Jefferson County
Public Service District

Regular Board Meeting Agenda
Tuesday, August 7, 2018
JCPSD Office 7:00PM

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

Call to Order:
- Roll call
- Welcome Mrs. Susan Riggs as new legal counsel
- Approval of the agenda
- Public Comments
- JCPSD Employee Comments

Old Business:
- Review minutes of the July 9 regular board meeting
- Discuss the District's financial status of paying bills
- Discuss update on pump station repairs, upgrades and related costs/funding options
    - Update on repairs/upgrades to pump station 4-2
    - Update on repairs to pump station 3-9
    - Update on relocation of office generator

New Business:
- Discuss online bill paying/reported or known issues
- Review and execute the general legal services representation letter dated July 23 2018
- Discuss employee/management training opportunities
- Conduct annual evaluation of the General Manager
- Discuss any expenses over budget for the year
- Approve monthly disbursements
- Approve transfer of $6,896.36 from the New Sewer Security Deposit account to the Sewer Operating account for 72 security deposit refunds
- Approve transfer of $91.97 from the Water Security Deposit account to the Water Operating account for 1 security deposit refunds
- Approve transfer of $1,563.42 from the Renewal & Replacement account to the Sewer Operating account for new PLC at pump station 4-4
- Update on Sewer Transmission Project 16-0616
- Update on JCPSD transition to City of Charles Town
    - Discuss offering an Employee Assistance Program to District employees
    - Discuss employee options for transition
- Update on status of current legal cases:
    - Jefferson County Commission PSC Case No. 17-0915-PSWD-PC consolidated with Complaint Case PSC Case No. 18-0006-PSD-C
- Discuss monthly staff reports
    - General Manager report
        - Status of FY18 Audit
    - Other staff reports
        - Operations Manager report
        - Engineering/Technology report
        - Billing Department report
- Discuss monthly correspondence
- Public comments

Discuss Litigation, Personnel Matters, and Contract Negotiations:
(The items below may be discussed in Executive Session)
- Discuss consolidated cases Jefferson County Commission PSC Case No. 17-0915-PSWD-PC & Complaint Case PSC Case No. 18-0006-PSD-C

Proposed items to include on agenda of next or future board meetings:
- Discuss posting online a bill estimator with all charges, surcharges, fee, taxes, etc.
- Review and discuss wastewater Strategic Plan 2015
- JCPSD Employee Manual (including but not limited to)
    - Grievance Process

340 Edmond Road, Suite A · Kearneysville, WV 25430 · 304-725-4647 · Fax: 304-725-5976 · www.jcpsd.com

- 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

July Billing:

Public Service District: Sewer (Metered)

- Residential – 2487 Customers
  - July 2017 – 2368 Customers
- Commercial – 164 Customers
  - July 2017 – 167 Customers
- Public Authority – 11 Customers
  - July 2017 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
  - July 2017 – 7 Customers
- EDU's – 13,419,760 Gallons Billed in May (4500 avg gal/customer/mo) = 2982 EDU's
- 0 New Homes in July (0 EDU's)
- 0 New Commercial in July (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers, (118 Units)
- Commercial – 0 Customers, (0 Units)

Public Service District: Water

- Glen Haven – 75 Customers
- Cavaland – 42 Customers

Public Service District: Capital Improvement Fees Paid by EDU's

- 2013 – 110 (87 residential, 23 commercial)
- 2014 – 47 (45 residential, 2 commercial)
- 2015 – 132 (32 residential, 100 commercial)
- 2016 – 85 (34 residential, 51 commercial)
- 2017 – 66 (65 residential, 1 commercial)
- 2018 – 53 (25 residential, 28 commercial)

Public Service District: Capacity Assurance Fees Paid by EDU's

- 2017 – 18 (18 residential (3 converted to CIFs)

Next Meeting:

- Monday, September 10, 2018 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville

Jefferson County Public Service District
Regular Board Meeting
July 9, 2018

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, July 9, 2018 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Roger Forshee (speakerphone); Treasurer, Todd Milliron; Secretary, Tara Ashley; General Manager, April Shultz; Office Administrator, Ashley Stottlemyer; Operations Manager, Joseph Freeze; and County Commission liaison, Commissioner Josh Compton.

There were several times throughout the meeting when Mr. Forshee's call was dropped while using the District's conference call number.

CALL TO ORDER
Mr. Milliron called the meeting to order at 7:05PM.

Approval of agenda
Action: **Motion made by Ms. Ashley and seconded by Mr. Milliron to approve the agenda as presented. Approved 2-0. (Mr. Forshee's phone cut out for this action.)**

Public Comments
Jacquelyn Milliron commented that she created a spreadsheet, which she provided to the Board, on the pump station flows based off of data she got from the District's strategic plan. She stated it was a start and will stand corrected if her calculations were wrong.

Employee Comments
Joseph Freeze, Operations Manager, questioned if the Board would consider offering severance packages to employees who do not wish to go to Charles Town which the consolidation is complete.

OLD BUSINESS

Review minutes of May 16 regular board meeting
These minutes were tabled from last meeting. Mr. Forshee had suggested three items to be revised in the drafted minutes. He stated he would like to try to stay away from transcripts of meetings rather highlight what happened. Mr. Forshee commented that staff should reflect the minutes as balanced. He felt the minutes portrayed the Board as negative. Ms. Ashley stated that the minutes should reflect what happened. Mrs. Shultz believed the minutes were accurate as drafted.
Action: **Motion made by Ms. Ashley and seconded by Mr. Milliron to approve the minutes as presented. Approve 2-1. Mr. Forshee voted against the motion.**

Review minutes of June 4 regular board meeting
Action: **Motion made by Ms. Ashley and seconded by Mr. Milliron to accept the June 4, 2018 regular board meeting minutes as presented. Unanimously approved.**

Discuss the District's financial status (status of paying bills)
Mrs. Shultz stated the District will have enough to pay the July disbursements for sewer, but will need to collect $3800 to cover the previous disbursements for water.
Action: **No action required by the Board.**

Discuss pump station repairs, upgrades and related costs/funding options
- Discuss scope of work for pump station 4-2
- Update on pump station capacity analysis

Mr. Freeze stated that the repairs/upgrades to pump station 3-6 have been complete. He explained that staff has drafted a scope of work and Request for Proposals for repairs/upgrades to pump station 4-2. He stated he has contacted several companies for quotes on relining the wetwell and contacted two for repairing/upgrading the station. Mr. Freeze has also contacted Tom Vance with Godwin to get quotes for another Godwin pump to stop flows to pump station 4-2 when the repair work is taking place. Once he receives quotes, he will inform the Board.

Mrs. Shultz informed the Board that staff contacted the Public Service Commission regarding a capacity analysis which they are unable to conduct. Mr. Forshee asked Mr. Milliron if he felt this analysis was still necessary at this time and he stated that given the Tema facility will only be using 4 EDU's then there is no urgency to have this completed for that particular area at this time.

Mr. Forshee also questioned if the disposal of what would be pulled out of the pump station will need to be included in the Request for Proposals. Mr. Freeze replied that it will not be necessary since staff can dispose and recycle any scraps.

Mr. Milliron asked the question if the pumps for the pump station will need to be replaced. Mr. Freeze stated that staff will evaluate their condition when they are pulled out of the wetwell. Mr. Millirion also asked if ventilation or odor control measures would be dealt with in the upgrade as mentioned in the Charles Town system evaluation report. Mr. Freeze explained there is a pipe there now for ventilation purposes, but staff has not received any odor complaints in that area.

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

Discuss and possibly approve an attorney for general legal services

Mrs. Shultz stated the District received one proposal, from Susan Riggs of Spilman Thomas and Battle out of Charleston, WV. She explained that her hourly rate is lower than previous attorney David Hammer. Ms. Ashley and Mr. Milliron both were in favor of hiring Ms. Riggs with travel expenses being mitigated by utilizing electronic means. Mr. Forshee was hesitant with using another firm out of Charleston because of the travel expenses that could be incurred, but using technology would save in those costs. The Board was not opposed to Ms. Riggs attending a meeting in person to meet the Board and staff.

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to select Spilman Thomas & Battle to represent the District for legal services. Unanimously approved.**

Discuss and approve revisions to the emergency response plan

At last month's meeting, the Board directed staff to revise the Job Actions section of the Emergency Response Plan. Mrs. Shultz explained that staff has made the requested changes and has included in this month's packet for the Board's approval. Mr. Forshee appreciated the changes to the plan.

Action **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve the amendments as presented in the Emergency Response Plan. Unanimously approved.**

NEW BUSINESS

Discuss and approve an office building lease for the District

- Discuss and possibly approve and alternate storage option

Mrs. Shultz expressed she would like to discuss the lease options for a building in executive session. She did state that staff reached out to an attorney, Jim Crawford, as directed by the Board last month to review a new building lease. Mrs. Shultz also informed the Board that the District's current landlord reached out to her to discuss a possible lease extension.

As far as storage options for some of the District's shop equipment, Mrs. Shultz explained that Charles Town has stated they may have room available for some of the District's equipment. She also stated that staff looked into several storage options including two different sized buildings with overhead garage doors from Pioneer Pole Buildings which could possibly be located at the Deerfield treatment plant property.

Further discussions were tabled until executive session.

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

Discuss offering an Employee Assistance Program to District employees
Mr. Forshee found a program with Magellan Healthcare that could provide employee and their families' assistance with a variety of issues and concerns in the work and personal lives. Staff requested a quote from Magellan for these services which was provided to the Board. Mr. Milliron stated the proposal was good to hang on to and could possibly help employees during the transition. Mrs. Stolipher stated that Charles Town does not currently have a program for its employees. Mr. Forshee commented that he knows individuals personally who have benefited from this type of program.

Mr. Freeze commented that some of the employees are looking into other options rather than transition to Charles Town and was curious to see if the Board would consider severance packages. Mrs. Shultz preferred if employees held off on making any decisions until further information was obtained from discussion with Charles Town. Ms. Ashley stated that this particular discussion was not on the agenda, but can be added to next month's agenda.

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

Discuss the legal opinion regarding use of public funds
At the May 16 special meeting, Mr. Forshee informed the Board sent a request to the County Prosecutor, Matt Harvey, and waiting for an opinion regarding the staff's use of public funds. He was particularly interested in the staff's purchases of a water cooler & water, coffee maker & coffee, candy for the public, and plastic cups. He had previously submitted his concern to the West Virginia Ethics Commission and they replied as not having an opinion for this specific situation and suggested the State Attorney's office provide an official opinion which can only be accepted if requested from a County Prosecutor at the lowest level. Last week Mr. Harvey sent an opinion to Mr. Forshee which he shared with the Board and staff.

In the opinion Mr. Harvey states that most of the issues seem to have been determined to be an acceptable expenditure by a previous ethics opinion, but the opinion did not include items such as coffee and candy. He did find an opinion of the Comptroller General of the United States that states items such as coffee should be purchased by employees, however the Ethics Commission did not specifically adopt that portion of the Comptroller's language. Mr. Harvey stated it would be a safe position if the District chose to follow the Comptrollers opinion.

Although an ethics opinion has not been given for items such as candy and coffee, Mrs. Shultz stated that those items will no longer be ordered to eliminate the issue. Ms. Ashley commented that she doesn't want to undo what the Board has previously approved.

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

Discuss the new amphitheater at Sam Michael's Park
Mrs. Shultz stated that Sam Michael's Park is not currently a customer of the District and was under the impression the new amphitheater had no plans of constructing public bathrooms at this time. She explained that they may come to the District for possible sewer service is the future.

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

Discussion of any expenses over budget for the year
There were no items over budget.

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

Consider Fiscal Year 2018 sewer budget revision
Mrs. Shultz explained that since the new fiscal year started on July 1, she makes adjustments to the previous years' budget to clean up any line items that were over budget. The pumping system expenses – power & fuel item was adjusted due to an increase in the Deerfield electric bills and the admin & general expenses – transportation item was adjusted due to an increase in fuel expense and vehicle repairs. The two line items were adjusted not the entire budget.

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve the items noted in the change columns for FY 2018. Unanimously approved.**

Approve monthly disbursements

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for Public Service District sewer expenses in the amount of $217,889.83. Unanimously approved.**

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for the Public Service District water expenses in the amount of $8,588.57. Unanimously approved.**

Approve transfer of $5,597.10 from the New Sewer Security Deposit account to the Sewer Operating account for 53 security deposit refunds

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $5,597.10 from the New Sewer Security Deposit account to the Sewer Operating account for 53 security deposit refunds. Unanimously approved.**

Approve transfer of $374.92 from the Water Security Deposit account to the Water Operating account for 4 security deposit refunds

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $374.92 from the Water Security Deposit account to the Water Operating account for 4 security deposit refunds. Unanimously approved.**

Approve transfer of $24,221.00 from Renewal & Replacement account to the Sewer Operating account for repair/upgrades to pump station 3-6

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $24,221.00 from the Renewal & Replacement account to the Sewer Operating account for repair/upgrades to pump station 3-6. Unanimously approved.**

Approve transfer of $802.31 from Renewal & Replacement account to the Sewer Operating account for transducer at pump station 4-3

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $802.31 from the Renewal & Replacement account to the Sewer Operating account for transducer at pump station 4-3. Unanimously approved.**

Approve transfer of $1,419.00 from Water Renewal & Replacement account to the Water Operating account for new well pump at Glen Haven Water System

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $1,419.00 from the Water Renewal & Replacement account to the Water Operating account for new well pump at Glen Haven Water System. Unanimously approved.**

Update on JCPSD transition to City of Charles Town

Mr. Forshee requested this item be a standing agenda item with the recent PSC order. Mrs. Shultz explained that she and Mrs. Stottlemyer met with Kristen Stolipher, Assistant Utility Manager for Charles Town, to begin discussions on employee statuses and an organization structure. Mrs. Stolipher stated should would like to start addressing employee concerns, begin cross training and stay committed to meeting a couple times a month to ease the transition.

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

Update on Status of Current Public Service Commission Cases

- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC consolidated with Complaint Case PSC no. 18-0006-PSD-C– On June 26th, the PSC issued an order to for the District and Charles Town move forward with the consolidation and approving the dissolution of the District. Mrs. Stolipher stated that Charles Town's goal is to complete the ordinance readings by the end of August and possibly have the consolidation complete by October.

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

General Manager's Report
In the General Manager's report this month, Mrs. Shultz informed the Board of the high mileage, close to 200,000 miles, of three of the District's vehicles. Mr. Milliron asked Mrs. Stolipher how many vehicles Charles Town has and she replied they currently have three in the sewer department and four in the maintenance department which get rotated between staff.

Mr. Forshee questioned why Mrs. Shultz completed the employee evaluations prior to July 1st since it states in the employee handbook that annual evaluations will be performed after July 1st. Mrs. Shultz stated that she conducted them on June 29th and July 2nd prior to the first paycheck in July which included the employees new pay rate.

Mr. Forshee also questioned if staff is aware of any required paperwork that needs to be sent to the State regarding the inflow & infiltration problem in Burr Park. Mr. Freeze stated that no paperwork must be submitted to the State as long a proper residual is held in compliance.

Staff also worked with the engineers of the new TEMA facility and calculated the building to use 4 EDUs.

Mrs. Shultz also explained that the new accounting firm approved by the Board last month, Yount Hyde and Barbour, was onsite today as well as tomorrow beginning their data collection.

Action: No action required by the Board.

Other staff reports
Mr. Milliron questioned how rain is entered into the pump station run times spreadsheet. Mr. Freeze explained that he manually enters the data collected from rain gauges at two of the District's pump stations. Mr. Milliron was concerned why the pump times were exceeding the rain fall amount after November at pump station 4-4 and curious if there was an inflow and infiltration problem. Mr. Freeze stated that staff had placed a flow meter there and inflow and infiltration was occurring which was thought to be coming from Charles Town's flow. Staff will discuss this further with Charles Town.

Mr. Milliron also asked staff if they had received quotes to move the office generator to pump station 1-12. Mr. Freeze spoke with Apparatus Repair & Engineering and estimated it to cost around $8000 - $9000. Mr. Milliron stated that in the Charles Town evaluation that pump station could be eliminated so suggested staff work with Charles Town on where to move it.

Mr. Milliron also requested staff note on the future agenda's what Capacity Assurance Fees have been converted to Capacity Improvement Fees for Beallair.

Action: No action required by the Board.

Correspondence
None discussed.

Action: No action required by the Board.

Public Comment
Jacquelyn Milliron asked if it was possible if staff could send her the pump station 3-7 run times for the past year.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to convene into executive session to discuss potential office space/lease for the District and the consolidation PSC cases. Unanimously approved.

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to return to public session. Unanimously approved.

Action: Motion made by Ms. Ashley and seconded by Mr. Milliron to have Mr. Crawford

review the lease extension with current landlord and if no issues are found, then Board will accept the lease. If issues are found, Board will hold a special meeting to discuss before making a decision. Unanimously approved.

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 9:45PM.

The next regular meeting is scheduled for Monday, August 6, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

Roger C. Forshee
Chairman

Todd M. Milliron
Treasurer

MEMORANDUM

Re: Discuss the Districts financial status of paying bills

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Background:

As of today, the District has the funds available to pay all of the August sewer disbursements and will need to collect $2515.88 before all of the previous water disbursements can be paid.

Action:

No action at this time.

MEMORANDUM

Re: Discuss pump station repairs, upgrades and related costs/funding options

- Update on repairs/upgrades to pump station 4-2
- Update on repairs needed for pump station 3-9
- Update on relocation of office generator

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Background:

Pump Station 4-2
Staff has received 2 quotes to repair/upgrade pump station 4-2 and has received 1 quote to reline the wetwell. Those quotes follow this memo.

Pump Station 3-9
Staff has recognized that both pumps at this pump station need to be replaced as the original ones are wearing down. Staff received a quote from Marcum Pump to replace them with Keen pumps rather than Flygt pumps for about $22,000 for both. Currently Pump B is out of service and we are now having problems with Pump A so a Godwin Pump has been placed at this station to keep it in service. Staff has ordered the new pumps.

Office Generator
Staff has requested a quote from Apparatus Repair & Engineering, Inc. to relocate the office generator to pump station 1-12. Staff has also asked Charles Town for their thoughts on this location.

Action:
The Board should take action on which quote to accept for pump station 4-2 and approve the use of funds out of the Renewal and Replacement account at the September meeting.

Marcum Pump & Equipment, Inc.
PO Box 278
Chesapeake, OH 45619

Quote
0724182

Date
7/23/2018

Customer

Jefferson County PSD
340 Edmond Road Suite A
Kearneysville, WV 25430

Ship To

Jefferson County PSD
340 Edmond Road Suite A
Kearneysville, WV 25430

Phone # 304-429-4386 Fax # 304-429-4387

Project	P.O. No.	Terms	Rep	FOB
Rehab -4-2		Net 15	DEM	Destination

Item	Description	Qty	Cost	Total
SERVICE CALL	LABOR AND MATERIALS TO CONSIST OF THE FOLLOWING: STATION 4-2 THIS JOB WILL CONSIST OF CONFINED SPACE ENTRY. DISTRICT WILL BE RESPONSIBLE FOR CONTINUOUS BY-PASS PUMPING AND SUCKING OUT THE WET WELL DRY TO THE BOTTOM. THE DISTRICT WILL BE RESPONSIBLE TO KEEP THE BOTTOM OF THE WET WELL DRY AND FREE FROM ANY INFLOW. ONCE THIS HAS BEEN COMPLETED WE WILL PULL THE PUMPS, CUT THE STUDS FROM THE CURRENT PUMP STANDS, CUT THE DISCHARGE PIPE INTO SECTIONS FOR REMOVAL. DISCHARGE PIPE WILL BE REMOVED TO THE CHECK VALVES IN THE VALVE VAULT. WE WILL INSTALL NEW BASES, NEW STAINLESS STEEL RAILS, NEW STAINLESS STEEL UPPER GUIDE RAIL BRACKET, NEW SCHEDULE 80 PVC DISCHARGE PIPING FROM THE	1	24,989.00	24,989.00
Project		**Subtotal**		
		Sales Tax (7.25%)		
		Total		

Signature:

Prices do not reflect any applicable Sales Tax or Freight Charges, unless otherwise specified in this quotation. Dleivery dates are estimated and are not guaranteed unless otherwise specified in writing. Quotation is good for 30 DAYS from the quote date above unless otherwise specified in writing. Should you have any questions, please feel free to contact us at the above numbers. Thank you for your order.

www.marcumpump.com

Marcum Pump & Equipment, Inc.
PO Box 278
Chesapeake, OH 45619

Quote
0724182

Date
7/23/2018

Customer

Jefferson County PSD
340 Edmond Road Suite A
Kearneysville, WV 25430

Ship To

Jefferson County PSD
340 Edmond Road Suite A
Kearneysville, WV 25430

Phone # 304-429-4386 Fax # 304-429-4387

Project	P.O. No.	Terms	Rep	FOB
Rehab		Net 15	DEM	Destination

Item	Description	Qty	Cost	Total
	BASES TO THE CHECK VALVE, GROUT THE AREA AROUND THE DISCHARGE PIPING WHERE IT PASSES THROUGH THE WET WELL AND THE VALVE VAULT. NEW STAINLESS STEEL LIFTING CHAIN TO REPLACE ANY GALVANIZED CHAIN, AND A NEW STAINLESS STEEL FLOAT SWITCH BRACKET. NEW GRAVEL TO REPLACE DISTURBED GROUND. INSTALL NEW GATE AND CHECK VALVES THAT ARE TO BE SUPPLIED BY THE CUSTOMER.			
Project		**Subtotal**		$24,989.00
		Sales Tax (7.25%)		$0.00
		Total		$24,989.00

Signature: _____

Prices do not reflect any applicable Sales Tax or Freight Charges, unless otherwise specified in this quotation. Dleivery dates are estimated and are not guaranteed unless otherwise specified in writing. Quotation is good for 30 DAYS from the quote date above unless otherwise specified in writing. Should you have any questions, please feel free to contact us at the above numbers. Thank you for your order.

www.marcumpump.com

JCPSD PS 4-2

SNYDER ENVIRONMENTAL SERVICES INC

270 INDUSTRIAL BLVD
KEARNEYSVILLE, WV 25430
Contact: **William Landsaw**
Phone: **304.725.9140 x204**
Fax:

Quote To: JCPSD

Phone:
Fax:

Job Name: JCPSD PS 4-2
Date of Plans:
Revision Date:

PUMP STATION 4-2

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100	PUMP STATION 4.2	1.00	LS	45,250.00	45,250.00
GRAND TOTAL					**$45,250.00**

NOTES:

SCOPE

Demolition is inclusive of all internal wet well components up to and including lever and weighted check valves with in the valve vault.
Installation of new pump bases, new guide rails with intermediate and upper rail brackets. Discharge piping and fittings, with new lever and weighted check valves. Painting discharge piping within both wet well and valve vault.

EXCLUSIONS
By-pass pumping (To be provided by PSD)

SPECIAL PROVISIONS

Unless a lump sum price is to be paid for the foregoing work and is clearly so stated, it is understood and agreed that the unit price item quantities referred to above are estimates only and that payment shall be made at the stated unit prices on the actual quantities of work performed by SES.

TERMS AND CONDITIONS

Payment in full for all work performed hereunder during any month shall be made not later than the tenth day of the month next following. Final and complete payment for all work performed hereunder shall be made not later than fifteen (15) days after the completion of such work. Interest at the highest legal rate under the laws of the jurisdiction in which the Contract is executed or one and one-half percent (1 1/2%) per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date we receive payment. You agree to pay in full all costs and expenses incurred by SES in collecting the amounts owed by you under the Agreement, including any and all court costs and attorney's fees. Payments received will be applied against open items on unpaid invoices in an order and sequence determined by SES in its sole discretion. Any monies paid to you for our work shall be held in trust for our benefit.

We shall not become obligated to perform the work called for under this Contract until your credit has been checked and approved by our Credit Department. This Proposal and Contract shall be null and void if your credit is not approved. If credit

conditions become unsatisfactory at any time prior to our completion of the work hereunder, we shall be furnished adequate security upon our request. To the extent that you fail to provide adequate security, we may stop work.

This document is the full agreement between us, regardless of any prior proposals or communications. Any deviations from the specifications or modification of the terms of this Contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to making of such change. Any increase or decrease in the Contract price resulting from such change shall be included in such writing. If a time is set for the performance of work, and if, in our judgment, such change or other circumstances beyond our reasonable control will increase the time necessary for our performance, we will be granted a reasonable extension of time.

We will provide and pay for Worker's Compensation Insurance covering our employees, as well as General Liability and Property Damage Insurance. You agree to carry General Liability and Property Damage Insurance sufficient to protect yourself against any and all claims and liabilities arising from the performance of the work, including but not limited to claims arising under your agreement to indemnify and hold harmless under this Contract. We will also assume responsibility for the collection and payment of Social Security and State Unemployment Taxes applicable to our employees.

We shall be provided with suitable access to the work area. If our work is dependent upon or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work hereunder in a normal uninterrupted single-shift operation

Unless a time for the performance of our work is specified, we shall undertake the work in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for causes beyond our control, and we may suspend the work for causes beyond our control, including but not limited to fire, flood or other casualty; the presence on or beneath the work site of utilities, facilities, substances, or objects, including but not limited to any substance that in our opinion is hazardous or toxic or the reporting, remediation, or clean-up of which is required by any law or regulation (together "subsurface conditions"); labor disputes or other disagreements; and accidents or other mishaps whether affecting this work or other operations in which we are involved, directly or indirectly.

We shall not be responsible for, and you agree to indemnify and hold us harmless from any suit, claim, liability, cost or expense arising from or in anyway related to: sidewalks, driveways or other improvements located within our work area or designated areas of access, and to adjacent property and improvements; subsurface conditions; and any and all other alleged damages to persons or property, including but not limited to personal injury and death, arising from the performance of the work, unless such alleged damages arise from our sole negligence. You agree to indemnify and protect us and save us harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of your breach of any obligation or covenant of this Contract. It is further understood that we shall not be responsible for any damage to or deterioration of any work whether completed or in process, resulting from any cause or causes beyond our control, including but not limited to design, failure of sub grade or other subsurface conditions, or failure or inadequacy of any labor or materials not furnished or installed by us, whether or not such conditions, or failure or inadequacy was or could have been known at the time our work was undertaken or performed under adverse weather conditions. You agree that the proper jurisdiction and venue for adjudication concerning this Contract is Jefferson County, West Virginia, and you waive any right to jurisdiction and venue in any other place.

If the foregoing meets with your acceptance, please acknowledge acceptance by signing in the space provided and return all copies hereof to us for signatures. Upon its receipt and execution by SES, it is understood the foregoing, including the terms and conditions, will constitute the full and complete agreement between us. The person signing for you below represents that he or she is fully authorized to enter into this Agreement.

This proposal expires thirty (30) days from the date hereof, but may be accepted at any later date at the sole option of SES.

AGREED AND ACCEPTED:

_____ Snyder Environmental Services,

Inc. (Firm Name)

By _____ By _____

Lee Snyder, President

_____
(Printed / Typed Name & Title)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT WILLIAM LANDSAW AT 304.725.9140 X204

4e

"Quotation"

6' x 24' Lift station 4.2 Wendys

2820 Mary Linda Avenue • Roanoke, Virginia 24012

To: Jefferson Co,

Attention: Joe Freeze

Date: 6/27/2018

Facsimile

Number of Pages Transmitted:

Ship To:

• Please call if problems occur during transmission •
Phone: (540) 342-8000, Facsimile Number: (540) 343-9267

Comments. Joe we will use Hydra Plug to stop all active leaks and Geo Krete for the coating of the entire structure.

Item	Quantity	Description	Unit Price
	1	6' x 24' Lift station coated with Geo Krete	17,284
		If you have any questions please call or email.	
		Jackie.pugh@coreandmain.com	
		Respectfully Submitted Jackie Pugh	

GEOKRETE

GEOPOLYMER

STRUCTURAL REHABILATATION MORTAR

DESCRIPTION:

Quadex **GeoKrete** geopolymer is designed to provide corrosion resistant protection in a high hydrogen sulfide environment, increase structural integrity and stop the infiltration of groundwater in deteriorated structures. GeoKrete is a factory blended, one component fiber reinforced geopolymer synthesized from pozzolanic materials of industrial byproducts, enhanced with monocrystalline quartz aggregate. The **GeoKrete** geopolymer reaction mechanism is polymerization which yields superior strength and chemical resistance. It can be applied in one pass up to several inches thick on horizontal or vertical surfaces by low pressure spraying or spin cast application process.

RECOMMENDED FOR:

Structural restoration of large diameter pipe, both storm and sewer, consisting of metal, concrete, stone, masonry and others. Other structures such as manholes, wet-wells, and treatment plants also benefit from the superior strength and corrosion resistance properties of this advanced geopolymer.

FEATURES AND BENEFITS:

- Quality controlled one-component blend for uniform results.
- High early and ultimate compressive, flexural and bond strengths.
- Resistant to acid attack in wastewater streams with pH as low as 1.0 and temperature as high as 170 degrees F for industrial effluent
- Low permeability.

TYPICAL PERFORMANCE DATA:

Compressive Strength PSI (ASTM C109)
28-days >8,000 psi
Flexural Strength PSI (ASTM C293)
28-days >1200 psi
Bond Strength PSI (ASTM C882 Modified)
28-days >3000 psi
Modulus of Elasticity (ASTM C469)
28 days > 5,800,000 psi
Chemical Resistance (ASTM C267)
<1.5% mass loss in 8 week immersion
Permeability (ASTM 1202)
28-days <350 Coulombs
Split Tensile Strength PSI (ASTM C496)
28-days >900 psi
Shrinkage (ASTM C596)
< .02%

PACKAGING:

GeoKrete geopolymer is supplied in 60 lb. (27 kg.) or 1,000 lb (454 kg) poly-lined bags.

YIELD:

One 60-lb. bag of **GeoKrete** geopolymer will yield approximately .54 cu. ft. and will cover 12.5 sq. ft. at a 1/2 inch thickness.

PROCEDURE:

Prepare surface to be patched by removing unsound concrete, dirt, dust, oil and other debris using high pressure (3000 PSI) water blasting. This will provide a clean, damp surface to allow for a good bond.

Use approximately 0.6 to 0.7 gallons of potable water per 60 lb. bag of **GeoKrete** geopolymer. First add water to mixer, start mixer to mixing and add **GeoKrete** geopolymer until mortar is completely mixed.

Apply **GeoKrete** geopolymer by low pressure spraying or the spin cast application process on horizontal or vertical surfaces to a monolithic thickness of 1/2 or more inches.

CURING:

Cure in accordance with manufacturer's recommendations.

WARRANTY:

Quadex warrants its products to be free of defects in material and workmanship. Quadex will replace any product proved to be defective when applied in accordance with manufacturer's instructions. Quadex's obligation shall be limited solely to such replacement. There are no other warranties by Quadex expressed or implied.

PRECAUTIONS:

Avoid eye contact or prolonged contact with skin. Wash thoroughly after use. Persons using **Quadex GeoKrete** geopolymer should wear necessary eye protection, dusk mask and rubber gloves. Read all product labels and technical literature.

4801 Crystal Hill Road ▮ North Little Rock, AR 72118 ▮ Phone (501) 758-8628 ▮ QuadexOnline.com

MEMORANDUM

Re: Discuss online bill paying/reported or known issues

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Background:
Chairman Forshee requested this item. Staff is aware of online payment issues and requested new billing software a little over a year ago, but was tabled since the County Commission voted to dissolve the District.

When the consolidation with Charles Town occurs, District customers will be subject to their billing system.

Action:
Staff is not aware of any actions at this time.

MEMORANDUM

Re:	Review and execute the general legal services representation letter dated July 23 2018
To:	Jefferson County PSD Board Members & Professionals
Date:	August 3, 2018
Preparers:	April Shultz, General Manager

Background:
Last month the Board approved Mrs. Susan Riggs of Spilman Thomas & Battle, PLLC to represent the District for general legal services. Mrs. Riggs has sent the Board a General Legal Services Representation Agreement to review and sign.

Action:
The Board should review the agreement and sign.

spilman
thomas & battle

Susan J. Riggs
304.340.3867
sriggs@spilmanlaw.com

July 23, 2018

Mr. Roger C. Forshee, Chairman
Jefferson County Public Service District
340 Edmond Road
Suite A
Kearneysville, WV 25430

Re: Jefferson County Public Service District
General Legal Services Representation

Dear Mr. Forshee:

Spilman Thomas & Battle, PLLC (the "Firm") appreciates the opportunity to represent the Jefferson County Public Service District (the "District") in the provision of general legal services including assistance to the District relative to the proposed conveyance of its assets to the City of Charles Town. We will undertake the representation upon the following terms:

1. I will undertake the primary responsibility for the proposed representation. My representation of the District for this matter will be at an hourly rate of $215.00. If this matter would require further attorney support, the hourly rate of any of the Firm's attorneys will not exceed $215.00. If this matter would require paralegal support, the hourly rate of any paralegal would not exceed $120.00. No fees are charged for secretarial, clerical or other support staff services. Additionally, attorney travel time that may be incurred will not be charged.

2. Each month the Firm will send an invoice to the District for the professional services rendered and expenses incurred on the District's behalf for this representation during the prior month. Each invoice will contain a narrative of the professional services rendered for the District; the name of the attorney or paralegal who rendered each specific professional service; the expenses incurred on the District's behalf; and the total amount due and owing on the basis of these professional services rendered and expenses incurred.

3. Our representation of the District will be subject to the provisions of the Rules of Professional Conduct and all applicable laws.

If you have any questions or comments regarding any of these terms, please contact me at the address or telephone number set forth above. If these terms are acceptable to the District, I request that one of the enclosed originals of this letter be signed, and returned to me in the enclosed envelope.

spilman
thomas & battle

Thank you for the opportunity to represent the Jefferson County Public Service District.

Very truly yours,

Susan J. Riggs

Susan J. Riggs

SJR/ads/11038522

Approved and Accepted by:
Jefferson County Public Service District

By: _____

Its: _____

Date: _____

MEMORANDUM

Re: Discuss employee/management training opportunities

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Background:
Chairman Forshee requested this agenda item.

Action:
Staff is not aware of any actions at this time.

MEMORANDUM

Re: Conduct annual evaluation of the General Manager

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: Ashley Stottlemyer, Office Administrator

Background:
The Board will conduct its annual evaluation of the General Manager, Mrs. Shultz. She has requested the evaluation take place in public session.

Action:
Staff is not aware of any action at this time.

Jefferson County Public Service District
FY 2017-2018 Budget -12 month
Operation & Maintenance

Collecting System Expenses:	**Total Budget**	**Budget**	**June Total**	**Year to Date**	**Difference**
Supplies and Expenses	4,325.00	4,325.00	28.15	2,569.00	1,756.00
Operation Labor	23,000.00	23,000.00	997.87	15,585.82	7,414.18
Total	***27,325.00***	***27,325.00***	***1,026.02***	***18,154.82***	***9,170.18***
Pumping System Expenses:					
Power and Fuel	49,350.00	49,350.00	5,343.76	48,804.77	545.23
Supplies and Expense	148,590.00	148,590.00	11,840.81	111,663.40	36,926.60
Operation Labor	84,000.00	84,000.00	11,269.34	82,204.28	1,795.72
Total	***281,940.00***	***281,940.00***	***28,453.91***	***242,672.45***	***39,267.55***
Treatment and Disposal:					
Rents	1,040,850.00	1,040,850.00	85,795.00	1,024,463.00	16,387.00
Supplies & Expense	13,200.00	16,000.00	275.51	9,832.94	6,167.06
Operation Labor	6,500.00	6,500.00	972.08	6,459.27	40.73
Total	***1,060,550.00***	***1,063,350.00***	***87,042.59***	***1,040,755.21***	***22,594.79***
Billing and Collecting and Accounting:					
Billing, Collecting, and Accounting	20,916.00	20,916.00	1,756.50	19,601.68	1,314.32
Labor	130,500.00	130,500.00	12,078.54	123,461.98	7,038.02
Total	***151,416.00***	***151,416.00***	***13,835.04***	***143,063.66***	***8,352.34***
Administrative and General					
Administrative and General Salaries	221,300.00	221,300.00	20,559.74	209,085.30	12,214.70
General Officer Salaries	8,050.00	8,050.00	1,650.00	6,650.00	1,400.00
Expense of General Officers	3,300.00	3,300.00	0.00	1,820.51	1,479.49
General Office Suppliers and Expense	79,000.00	79,000.00	5,797.92	77,495.55	1,504.45
Admin. and General Insurance	48,812.00	48,812.00	12,203.00	48,812.00	0.00
Injuries and Damages/Workers Comp	16,596.00	16,596.00	975.00	14,365.00	2,231.00
Employee Insurance	60,300.00	60,300.00	4,607.79	54,829.21	5,470.79
Pension and FICA Tax Expense	86,778.45	86,778.45	6,006.56	81,021.14	5,757.31
Miscellaneous General Expense	41,400.00	41,400.00	9,917.19	35,381.18	6,018.82
Maintenance of General Property	4,615.00	4,615.00	340.00	4,060.00	555.00
Bad Debt	15,000.00	15,000.00	0.00	9,827.27	5,172.73
Transportation	24,550.00	24,550.00	3,851.26	24,168.11	381.89
Rent Expense	94,363.00	94,363.00	7,871.78	93,887.68	475.32
Special Expense	162,578.40	162,578.40	2,353.18	133,498.31	29,080.09
Total	***866,642.85***	***866,642.85***	***76,133.42***	***794,901.26***	***71,741.59***
Total Operation and Maintenance	***2,387,873.85***	***2,390,673.85***	***206,490.98***	***2,239,547.40***	***151,126.45***
Debt Service Expense	454,623.00	454,623.00	37,574.50	450,894.00	3,729.00
Note Payable	56,376.00	56,376.00	4,697.65	56,371.60	4.40
Total Debt Service	***510,999.00***	***510,999.00***	***42,272.15***	***507,265.60***	***3,733.40***
Renewal and Replacement Fund	76,618.65	76,618.65	6,060.55	74,745.55	1,873.10
Reserve per SB 234	0.00	0.00	0.00	83,875.84	(83,875.84)
Total Renewal and Replacement Func	***76,618.65***	***76,618.65***	***6,060.55***	***158,621.39***	***(82,002.74)***
Total Cash Requirement	***2,975,491.50***	***2,978,291.50***	***254,823.68***	***2,905,434.39***	***72,857.11***

Jefferson County Public Service District
FY 2017-2018 Budget -12 month

Revenue Estimate:

	Total Budget	Budget	June Total	Year to Date	Difference
Operating Revenue	2,967,818.43	2,967,818.43	232,467.88	2,913,321.92	54,496.51
Non-Operating Revenue	96,927.57	96,927.57	8,560.67	100,151.21	(3,223.64)
Total Revenue	***3,064,746.00***	***3,064,746.00***	***241,028.55***	***3,013,473.13***	***51,272.87***

Cash Flow:

Available Cash:			
Operating Revenues	2,913,321.92		
Other Income	100,151.21		
Total Available Cash		3,013,473.13	
Cash Requirements:			
Operating Expenses	2,239,547.40		
Total Cash Requirements		2,239,547.40	
Cash Available for Debt Service (A)			773,925.73
Debt Service Requirements:			
Total Debt Service Requirements ($42,976 x 12 month) (B)			515,712.00
Remaining Cash Surplus (Deficit) to fund Renewal and Replacement fund, SB 234 and bank loan payments (A-B)			258,213.73
Renewal and Replacement Account and SB 234 (Bond and Legislative Requirements			158,621.39
Note payable, (truck and other large acquisitions)			56,371.60
Remaining Cash Surplus (Deficit)			***43,220.74***
Percent Coverage (A)(B)			***150%***

***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:

Contract Services	**24,841.44**
Special Services (Engineering)	**4,507.50**
Accounting Services	**36,295.71**
Legal Expense	**67,853.66**
	$ 133,498.31

Jefferson County Public Service
Sewer
Revenue & Expense June 30, 2018

	June 2018	YTD
Revenues		
1-00-0-3190 Interest Income	306.30	3,389.48
1-00-0-3191 Revenue - Sinking & Other	0.00	4,868.68
1-00-0-3192 Reconnect & Disconnect Fee	580.00	3,660.00
1-00-0-3601 Unmetered Residential Sales	11,812.08	143,053.88
1-00-0-3611 Metered Residential Sales	146,635.41	1,823,714.82
1-00-0-3612 Metered Commercial Sales	49,357.86	608,028.02
1-00-0-3613 Metered Industrial Sales	3,998.78	54,689.81
1-00-0-3614 Metered Public Authorities	13,665.40	188,628.15
1-00-0-3616 Metered Residential Sales - Deerfield	2,976.20	37,897.01
1-00-0-3617 Metered Commercial Sales - Deerfield	40.65	203.86
1-00-0-3700 Penalties	3,981.50	57,106.37
1-00-0-3950 Capital Contribution	0.00	250.00
1-00-0-3962 Income from Bad Debts Recovered	314.87	1,177.18
1-00-0-3990 Miscellaneous Revenues	3,908.50	45,393.87
1-00-0-3991 Misc nonoperating income	3,451.00	41,412.00
Total Revenues	**241,028.55**	**3,013,473.13**
Expenses		
Collecting System		
1-10-0-5030 CS - Operation Labor	950.65	14,868.21
1-10-0-5040 CS - FICA Taxes	36.89	1,169.78
1-10-0-5050 CS - Group Insurance	69.18	1,399.03
1-10-0-5060 CS - Retirement	53.06	1,707.78
1-10-0-6150 CS - M&R Service Connection	0.00	975.54
1-10-0-6160 CS - M&R Collect & Trans. Mains	0.00	1,171.70
1-10-0-7410 CS - Materials & Supplies	28.15	374.58
1-10-0-9900 CS - Miscellaneous & General	0.00	47.18
Total Collecting System	**1,137.93**	**21,713.80**
Deerfield Collecting System		
1-11-0-5030 CS- Deerfield Operation Labor	47.22	717.61
1-11-0-5040 CS-Deerfield FICA Tax	3.61	54.89
1-11-0-5050 CS- Deerfield Group Insurance	6.15	47.53
1-11-0-5060 CS- Deerfield Retirement	5.19	78.92
Total Deerfield Collecting System	**62.17**	**898.95**
Ranson Collecting System		
Total Ranson Collecting System	**0.00**	**0.00**

Jefferson County Public Service
Sewer
Revenue & Expense June 30, 2018

	June 2018	YTD
Pumping System		
1-20-0-5030 PS - Operation Labor	9,390.84	65,095.22
1-20-0-5040 PS - FICA Taxes	560.25	5,005.95
1-20-0-5050 PS - Group Insurance	837.50	5,013.72
1-20-0-5060 PS - Retirement	805.58	7,263.82
1-20-0-6110 PS - Telephone Expense	593.00	7,112.37
1-20-0-6130 PS - Power - Electric	4,410.75	41,296.99
1-20-0-6131 PS - Power - Gas	82.35	4,165.09
1-20-0-6150 PS - M&R Bldgs & Grounds	846.90	10,531.14
1-20-0-6160 PS - M&R Equipment	560.00	30,092.83
1-20-0-7410 PS - Materials & Supplies	9,795.79	50,456.79
1-20-0-9900 PS - Miscellaneous & General	0.00	16.90
Total Pumping System	**27,882.96**	**226,050.82**
Deerfield Pumping System		
1-21-0-5030 PS-Deerfield Operation Labor	179.47	1,039.88
1-21-0-5040 PS-Deerfield FICA Taxes	8.53	77.80
1-21-0-5050 PS- Deerfield Group Insurance	0.00	0.00
1-21-0-5060 PS- Deerfield Retirement	12.27	112.73
1-21-0-5070 PS-Deerfield Workers Compensation	0.00	0.00
1-21-0-6110 PS- Deerfield Telephone Expense	287.86	1,885.29
1-21-0-6130 PS-Deerfield-Power-Electric	562.80	3,342.69
1-21-0-6131 PS-Deerfield Power- Gas	0.00	0.00
1-21-0-6150 M&R Bldgs & Grounds - Deerfield	0.00	8,694.67
1-21-0-7410 PS- Deerfield Supplies Expense	45.12	2,873.41
Total Deerfield Pumping System	**1,096.05**	**18,026.47**
Sewer Treatment Plant		
1-30-0-6190 STP - Rents	85,795.00	1,024,463.00
Total Sewer Treatment Plant	**85,795.00**	**1,024,463.00**
Deerfield Sewer Treatment Plant		
1-31-0-5030 STP-Deerfield Treatment Plant	972.08	6,459.27
1-31-0-5040 STP- Deerfield FICA	52.46	481.96
1-31-0-5050 STP-Deerfield Group Insurance	91.95	373.03
1-31-0-5060 STP- Deerfield Retirement	75.42	697.61
1-31-0-6130 STP-Deerfield Treatment Electric	32.00	874.09
1-31-0-6160 STP- Deerfield Plant M&R Equipment	0.00	5,817.50
1-31-0-7410 STP- Deerfield Materials & Supplies	243.51	3,141.35
Total Deerfield Sewer Treatment Plant	**1,467.42**	**17,844.81**

Jefferson County Public Service
Sewer
Revenue & Expense June 30, 2018

	June 2018	YTD
Customer Accounts		
1-50-0-5030 CA - Billing, Collecting & Accounting	8,880.34	73,353.91
1-50-0-5032 CA - Accounting	3,084.44	47,986.09
1-50-0-5040 CA - FICA Taxes	558.58	8,961.54
1-50-0-5050 CA - Group Insurance	1,273.01	14,116.65
1-50-0-5060 CA - Retirement	830.73	13,635.68
Total Customer Accounts	**14,627.10**	**158,053.87**
Deerfield Customer Accounts		
1-51-0-5030 CA- Deerfield Billing	0.00	11.17
1-51-0-5040 CA- Deerfield Fica Taxes	0.00	0.86
1-51-0-5060 CA- Deerfield Retirement	0.00	1.24
Total Deerfield Customer Accounts	**0.00**	**13.27**
Meter Reading		
Total Meter Reading	**0.00**	**0.00**
General & Administrative		
1-70-0-5030 G&A - Salaries & Wages	11,362.04	136,793.19
1-70-0-5031 G&A - Board Member Compensation	1,650.00	6,650.00
1-70-0-5032 G&A - Annual Leave	3,376.57	30,875.94
1-70-0-5033 G&A - Sick Pay	2,651.44	20,282.87
1-70-0-5034 G&A - Holiday Pay	3,169.69	21,133.30
1-70-0-5040 G&A - FICA Taxes	1,106.81	15,658.70
1-70-0-5050 G&A - Group Insurance - Employees	2,205.80	32,749.94
1-70-0-5060 G&A - Retirement	1,671.54	22,716.64
1-70-0-5070 G&A - Workers Compensation	975.00	14,365.00
1-70-0-6110 G&A - Telephone Expense	748.24	7,675.31
1-70-0-6130 G&A - Power - Electric	312.96	4,546.55
1-70-0-6131 G&A - Power - Gas	2,468.08	18,798.58
1-70-0-6145 G&A - Training	115.00	554.00
1-70-0-6150 G&A - M&R Bldgs & Grounds	340.00	4,060.00
1-70-0-6170 G&A - M&R Autos & Trucks	1,383.18	5,369.53
1-70-0-6180 Postage	1,756.50	19,601.68
1-70-0-6190 G&A - Rents	7,538.18	89,799.48
1-70-0-6220 G&A - Dues & Regulatory Fees	9,600.35	20,291.04
1-70-0-6240 G&A - Board Member Expense	0.00	1,820.51
1-70-0-6260 G&A - Insurance	12,203.00	48,812.00
1-70-0-6270 G&A - Property Tax	333.60	4,088.20
1-70-0-6300 G&A - Contract Services	2,353.18	24,841.44
1-70-0-6301 G&A - Special Services	0.00	4,507.50
1-70-0-6310 G&A - Accounting Services	0.00	36,295.71

Jefferson County Public Service
Sewer
Revenue & Expense June 30, 2018

	June 2018	YTD
1-70-0-6320 G&A - Legal Services	0.00	67,853.66
1-70-0-6400 G&A - Interest Expense	76.90	911.18
1-70-0-6401 G&A - Interest on Long Term Debt	12,267.34	146,135.81
1-70-0-6402 G&A - Amort. - Debt Disc & Exp	5,114.50	61,374.00
1-70-0-6403 G&A - Depreciation Expense	34,021.22	408,254.64
1-70-0-7410 G&A - Materials & Supplies (Office Expenses)	4,736.72	65,273.69
1-70-0-9900 G&A - Miscellaneous & General	124.94	13,624.96
1-70-0-9950 G&A - Bill/Coll - Bad Debts	0.00	9,827.27
Total General & Administrative	**123,662.78**	**1,365,542.32**
Deerfield General & Administrative		
Total Deerfield General & Administrative	**0.00**	**0.00**
Cavaland Supply Payroll		
1-90-1-5030 CS - Operation Labor	722.20	6,854.17
1-90-1-5040 CS - FICA Taxes	37.99	520.78
1-90-1-5050 CS - Group Insurance	55.14	447.75
1-90-1-5060 CS - Retirement	54.63	757.33
Total Cavaland Supply Payroll	**869.96**	**8,580.03**
Cavaland Dstrb System Payroll		
1-90-2-5030 CDS - Operation Labor	0.00	823.73
1-90-2-5040 CDS - FICA Taxes	0.00	63.02
1-90-2-5050 CDS - Group Insurance	0.00	53.41
1-90-2-5060 CDS - Retirement	0.00	90.82
Total Cavaland Dstrb System Payroll	**0.00**	**1,030.98**
Cavaland Billing Payroll		
1-90-3-5030 CB - Operation Labor	40.63	1,021.18
1-90-3-5040 CB - FICA Taxes	0.00	74.99
1-90-3-5050 CB - Group Insurance	0.00	43.25
1-90-3-5060 CB - Retirement	0.00	109.23
Total Cavaland Billing Payroll	**40.63**	**1,248.65**
Glen Haven Supply		
1-90-4-5030 GHS - Operation Labor	756.07	6,957.10
1-90-4-5040 GHS - FICA Taxes	40.26	531.53
1-90-4-5050 GHS - Group Insurance	62.60	477.03
1-90-4-5060 GHS - Retirement	57.91	772.37
Total Glen Haven Supply	**916.84**	**8,738.03**
Glen Haven Dstrb System Payroll		

Jefferson County Public Service
Sewer
Revenue & Expense June 30, 2018

	June 2018	YTD
1-90-5-5030 GHDS - Operation Labor	220.76	1,434.18
1-90-5-5040 GHDS - FICA Taxes	14.30	107.15
1-90-5-5050 GHDS - Group Insurance	6.46	40.59
1-90-5-5060 GHDS - Retirement	20.55	154.31
Total Glen Haven Dstrb System Payroll	**262.07**	**1,736.23**
Glen Haven Billing Payroll		
1-90-6-5030 GHB - Operation Labor	73.13	1,089.63
1-90-6-5040 GHB - FICA Taxes	0.00	86.82
1-90-6-5050 GHB - Group Insurance	0.00	67.28
1-90-6-5060 GHB - Retirement	0.00	126.89
Total Glen Haven Billing Payroll	**73.13**	**1,370.62**
Cavaland Accounting		
Total Cavaland Accounting	**0.00**	**0.00**
Glen Haven Accounting		
Total Glen Haven Accounting	**0.00**	**0.00**
Total Expenditures	**257,894.04**	**2,855,311.85**
Net Revenue & Expenses	**(16,865.49)**	**158,161.28**

Jefferson County
Public Service District
Balance Sheet
June 30, 2018

ASSETS

Cash	
Operating Cash	212,089.46
Cash Drawer	200.00
Petty Cash	500.00
Cash - 2015 CIF Account	478,453.10
Cash - New WWTP CIF-CAF	152,632.21
Cash - Renewal & Replacement	146,581.20
Cash - Customer Security Deposits	181,235.58
Cash - Online Customer Payments	12,610.46
Cash - Sewer SB-234 Reserve Fund	263,807.56
Sinking Fund - 88B Revenue	11,087.60
Sinking Fund - 88B Reserve	10,931.83
Sinking Fund - 98B Revenue	29,985.70
Sinking Fund - 98B Reserve	15,206.35
Sinking Fund - 99A Revenue	6,255.34
Sinking Fund - 99A Reserve	12,624.51
Sinking Fund - 00A Revenue	18,207.23
Sinking Fund - 00A Reserve	38,534.17
Sinking Fund - 2008A Reserve	66,902.27
Sinking Fund - 2008A Revenue	24,153.26
Sinking Fund- 2010A Revenue	121,663.82
Sinking Fund- 2010A Reserve	154,007.77
Sinking Fund- 2013A Sewer Revenue	139,652.07
Sinking Fund- 2013A Sewer Reserve	146,144.74
Total Cash	**2,243,466.23**
Accounts Receivable	
A/R - Customer	84,957.07
Allowance for Doubtful Accounts	(10,000.00)
A/R - Other	12,481.90
Due To/From Other Utilities	5,041.96
Total Accounts Receivable	**92,480.93**

Jefferson County
Public Service District
Balance Sheet
June 30, 2018

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	19,852,673.27
Construction in Progress	0.00
Preliminary Surveys	898,361.90
Accumulated Depreciation	(7,532,128.24)
Total Fixed Assets	**13,218,906.93**
Other Assets	
Office Lease Deposit	5,781.80
Prepayment-Insurance	12,514.00
Def Loss on Bond Refinancing	199,016.01
Unamortized Bond Issue Costs	210,117.02
Total Other Assets	**427,428.83**
TOTAL ASSETS	**16,241,016.22**
LIABILITIES	
Accounts Payable	
A/P - Trade	154,809.36
Advances for Construction-CIF	5,635.00
Accrued Interest	73,899.67
Customer Deposits Payable	171,987.83
Accrued- Salaries, Taxes & Expenses	16,618.84
Accrued Vacation	16,184.69
Revenue Bonds & Notes Payable	6,040,895.43
OPEB Liability	203,524.04
Total Accounts Payable	**6,683,554.86**
Contributed Capital	

Jefferson County
Public Service District
Balance Sheet
June 30, 2018

Contrib In Aid of Constr.	10,023,920.19
CIAC-Governors Grant	240,000.00
Total Contributed Capital	**10,263,920.19**
TOTAL LIABILITIES	**16,947,475.05**
RETAINED EARNINGS	
Net Rev & Exp, Current Year	158,161.28
Retained Earnings Prior Year	(864,620.11)
TOTAL RETAINED EARNINGS	**(706,458.83)**
TOTAL LIABILITIES & RETAINED EARNINGS	**16,241,016.22**

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Revenue & Recommended Payment-August 7, 2018

Ending Balance from July 9, 2018 board meeting (per books)	$	47,183.82
Checking Account Balance August 7, 2018	$	199,080.98
System Fees		
Glen Haven & Cavaland		1,607.27
Transfers		
Transfer from Sewer Security Deposit Account	$	6,896.36
Transfer from Renewal & Replacement Account	$	1,563.42
Total Other Funds		
Total Funds Available	**$**	**209,148.03**

Recommended Approval		**$ 167,706.07**
Remaining Balance	$	41,441.96

Expenses Pay To:	Total	Recommended Approval	
Bank of Charles Town	4,697.65	4,697.65	
Charles Town Utility Board	81,742.00	81,742.00	*
Dept. of Tax & Revenue	1,437.96	1,437.96	
PEIA	4,102.60	4,102.60	*
Petty Cash	10.03	10.03	
RAI Group	333.60	333.60	
RAI Group	5211.82	5,211.82	*
Renewal & Replacement	6,295.73	6,295.73	*
Retiree Health Benefit Trust Fund	1,464.00	1,464.00	
WV Municipal Bond	38,831.39	38,831.39	
WV Public Retirement Board	4,945.00	4,945.00	
Aflac	86.40	86.40	
Amerigas	62.31	62.31	
Amerigas	99.00	99.00	
Amerigas	126.00	126.00	
Arden Equipment Repair	188.38	188.38	
Apparatus Repair & Engineering	1,563.42	1,563.42	*
Ashley, Tara	550.00	550.00	
BB&T Bankcard Corporation	1,061.58	1,061.58	
Charles Town Utility Board	1,059.75	1,059.75	
Cox Hollida & Professionals	879.00	879.00	
Crystal Springs	34.71	34.71	
Evoqua Water Technologies, Inc.	260.00	260.00	
Evoqua Water Technologies, Inc.	300.00	300.00	
Forshee, Roger	550.00	550.00	

Frontier	144.19	144.19	
Guys Buick & Pontiac	85.28	85.28	
Home Depot	44.68	44.68	
Milliron, Todd	550.00	550.00	
Miss Utility	75.70	75.70	
NAPA Auto Parts	132.78	132.78	
Nelco	1,213.50	1,213.50	
Omnisite	593.00	593.00	
Potomac Edison	14.02	14.02	
Potomac Edison	70.68	70.68	
Potomac Edison	124.51	124.51	
Potomac Edison	392.98	392.98	
Potomac Edison	4,529.47	4,529.47	*
Records Management Solutions	218.60	218.60	
Sheetz Advantage Card	1,487.04	1,487.04	
Sprint	412.77	412.77	
Staples	433.23	433.23	
Tammy Wilt	375.00	375.00	
The Journal	58.34	58.34	
Thomassen Auto Group	14.77	14.77	
Toshiba Financial Services	350.00	350.00	
United Concordia Companies, Inc	493.20	493.20	
	$ 167,706.07	**$ 167,706.07**	

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

Water System Expenses

Revenue & Recommended Payments-August 7, 2018

Ending Balance from July 9, 2018 (per books)	$	(3,806.43)
Checking Account Balance August 7, 2018		8,605.81
Transfers		
Transfer from Water Security Deposit Account	$	91.97
Total Funds Available	**$**	**8,697.78**
Recommended Approval	**$**	**8,248.63**

		Due		Recommended
NEW BILLS				
PSD Labor approved at prev. meetings (not paid)		4,465.03		1,500.00 *
Jefferson County PSD Labor		1,607.27		1,607.27 *
SB 234		650.54		650.54
Renewal & Replacement		228.00		228.00
WV Municipal Bond		3,462.55		3,462.55
Amerigas		99.00		99.00
Amerigas		184.04		184.04
BB&T Bankcard Corporation		89.92		89.92
Frontier		86.35		86.35
Frontier		86.35		86.35
Potomac Edison		99.13		99.13
Potomac Edison		155.48		155.48
WV DHHR				
Total New Bills	$	11,213.66	$	8,248.63
New Balance Forward	$	(2,515.88)	$	449.15

MEMORANDUM

Re: Approve transfers

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Action:

Approve transfer of $6,896.36 from the New Sewer Security Deposit account to the Sewer Operating account for 72 security deposit refunds.

Approve transfer of $91.97 from the Water Security Deposit account to the Water Operating account for 1 security deposit refunds.

Approve transfer of $1,563.42 from the Renewal & Replacement account to the Sewer Operating account for new PLC at pump station 4-4.

MEMORANDUM

Re: Update on Sewer Transmission Project 16-0616

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: Ashley Stottlemyer, Office Administrator

Background:
Treasurer, Todd Milliron requested this agenda item. The Board voted to put this approved PSC project on an indefinite hold at the December 7, 2017 special board meeting.

Action:
Staff is not aware of any action at this time.

MEMORANDUM

Re: Update on JCPSD transition to City of Charles Town
- Discuss offering an Employee Assistance Program to District employees
- Discuss employee options for transition

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Background:
The General Manager, April Shultz, and Office Administrator, Ashley Stottlemyer, met again with Jane Arnett, Utility Manager at Charles Town Utility Board (CTUB), and Kristen Stolipher, Assistant Utility Manager, regarding the organizational structure and employee concerns.

Last month Chairman, Roger Forshee found a program offered by Magellan Healthcare that could provide employees (and families) assistance with a variety of issues or concerns in both their professional or personal lives. Currently CTUB does not offer a program similar to this for their employees.

Also expressed last month was the consideration for the Board to offer severance packages to employees not interested in the merge to CTUB.

Action:
The Board may take action to move forward with the Magellan Healthcare proposal and to also consider offering severance packages to employees of the District.

MEMORANDUM

Re: Update on status of current legal cases

To: Jefferson County PSD Board Members & Professionals

Date: August 3, 2018

Preparers: April Shultz, General Manager

Background:

Consolidated cases 17-0195-PSWD-PC (Dissolution Case) & 18-0006-PSD-C (Complaint Case):
The Public Service Commission issued a final order last month granting its consent for the District to enter into a Purchase Agreement with the City of Charles Town subject to any required bondholder approval, approving the petition by the Jefferson County Commission to dissolve the District, and dismiss the formal complaint.

Since that time the intervenors in that case filed a petition with the WV Supreme Court to appeal the final order. District legal counsel, Mrs. Susan Riggs, will work with the Jefferson County Commission and Charles Town on a response.

Action:
No action at this time.

GENERAL MANAGER'S REPORT
for Occurrences During July, 2018
For August, 2018 Board Meeting

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

Glen Haven & Cavaland Water Systems:
Last Month: Staff has had no major issues at either system this month.

This Month: Staff has had no major issues at either system this month.

Pump Stations and Collection System:

Last Month:
Marcum Pump & Equipment completed the work at pump station 3-6. Staff has had no issues with the upgrades/repairs at this station.

The Board should decide on the next steps regarding a capacity analysis of the system.

Staff provided the Board with the scope of work for pump station 4-2. The Board should decide if they wish to move forward with upgrading/repairing that station. Mr. Freeze has started getting quotes to reline the wetwell and repairs/upgrades for 4-2.

This Month:
Mr. Freeze has started getting quotes to reline the wetwell and repairs/upgrades for 4-2. He has received 2 quotes to do the repairs/upgrades and 1 to reline the wetwell. These will be discussed earlier in the meeting.

Staff has also recognized that both pumps at pump station 3-9 need to be replaced as the original ones are wearing down. Staff received a quote from Marcum Pump to replace them with Keen pumps rather than Flygt pumps for about $22,000 for both. Currently Pump B is out of service and we are now having problems with Pump A so a Godwin Pump has been placed at this station to keep it in service. Staff has ordered the new pumps.

Deerfield Sewage System:
Last Month:
Staff continues to have issues at this plant.

This Month:
Staff received a quote from Snyder Environmental for replacing the 2" piping at the plant since they initially installed the system. They will work on a time & materials basis; with a full crew and one day for each pump vault at a rate of $350.00 / hour.

Classes & Meetings of Interest:
This Month:
Classes: None this month.

Meetings: Mrs. Stottlemyer and I met with Jane Arnett and Kristen Stolipher from Charles Town Utility Board to discuss the organizational structure and employee concerns.

Vehicles & Equipment:

This Month:

No issues this month.

Other issues:

Consolidation with Charles Town:

This month:

The PSC issued an order dissolving the District on June 26th, but the intervenors in that case filed an appeal with the WV Supreme Court. District legal counsel, Mrs. Riggs, will work with the Jefferson County Commission and Charles Town on a response.

Development/New Customer Information:

This Month:

Shenandoah Junction Public Sewer, Inc. has requested sewer service for Shenandoah Junction. They requested that Shenandoah Junction Public Sewer be authorized to connect to the existing 6" force main on Route 20 in Shenandoah Junction. Also mentioned in their request was they would take care of the associated expense of the engineering, permitting, and construction of the force mains. Staff is preparing a response to this request.

Accounting Update:

This month:

Staff worked with Yount, Hyde and Barbour on their initial site visit at the District's office on July 9th and 10th. I have been sending them various documents/reports throughout the month and will continue into next month. They have not yet scheduled their next site visit.

Employee Update:

This month:

Staff has continued doing a great job at keeping the operations running smoothly while I'm away. I will return from maternity leave on August 13th.

Inflow & Infiltration Update:

This month:

Staff informed Charles Town once again of the inflow and infiltration coming in at pump station 4-4 and suggested they look into this.

Senate Bill 234 – Water:

This Month:

As of 8/7/2018, the SB 234 account for water is fully funded.

Next Regular Board meeting will be on Monday, September 10, 2018 @ 7:00 pm at our office.

Operation Managers Report
July 2018

Pump Stations:

7/9 Took the Godwin pump from pump station 4-5 and took it to pump station 3-9. Connected the Godwin to the force main and pump the wet well down. Run times dropped back down. I contacted Marcum Pump and Equipment for pricing on replacement pumps.

7/25 P.S.4-5, Pulled pump "B" cleaned out rags and put back in.

Collection System:

7/2 Flushed the air release valves.

7/18 37 cut offs for Charles Town.

7/11 32 Crawford Drive called in a sewer back up. We inspected out clean outs and found no back up. Office contacted the homeowners.

7/19 11 cut offs for JUI.

Grease traps inspections:

6/13 Completed grease trap inspection for 4 Schools and 20 Commercial grease traps.

Water Systems:

7/19 4 Cut offs at Glen Haven and 1 cut off at Cavaland.

7/19 Collected the Quarterly Nitrate sampling at Cavaland.

Inspections:

7/9 Briar Run Lots # 392, 393, 394, 395, 396, 397.

7/16 Beallair Lot # 125.

7/20 Briar Run Lots # 364, 365, 366, 367.

Equipment:

7/9 Had the new mower serviced at Arden Tractor.

Technology Report for July 2018

Travis Markley

Engineering:

Performed site inspections for Briar Run Phase VI, Briar Run has completed the sanitary installation.

Prepared documentation of easement acquisitions of pump stations, water systems and Deerfield treatment plant at the request of Charles Town.

Reviewed engineering plans for Norborne Glebe Phase 7, 8 and 14A. Engineering approval letter was drafted and mailed to Greenway Engineering.

Received the WVDOH road opening permit for Chris Dimon to proceed with the lateral tap needed for one residential unit on his private property.

Met with Todd Milliron regarding concerns about the Flowing Springs wastewater improvement project, Harvest Hills subdivision, and Shenandoah Junction.

Received an email from Greenway Engineering regarding Phase 6 at Norborne Glebe. Requested to receive plans for Phase 6 to perform an engineering review prior to going out to bid for construction.

I&I:

Inspected manhole 37 in Walnut Grove

GIS:

Assisted field staff with multiple Miss Utility Calls.

Prepared an exhibit showing the northern route 9 system in relation to the Berkeley County line.

Billing Department Information

Information is based off of data gathered from the July billing reports for June 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	1142	1395
Number of Pastdue Customers	686	
Number of Customers Terminated	11	32
Total Amount Billed	$228,597.35	
Total Amount Collected	$226,313.36	

Water Sales

	Glen Haven	Cavaland
Gallons Sold	265,010	126,470
Number of Customers Billed	75	42
Number of Customers Terminated	3	
Total Amount Billed	$8,746.22	
Total Amount Collected	$8,064.21	

JCPSD Commitment and Request Information
as of 7/31/18

Commitment Requests as of 7/31/18	Request Balance	EDUs Issued	Date Given	Lot No.
Beallair (Lots 1-3, 9-49)	0	44	12/16/2005	1-3, 9-49
Beallair (Lots 50-304, poolhouse, store, clubhouse)	189			
		1	4/25/2013	83
		1	5/3/2013	82
		4	6/19/2013	79, 85, 86, 89
		1	11/19/2013	97
		2	12/12/2013	81, 87
		1	1/17/2014	96
		1	2/28/2014	98
		1	4/18/2014	99
		1	5/1/2014	101
		1	6/25/2014	90
		2	8/1/2014	95, 100
		1	10/27/2014	77
		1	1/7/2015	102
		1	1/27/2015	91
		2	5/1/2015	94, 110
		1	5/4/2015	120
		1	6/23/2015	88
		1	7/10/2015	115
		3	1/11/2016	92, 109, 111
		1	6/13/2016	103
		1	7/27/2016	84
		3	9/16/2016	105, 112, 93
		1	10/14/2016	119
		1	1/10/2017	132
		1	1/27/2017	126
		1	1/31/2017	113
		1	3/30/2017	127
		1	4/14/2017	131
		1	5/8/2017	76
		1	5/24/2017	80
		2	5/30/2017	114, 128
		4	9/8/2017	50, 51, 52, 53
		1	9/21/2017	133
(CAFs)		18	11/6/2017	68-75, 116-118, 121-125, 129-130
Burr Park Lot 22	0	1	12/14/2005	22
Holiday Inn	0	64	12/21/2005	
Burr Park Lot 23	0	1	5/30/2017	23
County Green (Lots 37-73, 119, 124, 130-131)	3**	38	12/23/2005	37-73, 119
Breckenridge Lot 64	0	1	3/27/2006	64
Burr Park Lot 44D (DMV)	0	5.5	1/6/2006	44D
Cambridge (Lot 74-75, 87-90, 111-114, 134-143)	12	1	10/31/2006	111
		5	6/24/2010	75, 87, 89, 90, 112
**5 Cambridge Lots Refunded	5	0		75, 87, 89, 90, 112
		1	8/22/2013	75
		2	9/17/2013	138, 139
		1	6/12/2014	76
		1	4/3/2017	143
		1	9/29/2017	100
		1	11/21/2017	112
Rockwells Moving & Storage (Lot 1&2)	2			
Jefferson County Board of Education	88			
R&L Inc. Burr Lot 1B	0	1	7/6/2006	1B
Turf II- New Motel	120			
First Charles Town Group, Inc. (Badger Bldg)	0	2	2/21/2008	
Harris & Owens (Restaurant)	42			
Arcadia (NB lots 1-13)	1	1	2/28/2006	8
		1	3/3/2006	2
		1	3/10/2006	3
		1	3/24/2006	7
		1	3/31/2006	1
		1	5/12/2006	6
		1	5/22/2006	9
		1	5/26/2006	10
		1	6/19/2006	4
		1	9/24/2007	5
		1	11/19/2012	12
		1	11/27/2012	11
Arcadia (NB lots 46-49)	0	1	3/6/2017	46
		1	3/21/2017	47
		1	4/14/2107	49
		1	8/15/2017	
Arcadia (NB lots 65-250)	7	10	1/13/2006	65-74
		1	9/6/2006	76
		1	9/8/2006	86
		1	11/3/2006	84
		1	12/19/2006	77
		1	5/18/2007	89
		2	10/27/2011	97,98
		5	5/22/2012	82, 83, 92, 93,94
		1	8/22/2012	81
		3	9/24/2012	85, 87, 88
		3	10/5/2012	13, 78, 100
		3	10/31/2012	80, 95, 141
		2	11/19/2012	74, 79
		1	12/18/2012	103
		1	12/7/2012	104
		2	1/11/2013	158, 159
		3	2/20/2013	101,107,153
		3	3/4/2013	96, 108, 142
		2	3/15/2013	140, 147
		1	3/22/2013	110
		4	4/3/2013	143, 150, 151, 152
		5	4/12/2013	102, 109, 154, 155, 156
		2	4/26/2013	105, 175
		2	5/10/2013	106, 149
		3	6/3/2013	90, 99, 174
		2	6/7/2013	139, 160

JCPSD Commitment and Request Information
as of 7/31/18

			Commitment Requests as of 7/31/18	Request Balance	EDUs Issued	Date Given	Lot No.
					1	6/14/2013	146
					3	6/24/2013	114, 137, 161
					1	7/17/2013	138
					1	7/18/2013	112
					2	7/31/2013	145, 148
					1	8/30/2013	91
					2	11/6/2013	113, 162
					1	11/12/2013	111
					1	12/12/2013	166
					3	1/28/2014	179, 180, 181
					2	3/21/2014	119, 163
					2	3/24/2014	118, 165
					1	3/26/2014	121
					1	4/4/2014	135
					3	4/8/2014	115, 116, 133
					1	4/16/2014	117
					1	6/4/2014	134
					2	6/16/2014	125, 136
					1	6/25/2014	188
					1	6/30/2014	177
					2	7/15/2014	124, 164
					1	8/7/2014	218
					2	8/5/2014	205, 218
					1	8/27/2014	178
					2	9/29/2014	123, 210
					1	11/20/2014	211
					2	2/4/2015	182, 186
					1	3/13/2015	122
					4	4/1/2015	176, 208, 184, 212
					1	5/6/2015	206
					1	5/7/2015	172
					4	5/26/2015	120, 157, 203, 207
					1	5/29/2015	220
					1	7/13/2015	216
					1	8/20/2015	213
					2	10/27/2015	204, 209
					1	1/11/2016	214
					2	1/29/2016	132, 173
					2	3/2/2016	189, 190
					2	3/15/2016	129, 200
					1	5/26/2016	246
					1	6/23/2016	187
					2	9/1/2016	131, 193
					2	9/19/2016	183, 185
					1	9/20/2016	215
					3	9/30/2016	130, 219, 229
					1	11/14/2016	199
					1	12/2/2016	197
					3	12/13/2016	230, 235, 244
					5	1/3/2017	126,127,128,232,241
					1	2/14/2017	223
					2	2/23/2017	202, 231
					3	3/9/2017	167, 171, 201
					1	3/21/2017	242
					2	3/30/2017	170, 228
					2	4/14/2017	222, 226
					3	4/21/2017	192, 194, 240
					1	5/9/2017	239
					2	5/24/2017	198, 233
					2	6/16/2017	196, 243
					2	7/13/2017	195, 224
					1	8/4/2017	234
					3	9/26/2017	221, 225, 227
					4	10/13/2017	168, 191, 236,245
					3	12/7/2017	169, 237, 238
			Acradia (HH lots 28-50)	23			
			Jefferson X-ing II Phase II	0	25	1/20/2006	Applebees
					18	9/12/2007	8
					11	3/31/2008	2 (Carwash)
					22	7/12/2008	1A (IHOP)
			Jefferson X-ing II Phase III	0			
					57.64	10/16/2010	Hampton Inn
					99	3/26/2015	Jefferson Apartments
			Breckenridge (Lot 67)	0	1	1/13/2006	67
			Spruce Hill North (Lots 1-119)	0	25	2/1/2006	1-16, 41-49
					1	10/16/2006	18
					1	1/11/2007	17
					1	1/18/2007	31
					1	1/23/2007	32
					1	4/4/2007	19
					1	4/24/2007	20
					1	5/14/2007	22
					1	5/14/2007	39
					1	6/13/2007	35
					1	6/26/2007	21
					1	7/6/2007	39
					1	9/20/2007	23
					1	12/6/2007	28
					1	2/22/2008	50
					1	11/25/2008	38
					1	1/15/2009	117
					2	5/13/2009	51, 114
					2	7/15/2009	27, 37
					1	9/3/2009	34
					1	12/3/2009	40
					1	1/22/2010	55
					1	3/25/2010	53
					2	4/2/2010	33, 58
					1	4/16/2010	24
					1	5/21/2010	118
					1	6/11/2010	59
					1	11/19/2010	26
					1	12/13/2010	92
					1	1/7/2011	25
					1	2/14/2011	29
					1	5/6/2011	104
					2	7/1/2011	93,96

JCPSD Commitment and Request Information
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			Commitment Requests as of 7/31/18	Request Balance	EDUs Issued	Date Given	Lot No.
					2	9/2/2011	94,116
					1	9/28/2011	52
					3	11/10/2011	30, 97, 103
					1	1/27/2012	95
					2	2/13/2012	61, 102
					1	2/28/2012	60
					1	4/4/2012	99
					1	4/12/2012	54
					1	4/12/2012	115
					1	4/23/2012	56
					1	6/8/2012	100
					1	7/11/2012	98
					1	7/27/2012	62
					2	9/14/2012	77,78
					1	10/26/2012	65
					1	12/7/2012	74
					1	1/11/2013	57
					2	2/15/2013	67,73
					2	2/25/2013	76,119
					2	3/15/2013	66, 69
					3	4/8/2013	72, 86, 87
					2	4/19/2013	64, 91
					2	5/10/2013	79, 84
					1	6/21/2013	85
					2	6/28/2013	88, 80
					1	8/7/2013	83
					2	8/16/2013	68, 82
					1	8/23/2013	144
					1	8/22/2013	70
					2	9/26/2013	89, 90
					1	12/3/2013	71
					1	2/7/2014	113
					1	2/27/2014	105
					2	3/18/2014	75, 107
					1	3/26/2014	106
					1	5/15/2014	101
					1	6/13/2014	81
					1	7/16/2014	112
					1	10/3/2014	67
					1	2/20/2015	108
					2	3/27/2015	110, 111
					1	6/25/2015	109
			Briar Run VI (Lots 277-391)	71	8	5/1/2007	277-284
					8	7/5/2007	285-292
					8	2/16/2010	293-300
					7	9/9/2010	349-355
					8	10/2/2013	356-363
					4	4/13/2018	364-367
			Briar Run VI Community Bldg	8			
			Briar Run VI Pool House	4			
			Roger Mattei Mobile Home Park	0	3	6/15/2007	15-17
			Briar Run VI (Lots 392-409)	6	6	4/13/2018	392-397
					6	5/9/2018	398-403
			Burns Street/Hostler (Lot 7-8)	0	1	3/15/2006	7,8
			Briar Run VI Commercial	15			
			Daniels Forest (Lots 1-192)	192			
			Stonecrest (Forest View) (Lots 1-225)	225			
			Euclid Ave./JP Builders, LLC (Lot 10)	0	1	10/4/2006	10
			Walnut Grove (Sterling)	0	1	1/23/2006	
			Jones/Walnut Grove (Lot 26)	0	1	2/8/2006	26
			Crossroads Church	10			
			Burr Park Lot 44A	0	3	11/2/2006	44A
			Burr Park Lot 44B	0	10	12/19/2006	44B
			Burr Park Lot 42A	5			42A
			Burr Park Lot 42B	5			42B
			Burr Park Lot 42C	5			42C
			Mr. Jenkins (Edward R. Jones Subd. Lots B & C by Greenfield)	0	1	9/21/2006	B & C
			Mr. Mazaris (8837 Charles Town Rd)	1			
			Burr Lot 24	0	1	2/12/2009	24
			422 Burns Street (Roper)	0	1	3/21/2007	11,12
			420 Burns Street (Roper)	0	1	4/2/2007	12,13
			Beallair Mansion	0	1	6/5/2007	480
			Beallair Studio	0	1	6/5/2007	494
			Clems Drive (Kathleen Modolo)	0	1	6/29/2007	8
			Ranson (Resolution 6/22/07)	0	150	6/22/2007	Resolution
			Burr Park Lot 43B-2	0	2	4/10/2008	43B2
			Burns Street (Mark Roper 6,205,207,213,215,229,231,237, 239,241,243,247)	0	12	8/23/2007	
			Jefferson County Development Authority	0	134	12/1/2007	CAA
			Ranson Self Storage	0	1	1/10/2008	
			Security Hills/Walnut Grove (Thomas Silger)	0	1	9/29/2008	20
			Flowing Acres Road (Ricky French, Jr.)	0	1	10/29/2008	1
			Reimburse 150 EDU's from Ranson per Sue 3/13/09	150	0		Resolution
			Board of Education (New Elementary School)	0	17	11/20/2009	
			Apple Valley Waste Services (Burr Park)	0	1	10/29/2010	21
			Reimburse 134 EDU's from JCDA 10/3/2011	134	0	10/3/2011	
			Burr Business Park Lot 42 (Mark Cerasi-Sur Loc)	0	1	2/7/2012	42
			Burr Business Park Lot 8 (ARC-FD, Coast Guard)	0	23	8/22/2013	8
			Burr Industrial Park Lot 18A-2	0	1	4/9/2014	18A-2
			Burr Industrial Park Lot 29 (Kubic Enterprises)	0	1	7/7/2014	29
			Raymond L Johnson (85 Belvedere Dr Unit 2)	1	0		
			Roy Smoot (Lot 1 Euclid Ave)	0	1	8/7/2015	1
			Benjamin Dilworth (0 Iris Way)	0	1	8/19/2015	11-C
			Burr Industrial Park Lot 40 (McGee Civil Construction)	0	1	8/25/2015	40
			Marcus Homes LLC (Lot 2 Euclid Ave)	0	1	11/2/2015	2
			CD DG Charles Town, LLC (Dollar General)	0	1	2/3/2016	
			Burr Industrial Park Lot 41 (Kubic Construction)	0	1	3/10/2016	
			Burr Industrial Park Lot 11 (Kublic Construction)	0	1	5/18/2016	

JCPSD Commitment and Request Information
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			Commitment Requests as of 7/31/18	Request Balance	EDUs Issued	Date Given	Lot No.
			Jefferon Crossing - Homes 2 Suites Hotel (Uniwest)	0	40		
			Apple Valley Waste Services (Burr Park) Lot 2&3	0	8	7/20/2016	
			Euclid Ave./PD Propst Enterprise, LLC (Lot 23)	0	1	7/22/2016	
			Lutman Properties (Jefferson Ave Lot 4)	0	1	12/20/2016	
			Lutman Properties (Jefferson Ave Lot 6)	0	1	12/20/2016	
			Aspen Greens Phase 1 (Lots 1-20)	7	2	4/26/2017	17, 18
					1	8/22/2017	14
					1	10/26/2017	16
					1	11/2/2017	15
					1	11/9/2017	19
					1	1/26/2018	10
					2	2/20/2018	11, 12
					2	3/7/2018	7, 13
					1	5/4/2018	4
					1	6/13/2018	9
			Doug Quigley - Greenfield	0	1	11/30/2017	23
			Jefferson Crossing II Apartments Ph 2 (4th building)	0	24	3/9/2018	1C-1D
			JCDA - Burr Business Park (Tema)	0	4	6/26/2018	19, 20, 21
			Total EDU Requests	**2396.14**			
			Total EDUs Issued	**1310.14**			
			***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.				

Impact Fees Collected for July 2018

AgreementIFC SignatureDate	Process Number	LandUseType	ApplicantLastName	ApplicantFirstName	PropOwnerLastName	PropOwnerFirstName	Subdivision	Lot Number	TaxDistrict	Tax Map	Tax Parcel	Exemption Requested
02-Jul-18	1800175	Duplex	Bario	Joanne	Bario	Joanne	Sage Place	15	10 Shepherdstown Corp	3B	10	0
02-Jul-18	1800176	Duplex	LaMarre	Jacques	LaMarre	Jacques	Sage Place	16	10 Shepherdstown Corp	3B	16	0
02-Jul-18	1800177	Single Family	Collis	Joseph	Collis	Joseph	Deerfield Village	36	09 Shepherdstown	14B	36	0
02-Jul-18	1800178	Single Family	Tracey Crim	T.Lane Homes, LLC	Tracey Crim	T.Lane Homes, LLC			08 Ranson Corp	1	33	0
02-Jul-18	1800179	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	21	10 Shepherdstown Corp	3B	21	0
02-Jul-18	1800180	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	22	10 Shepherdstown Corp	3B	22	0
02-Jul-18	1800181	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	23	10 Shepherdstown Corp	3B	23	0
02-Jul-18	1800182	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	24	10 Shepherdstown Corp	3B	24	0
02-Jul-18	1800183	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	25	10 Shepherdstown Corp	3B	25	0
02-Jul-18	1800184	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	26	10 Shepherdstown Corp	3B	26	0
02-Jul-18	1800185	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	30	10 Shepherdstown Corp	3B	30	0
02-Jul-18	1800186	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	31	10 Shepherdstown Corp	3B	31	0
02-Jul-18	1800187	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	36	10 Shepherdstown Corp	3B	36	0
02-Jul-18	1800188	Duplex		Shepherdstown East Development, LLC		Shepherdstown East Development, LLC	Shepherd Village	37	10 Shepherdstown Corp	3B	37	0
06-Jul-18	1800189	Single Family	David Lutman	JC 2017	David Lutman	JC 2017	Glascock Minor	1	06 Kabletown	21	6.2	0
10-Jul-18	1800190	Single Family	Wormald, Jr.	Robert	Wormald, Jr.	Robert	Beallair	116	04 Harpers Ferry	10A	116	0
13-Jul-18	1800191	Single Family	Eddy	Neal	Eddy	Neal	Shannondale	63-64	02 Charles Town	23L	25-26	0
16-Jul-18	1800192	Single Family		Bristo Springs Custom Homes, LLC	Wren	Robert and Ann	Springs at Shepherdstown	11	09 Shepherdstown	7D	11	0
16-Jul-18	1800193	Single Family		K Hovnanian Homes		K Hovnanian Homes	Shenandoah Springs	17D	08 Ranson Corp	8D	17D	0
18-Jul-18	1800194	Single Family	Michael Sowers	Slonakers Custom Paving	Michael Sowers	Slonakers Custom Paving			07 Middleway	3	15	0
18-Jul-18	1800195	Single Family	Steve Crites	DBA Extreme Builders	Leiter	Samuel			09 Shepherdstown	3	6.14	0
19-Jul-18	1800196	Single Family	Shipley	Gary & Michelle	Shipley	Gary & Michelle	Collins Minor	2	09 Shepherdstown	18	19.13	0