as required by the West Virginia Public Service Commission (WVPSC).
    - Prepare and submit annual financial report as required by WV PSC by September 30, 2018.
    - Prepare supplemental accounting information required for services provided.
        - Schedule of Operating Expenses – Water Department
        - Schedule of Operating Expenses – Sewer Department
    - Provide assistance to PSD staff in adjusting and closing the year-end books if requested.

3. Accounting firms submitting letters of engagement should demonstrate their expertise in the following areas:
    - Generally accepted accounting standards for non-profit corporations.
    - The WV PSC system of accounts for Public Service Districts.
    - Applicable sections of the West Virginia Code pertaining to accounting.
    - Applicable WV PSC regulations including Rule 42 preparation requirements.

4. Audit Proposal should be sent to:

JCPSD
April Shultz, General Manager
340 Edmond Road, Suite A
Kearneysville, WV 25430
admasst@jcpsd.com

The deadline for submission of proposals is the close of business, January 31, 2018. Questions may be addressed to Mrs. April Shultz, General Manager, by telephone at 304-725-4647 or by fax at 304-725-5976.

Jefferson County Public Service District
Regular Board Meeting
June 5, 2017

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 5, 2017 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, William Strider; Secretary, Richard Weese (speakerphone); new board member, Roger Forshee; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; Operations Manager, Joseph Freeze; Finance Manager, April Shultz; from Bowles Rice, Tyler Mayhew; from Thrasher Engineering, Wayne Morgan, and liaison for the County Commission, Commissioner Josh Compton.

CALL TO ORDER
Chairman Bill Strider called the meeting to order at 7:00PM.

Welcome new board member, Roger Forshee
Mr. Strider welcomed Mr. Roger Forshee to the Board.

Appoint Treasurer
Action: **Motion made by Mr. Strider and seconded by Mr. Weese to nominate Mr. Forshee as Treasurer. Unanimously approved.**

Approval of agenda
Action: **Motion made by Mr. Weese and seconded by Mr. Strider to approve the agenda as presented. Unanimously approved.**

OLD BUSINESS
Review Minutes of May 1 regular board meeting
The minutes of the May 1, 2017 regular board meeting were approved as presented.
Action: **Motion made by Mr. Strider and seconded by Mr. Weese to accept the May 1, 2017 regular board meeting minutes as presented. Unanimously approved.**

Discuss the District's financial status (status of paying bills)
The District will need to collect an estimated $16,000 in payments to cover the disbursements for water. Mr. Forshee questioned how the District pays disbursements if the money is not available. Ms. Lawton stated that vendors are paid first then bonds and employees, but since the District must pay employees to keep them from leaving money is used from the sewer account to pay for employee labor at water systems and is reimbursed once money becomes available.
Action: **No action required by the Board.**

Discuss 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

Ms. Lawton requested the Board approve Addendum I to the representation agreement with Mr. Rodecker for services related to the sewer transmission project. She stated that since Mr. Rodecker is representing the District in the Supreme Court case, he had to raise his fee not to exceed $10,000 for representation. Ms. Lawton also requested the Board approve the summary of billings for Cox Hollida &

Professionals. Both of these documents reflect the budgeted amounts for the project needed as part as the pre-bid checklist with DEP.

Ms. Lawton requested the Board approve resolution number eleven (11) to pay $1,250.00 out of the $660,000 loan for expenses related to the project. Mr. Strider read resolution #11 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO ENGINEERING AND OTHER SERVICES FOR THE SEWER TRANSMISSION IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF IN THE AMOUNT OF $1,250.00.

Action: **Motion by Mr. Strider and seconded by Mr. Weese to approve the resolution as read totaling $1,250.00 and to approve Addendum #1 with Mr. Rodecker and approve the summary of costs from CoxHollida & Professionals to reflect the budgeted amounts for the project. Unanimously approved.**

NEW BUSINESS

Discuss Resolution 2017-012 from Charles Town regarding asset acquisition

Ms. Lawton stated that the County Commission met to discuss the resolution proposed by Charles Town and did not take any action.

Action: **No action required by the Board.**

Discuss the Jefferson County Commission decision on June 1, 2017 to perform an independent audit of the PSD books and records

The District was invited to attend the County Commission meeting on June 15th to discuss the Senate Bill 234 account and any other financial questions the Commissioners may have regarding financials. Ms. Lawton discussed that the SB234 account was created to build a "cushion" for the District's operations and maintenance. She stated that some months the District may have additional money left after disbursements are paid to fund the account when other months there is not. This account is to be used for operation and maintenance expenses and is not fully funded yet as it has been drawn down for such expenses. Ms. Lawton stated the account has approximately $200,000. Ms. Lawton will attend the Commission's next meeting with the District's legal counsel, Jim Kelsh and Chuck Young from Cox Hollida & Professionals to discuss this further.

Action: **No action required by the Board.**

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

This item was discussed in the above agenda item.

Action: **No action required by the Board.**

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. CCA Jefferson 17A – There are no updates on this case.
- Milliron vs. WV PSC & Jefferson County Public Service District – The Supreme Court granted the District's motion for expedited treatment of the case and Ms. Milliron's motion to stay the project was denied.

Action: **No action required by the Board.**

Request from Royal Vendors for wastewater treatment waiver

Ms. Lawton explained that Royal Vendors is an industrial user on the District's NPDES permit and has been out of compliance for almost a year on its Silver limit requirement. The permit limits for this location for Silver are 0.008 average monthly with max daily of 0.012. Royal Vendors results are just above this limit and they have been working on fixing the issue with limited success. Ms. Lawton sent them a letter

informing them if the problem is not fixed by July 1st the water will be terminated to the facility in order for the District to stay in compliance with its NPDES permit. Kevin Wilt, Dennis Shawyer, and Don Korrell from Royal Vendors were in the audience for questions.

Royal Vendors had requested a waiver from the District to allow them to keep the water on and they would pay to have the portion of the waste stream from the final wash to be hauled away and disposed by a licensed hauler rather than allowing that flow to run into the District's sewer system. Mr. Korrell informed the Board that they have talked with DEP after they submitted their waiver request to the District and DEP is willing to adjust the limit for Silver from 0.08 to 0.24 in the Districts permit once a modification is initiated. Since the pump and haul is an expensive alternative, he asked if the Board would consider not shutting the water off and not have them do the pump and haul while the District requests the permit modification. The Board had reservations about allowing the noncompliance to continue while the modification was being processed.

Mr. Korrell also stated that Royal Vendors has hired Thrasher Engineers to update their system in this portion of the plant as well as continue the quest for the higher than normal Silver results from the past year. Staff will inform Charles Town of the permit modification request and all parties will continue towards a solution. Royal Vendors will attend the Districts August meeting to provide an update.

Action: **Motion made by Mr. Strider and seconded by Mr. Forshee to allow Royal Vendors to continue to send sewage to the District's sewer system for a period not to exceed August 31, 2017, if DEP grants the authority to do so without a violation being assessed against the District while the permit modification is being processed. If DEP does not allow this, Royal Vendors will proceed with a pump and haul until it is in compliance. Water will not be terminated during this time and the District's General Manager will notify Charles Town of the situation. Unanimously approved.**

Discussion of any Expenses over Budget

There were no items over budget for the year. Mr. Forshee had a couple of questions regarding the budget. He asked if the District could piggy back off of the County Commissions independent audit they proposed at their last meeting instead of using Cox Hollida & Professionals to do the District's 2017 audit. Mr. Strider would like to continue to use Cox Hollida & Professionals for the final year of the 3-year audit contract. He also asked about an auto accident at a pump station and Ms. Lawton stated that this issue is in court.

Action: **No action required by the Board.**

Disbursements

Mr. Forshee had a couple of questions regarding the disbursements and how they are paid when there is a deficit. Mrs. Shultz stated that there were unexpected repairs for a well pump, generator, and the mowing had started back up at Glen Haven which made the water system bills higher than normal this month. Some of the vendors are contacted to prolong payment until money is collected. Employee labor is paid from the sewer account to pay for employees time spent at water systems and is reimbursed once money becomes available in the water account. Mr. Forshee also questioned the Robinsons mowing line item and if there would be any cost savings to look into other companies.

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for Public Service District water expenses in the amount of $10,558.95. Unanimously approved.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve disbursements for the Public Service District sewer expenses in the amount of $227,311.22. Unanimously approved.**

Approve transfer of $5,579.03 from the New Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of $5579.03 from the New Sewer Security Deposit account to the**

Sewer Operating account for security deposit refunds. Unanimously approved.

Approve transfer of $1,576.80 from the Renewal and Replacement account to the Sewer Operating account for repairs at Spruce Hill North pump station

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to approve transfer of $1,576.80 from Renewal and Replacement account to the Sewer Operating account for repairs at Spruce Hill North pump station. Unanimously approved.**

General Manager's Report

None discussed.

Action: **No action required by the Board.**

Other staff reports

None discussed.

Action: **No action required by the Board.**

Correspondence

The Board discussed a letter sent to Commissioner Patsy Noland regarding the service area of Chairman Bill Strider and his eligibility of being a PSD board member. Mr. Mayhew stated that Mr. Strider is living in a location within the District's boundaries as of today and at the time he was appointed. Mr Strider also stated that the lots have not been platted as inaccurately stated by Commissioner Compton. Mr. Forshee questioned if this was a requirement and Ms. Lawton responded that it is not and the District has had board members living in all areas of the County. Commissioner Compton added that the Commission has asked the City of Ranson for verification after there were discrepancies with the municipality boundaries and to verify that laws are being properly followed regarding appointments.

Action: **No action required by the Board.**

Public Comment

Jacquelyn Milliron, PSD ratepayer, commented on SB234 and stated that about 80% of the recent District rate increase was intended to fund the SB234 account according to documents she had.

Action: **Motion made by Mr. Forshee and seconded by Mr. Strider to convene in executive session for the purpose of discussing personnel matters and contract negotiations. Unanimously approved.**

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to return to public session. Unanimously approved.**

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to hire April Shultz as the Jefferson County Public Service District's General Manager effective September 1, 2017 including a salary of $78, 250 with all benefits offered to all other District employees and no further advertising for potential candidates.**

Mr. Forshee amended the motion to not fill the position at this time and advertise the General Manager position out both internally and externally at a salary of $78, 250.00 starting September 1, 2017. The motion failed due to a lack of a second.

The original motion passed 2-1. Mr. Forshee opposed.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.**

There being no further business at this time, the meeting was adjourned at 10:10PM.

The next regular meeting is scheduled for Monday, July 3, 2017 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

William H. Strider

William H. Strider
Chairman

Richard WM Weese
Secretary

07:46 AM AUG 29 2017 PSC EXEC SEC DIV

P.S.C. W. Va. No. 20
Canceling P.S.C. W. Va. No. 19

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT,

a public utility
OF

RANSON, WEST VIRGINIA

RATES, RULES AND REGULATIONS FOR FURNISHING

SEWERAGE AND SEWAGE DISPOSAL SERVICE

at a portion of Jefferson County in the general vicinities of Charles Town and Ranson including areas north and south of Charles Town along State Routes 9, 340 and 17

Filed with **THE PUBLIC SERVICE COMMISSION**
of
WEST VIRGINIA

Issued August 23, 2017

Effective for all service rendered on and after August 16, 2017, except as otherwise provided herein

Issued by authority of Order of the Public Service Commission of West Virginia in Case No. 15-1338-PSD-42R-PC dated March 23, 2017.

Issued by JEFFERSON COUNTY PUBLIC SERVICE DISTRICT, a public utility

By James V. Kelly

Attorney
Title

RULES AND REGULATIONS

I. Rules and Regulations for the Government of Sewerage Utilities, adopted by the Public Service Commission of West Virginia, and now in effect, and all amendments thereto and modifications thereof hereafter made by said Commission.

STEP 2 RATES

(Effective for service rendered on and after August 16, 2017)

APPLICABILITY

Applicable within the entire territory served.

AVAILABILITY

Available for general domestic, commercial, and industrial service.

(D) RATES (customers with a metered water supply)

$16.61 per thousand gallons of metered water usage

(D) MINIMUM CHARGE

No bill will be rendered for less than $40.59 per month.

The above minimum charges are subject to an additional $0.38 per 1,000 gallons of water used per month.

(D) FLAT RATE CHARGE (Customers with non-metered water supply)

Equivalent of 4,500 gallons of water usage, $74.76 per month

MULTIPLE OCCUPANCY

For unmetered trailer parks, the monthly charge for services shall be equal to the number of units multiplied by the unmetered charge provided above.

TRANSPORTATION CHARGE

A monthly charge of $1,009 per month will be imposed upon the City of Charles Town for reimbursement of fixed debt associated with lift stations needed to transport Charles Town's sewage from the former Sanitary Associates service area. The charge will be imposed until the indebtedness is satisfied. In addition to the monthly charge of $1,009, a transportation charge of $1.65 per thousand gallons shall apply to all flows from the former Sanitary Associates area

DELAYED PAYMENT PENALTY

The above schedule is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

(D) Indicates decrease

STEP 2 RATES (Continued)

TAP FEE

The following charge is to be made whenever the utility installs a new tap to serve an applicant.

A tap fee of $250.00 will be charged to customers applying for service outside of a certificate proceeding before the Commission for each new tap to the system.

DISCONNECT - RECONNECT FEES

Whenever water service has been disconnected for non-payment of sewer bills in conjunction with a water service termination agreement with the City of Charles Town, a disconnection fee of $10.00 shall be charged. Whenever water service has been disconnected for non-payment of sewer bills in conjunction with a water service termination agreement with Jefferson Utilities, Inc., a disconnection fee of $20.00 shall be charged.

Whenever water service, which has been previously disconnected or otherwise withheld for non-payment of a sewer bill in conjunction with a water service termination agreement with the City of Charles Town, is reconnected, a reconnection fee of $10.00 shall be charged. Whenever water service, which has been previously disconnected or otherwise withheld for non-payment of a sewer bill in conjunction with a water service termination agreement with Jefferson Utilities, Inc., is reconnected, a reconnection fee of $20.00 shall be charged.

LEAK ADJUSTMENT INCREMENT

$6.46 per M gallons is to be used when the bill reflects unusual consumption which can be attributed to eligible leakage on customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of $25.00 will be imposed upon any customer whose check for payment of charges is returned by the bank due to insufficient funds.

STEP 2 RATES (Continued)

CAPITAL IMPROVEMENT FEE

As used in this section, a "Developer" is defined as "a person, corporation, or entity who is in the business of land and/or commercial or housing development for profit, or a person, corporation, or entity who requests an alternate main line extension that includes the installation of mains by the person, corporation or entity."

As used in this section, a "Previously Developed Tract" is defined as property previously subdivided for commercial or housing development, for profit.

On and after August 13, 2015, Developers and resale customers (in instances of developer connections), and those seeking a new sewer connection for a Previously Developed Tract shall pay to the District a capital improvement fee (CIF) for connections made to the sewer system of an unserved structure or facility. For Developers and those seeking a new sewer connection for a Previously Developed tract, the CIFs are due as of the date of the entry into the final sewer availability agreement with the Jefferson County Public Service District. For resale customers making developer connections, the CIF is due the month following the date a new customer of the District's resale customer to which the CIF is applicable connects to the facilities of the District's resale customer.

The capital improvement fee shall be $3,207.00 per equivalent dwelling unit (EDU). Connections for non-residential use shall be paid in accordance with a residential usage equivalent schedule set forth below.

CAPACITY ASSURANCE FEE

Developers, those seeking to assure capacity for a Previously Developed Tract, and resale customers of the District (in instances of developer connections) may execute a Capacity Assurance Agreement (CAA) and pay a Capacity Assurance Fee (CAF) to the District in the amount of $3,207.00 per EDU. Execution of the CAA and payment of the CAF shall entitle the payee to a reservation of capacity as provided in the CAA.

At such time as the reserved capacity is call upon by the entity paying a CAF, the CAF will be treated by the District as a credit, without interest, against the District's then effective CIF. Subject to this credit, entitles that have been paid a CAF remain responsible for payment of the District's then effective CIF for construction on property indentified in the CAA.

STEP 2 RATES (Continued)

RESIDENTIAL USAGE EQUIVALENTS FOR CAPITAL IMPROVEMENT FEE

UNIT	WATER GALLONS PER DAY	RESIDENTIAL USAGE EQUIVALENT
Apartments	150/unit	1.0/unit
Bowling Alleys	200/alley	1.33/alley
Churches with kitchen	8/member	0.05/member
Churches w/o kitchen	2/member	0.013/member
Food Service	32/seat	0.213/seat
Fast Food Restaurant	35/seat	0.23/seat
Bar & Cocktail Lounge	2/patron	0.013/patron (additive)
Tavern-Little or no food	20/seat	0.132/per seat
Hotel	120/room	0.8/per room
Industry, sanitary	15/person/shift	0.1/person per shift
Institutions:		
Hospital	250/bed	1.67/bed
Nursing Homes	150/bed	1.0/bed
Others	75/person	0.5/person
Office Buildings	15/person	0.1/person
Laundry Self Service	250/washer	1.67/washer
Mobile Home Park	150/unit space	1.0/unit space
Motels	120/room	0.8/room
Retail Stores	400/toilet room	2.67/toilet room
Residence	150/residence	1.0/residence
Schools:		
Day, no cafeteria/showers	15/pupil	0.1/pupil
Day with cafeteria	18/pupil	0.12/pupil
Day with cafeteria/showers	20/pupil	0.133/pupil
Boarding	75/pupil	0.5/pupil
Service Station	500/set of pumps	3.33/set of pumps
Shopping Centers	16/100 ft. of sales area	0.12/100ft. of sales area
Swimming Pools	10/swimmer design	0.067/swimmer design

STEP 2 RATES (Continued)

RESIDENTIAL USAGE EQUIVALENTS FOR CAPITAL IMPROVEMENT FEE
(continued)

UNIT	WATER GALLONS PER DAY	RESIDENTIAL USAGE EQUIVALENT
Theaters:		
Drive In	4/car space	0.0247/car space
Others	3/seat	0.02/seat
Warehouse	15/employee	0.1/employee

If a unit does not appear on this schedule, the District shall determine the EDU value of a proposed improvement in consultation with its consulting engineer.

RULES OF PROCEDURE

JEFFERSON COUNTY
PUBLIC SERVICE DISTRICT

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. The name of this Public Service District shall be JEFFERSON COUNTY PUBLIC SERVICE DISTRICT (the "District").

Section 2. The principal office of the District will be located in Jefferson County, West Virginia.

Section 3. The official seal of the District shall consist of two concentric circles between which circles shall be inscribed Jefferson County Public Service District, and in the center "seal" as follows:

Section 4. The fiscal year of the District shall begin on the 1st day of July in each year and shall end on June 30 of the following year.

ARTICLE II
PURPOSE

Section 1. The District is organized and operated exclusively for the purposes set forth in Chapter 16, Article 13A of the Code of West Virginia, 1931, as amended (the "Act").

ARTICLE III
MEMBERSHIP

Section 1. The members of the Public Service Board of the District (the "Board") shall be those persons appointed by The County Commission of Jefferson County, West Virginia (the "County Commission"), or otherwise appointed pursuant to the Act, who shall serve for such terms as may be specified in the order of the County Commission or otherwise.

Section 2. Should any member of the Board resign or otherwise become legally disqualified to serve as a member of the Board, the District shall immediately notify the County Commission or other entity provided under the Act and request the appointment of a qualified person to fill such vacancy. Prior to the end of the term of any member of the Board, the District shall notify the County Commission or other entity provided under the Act of the pending termination and request the County Commission or other entity provided under the Act to enter an order of appointment or re-appointment to maintain a fully qualified membership of the Board.

Section 3. The District shall provide to the Public Service Commission of West Virginia, within 30 days of the appointment, the following information: the new Board member's name, home address, home and office phone numbers, date of appointment, length of term, who the new member replaces and if the new appointee has previously served on the Board, and such other information required under the Act.

Section 4. Each Board member shall, within six months of taking office, successfully complete the training program established and administered by the Public Service Commission of West Virginia in conjunction with the West Virginia Department of Environmental Protection and the West Virginia Bureau for Public Health.

Section 5. Board members shall not be or become pecuniarily interested, directly or indirectly, in the proceeds of any contract or service, or in furnishing any supplies or materials to the District, nor shall a former Board member be hired by the District in any capacity within a minimum of 12 months after such Board member's term has expired or after such Board member has resigned from the Board.

Section 6. Salaries of the Board members shall be established as provided in Chapter 16, Article 13A, Section 4 of the Act. The District shall certify the number of customers served to the Public Service Commission of West Virginia on the first day of July each year. Board members may be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their duties.

Section 7. The members of the Board are not personally liable or responsible for any obligations of the District or the Board but are answerable only for willful misconduct in the performance of their duties.

ARTICLE IV
MEETINGS OF THE BOARD

Section 1. The members of the Board shall hold regular monthly meetings on the first Monday or Wednesday of each month at 7 pm at the District's offices, unless the Board or the Chairman sets a different date, time, and/or place. Special meetings of the Board may be called at any time, subject to compliance with applicable notice requirements, by the Chairman or by a quorum of the Board. Members may be present either in person or by telephone.

Section 2. Proceedings at meetings of the Board shall be governed by Robert's Rules of Order, 11th Edition, ("Robert's Rules of Order") except to the extent to which Robert's Rules of Order is in conflict with these Rules of Procedure or applicable law, in which case these Rules of Procedure or applicable law shall govern. The adoption of Robert's Rules of Order shall not invalidate, revoke, or rescind any prior action of the Board, specifically including but not limited to the positions to which Board members have been elected, other than previous actions adopting different procedural rules for the conduct of meetings. The Board may choose to exempt itself from specific provisions of Robert's Rules of Order, or to amend specific provisions of Robert's Rules of Order as applied to the conduct of the meetings of the Board, by adopting a resolution in writing to amend these Rules of Procedure. The ability of any person to challenge any action of the Board for any procedural violation expires upon approval at a regular meeting of the Board of the minutes of the meeting in which the action was taken. At any meeting of the Board, two members of the Board shall constitute a quorum. Each member of the Board shall have one vote at any meeting and if a quorum is not present, the member of the Board present may adjourn the meeting to a later date.

Section 3. The agenda of all regular board meetings shall include an item for the Board to receive public comments at the beginning of the meeting. Each comment shall be limited to five minutes in length. At the beginning of each comment, the person making comment shall identify himself or herself by name and place of residence, and indicate whether or not he or she is a customer of the District. Once a person has provided one comment, that person is not entitled to make further comment at the same meeting. The Chairman may limit public comments as needed so that the Board can address all items on the agenda within a reasonable period of time.

Section 4. Unless otherwise waived, notice to members of the Board of the agenda of regular and special meetings shall be by e-mail or other means, at least 48 hours prior to the hour such meeting is scheduled to be called.

Section 5. Pursuant to Chapter 6, Article 9A, Section 3 of the Code of West Virginia, 1931, as amended, notice of the date, time, place and agenda of all regularly scheduled meetings of the Board, and the date, time, place and purpose of all special meetings of the Board, shall be made available, in advance, to the public and news media as follows:

Rule No. 1. Notice of Regularly Scheduled Meetings. In January of each year, the Board shall instruct the General Manager to, and the General Manager shall arrange for the posting, and leave posted throughout the year to which it applies, at the regular meeting place of the Board and where notices of the County Commission customarily are posted, notices setting forth the date, time and place of the Board's regularly scheduled meetings for the year. In addition, a copy of the agenda for each regularly scheduled meeting shall also be posted at the same locations by the General Manager or her designee not less than three full work days before such regular meeting is to be held, and any amendments to the agenda shall be posted at least two full work days in advance of the regular meeting. A work day is defined as weekdays which are not state or federal holidays. When the Board meets on a non-holiday Monday with no holidays in the preceding week, the agenda for the meeting must be posted before the close of business on the preceding Wednesday, and any amendment to that agenda must be posted before the close of business on the preceding Thursday.

The General Manager shall provide notice of the schedule of meetings and the agenda for meetings to the news media upon request.

In the event of any amendment to the date, time, place or agenda of a regularly scheduled meeting of the Board, a copy of the notice of such amendment shall be attached to and made a part of the minutes of the meeting for which such notice was given.

Rule No. 2. Notice of Special Meetings. Not less than two full work days prior to the date set for any special meeting of the Board, the General Manager shall arrange for the posting at the regular notice posting places of the Board a notice setting forth the date, time, place and purpose or purposes of such special meeting. Business at such special meeting shall be limited to the purpose or purposes specified in said notice, unless the agenda is amended at least two full days prior to the date of the special meeting.

A copy of such notice posted and distributed pursuant to this Rule No. 2 shall be attached to and made a part of the minutes of the meeting for which such notice was given.

Rule No. 3. Emergency Meetings. The Board may hold a meeting without providing the notice to the public and news media required by Rule No. 1 and Rule No. 2 hereof only in the event of an emergency requiring immediate official action. The existence for such an emergency requiring immediate official action shall be determined by the Board and shall be attested to in a certificate by the Secretary describing such emergency and setting forth the reason or reasons immediate official action is required, which certificate shall be attached to and made a part of the minutes of such emergency meeting.

Rule No. 4. Executive Sessions. The Board may hold an executive session during a regular, special or emergency meeting in accordance with Chapter 6, Article 9A, Section 4 of the Code of West Virginia, 1931, as amended. During the open portion of the meeting, prior to convening an executive session, the Chairman shall identify the authorization under Chapter 6, Article 9A, Section 4 of the Code of West Virginia, 1931, as amended, for holding the executive session and present it to the Board and to the general public, but no decision may be made in the executive session. An executive session may be held only upon a majority affirmative vote of the Board members present. The Board may hold an executive session and exclude the public only when a closed session is required for any of the actions permitted under Chapter 6, Article 9A, Section 4 of the Code of West Virginia, 1931, as amended.

Rule No. 5. Minutes. The Board shall provide for the preparation of written minutes of all of its meetings. Subject to the exceptions set forth in Chapter 6, Article 9A, Section 4 of the Code of West Virginia, 1931, as amended, minutes of all meetings except minutes of executive sessions, if any are taken, shall be available to the public within a reasonable time after the meeting approving the minutes and shall include, at least, the following information:

(1) The date, time and place of the meeting;

(2) The name of each Board member present and absent;

(3) All motions, proposals, resolutions, orders, ordinances and measures proposed, the name of the person proposing the same and their disposition; and

(4) The results of all votes and, upon the request of a Board member, the vote of each Board member, by name.

Rule No. 6. No Actions by Reference. Except as otherwise expressly provided by law, the Board may not deliberate, vote, or otherwise take official action upon any matter by reference to a letter, number or other designation or other secret device or method, which may render it difficult for persons attending a meeting to understand what is being deliberated, voted or acted upon. However, this rule does not prohibit the Board from deliberating, voting or otherwise taking action by reference to an agenda, if copies of the agenda, sufficiently worded to enable the public to understand what is being deliberated, voted or acted upon, are available for public inspection at the meeting. The Board may not vote by secret or written ballot.

Rule No. 7. Broadcasting of Meetings. Except as otherwise provided in this rule, any radio or television station is entitled to broadcast all or any part of a Board meeting required to be open. The Board may regulate the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting, so as to prevent undue interference with the meeting. The Board shall allow the equipment to be placed within the meeting room in such a way as to permit its intended use, and the ordinary use of the equipment may not be declared to constitute undue interference; provided, that if the Board, in good faith, determines that the size of the meeting room is such that all the members of the public present and the equipment and personnel necessary for broadcasting, photographing, filming and tape-recording the meeting cannot be accommodated in the meeting room without unduly interfering with the meeting and an adequate alternative meeting room is not readily available, then the Board, acting in good faith and consistent with the purposes of this rule, may require the pooling of the equipment and the personnel operating it.

Rule No. 8. Telephonic Meetings. Board meetings may be held by telephone conference or other electronic means. All Board members participating by telephone or other electronic means must be audible to all those personally present.

Section 6. All meetings of any committee of the Board shall be subject to the Rules of Procedure set forth in Section 5 above.

ARTICLE V
OFFICERS AND LIAISONS

Section 1. The officers of the Board shall be a Chairman, Secretary and Treasurer. The Chairman shall be elected from the members of the Board. The Secretary and Treasurer need not be members of the Board.

Section 2. The officers of the Board shall be elected each year by the members at the first meeting after the first day of January of each year. The officers so elected shall serve until the next annual election by the membership or until their successors are duly elected and qualified. Any vacancy occurring among the officers shall be filled by the members

of the Board at a regular or special meeting. Persons selected to fill vacancies shall serve until the next annual organizational meeting of the Board when their successors shall be elected as hereinabove provided.

Section 3. The Jefferson County Commission may designate a County Commissioner to serve as liaison to the District. The County Commission liaison may request to be recognized by the Chairman of the Board to address matters before the Board. The County Commission liaison may not vote. The County Commission liaison shall be excluded from the executive sessions of Board meetings. The District shall provide the County Commission liaison with information regarding items on the agenda of the Board's meeting which do not fall within the exceptions identified or referenced in W.Va. Code § 6-9A-4(b).

ARTICLE VI
DUTIES OF OFFICERS AND THE BOARD

Section 1. When present, the Chairman shall preside as Chairman at all meetings of the Board. He/She shall, together with the Secretary, sign the minutes of all meetings at which he/she shall preside. He/She shall attend generally to the executive business of the Board and exercise such powers as may be conferred upon him/her by the Board, by these Rules of Procedure, or prescribed by law. He/She shall execute, and if necessary, acknowledge for record, any deeds, deeds of trust, contracts, notes, bonds, agreements, or other documents necessary, requisite, proper or convenient to be executed by or on behalf of the Board when and if directed by the members of the Board.

Section 2. If the Chairman is absent from any meeting, the remaining members of the Board shall select a temporary Chairman.

Section 3. The Secretary shall keep or cause to be kept a record of all proceedings of the Board which shall be available for inspection as other public records. Duplicate records shall be filed with the County Commission and shall include the minutes of all Board meetings. He/She shall, together with the Chairman, sign the minutes of the meetings at which he/she is present. The Secretary shall have charge of the minute book, be the custodian of deeds and other documents and papers of the Board. He/She shall also perform such other duties as may be required of him/her by law or as may be conferred upon him/her from time to time by the members of the Board.

Section 4. The Treasurer shall be the lawful custodian of all funds of the District and shall pay same out on orders authorized or approved by the Board. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and proper receipts and vouchers for all disbursements made by or through him/her and shall prepare and submit such reports and statements of the financial condition of the Board as the members may from time to time prescribe. The Treasurer shall arrange for the keeping and preserving of all financial records of the District for 10 years and such records shall at all times be readily available for public inspection. At the end of his/her term of office, the Treasurer shall promptly arrange for the delivery of all financial records of the District to his successor in office. He/She shall also

perform such other duties as may be required of him/her by law or as may be conferred upon him/her from time to time by the members of the Board. The Treasurer shall furnish bond in an amount to be fixed by the Board for the use and benefit of the District.

Section 5. No money may be paid out by the District except upon an order signed by the Chairman and Secretary, or such other person or persons authorized by the Chairman or the Secretary, as the case may be, to sign such orders on their behalf. Each order for the payment of money shall specify the purposes for which the amount thereof is to be paid, with sufficient clearness to indicate the purpose for which the order is issued, and there shall be endorsed thereon the name of the particular fund out of which it is payable and it shall be payable from the fund constituted for such purpose, and no other. All such orders shall be reflected in the minutes of the next meeting of the Board.

Section 6. The members and officers of the Board shall make available to the County Commission, at all times, all of its books and records pertaining to the District's operation, finances and affairs, for inspection and audit.

Section 7. The Board shall consider an annual budget at a meeting to be held by June 1 of each year. Upon adoption of a budget, a copy of the budget shall be forwarded to the County Commission. No expenditures for operation and maintenance expenses in excess of the budget shall be made during such fiscal year unless unanimously authorized and directed by the Board.

Section 8. The Board shall at least once a year cause its accounts to be properly audited. A copy of the audit shall be forwarded within 30 days of submission to the County Commission and to the Public Service Commission.

ARTICLE VII
AMENDMENTS TO RULES OF PROCEDURE

Section 1. These Rules of Procedure may be altered, changed, amended or added to at any regular or special meeting of the Board when a quorum is present and a majority of those present vote for the alteration, change, amendment or addition; but no such alteration, change, amendment or addition shall be made at any special meeting unless notice of the intention to propose such alteration, change, amendment or addition and a clear statement of the substance thereof be included in the written notice calling such special meeting.

Adopted this ____ day of _____, 20___.

_____
Chairman and Member

_____
Member

_____
Member

Product Compare

Email Print

Item # ADD

REMOVE ALL ITEMS

PRODUCTS OVERVIEW

Remove Item	Remove Item	Remove Item	Remove Item
Item #: 35HY04 BW TECHNOLOGIES Multi-Gas Detector,O2/LEL/H2 S/CO,Yellow	Item #: 48PH41 BW TECHNOLOGIES Multi-Gas Detector,O2,LEL,H2 S,CO,Yellow	Item #: 5ZYY3 BW TECHNOLOGIES Multi-Gas Detector,4 Gas,-4 to 122F,LCD	Item #: 33N506 BW TECHNOLOGIES Multi-Gas Detector,4 Gas,Alkaline,Ylw
Web Price **$731.00** / each	Web Price **$624.00** / each	Web Price **$896.00** / each	Web Price **$743.00** / each
Qty 1	Qty 1	Qty 1	Qty 1
ADD TO CART	ADD TO CART	ADD TO CART	ADD TO CART
+ Add to list	+ Add to list	+ Add to list	+ Add to list
Pick Up at #908 Ship To	Available for pickup Fri. Dec 08 estimated after 1:30 PM.	Available for pickup Fri. Dec 08 estimated after 1:30 PM.	Available for pickup Thu. Dec 07 estimated after 1:30 PM.	Ships from supplier to branch. Available for pickup on or before Tue. Dec 26.
Mfr. Model #	MCXL-XWHM-Y-NA	MCX3-XWHM-Y-NA	QT-XWHM-R-Y-NA	QT-XWHM-A-Y-NA
Catalog Page	1824		1824	1824
Product Rating	★★★★☆ 4.0 of 5 1 review Be the first to write a review	☆☆☆☆☆ Be the first to write a review	☆☆☆☆☆ Be the first to write a review	☆☆☆☆☆ Be the first to write a review
Country of Origin	Mexico	Mexico	Mexico	Mexico

Compliance Notes

TECHNICAL SPECS

Item	Multi-Gas Detector	Multi-Gas Detector, 4 Gas	Multi-Gas Detector, 4 Gas	Multi-Gas Detector, 4 Gas, North America
Detects	Oxygen, Combustibles, Hydrogen Sulfide, Carbon Monoxide	Oxygen, Combustible, Hydrogen Sulfide, Carbon Monoxide	Oxygen, Carbon Monoxide, Hydrogen Sulfide, Lower Explosive Limit	Oxygen, Combustibles, Hydrogen Sulfide, Carbon Monoxide
Gas Type	O2, LEL, H2S, CO	O2, LEL, H2S, CO	LEL, O2, H2S, CO	LEL, O2, H2S, CO
Sensor Range	O2 0 to 30.0%, LEL 0 to 100%, 0 to 5.0% v/v, H2S 0 to 100 ppm, CO 0 to 500 ppm	O2 0 to 30.0%, LEL 0 to 100% 0 to 5.0% v/v, H2S 0 to 100 ppm, CO 0 to 500 ppm	O2 0 to 30%, CO 0 to 1000 ppm, H2S 0 to 200 ppm, LEL 0 to 100%	H2S 0 to 200 ppm, CO 0 to 1000 ppm, O2 0.0 to 30.0% v/v, LEL 0 to 100% LEL/0 to 5.0% v/v
Resolution	O2 (0.1% vol. Increments), LEL (1% LEL Increments), H2S (1 ppm Increments), CO (1 ppm Increments)	O2 (0.1% vol. Increments), LEL (1% LEL Increments), H2S (1 ppm Increments), CO (1 ppm Increments)	-	H2S (1 ppm Increments), CO (1 ppm Increments), O2 (0.1 % v/v Increments), LEL (0.1 % v/v Increments)
Housing Color	Yellow	Yellow	Yellow	Yellow
Operating Temp. Range	-20 to +50 Degrees C (-4 to +122 Degrees F)	-20 to +50 Degrees C (-4 to +122 Degrees F)	-20 to 50 Degrees C (-4 to 122 Degrees F)	-4 to +122 Degrees F/-20 to +50 Degrees C
Alarm Setting	Adjustable	All Alarms Adjustable, Low H2S 10 ppm, High H2S 15 ppm, Low O2 19.5%, High O2 23.5%, Low CO 35 ppm, High CO 200 ppm, Low LEL 10%, High LEL 50%	O2 19.5 or 23.5%, CO 35 or 200 ppm, H2S 10 or 15 ppm, LEL 10 or 20% (These Alarm Points May be Adjusted Manually for OSHA and/or State Regulations)	Adjustable- H2S - Low 10 ppm, High 15 ppm. O2 - Low 19.5%, High 23.5%. LEL - Low 10%, High 20%. CO - Low 35 ppm, High 200 ppm

Alarm Type	Audible, Visual, Vibrating	Audible, Visual, Vibrating	Audible, Visual, Vibrating	Audible, Visual, Vibrating
Battery Type	-	Rechargeable Lithium-Ion	Lithium Polymer	Alkaline
Battery Life	18 hr.	18 hr.	2 yr.	-
Display	Graphical LCD	LCD	LCD	Alphanumeric LCD
Standards	CSA, ATEX, IECEx, CE	CSA Class 1, Div. 1 Gr. A, B, C & D, ATEX CE II 1 G Ga Ex ia IIC T4, IECEx Ga Ex ia IIC T4, CE European Conformity	CSA Class I, Div. I, Fr. A,B,C,D ATEX CE ex II G Ga Ex ia IIC T4 IECEx Ga Ex ia IIC T4 Brazil BR-Exia IIC T4	CSA Class 1, Div. 1, Gr A, B, C, D, ATEX CE II 1 G Ga Ex ia IIC T4, IECEx Ga Ex ia IIC T4 BR-Ex1a IIC T4
Features	Easy and Comfortable to Wear; Thin and Lightweight, Easy Operation and Straightforward Training with One Button Simplicity, Easy Visual Compliance with Flashing, Green Intelliflash(TM), Easy and Cost Effective to Own	Monitors Up to Four Hazards, Intelliflash Verifies Operation and Compliance, Water Resistant, Datalogging and Eventlogging, Concussion Proof Boot, Compact, Lightweight, Easy to Use, 5 yr. Life Expectancy, 3 yr. Warranty	Confined Space, Calibration: Every 6 Months, Housing: Composite, Resistant To Dust and Water	Adaptable To A Variety Of Applications
Height	4-13/32"	4-13/32"	5-1/8"	1-15/16"
Width	2-13/32"	2-13/32"	3-1/4"	3-1/4"
Depth	1-13/64"	1-13/64"	1-7/8"	5-1/8"
Includes	Detector Complete with Specified Sensor Configuration, Stainless Steel Alligator Clip and Concussion Proof Housing, Test Cap, Manual	Stainless Steel Alligator Clip, Concussion Proof Housing, Rechargeable Battery, Charger Wall Plug, Calibration Cap and Hose, CD Manual	GasAlert Quattro Monitor, Rechargeable Battery Pack, Wall Charger, Calibration Cap and Tubing, Reversible Screwdriver, and Manual	Alkaline Pack with (3) AA Batteries, Calibration Cap and Tubing, Reversible Screwdriver, Manual, Materials Booklet and Technical Reference Guide

PROCUREMENT INFO

Package Quantity	1/pkg	1/pkg	1/pkg	1/pkg
Shipping Quantity	1	1	1	1
Will-Call Quantity	1	1	1	1

Note: Product availability is real-time basis and adjusted continuously. The product will be reserved for you when you complete your order. More

SANITARY
SEWER

Jefferson County Public Service District
FY 2017-2018 Budget -5 month
Operation & Maintenance

Collecting System Expenses:	**Total Budget**	**Budget**	**Nov. Total**	**Year to Date**	**Difference**
Supplies and Expenses	4,325.00	1,802.08	57.94	1,299.64	502.44
Operation Labor	28,000.00	11,666.67	2,154.40	6,385.60	5,281.07
Total	***32,325.00***	***13,468.75***	***2,212.34***	***7,685.24***	***5,783.51***
Pumping System Expenses:					
Power and Fuel	46,550.00	19,395.83	4,826.70	18,532.52	863.31
Supplies and Expense	161,390.00	67,245.83	3,098.97	42,714.76	24,531.07
Operation Labor	97,000.00	40,416.67	6,441.64	33,925.78	6,490.89
Total	***304,940.00***	***127,058.33***	***14,367.31***	***95,173.06***	***31,885.27***
Treatment and Disposal:					
Rents	1,010,573.28	421,072.20	87,203.00	438,369.00	(17,296.80)
Supplies & Expense	6,050.00	2,520.83	2,957.91	4,357.34	(1,836.51)
Operation Labor	6,500.00	2,708.33	235.05	1,377.39	1,330.94
Total	***1,023,123.28***	***426,301.37***	***90,395.96***	***444,103.73***	***(17,802.36)***
Billing and Collecting and Accounting:					
Billing, Collecting, and Accounting	20,916.00	8,715.00	1,594.05	8,081.90	633.10
Labor	142,500.00	59,375.00	10,109.84	53,348.89	6,026.11
Total	***163,416.00***	***68,090.00***	***11,703.89***	***61,430.79***	***6,659.21***
Administrative and General					
Administrative and General Salaries	239,300.00	99,708.33	14,138.33	78,447.32	21,261.01
General Officer Salaries	8,050.00	3,354.17	300.00	2,100.00	1,254.17
Expense of General Officers	800.00	333.33	0.00	1,075.66	(742.33)
General Office Suppliers and Expense	76,272.00	31,780.00	4,048.50	28,562.16	3,217.84
Admin. and General Insurance	45,294.00	18,872.50	0.00	24,406.00	(5,533.50)
Injuries and Damages/Workers Comp	16,596.00	6,915.00	1,383.00	8,679.00	(1,764.00)
Employee Insurance	60,300.00	25,125.00	4,039.44	22,764.52	2,360.48
Pension and FICA Tax Expense	95,730.45	39,887.69	5,972.02	35,919.49	3,968.20
Miscellaneous General Expense	41,400.00	17,250.00	128.79	7,777.47	9,472.53
Maintenance of General Property	4,615.00	1,922.92	340.00	1,735.00	187.92
Bad Debt	15,000.00	6,250.00	2,145.56	5,362.91	887.09
Transportation	21,700.00	9,041.67	2,723.57	9,288.34	(246.67)
Rent Expense	94,363.00	39,317.92	7,871.78	38,785.22	532.70
Special Expense	139,575.64	58,156.52	19,529.52	99,897.83	(41,741.31)
Total	***858,996.09***	***357,915.04***	***62,620.51***	***364,800.92***	***(6,885.88)***
Total Operation and Maintenance	***2,382,800.37***	***992,833.49***	***181,300.01***	***973,193.74***	***19,639.75***
Debt Service Expense	454,623.00	189,426.25	37,574.50	187,872.50	1,553.75
Note Payable	56,376.00	23,490.00	4,697.65	23,488.25	1.75
Total Debt Service	***510,999.00***	***212,916.25***	***42,272.15***	***211,360.75***	***1,555.50***
Renewal and Replacement Fund	75,847.78	31,603.24	6,461.60	32,040.02	(436.78)
Reserve per SB 234	202,317.00	84,298.75	0.00	52,640.58	31,658.17
Total Renewal and Replacement Func	***278,164.78***	***115,901.99***	***6,461.60***	***84,680.60***	***31,221.39***
Total Cash Requirement	***3,171,964.15***	***1,321,651.73***	***230,033.76***	***1,269,235.09***	***52,416.64***

Jefferson County Public Service District
FY 2017-2018 Budget -5 month

Revenue Estimate:

	Total Budget	Budget	Nov. Total	Year to Date	Difference
Operating Revenue	2,936,983.43	1,223,743.10	245,781.14	1,266,848.60	(43,105.50)
Non-Operating Revenue	96,927.57	40,386.49	8,950.86	42,983.60	(2,597.11)
Total Revenue	***3,033,911.00***	***1,264,129.58***	***254,732.00***	***1,309,832.20***	***(45,702.62)***

Cash Flow:

Available Cash:			
Operating Revenues	1,266,848.60		
Other Income	42,983.60		
Total Available Cash		1,309,832.20	
Cash Requirements:			
Operating Expenses	973,193.74		
Total Cash Requirements		973,193.74	
Cash Available for Debt Service (A)			336,638.46
Debt Service Requirements:			
Total Debt Service Requirements ($38,632 x 12 month) (B)			193,160.00
Remaining Cash Surplus (Deficit) to fund Renewal and Replacement fund, SB 234 and bank loan payments (A-B)			143,478.46
Renewal and Replacement Account and SB 234 (Bond and Legislative Requirements			84,680.60
Note payable, (truck and other large acquisitions)			23,488.25
Remaining Cash Surplus (Deficit)			***35,309.61***
Percent Coverage (A)(B)			***174%***

***This is a monthly budget that is submitted to the District Board Members for informational purposes. Items that are over-budget for the year must be approved by the board and a budget revision is prepared for the following board meeting.**

EXPLANATION:

1. Treatment and Disposal-Rents- Gallons have been higher than expected this year. Line item may need revised in May during budget revision.

2. Treatment & Disposal-Supplies & Expense-The tanks at Deerfield had to be pumped out. Staff usually does this once a year. Line item may need revised in May during budget revision.

3. Admin & General Insurance- Line item will be revised at the January board meeting. The quarterly payment went from $11,261 a quarter to $12,203 as of 7/1/17.

4. Workers Comp-Line item should be ok by year end.

5. Special Expense- Line item is usually over in the first quarter of each fiscal year because of audit expenses but we will review this account after the 1st of the year. Below are the individual "Special Expense" line items and the year to date balance:

Contract Services	**9,317.55**
Special Services (Engineering)	**2,045.00**
Accounting Services	**36,295.71**
Legal Expense	**52,239.57**
	$ 99,897.83

Jefferson County Public Service
Sewer
Revenue & Expense November 30, 2017

	November 2017	YTD
Revenues		
1-00-0-3190 Interest Income	244.75	1,010.60
1-00-0-3191 Revenue - Sinking & Other	0.00	1,432.34
1-00-0-3192 Reconnect & Disconnect Fee	1,200.00	2,650.00
1-00-0-3601 Unmetered Residential Sales	11,662.56	60,518.84
1-00-0-3611 Metered Residential Sales	150,260.96	800,241.49
1-00-0-3612 Metered Commercial Sales	52,607.69	266,367.37
1-00-0-3613 Metered Industrial Sales	4,134.90	22,559.26
1-00-0-3614 Metered Public Authorities	17,253.67	71,984.67
1-00-0-3616 Metered Residential Sales - Deerfield	3,002.47	17,171.82
1-00-0-3700 Penalties	6,858.89	28,005.15
1-00-0-3950 Capital Contribution	250.00	250.00
1-00-0-3962 Income from Bad Debts Recovered	142.62	461.34
1-00-0-3990 Miscellaneous Revenues	3,662.49	19,924.32
1-00-0-3991 Misc nonoperating income	3,451.00	17,255.00
Total Revenues	**254,732.00**	**1,309,832.20**
Expenses		
Collecting System		
1-10-0-5030 CS - Operation Labor	1,857.67	6,041.65
1-10-0-5040 CS - FICA Taxes	142.13	530.34
1-10-0-5050 CS - Group Insurance	199.27	728.82
1-10-0-5060 CS - Retirement	204.35	788.36
1-10-0-6150 CS - M&R Service Connection	0.00	345.00
1-10-0-6160 CS - M&R Collect & Trans. Mains	0.00	896.70
1-10-0-7410 CS - Materials & Supplies	57.94	57.94
Total Collecting System	**2,461.36**	**9,388.81**
Deerfield Collecting System		
1-11-0-5030 CS- Deerfield Operation Labor	296.73	343.95
1-11-0-5040 CS-Deerfield FICA Tax	22.70	26.32
1-11-0-5050 CS- Deerfield Group Insurance	35.56	41.38
1-11-0-5060 CS- Deerfield Retirement	32.65	37.85
Total Deerfield Collecting System	**387.64**	**449.50**
Ranson Collecting System		
Total Ranson Collecting System	**0.00**	**0.00**
Pumping System		
1-20-0-5030 PS - Operation Labor	5,220.64	26,642.22
1-20-0-5040 PS - FICA Taxes	399.34	2,222.46

Jefferson County Public Service
Sewer
Revenue & Expense November 30, 2017

	November 2017	YTD
1-20-0-5050 PS - Group Insurance	364.79	2,226.38
1-20-0-5060 PS - Retirement	574.25	3,261.32
1-20-0-6110 PS - Telephone Expense	593.00	2,961.37
1-20-0-6130 PS - Power - Electric	4,236.81	16,420.50
1-20-0-6131 PS - Power - Gas	183.34	1,541.35
1-20-0-6150 PS - M&R Bldgs & Grounds	0.00	1,534.24
1-20-0-6160 PS - M&R Equipment	2,125.39	11,530.20
1-20-0-7410 PS - Materials & Supplies	280.35	17,787.95
1-20-0-9900 PS - Miscellaneous & General	9.99	9.99
Total Pumping System	**13,987.90**	**86,137.98**
Deerfield Pumping System		
1-21-0-5030 PS-Deerfield Operation Labor	122.87	469.46
1-21-0-5040 PS-Deerfield FICA Taxes	9.41	39.35
1-21-0-5050 PS- Deerfield Group Insurance	0.00	0.00
1-21-0-5060 PS- Deerfield Retirement	13.52	57.46
1-21-0-5070 PS-Deerfield Workers Compensation	0.00	0.00
1-21-0-6110 PS- Deerfield Telephone Expense	145.21	723.92
1-21-0-6130 PS-Deerfield-Power-Electric	261.34	570.67
1-21-0-6131 PS-Deerfield Power- Gas	0.00	0.00
1-21-0-6150 M&R Bldgs & Grounds - Deerfield	0.00	5,610.00
1-21-0-7410 PS- Deerfield Supplies Expense	90.24	2,557.09
Total Deerfield Pumping System	**642.59**	**10,027.95**
Sewer Treatment Plant		
1-30-0-6190 STP - Rents	87,203.00	438,369.00
Total Sewer Treatment Plant	**87,203.00**	**438,369.00**
Deerfield Sewer Treatment Plant		
1-31-0-5030 STP-Deerfield Treatment Plant	235.05	1,377.39
1-31-0-5040 STP- Deerfield FICA	17.96	115.13
1-31-0-5050 STP-Deerfield Group Insurance	0.00	93.64
1-31-0-5060 STP- Deerfield Retirement	25.84	170.12
1-31-0-6130 STP-Deerfield Treatment Electric	13.79	765.52
1-31-0-6160 STP- Deerfield Plant M&R Equipment	2,655.00	2,655.00
1-31-0-7410 STP- Deerfield Materials & Supplies	289.12	936.82
Total Deerfield Sewer Treatment Plant	**3,236.76**	**6,113.62**
Customer Accounts		
1-50-0-5030 CA - Billing, Collecting & Accounting	5,839.91	30,148.59

Jefferson County Public Service
Sewer
Revenue & Expense November 30, 2017

	November 2017	YTD
1-50-0-5032 CA - Accounting	4,138.76	22,151.82
1-50-0-5040 CA - FICA Taxes	728.77	4,218.65
1-50-0-5050 CA - Group Insurance	1,462.07	7,422.31
1-50-0-5060 CA - Retirement	1,097.68	6,526.59
Total Customer Accounts	**13,267.19**	**70,467.96**
Deerfield Customer Accounts		
Total Deerfield Customer Accounts	**0.00**	**0.00**
Meter Reading		
Total Meter Reading	**0.00**	**0.00**
General & Administrative		
1-70-0-5030 G&A - Salaries & Wages	9,599.92	54,896.62
1-70-0-5031 G&A - Board Member Compensation	300.00	2,100.00
1-70-0-5032 G&A - Annual Leave	2,239.48	12,747.37
1-70-0-5033 G&A - Sick Pay	1,031.57	5,398.29
1-70-0-5034 G&A - Holiday Pay	1,267.36	5,405.04
1-70-0-5040 G&A - FICA Taxes	991.25	6,822.49
1-70-0-5050 G&A - Group Insurance - Employees	1,910.90	11,758.73
1-70-0-5060 G&A - Retirement	1,482.92	9,519.66
1-70-0-5070 G&A - Workers Compensation	1,383.00	8,679.00
1-70-0-6110 G&A - Telephone Expense	15.44	2,495.20
1-70-0-6130 G&A - Power - Electric	271.10	1,584.80
1-70-0-6131 G&A - Power - Gas	1,673.87	7,087.95
1-70-0-6145 G&A - Training	0.00	339.00
1-70-0-6150 G&A - M&R Bldgs & Grounds	340.00	1,735.00
1-70-0-6170 G&A - M&R Autos & Trucks	1,049.70	2,200.39
1-70-0-6180 Postage	1,594.05	8,081.90
1-70-0-6190 G&A - Rents	7,538.18	37,032.22
1-70-0-6220 G&A - Dues & Regulatory Fees	0.00	1,749.80
1-70-0-6240 G&A - Board Member Expense	0.00	1,075.66
1-70-0-6260 G&A - Insurance	0.00	24,406.00
1-70-0-6270 G&A - Property Tax	333.60	1,753.00
1-70-0-6300 G&A - Contract Services	1,473.35	9,317.55
1-70-0-6301 G&A - Special Services	0.00	2,045.00
1-70-0-6310 G&A - Accounting Services	0.00	36,295.71
1-70-0-6320 G&A - Legal Services	18,056.17	52,239.57
1-70-0-6400 G&A - Interest Expense	213.23	490.84
1-70-0-6401 G&A - Interest on Long Term Debt	12,440.68	60,078.65
1-70-0-6402 G&A - Amort. - Debt Disc & Exp	5,114.50	25,572.50
1-70-0-6403 G&A - Depreciation Expense	34,021.22	170,106.10
1-70-0-7410 G&A - Materials & Supplies (Office Expenses)	3,761.96	24,482.16

Jefferson County Public Service
Sewer
Revenue & Expense November 30, 2017

	November 2017	YTD
1-70-0-9900 G&A - Miscellaneous & General	(84.44)	5,197.83
1-70-0-9950 G&A - Bill/Coll - Bad Debts	2,145.56	5,362.91
Total General & Administrative	**110,164.57**	**598,056.94**
Deerfield General & Administrative		
Total Deerfield General & Administrative	**0.00**	**0.00**
Cavaland Supply Payroll		
1-90-1-5030 CS - Operation Labor	521.12	2,840.93
1-90-1-5040 CS - FICA Taxes	39.84	230.99
1-90-1-5050 CS - Group Insurance	31.68	206.50
1-90-1-5060 CS - Retirement	57.33	340.59
Total Cavaland Supply Payroll	**649.97**	**3,619.01**
Cavaland Dstrb System Payroll		
1-90-2-5030 CDS - Operation Labor	82.50	278.11
1-90-2-5040 CDS - FICA Taxes	6.31	21.28
1-90-2-5050 CDS - Group Insurance	0.00	12.77
1-90-2-5060 CDS - Retirement	9.08	30.82
Total Cavaland Dstrb System Payroll	**97.89**	**342.98**
Cavaland Billing Payroll		
1-90-3-5030 CB - Operation Labor	52.50	564.93
1-90-3-5040 CB - FICA Taxes	4.02	43.23
1-90-3-5050 CB - Group Insurance	0.00	19.76
1-90-3-5060 CB - Retirement	5.78	63.52
Total Cavaland Billing Payroll	**62.30**	**691.44**
Glen Haven Supply		
1-90-4-5030 GHS - Operation Labor	479.51	2,871.75
1-90-4-5040 GHS - FICA Taxes	36.68	236.57
1-90-4-5050 GHS - Group Insurance	35.17	215.82
1-90-4-5060 GHS - Retirement	52.74	348.22
Total Glen Haven Supply	**604.10**	**3,672.36**
Glen Haven Dstrb System Payroll		
1-90-5-5030 GHDS - Operation Labor	15.00	823.31
1-90-5-5040 GHDS - FICA Taxes	1.15	62.99
1-90-5-5050 GHDS - Group Insurance	0.00	4.42
1-90-5-5060 GHDS - Retirement	1.65	90.87
Total Glen Haven Dstrb System Payroll	**17.80**	**981.59**
Glen Haven Billing Payroll		

Jefferson County Public Service
Sewer
Revenue & Expense November 30, 2017

	November 2017	YTD
1-90-6-5030 GHB - Operation Labor	78.67	483.55
1-90-6-5040 GHB - FICA Taxes	6.02	46.05
1-90-6-5050 GHB - Group Insurance	0.00	33.99
1-90-6-5060 GHB - Retirement	8.65	68.26
Total Glen Haven Billing Payroll	**93.34**	**631.85**
Cavaland Accounting		
Total Cavaland Accounting	**0.00**	**0.00**
Glen Haven Accounting		
Total Glen Haven Accounting	**0.00**	**0.00**
Total Expenditures	**232,876.41**	**1,228,950.99**
Net Revenue & Expenses	**21,855.59**	**80,881.21**

Jefferson County
Public Service District
Balance Sheet
December 31, 2017

ASSETS

Cash	
Operating Cash	106,705.57
Cash Drawer	200.00
Petty Cash	500.00
Cash - 2015 CIF Account	364,476.94
Cash - New WWTP CIF-CAF	151,806.55
Undeposited Funds Clearing	591.36
Cash - COI Series 2015A	1.00
Cash - Renewal & Replacement	142,376.62
Cash - BCT- ICS Account	3,709.62
Cash - Customer Security Deposits	171,869.55
Cash - Online Customer Payments	14,863.25
Cash - Sewer SB-234 Reserve Fund	248,114.01
Cash - Glen Haven Water	294.92
Sinking Fund - 88B Revenue	16,512.48
Sinking Fund - 88B Reserve	11,008.72
Sinking Fund - 98B Revenue	30,196.13
Sinking Fund - 98B Reserve	15,152.34
Sinking Fund - 99A Revenue	6,231.94
Sinking Fund - 99A Reserve	12,713.06
Sinking Fund - 00A Revenue	18,144.70
Sinking Fund - 00A Reserve	38,804.59
Sinking Fund - 2008A Reserve	67,370.75
Sinking Fund - 2008A Revenue	24,089.53
Sinking Fund- 2010A Revenue	169,089.38
Sinking Fund- 2010A Reserve	154,614.16
Sinking Fund- 2013A Sewer Revenue	89,580.92
Sinking Fund- 2013A Sewer Reserve	147,121.98
Total Cash	**2,006,140.07**
Accounts Receivable	
A/R - Customer	108,460.76

Jefferson County
Public Service District
Balance Sheet
December 31, 2017

Allowance for Doubtful Accounts	(10,000.00)
A/R - Other	12,481.90
Due To/From Other Utilities	8,214.62
Total Accounts Receivable	**119,157.28**
Accrued Utility Revenues	
A/R - Accrued Utility Revenue	255,033.30
A/R - Damage to PS 1-12A	3,700.00
Total Accrued Utility Revenues	**258,733.30**
Fixed Assets	
Utility Plant	19,831,466.40
Construction in Progress	0.00
Preliminary Surveys	897,165.19
Accumulated Depreciation	(7,328,000.92)
Total Fixed Assets	**13,400,630.67**
Other Assets	
Office Lease Deposit	5,781.80
Prepayment-Insurance	12,203.00
Def Loss on Bond Refinancing	209,060.43
Unamortized Bond Issue Costs	218,417.42
Total Other Assets	**445,462.65**
TOTAL ASSETS	**16,230,123.97**
LIABILITIES	
Accounts Payable	
A/P - Trade	113,330.04
A/P-Sewer Transmission Project	15,714.91
Accrued Interest	71,687.16
Customer Deposits Payable	168,558.16
Accrued- Salaries, Taxes & Expenses	22,107.67
Accrued Vacation	12,689.19

Jefferson County
Public Service District
Balance Sheet
December 31, 2017

Revenue Bonds & Notes Payable	6,238,448.40
OPEB Liability	203,524.04
Total Accounts Payable	**6,846,059.57**
Contributed Capital	
Contrib In Aid of Constr.	9,917,840.19
CIAC-Governors Grant	240,000.00
Total Contributed Capital	**10,157,840.19**
TOTAL LIABILITIES	**17,003,899.76**
RETAINED EARNINGS	
Net Rev & Exp, Current Year	90,844.32
Retained Earnings Prior Year	(864,620.11)
TOTAL RETAINED EARNINGS	**(773,775.79)**
TOTAL LIABILITIES & RETAINED EARNINGS	**16,230,123.97**

Jefferson County
Public Service District
Balance Sheet
November 30, 2017

ASSETS

Cash	
Operating Cash	133,599.02
Cash Drawer	200.00
Petty Cash	500.00
Cash - 2015 CIF Account	360,490.94
Cash - New WWTP CIF-CAF	151,806.55
Cash - COI Series 2015A	1.00
Cash - Renewal & Replacement	137,591.19
Cash - BCT- ICS Account	3,709.62
Cash - Customer Security Deposits	171,166.85
Cash - Online Customer Payments	14,094.03
Cash - Sewer SB-234 Reserve Fund	231,254.01
Sinking Fund - 88B Revenue	15,599.66
Sinking Fund - 88B Reserve	11,008.72
Sinking Fund - 98B Revenue	30,196.13
Sinking Fund - 98B Reserve	12,397.77
Sinking Fund - 99A Revenue	5,098.86
Sinking Fund - 99A Reserve	12,713.06
Sinking Fund - 00A Revenue	14,686.86
Sinking Fund - 00A Reserve	38,804.59
Sinking Fund - 2008A Reserve	67,370.75
Sinking Fund - 2008A Revenue	18,086.92
Sinking Fund- 2010A Revenue	156,564.38
Sinking Fund- 2010A Reserve	154,614.16
Sinking Fund- 2013A Sewer Revenue	77,535.45
Sinking Fund- 2013A Sewer Reserve	147,121.98
Total Cash	**1,966,212.50**
Accounts Receivable	
A/R - Customer	94,232.21
Allowance for Doubtful Accounts	(10,000.00)
A/R - Other	12,481.90

Jefferson County
Public Service District
Balance Sheet
November 30, 2017

Due To/From Other Utilities	9,655.50
Total Accounts Receivable	**106,369.61**
Accrued Utility Revenues	
A/R - Accrued Utility Revenue	255,033.30
A/R - Damage to PS 1-12A	3,700.00
Total Accrued Utility Revenues	**258,733.30**
Fixed Assets	
Utility Plant	19,835,149.02
Construction in Progress	0.00
Preliminary Surveys	892,780.19
Accumulated Depreciation	(7,293,979.70)
Total Fixed Assets	**13,433,949.51**
Other Assets	
Office Lease Deposit	5,781.80
Def Loss on Bond Refinancing	210,734.50
Unamortized Bond Issue Costs	219,800.82
Total Other Assets	**436,317.12**
TOTAL ASSETS	**16,201,582.04**
LIABILITIES	
Accounts Payable	
A/P - Trade	126,472.79
A/P-Sewer Transmission Project	15,714.91
Advances for Construction-CIF	2,254.00
Accrued Interest	62,763.72
Customer Deposits Payable	167,197.44
Accrued- Salaries, Taxes & Expenses	129.38
Accrued Vacation	14,234.44
Revenue Bonds & Notes Payable	6,241,430.03
OPEB Liability	203,524.04

Jefferson County
Public Service District
Balance Sheet
November 30, 2017

Total Accounts Payable	**6,833,720.75**
Contributed Capital	
Contrib In Aid of Constr.	9,911,600.19
CIAC-Governors Grant	240,000.00
Total Contributed Capital	**10,151,600.19**
TOTAL LIABILITIES	**16,985,320.94**
RETAINED EARNINGS	
Net Rev & Exp, Current Year	80,881.21
Retained Earnings Prior Year	(864,620.11)
TOTAL RETAINED EARNINGS	**(783,738.90)**
TOTAL LIABILITIES & RETAINED EARNINGS	**16,201,582.04**

Jefferson County PSD – Budget FY 2018

		FY 2018 BUDGET	CHANGE	Revised- FY 2018 BUDGET
Operation & Maintenance				
Collection System Expenses				
	Supplies & Expense	4,325.00	0.00	4,325.00
	Operation Labor	28,000.00	0.00	28,000.00
Total		**32,325.00**	**0.00**	**32,325.00**
Pumping System Expenses				
	Power & Fuel	46,550.00	0.00	46,550.00
	Supplies & Expense	161,390.00	0.00	161,390.00
	Operation Labor	97,000.00	0.00	97,000.00
Total		**304,940.00**	**0.00**	**304,940.00**
	Treatment and Disposal			
	Rents	1,010,573.28	0.00	1,010,573.28
	Supplies & Expense	6,050.00	0.00	6,050.00
	Operation Labor	6,500.00	0.00	6,500.00
Total		**1,023,123.28**	**0.00**	**1,023,123.28**
	Billing, Collecting & Accounting			
	Billing, Collecting & Acct. (Postage)	20,916.00	0.00	20,916.00
	Labor	142,500.00	0.00	142,500.00
Total		**163,416.00**	**0.00**	**163,416.00**
	Admin & General Expenses			
	Admin & General Salaries	239,300.00	0.00	239,300.00
	General Officers Salaries	8,050.00	0.00	8,050.00
(1)	Expense of General Officers	800.00	2,500.00	3,300.00
	Gen. Office Suppliers & Exp.	76,272.00	0.00	76,272.00
(2)	Admin & General Insurance	45,294.00	3,518.00	48,812.00
	Injuries & Damages/Workers Comp	16,596.00	0.00	16,596.00
	Employee Insurance	60,300.00	0.00	60,300.00
	Pension & Fica Tax Expense	95,730.45	0.00	95,730.45
	Misc. General Expense	41,400.00	0.00	41,400.00
	Maintenance of General Property	4,615.00	0.00	4,615.00
	Bad Debt Expense	15,000.00	0.00	15,000.00
	Transportation	21,700.00	0.00	21,700.00
	Rent Expense	94,363.00	0.00	94,363.00
	Special Expense	139,575.64	0.00	139,575.64
Total		**858,996.09**	**6,018.00**	**865,014.09**
Total Operation and Maintenance		**2,382,800.37**	**6,018.00**	**2,388,818.37**
	Debt Service Expense	454,623.00	0.00	454,623.00
	Note Payable	56,376.00	0.00	56,376.00
Total Debt Service Expense		**510,999.00**	**0.00**	**510,999.00**
	Renewal & Replacement	75,847.78	0.00	75,847.78
	Reserve per SB 234	202,317.00	0.00	202,317.00
Total Reserve Requirements		**278,164.78**	**0.00**	**278,164.78**
Total Cash Requirement		**3,171,964.15**	**6,018.00**	**3,177,982.15**
Revenue Estimate				
	Operating Revenue	2,936,983.43	0.00	2,936,983.43
	Non-Operating Revenue	96,927.57	0.00	96,927.57
Total Revenue		**3,033,911.00**	**0.00**	**3,033,911.00**

Coverage Calculation:			
Available Cash	3,033,911.00	0.00	3,033,911.00
Cash Requirements- Operating Expense	(2,382,800.37)	(6,018.00)	(2,388,818.37)
Cash Available for Debt Service (A)	651,110.63	(6,018.00)	645,092.63
Debt Service Requirement (B)	555,163.17		555,163.17
Remaining Cash Surplus	**95,947.46**	**(6,018.00)**	**89,929.46**
Percent Coverage (A)(B)	**117.28%**		**116.20%**
Cash flow Calculation:			
Available cash (above)	3,033,911.00	0.00	3,033,911.00
Total cash requirement (above)	(3,171,964.15)	(6,018.00)	(3,177,982.15)
Total excess (deficit) cash	(138,053.15)	(6,018.00)	(144,071.15)

EXPLANATION:

(1) Expense of General Officers-Increased to reflect actual expense for training of two new board members.

(2) Admin & General Insurance-The quarterly payment went from $11,261 a quarter to $12,203 as of 7/1/17.

Water System Expenses

Revenue & Recommended Payments-January 8, 2018

Ending Balance from December 4, 2017 (per books)	$	(9,102.05)
Checking Account Balance January 8, 2018		7,512.19
Transfers		
Transfer from Water Security Deposit Account		307.89
Total Funds Available	**$**	**7,820.08**
Recommended Approval	**$**	**7,817.38**

NEW BILLS	Due	Recommended
PSD Labor approved at prev. meetings (not paid)	$9,165.00	$500.00
Jefferson County PSD Labor	1,974.15	1,974.15 *
Renewal & Replacement	196.00	196.00
SB-234 Reserve Fund	344.67	344.67
WV Municipal Bond	3,462.55	3,462.55
BB&T Bankcard Corporation	966.26	966.26
Core & Main	62.34	62.34
Core & Main	73.08	73.08
Frontier	86.72	86.72
Frontier	86.72	86.72
Home Depot	23.97	23.97
The CI Thornburg Co	0.92	0.92
WVDHHR	40.00	40.00
Total New Bills	$ 16,482.38	$ 7,817.38
New Balance Forward	$ (8,662.30)	$ 2.70

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT
Revenue & Recommended Payment-January 8, 2018

Ending Balance from December 4, 2017 board meeting (per books)	$	(14,896.82)
Checking Account Balance January 8, 2018	$	171,388.58
System Fees		
Glen Haven & Cavaland		1,974.15 *
Transfers		
Transfer from Sewer Security Deposit Account	$	6,026.48
Total Other Funds		
Total Funds Available	**$**	**179,389.21**
Recommended Approval	**$**	**195,988.69**
Remaining Balance	$	(16,599.48)

Expenses Pay To:	Total	Recommended Approval
Bank of Charles Town	4,697.65	4,697.65
Bowles Rice LLP	1,508.50	1,508.50 *
Charles Town Utility Board	79,314.00	79,314.00 *
Dept. of Tax & Revenue	1,408.17	1,408.17
PEIA	3,410.40	3,410.40 *
Petty Cash	144.38	144.38
RAI Group	333.60	333.60
RAI Group	7538.18	7,538.18 *
Renewal & Replacement	6,052.17	6,052.17 *
Retiree Health Benefit Trust Fund	1,239.00	1,239.00
SB-234 Reserve Fund	14,285.26	14,285.26 *
WV Municipal Bond	38,831.39	38,831.39
WV Public Retirement Board	5,244.57	5,244.57
Aflac	57.60	57.60
AmeriGas	99.00	99.00
AmeriGas	99.00	99.00
AmeriGas	121.00	121.00
AmeriGas	126.00	126.00
Ask Neal LLC	85.00	85.00
Ask Neal LLC	204.93	204.93
Ask Neal LLC	204.93	204.93
Ask Neal LLC	212.50	212.50
Ask Neal LLC	282.34	282.34
Ask Neal LLC	458.70	458.70
Ask Neal LLC	595.00	595.00
BB&T Bankcard Corporation	1,597.68	1,597.68 *
Brickstreet Mutual Insurance Co	1,383.00	1,383.00
Charles Town Utility Board	1,044.75	1,044.75

Comcast	428.04	428.04
Core & Main	22.04	22.04
Core & Main	75.88	75.88
Core & Main	564.40	564.40
Crystal Springs	33.86	33.86
Evoqua Water Technologies, Inc.	260.00	260.00
Evoqua Water Technologies, Inc.	300.00	300.00
FedEx	27.08	27.08
Finely Finished Floors	90.00	90.00
Forshee, Roger	400.00	400.00
Frontier	145.21	145.21
Home Depot	103.50	103.50
iMeet	29.00	29.00
Jefferson Utilities	292.25	292.25
Jefferson Utilities	292.25	292.25
Jefferson Utilities	420.00	420.00
Kay Casto & Chaney PLLC	1,196.00	1,196.00
Mail Finance	667.98	667.98
Milliron, Todd	250.00	250.00
Miss Utility	21.80	21.80
Miss Utility	21.80	21.80
Omnisite	593.00	593.00
Potomac Edison	15.00	15.00
Potomac Edison	129.97	129.97
Potomac Edison	303.77	303.77
Potomac Edison	4,356.41	4,356.41 *
Purcellville Computers	696.00	696.00
Records Management	189.60	189.60
Sheetz Advantage Card	1,587.91	1,587.91 *
Snyder Environmental	80.50	80.50
Sprint PCS	403.52	403.52
Staples	117.24	117.24
Strider, William	150.00	150.00
Tammy Wilt	375.00	375.00
Teltronic	180.00	180.00
The Thrasher Group	1,000.00	1,000.00
The Thrasher Group	4,087.50	4,087.50 *
The Thrasher Group	4,385.00	4,385.00 *
Toshiba Financial Services	367.50	367.50
United Concordia Companies, Inc	583.29	583.29
Valley Credit Service, Inc	17.69	17.69
Weese, Richard	150.00	150.00
	$ 195,988.69	**$ 195,988.69**

*Denotes Payments Signed By The Board
All Other Payments Have Been Signed By The General Manager

The District is not waiving the attorney client privilege, and that the District reserves the right in the future to withhold invoices or provide invoices on a redacted basis to prevent the disclosure of the contents of attorney-client communications.

Bowles Rice LLP
ATTORNEYS AT LAW P.O. BOX 1386 • CHARLESTON, WV 25325 • FEIN 55-0394186

Jefferson County PSD
c/o April Shulz, General Manager
Burr Industrial Park
340 Edmond Rd., Suite A
Kearneysville, WV 25430

Date: December 1, 2017
Invoice Number: 1054187

Matter Number: J1373.00001
Attorney Contact:
JAMES KELSH

INVOICE

File Name: GENERAL/EXPENSES

Total Professional Fees Rendered through November 30, 2017	$1,508.50
Total Disbursements Advanced through November 30, 2017	$0.00
Total for this Invoice	$1,508.50

ab

Balance of Outstanding Invoices	$5,875.57
Total Amount Due for this Matter	***$7,384.07**

***Please note that any payments received after the date of this invoice will not be reflected on the total amount due for this matter.**

If you have questions concerning this invoice or need additional information, please contact our Accounting Department at (304) 347-1184 or accounting@bowlesrice.com.

Jefferson County PSD
Matter Number: J1373.00001
Invoice Number: 1054187

Outstanding Invoices

Invoice Date	Invoice Number	Invoice Amount	Amount Due
10/01/17	1049760	827.50	827.50
11/01/17	1051678	5,048.07	5,048.07
		Total Amount Past Due	**$5,875.57**

The invoices listed are now considered past due. Please check your records and remit payment as soon as possible. If you have not received the invoice(s) listed, please contact our Accounting Department at (304) 347-1184 or accounting@bowlesrice.com to request a copy.

Jefferson County PSD
Matter Number: J1373.00001
Invoice Number: 1054187

Description of Fees

Date	Description	Timekeeper Title	Hours	
11/01/17	Review Charles Town's petition to acquire Ranson's sewer utility assets.	J. KELSH Partner	0.30	
11/01/17	Prepare monthly update.	J. KELSH Partner	2.00	
11/01/17	Read Bowles Rice monthly board memo for November 2017 board meeting.	J. MAYHEW Partner	0.20	
11/03/17	Develop strategy for board meeting.	J. KELSH Partner	0.50	
11/03/17	Review agenda, monthly memo for upcoming board meeting.	J. MAYHEW Partner	0.20	
11/06/17	Prepare for November JCPSD board meeting	J. MAYHEW Partner	0.50	
11/06/17	Attend JCPSD November board meeting.	J. MAYHEW Partner	1.00	
11/07/17	Review events at board meeting.	J. KELSH Partner	0.10	
11/07/17	Telephone call from April and Bill.	J. KELSH Partner	0.30	
11/15/17	Telephone call from April regarding need for force main to serve Harvest Hills.	J. KELSH Partner	0.20	
11/28/17	Telephone call from April Shultz regarding AMLE easement.	J. KELSH Partner	0.40	
11/28/17	Review excerpts from insurance policy regarding possible coverage of ethics complaint, prepare e-mail to April regarding same.	J. KELSH Partner	0.50	
11/29/17	Prepare monthly update.	J. KELSH Partner	0.20	
11/30/17	Review request from Mr. Foreshee for copies of legal invoices prior to his appointment.	J. KELSH Partner	0.20	
		Total Fees		**$1,508.50**

Jefferson County PSD
Matter Number: J1373.00001
Invoice Number: 1054187

Summary Page

Total Professional Fees Rendered through November 30, 2017	$1,508.50
Total Disbursements Advanced through November 30, 2017	0.00
Total for this Invoice	$1,508.50
Balance of Outstanding Invoices	$5,875.57
Total Amount Due for this Matter	***$7,384.07**

***Please note that any payments received after the date of this invoice will not be reflected on the total amount due for this matter.**

We accept Visa, MasterCard or Discover Card - See below

Please make all checks payable to:

Bowles Rice LLP
Post Office Box 1386
Charleston, WV 25325-1386

- - - - - - - - - - Please return this portion with your payment - - - - - - - - - -

Invoice Number: 1054187 **Matter Number:** J1373.00001

Payment Type: **Check** _____ **Credit Card (Complete information below)** _____

- - - - - Credit Card Authorization - - - - -

(Circle One) Visa / MasterCard / Discover **Payment Amount $** _____

Account Number: _____ **Expiration Date:** ____ / _____

Zipcode (associated with card) _____ **3 Digit Security Code (back of card)** _____

Telephone Number: _____ **Date:** _____

Authorized Signature _____

KAY CASTO & CHANEY PLLC
Attorneys At Law
1500 Chase Tower
P.O. Box 2031
Charleston, West Virginia 25327
PH: (304) 345-8900
FEIN # 55-0370165

December 5, 2017
Bill Number 119333
File Number 0487225-0487225.000340

General Manager
Jefferson County PSD
340 Edmond Road - Suite A
Kearneysville WV 25430

Reference Number:

FOR PROFESSIONAL SERVICES RENDERED

Re: Intervention In PSC Case No. 17-0915-PSWD-PC- Dissolution of Jefferson Co. PSD

17006320

LEGAL SERVICES

Through 11/30/2017

Date	Atty	Description	Time	Rate	Value
11/17/17	LAH	Reviewing Commission's Order. Reviewing WV statutes applicable to the dissolution and sale of the District's assets.	0.30 Hrs	180/hr	$54.00
11/20/17	LAH	Analyzing applicable statutes to proposed dissolution of PSD. Supplementing PSD's Update on the Status of the Certificate Project and Opposition to Dissolution. Confirming dates contained in background section of Opposition.	2.30 Hrs	180/hr	$414.00
11/21/17	LAH	Reviewing final Update and Opposition in Response to Dissolution.	0.60 Hrs	180/hr	$108.00
11/27/17	LAH	Call with the District and developers regarding draft response in opposition.	1.50 Hrs	180/hr	$270.00
11/28/17	JRM	review order from PSC re: ext. of time to respond to prior order with commentary on statutes (but not refer to ext. of time for JCPSD to respond with update on Flowing Springs Project) and review of supporting info. from engineers that only hold up to beginning work is that funding sources won't release funds with pending dissolution case	0.20 Hrs	250/hr	$50.00
11/29/17	EG	Prepare Exhibits For Attachment To Response; Prepare Correspondence Transmitting Response to PSC; Prepare Certificate of Service; Finalize Response For Filing	0.80 Hrs	100/hr	$80.00
11/29/17	RRR	Telephone Call From Bill Strider and April Re Response To be Filed With PSC; Revise and Finalize Response; Review and Execute Finalized Response and Associated Documents For Filing With PSC	0.80 Hrs	275/hr	$220.00

Re: Intervention In PSC Case No. 17-0915-PSWD-PC- Dissolution

			TOTAL LEGAL SERVICES	$1,196.00

LEGAL SERVICES SUMMARY

Elizabeth Gardner, Paralegal	0.80	Hrs	100 /hr	80.00
JOHN R. MCGHEE, Member	0.20	Hrs	250 /hr	50.00
Laura A. Hoffman, Associate	4.70	Hrs	180 /hr	846.00
Robert R Rodecker, Member	0.80	Hrs	275 /hr	220.00
	6.50	Hrs		1,196.00

TOTAL FOR THIS BILL $1,196.00 als

OUTSTANDING BILLS

119036	11/07/17	3,089.50
119283	11/28/17	8,484.60
		$11,574.10

GRAND TOTAL DUE $12,770.10

If this statement reflects an outstanding bill for which you have recently sent payment, please disregard.

Return Copy of Invoice with Payment

Ashley Stottlemyer

From: Ashley Stottlemyer
Sent: Tuesday, January 02, 2018 3:36 PM
To: Ashley Stottlemyer
Subject: AGENDA

Approve transfer of $6,026.48 from the New Sewer Security Deposit account to the Sewer Operating account for 45 security deposit refunds.

Approve transfer of $307.89 from the Water Security Deposit account to the Water Operating account for 3 security deposit refunds.

April Shultz
Finance Manager
Jefferson County Public Service District
340 Edmond Road, Suite A
Kearneysville, WV 25430
Phone: 304-725-4647

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GENERAL MANAGER'S REPORT
for Occurrences During December, 2017
For January, 2018 Board Meeting

Below are updates on items we have been involved in this month.

Glen Haven & Cavaland Water Systems:

Last Month: Staff has been working with the State for a few months updating our Source Water Protection Plan. Monica, at the Kearneysville office is updating this and has been to our office. Per Monica, the District is not required to do this under Senate Bill 373 because we are considered non-GWUDI Ground Water Systems, but we have decided to work on this regardless in the event that we will become mandated. The hours and usage are both up at the Cavaland water system and our staff is in the process of trying to locate the leak.

This Month: Staff is still working with the State to update our Source Water Protection Plan. Staff located the leak in Cavaland at the air release valve next to the well house. They were able to stop the leak by the closing the valve and will replace the broken line when the weather improves.

Pump Stations and Collection System:

Two Months Ago:
No major issues this month. Last month the board decided to have Thrasher start getting information together for the repairs at 3-6, 4-2, and 1-10. 3-6 & 4-2 upgrades were included in the District's sewer transmission project but 1-10 was supposed to be eliminated with the project.

Last Month:
Dan Ferrell from Thrasher has prepared a document for the December 4th board meeting which details the estimated costs to upgrade pump stations 1-10, 3-6, and 4-2. If the three pump stations are completed during one construction period then the cost are as follows:

PS 1-10 -	130,000
PS 3-6 -	100,000
PS 4-2 -	130,000
	$360,000
Soft Costs	60,000
Total	$420,000

If the pump station are completed separately, Thrasher estimates each station would be approximately 10% more expensive to construct and the soft costs would be approximately 25% of each total.

Pump Station 1-12- Joe informed me this week that this pump station's generator will need to be refurbished or replaced in the near future. A tech from AR&E has been out to look at it twice and he is supposed to get back to Joe with further information soon.

This Month: There have been questions about the capacity and remaining EDU's at each of the pump stations. I checked to see if we had this information available, but apparently it will require additional research to gather this information. Thrasher has submitted a proposal to determine the current capacity at our pump stations. After we received the proposal, I met with staff and they said they could do a few of the items listed on the proposal to eliminate some of the costs.

Apparatus Repair & Engineering submitted their recommendation regarding the generator at pump station 1-12. They stated that the current generator is under sized and they do not believe a repair will correct the underlying issue. I have included their letter in the correspondence section of the board packet for review.

Deerfield Sewage System:

Last Month: No major issues.

This Month: No major issues.

Wasteload Allocations and NPDES Applications:

Last Month: The Royal Vendors issue appears to be resolved for now and we are still waiting to hear back from the WV DEP regarding the Jefferson County School bus wash. The website says it is still pending.

This Month: The WV DEP notified the District on December 18, 2017 that the Jefferson County School bus wash had been added to our permit. Staff contacted the Board of Education and let them know that they can now use the bus wash. Joe met with Ralph Dingus on January 3, 2018 to discuss proper sampling procedures.

Classes & Meetings of Interest:
Classes:
Last Month: The maintenance staff attended a class on the Digi-Gage Plus Digital Constant Speed Controller presented by EG Controls.
This Month: None
Meetings: None

Legal (general public information):

Last Month:
Dissolution Case (17-0195-PSWD-PC): The WV Public Service Commission (PSC) required several filings to be made within thirty days from the District, the County Commission, and other parties to this case. The District had to file an update of the status of the certificate project and Mr. Rodecker submitted this status to the PSC on November 29, 2017. The County Commission requested an extension of fifteen days, which was granted by the PSC and they should be filing their response by December 15,

2017. The County Commission did file a proposed Purchase Agreement and an Affidavit of Publication on November 13, 2017.

This Month: The Jefferson County Commission requested stay consideration of the pending dissolution case for a period of ninety (90) days and extend the deadline of December 15, 2017.

Case (15-1338-PSD-42R-PC): We have not received any additional information on this case since the last board meeting.

Vehicles & Equipment:

Last Month: Staff has included copies of a variety of mowers & equipment in the board books for the board to review.

This Month: Joe has been looking into leasing options for equipment and will update the Board on Monday.

Other issues:

Last Month: District staff met with the County and Charles Town on November 8, 2017. Charles Town's lawyer, Richard Lewis was in attendance and offered to assist Mr. Goodwin with possible alternatives to their original plan. It appears that Charles Town has taken the lead with this issue and we will revisit it once they have decided on a plan.

This Month: The Jefferson County Commission received the results of the forensic audit of the District and we will be discussing this at the board meeting.

Next Regular Board meeting will be on Monday, February 5, 2018 @ 7:00 pm at our office.

Operation Managers Report
December 2017

Pump Stations:

12/12 Installed heat lamps in the Godwin connection pit at pump stations 3-6 and 4-5.

12/13 Met with Jim from Jim's Auto he welded tabs on the sides and lids of the manhole that have had rocks thrown into them. We installed locks threw the tabs.

12/20 Omni-Site batteries were replaced with new batteries.

12/31 P.S.3-6, Power failure alarm at 5:28pm. Potomac Edison restored power at 7:35pm.

Collection System:

12/20 No cut offs for Charles Town due to cold weather.

12/21 No cut offs for JUI due to cold weather.

12/27 Met with Chuck from JUI at the new Popeyes on Washington Street. They installed the 1000 grease trap and located the 6" sewer line to tie into.

Grease traps inspections:

12/11 Completed grease trap inspection for 4 Schools and 19 Commercial grease traps.

Water systems:

12/7 Cavaland water system- We made a pressure gage that fit on the blow offs throughout the system and by isolating areas we were able to find were the pressure would leak off. We found the leak at the air release valve next to the well house. We were able to stop the leak by closing the valve in front of the air release valve. It has been to cold too dig up the air release valve and replace the plastic line that has broken.

Deerfield:

12/19 Ran the annual pH and DO's on the discharge of each plant per our permit.

Inspections:

12/7 Norborne Glebe Lot # 245.

12/19 Beallair Lot # 50, 51, 52, 53.

12/21 Norborne Glebe Lot # 236.

12/22 Aspen Green Lot # 16.

Trucks:

12/11 F250, Replaced the cable to the auto hoist on this truck.

Technology Report for December 2017

Travis Markley

Engineering:

It has been determined and verified that Lot 23 in Greenfield has an existing cleanout on the property. The landowner is to tie into it with a proposed lateral and communicate with the District to have the lateral inspected for approval.

A letter of sewer availability was sent to Matt Stare with Dan Ryan Builders regarding Phase VI at Briar Run. The District is currently waiting to receive engineering plans for review.

Assisted the field staff in locating the water line leak at Cavaland. The leak was found at the Air Release Valve nearest the well house. Staff utilized a listening device and traversed the entire system before locating the leak.

Performed multiple field visits to the new Popeye's Restaurant under construction along Washington Street in Charles Town. Reviewed the sanitary plans for the site and made visits to discuss details with the contractor.

The District's NPDES permit has officially been updated to include the Jefferson County School Bus Garage as an industrial user. The wash bay can now be used.

The annual Asset Management Plan Review is approaching. The Asset Management for the water systems will be reviewed by the WVDEP. I am currently updating the plan for review.

Met with Mr. Fred Gates regarding his inquiry about future phases of the Aspen Greens sub-division.

I&I:

Updated the District's I&I plan.

GIS:

Assisted field staff with multiple Miss Utility Calls.

Safety Management:

Provided multiple options for replacing the District's current portable gas monitor with a newer model.

Billing Department Information

Information is based off of data gathered from the December billing reports for November usage.

Sewer Billing

	PSD customers from water meters owned by Jefferson Utilities	PSD customers from water meters owned by Charles Town Water
Number of Customers Billed	1119	1328
Number of Pastdue Customers	726	
Number of Customers Terminated	0	0
Total Amount Billed	$219,769.17	
Total Amount Collected	$261,163.07	

Water Sales

	Glen Haven	Cavaland
Gallons Sold	200,090	121,700
Number of Customers Billed	73	41
Number of Customers Terminated		
Total Amount Billed	$7,689.22	
Total Amount Collected	$8,085.21	

EASA
The Electro-Mechanical Authority

AR&E

UL

Apparatus Repair & Engineering, Inc.

Mr. Joe Freeze
Jefferson County PSD
Kearneysville, WV
Re: PS1-12 Generator

December 18, 2017

Mr. Freeze,

As we discussed, the generator at PS1-12 will not start either pump. Although we feel that there is a voltage imbalance issue with the generator, we do not believe a repair would correct the underlying issue. The issue is that the generator is under sized for the application.

Motor data and pertinent calculations below:

- Existing Pumps: 25Hp, 76.0 full load amps (FLA). Our field testing; P-1 ran at 44 Amps and P-2 ran at 49 Amps.
- Standard induction motors require 5 to 8 times their running amperage for starting. That would put the starting requirement (based on FLA) somewhere between 380 to 608 Amps. (The actual Motor kVA code is required to establish the starting Amps required).
- The existing Onan generator is 45kW, producing 145 Amps at 240V. Our estimate of the generator's maximum starting capability is 215 Amps.

Based on the existing equipment data, the generator rating is well short of the station's pump load requirement, if only starting one pump. Additionally, it is recommended that generators for pump applications have a 'permanent magnet' alternator. The existing generator uses a wound exciter field which has a lower starting capability. Again, this style is not normally used for motor applications.

We can certainly provide field services to address the voltage imbalance of the generator however I don't believe we can overcome the starting shortfall of the generator, based on the kW rating and alternator design.

Respectfully,

Dave Payne
Sales Representative

90 West Lee Street • Hagerstown, MD 21740 • Phone: (800) 592-3100 • FAX: (301) 739-3804
Website: www.apprep.com • Email: dspayne@apprep.com

Impact Fees Collected for December 2017

AgreementIFC SignatureDate	Process Number	LandUseType	ApplicantLastName	ApplicantFirstName	PropOwnerLastName	PropOwnerFirstName	Subdivision	Lot Number	TaxDistrict	Tax Map	Tax Parcel	Exemption Requested
07-Dec-17	1700249	Single Family		K Hovnanian Homes		K Hovnanian Homes	Shenandoah Springs	E9	08 Ranson Corp	8D	9E	0
07-Dec-17	1700250	Single Family		K Hovnanian Homes		K Hovnanian Homes	Shenandoah Springs	E15	08 Ranson Corp	8D	15E	0
07-Dec-17	1700251	Single Family	CT Cottage Co	Jane Silk Zinstein	CT Cottage Co	Jane Silk Zinstein		C	08 Ranson Corp	5	8.2	0
07-Dec-17	1700252	Single Family	Susan Martin	Arcadia Communities, Inc.		Arcadia Communities, Inc.	Norborne Glebe	169	03 Charles Town Corp	12B	169	0
08-Dec-17	1700253	Single Family		DR Acquisitions, LLC		DR Acquisitions, LLC	Sheridan Estates	176	04 Harpers Ferry	9	176	0
11-Dec-17	1700254	Single Family		K Hovnanian Homes		K Hovnanian Homes	Shenandoah Springs	E18	08 Ranson Corp	8D	18E	0
11-Dec-17	1700255	Single Family	Jackson	Fred and Bonnie	Jackson	Fred and Bonnie			06 Kabletown	12	2.1	0
13-Dec-17	1700256	Single Family	Hathaway	David	Hathaway	David	Shannondale	31-35	06 Kabletown	23B	38	0
13-Dec-17	1700257	Single Family		DR Acquisitions, LLC		DR Acquisitions, LLC	Sheridan Estates	174	04 Harpers Ferry	9	174	0
15-Dec-17	1700258	Single Family	Canty, III	George	Canty, III	George	McMurran Farm	5	09 Shepherdstown	12	15.7	0
15-Dec-17	1700259	Single Family	Palmer	Walt	Kiser	Patrick and Wendy	Shirley Estates	6	06 Kabletown	1	1.6	0

Commitment and Request Information
as of 12/31/17

Commitments Prior to Upgrades at Charles Town WWTP

Prior Commitments Outstanding as of 12/31/17	Remaining Requests
Jefferson Crossing (Ph. 1)	5
Burns Street	4
Total =	9

New Capacity at Charles Town WWTP Available as of 12-12-05

Commitment Requests as of 12/31/17	Request Balance	EDUs Issued	Date Given	Lot No.	Balance
					1018
Beallair (Lots 1-3, 9-49)	0	44	12/16/2005	1-3, 9-49	974
Beallair (Lots 50-304, poolhouse, store, clubhouse)	189				974
		1	4/25/2013	83	973
		1	5/3/2013	82	972
		4	6/19/2013	79, 85, 86, 89	968
		1	11/19/2013	97	967
		2	12/12/2013	81, 87	965
		1	1/17/2014	96	964
		1	2/28/2014	98	963
		1	4/18/2014	99	962
		1	5/1/2014	101	961
		1	6/25/2014	90	960
		2	8/1/2014	95, 100	958
		1	10/27/2014	77	957
		1	1/7/2015	102	956
		1	1/27/2015	91	955
		2	5/1/2015	94, 110	953
		1	5/4/2015	120	952
		1	6/23/2015	88	951
		1	7/10/2015	115	950
		3	1/11/2016	92, 109, 111	947
		1	6/13/2016	103	946
		1	7/27/2016	84	945
		3	9/16/2016	105, 112, 93	942
		1	10/14/2016	119	941
		1	1/10/2017	132	940
		1	1/27/2017	126	939
		1	1/31/2017	113	938
		1	3/30/2017	127	937
		1	4/14/2017	131	936
		1	5/8/2017	76	935
		1	5/24/2017	80	934
		2	5/30/2017	114, 128	932
		4	9/8/2017	50, 51, 52, 53	928
		1	9/21/2017	133	927
		18	11/6/2017	68-75, 116-118, 121-125, 129-130	909
Burr Park Lot 22	0	1	12/14/2005	22	908
Holiday Inn	0	64	12/21/2005		844
Burr Park Lot 23	0	1	5/30/2017	23	843
County Green (Lots 37-73, 119, 124, 130-131)	3**	38	12/23/2005	37-73, 119	805
Breckenridge Lot 64	0	1	3/27/2006	64	804
Burr Park Lot 44D (DMV)	0	5.5	1/6/2006	44D	798.5
Cambridge (Lot 74-75, 87-90, 111-114, 134-143)	12	1	10/31/2006	111	797.5
		5	6/24/2010	75, 87, 89, 90, 112	792.5
**5 Cambridge Lots Refunded	5	0		75, 87, 89, 90, 112	797.5
		1	8/22/2013	75	796.5
		2	9/17/2013	138, 139	794.5
		1	6/12/2014	76	793.5
		1	4/3/2017	143	792.5
		1	9/29/2017	100	791.5
		1	11/21/2017	112	790.5
Rockwells Moving & Storage (Lot 1&2)	2				790.5
Jefferson County Board of Education	88				790.5
R&L Inc. Burr Lot 18	0	1	7/6/2006	1B	789.5
Turf II- New Motel	120				789.5
First Charles Town Group, Inc. (Badger Bldg)	0	2	2/21/2008		787.5
Harris & Owens (Restaurant)	42				787.5
Arcadia (NB lots 1-13)	1	1	2/28/2006	8	786.5
		1	3/3/2006	2	785.5
		1	3/10/2006	3	784.5
		1	3/24/2006	7	783.5
		1	3/31/2006	1	782.5
		1	5/12/2006	6	781.5
		1	5/22/2006	9	780.5
		1	5/26/2006	10	779.5
		1	6/19/2006	4	778.5
		1	9/24/2007	5	777.5
		1	11/19/2012	12	776.5
		1	11/27/2012	11	775.5
Arcadia (NB lots 46-49)	0	1	3/6/2017	46	774.5
		1	3/21/2017	47	773.5
		1	4/14/2107	49	772.5
		1	8/15/2017		771.5
Arcadia (NB lots 65-250)	7	10	1/13/2006	65-74	761.5
		1	9/6/2006	76	760.5
		1	9/8/2006	86	759.5
		1	11/3/2006	84	758.5
		1	12/19/2006	77	757.5
		1	5/18/2007	89	756.5
		2	10/27/2011	97,98	754.5
		5	5/22/2012	82, 83, 92, 93,94	749.5
		1	8/22/2012	81	748.5
		3	9/24/2012	85, 87, 88	745.5
		3	10/5/2012	13, 78, 100	742.5
		3	10/31/2012	80, 95, 141	739.5
		2	11/19/2012	74, 79	737.5
		1	12/18/2012	103	736.5
		1	12/7/2012	104	735.5
		2	1/11/2013	158, 159	733.5
		3	2/20/2013	101,107,153	730.5
		3	3/4/2013	96, 108, 142	727.5

* indicates a reduction in the # issued as customers applied for service
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Commitment and Request Information
as of 12/31/17

Commitment Requests as of 12/31/17	Request Balance	EDUs Issued	Date Given	Lot No.	Balance
		2	3/15/2013	140, 147	725.5
		1	3/22/2013	110	724.5
		4	4/3/2013	143, 150, 151, 152	720.5
		5	4/12/2013	102, 109, 154, 155, 156	715.5
		2	4/26/2013	105, 175	713.5
		2	5/10/2013	106, 149	711.5
		3	6/3/2013	90, 99, 174	708.5
		2	6/7/2013	139, 160	706.5
		1	6/14/2013	146	705.5
		3	6/24/2013	114, 137, 161	702.5
		1	7/17/2013	138	701.5
		1	7/18/2013	112	700.5
		2	7/31/2013	145, 148	698.5
		1	8/30/2013	91	697.5
		2	11/6/2013	113, 162	695.5
		1	11/12/2013	111	694.5
		1	12/12/2013	166	693.5
		3	1/28/2014	179, 180, 181	690.5
		2	3/21/2014	119, 163	688.5
		2	3/24/2014	118, 165	686.5
		1	3/26/2014	121	685.5
		1	4/4/2014	135	684.5
		3	4/8/2014	115, 116, 133	681.5
		1	4/16/2014	117	680.5
		1	6/4/2014	134	679.5
		2	6/16/2014	125, 136	677.5
		1	6/25/2014	188	676.5
		1	6/30/2014	177	675.5
		2	7/15/2014	124, 164	673.5
		1	8/7/2014	218	672.5
		2	8/5/2014	205, 218	670.5
		1	8/27/2014	178	669.5
		2	9/29/2014	123, 210	667.5
		1	11/20/2014	211	666.5
		2	2/4/2015	182, 186	664.5
		1	3/13/2015	122	663.5
		4	4/1/2015	176, 208, 184, 212	659.5
		1	5/6/2015	206	658.5
		1	5/7/2015	172	657.5
		4	5/26/2015	120, 157, 203, 207	653.5
		1	5/29/2015	220	652.5
		1	7/13/2015	216	651.5
		1	8/20/2015	213	650.5
		2	10/27/2015	204, 209	648.5
		1	1/11/2016	214	647.5
		2	1/29/2016	132, 173	645.5
		2	3/2/2016	189, 190	643.5
		2	3/15/2016	129, 200	641.5
		1	5/26/2016	246	640.5
		1	6/23/2016	187	639.5
		2	9/1/2016	131, 193	637.5
		2	9/19/2016	183, 185	635.5
		1	9/20/2016	215	634.5
		3	9/30/2016	130, 219, 229	631.5
		1	11/14/2016	199	630.5
		1	12/2/2016	197	629.5
		3	12/13/2016	230, 235, 244	626.5
		5	1/3/2017	126,127,128,232,241	621.5
		1	2/14/2017	223	620.5
		2	2/23/2017	202, 231	618.5
		3	3/9/2017	167, 171, 201	615.5
		1	3/21/2017	242	614.5
		2	3/30/2017	170, 228	612.5
		2	4/14/2017	222, 226	610.5
		3	4/21/2017	192, 194, 240	607.5
		1	5/9/2017	239	606.5
		2	5/24/2017	198, 233	604.5
		2	6/16/2017	196, 243	602.5
		2	7/13/2017	195, 224	600.5
		1	8/4/2017	234	599.5
		3	9/26/2017	221, 225, 227	596.5
		4	10/13/2017	168, 191, 236,245	592.5
		3	12/7/2017	169, 237, 238	589.5
Acradia (HH lots 28-50)	23				589.5
Jefferson X-ing II Phase II	0	25	1/20/2006	Applebees	564.5
		18	9/12/2007	8	546.5
		11	3/31/2008	2 (Carwash)	535.5
		22	7/12/2008	1A (IHOP)	513.5
Jefferson X-ing II Phase III	0				513.5
		57.64	10/16/2010	Hampton Inn	455.86
		99	3/26/2015	Jefferson Apartments	356.86
Breckenridge (Lot 67)	0	1	1/13/2006	67	355.86
Spruce Hill North (Lots 1-119)	0	25	2/1/2006	1-16, 41-49	330.86
		1	10/16/2006	18	329.86
		1	1/11/2007	17	328.86
		1	1/18/2007	31	327.86
		1	1/23/2007	32	326.86
		1	4/4/2007	19	325.86
		1	4/24/2007	20	324.86
		1	5/14/2007	22	323.86
		1	5/14/2007	39	322.86
		1	6/13/2007	35	321.86
		1	6/26/2007	21	320.86
		1	7/6/2007	39	319.86
		1	9/20/2007	23	318.86
		1	12/6/2007	28	317.86
		1	2/22/2008	50	316.86
		1	11/25/2008	38	315.86
		1	1/15/2009	117	314.86
		2	5/13/2009	51, 114	312.86
		2	7/15/2009	27, 37	310.86
		1	9/3/2009	34	309.86
		1	12/3/2009	40	308.86
		1	1/22/2010	55	307.86
		1	3/25/2010	53	306.86
		2	4/2/2010	33, 58	304.86
		1	4/16/2010	24	303.86

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Commitment and Request Information
as of 12/31/17

Commitment Requests as of 12/31/17	Request Balance	EDUs Issued	Date Given	Lot No.	Balance
		1	5/21/2010	118	302.86
		1	6/11/2010	59	301.86
		1	11/19/2010	26	300.86
		1	12/13/2010	92	299.86
		1	1/7/2011	25	298.86
		1	2/14/2011	29	297.86
		1	5/6/2011	104	296.86
		2	7/1/2011	93,96	294.86
		2	9/2/2011	94,116	292.86
		1	9/28/2011	52	291.86
		3	11/10/2011	30, 97, 103	288.86
		1	1/27/2012	95	287.86
		2	2/13/2012	61, 102	285.86
		1	2/28/2012	60	284.86
		1	4/4/2012	99	283.86
		1	4/12/2012	54	282.86
		1	4/12/2012	115	281.86
		1	4/23/2012	56	280.86
		1	6/8/2012	100	279.86
		1	7/11/2012	98	278.86
		1	7/27/2012	62	277.86
		2	9/14/2012	77,78	275.86
		1	10/26/2012	65	274.86
		1	12/7/2012	74	273.86
		1	1/11/2013	57	272.86
		2	2/15/2013	67,73	270.86
		2	2/25/2013	76,119	268.86
		2	3/15/2013	66, 69	266.86
		3	4/8/2013	72, 86, 87	263.86
		2	4/19/2013	64, 91	261.86
		2	5/10/2013	79, 84	259.86
		1	6/21/2013	85	258.86
		2	6/28/2013	88, 80	256.86
		1	8/7/2013	83	255.86
		2	8/16/2013	68, 82	253.86
		1	8/23/2013	144	252.86
		1	8/22/2013	70	251.86
		2	9/26/2013	89, 90	249.86
		1	12/3/2013	71	248.86
		1	2/7/2014	113	247.86
		1	2/27/2014	105	246.86
		2	3/18/2014	75, 107	244.86
		1	3/26/2014	106	243.86
		1	5/15/2014	101	242.86
		1	6/13/2014	81	241.86
		1	7/16/2014	112	240.86
		1	10/3/2014	67	239.86
		1	2/20/2015	108	238.86
		2	3/27/2015	110, 111	236.86
		1	6/25/2015	109	235.86
Briar Run VI (Lots 277-391)	75	8	5/1/2007	277-284	227.86
		8	7/5/2007	285-292	219.86
		8	2/16/2010	293-300	211.86
		7	9/9/2010	349-355	204.86
		8	10/2/2013	356-363	196.86
Briar Run VI Community Bldg	8				196.86
Briar Run VI Pool House	4				196.86
Roger Mattei Mobile Home Park	0	3	6/15/2007	15-17	193.86
Briar Run VI (Lots 392-409)	18				193.86
Burns Street/Hostler (Lot 7-8)	0	1	3/15/2006	7,8	192.86
Briar Run VI Commercial	15				192.86
Daniels Forest (Lots 1-192)	192				192.86
Stonecrest (Forest View) (Lots 1-225)	225				192.86
Euclid Ave./JP Builders, LLC (Lot 10)	0	1	10/4/2006	10	191.86
Walnut Grove (Sterling)	0	1	1/23/2006		190.86
Jones/Walnut Grove (Lot 26)	0	1	2/8/2006	26	189.86
Crossroads Church	10				189.86
Burr Park Lot 44A	0	3	11/2/2006	44A	186.86
Burr Park Lot 44B	0	10	12/19/2006	44B	176.86
Burr Park Lot 42A	5			42A	176.86
Burr Park Lot 42B	5			42B	176.86
Burr Park Lot 42C	5			42C	176.86
Mr. Jenkins (Edward R. Jones Subd. Lots B & C by Greenfield)	0	1	9/21/2006	B & C	175.86
Mr. Mazaris (8837 Charles Town Rd)	1				175.86
Burr Lot 24	0	1	2/12/2009	24	174.86
422 Burns Street (Roper)	0	1	3/21/2007	11,12	173.86
420 Burns Street (Roper)	0	1	4/2/2007	12,13	172.86
Beallair Mansion	0	1	6/5/2007	480	171.86
Beallair Studio	0	1	6/5/2007	494	170.86
Clems Drive (Kathleen Modolo)	0	1	6/29/2007	8	169.86
Ranson (Resolution 6/22/07)	0	150	6/22/2007	Resolution	19.86
Burr Park Lot 43B-2	0	2	4/10/2008	43B2	17.86
Burns Street (Mark Roper 6,205,207,213,215,229,231,237, 239,241,243,247)	0	12	8/23/2007		5.86
Jefferson County Development Authority	0	134	12/1/2007	CAA	-128.14
Ranson Self Storage	0	1	1/10/2008		-129.14
Security Hills/Walnut Grove (Thomas Silger)	0	1	9/29/2008	20	-130.14
Flowing Acres Road (Ricky French, Jr.)	0	1	10/29/2008	1	-131.14
Reimburse 150 EDU's from Ranson per Sue 3/13/09	150	0		Resolution	18.86
Board of Education (New Elementary School)	0	17	11/20/2009		1.86
Apple Valley Waste Services (Burr Park)	0	1	10/29/2010	21	0.86
Reimburse 134 EDU's from JCDA 10/3/2011	134	0	10/3/2011		134.86
Burr Business Park Lot 42 (Mark Cerasi-Sur Loc)	0	1	2/7/2012	42	133.86
Burr Business Park Lot 8 (ARC-FD, Coast Guard)	0	23	8/22/2013	8	110.86
Burr Industrial Park Lot 18A-2	0	1	4/9/2014	18A-2	109.86
Burr Industrial Park Lot 29 (Kubic Enterprises)	0	1	7/7/2014	29	108.86
Raymond L Johnson (85 Belvedere Dr Unit 2)	1	0			108.86
Roy Smoot (Lot 1 Euclid Ave)	0	1	8/7/2015	1	107.86
Benjamin Dilworth (0 Iris Way)	0	1	8/19/2015	11-C	106.86
Burr Industrial Park Lot 40 (McGee Civil Construction)	0	1	8/25/2015	40	105.86

* indicates a reduction in the # issued as customers applied for service
**Change was made to this number during revision, change was incorrect

Commitment and Request Information
as of 12/31/17

Commitment Requests as of 12/31/17	Request Balance	EDUs Issued	Date Given	Lot No.	Balance
Marcus Homes LLC (Lot 2 Euclid Ave)	0	1	11/2/2015	2	104.86
CD DG Charles Town, LLC (Dollar General)	0	1	2/3/2016		103.86
Burr Industrial Park Lot 41 (Kublic Construction)	0	1	3/10/2016		102.86
Burr Industrial Park Lot 11 (Kublic Construction)	0	1	5/18/2016		101.86
Jefferon Crossing - Homes 2 Suites Hotel (Uniwest)	0	40			61.86
Apple Valley Waste Services (Burr Park) Lot 2&3	0	8	7/20/2016		53.86
Euclid Ave./PD Propst Enterprise, LLC (Lot 23)	0	1	7/22/2016		52.86
Lutman Properties (Jefferson Ave Lot 4)	0	1	12/20/2016		51.86
Lutman Properties (Jefferson Ave Lot 6)	0	1	12/20/2016		50.86
Aspen Greens Phase 1 (Lots 1-20)	14	2	4/26/2017	17, 18	48.86
		1	8/22/2017	14	47.86
		1	10/26/2017	16	46.86
		1	11/2/2017	15	45.86
		1	11/9/2017	19	44.86
Doug Quigley - Greenfield	0	1	11/30/2017	23	43.86
Total Requests	**2372.14**				

***5/21/07 Per GM instructions, .5 EDU's will be dropped from this list and moving forward. EDU's will be sold only as whole numbers.

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**Change was made to this number during revision, change was incorrect.