Jefferson County
Public Service District

Regular Board Meeting Agenda
Monday, July 9, 2018
JCPSD Office 7:00PM

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

Call to Order:
- Roll call
- Approval of the agenda
- Public Comments
- JCPSD Employee Comments

Old Business:
- Review minutes of the May 16 special board meeting
- Review minutes of the June 4 regular board meeting
- Discuss the District's financial status of paying bills
- Discuss update on pump station repairs, upgrades and related costs/funding options
    - Discuss scope of work for pump station 4-2
    - Update on pump station capacity analysis
- Discuss and possibly approve an attorney for general legal services
- Discuss and approve revisions to the emergency response plans

New Business:
- Discuss and approve an office building lease for the District
    - Discuss and possibly approve an alternative storage option
- Discuss offering an Employee Assistance Program to District employees
- Discuss the new amphitheater at Sam Michael's Park
- Discuss any expenses over budget for the year
- Consider Fiscal Year 2018 sewer budget revision
- Approve monthly disbursements
- Approve transfer of $5,597.10 from the New Sewer Security Deposit account to the Sewer Operating account for 53 security deposit refunds
- Approve transfer of $374.92 from the Water Security Deposit account to the Water Operating account for 4 security deposit refunds
- Approve transfer of $24,221.00 from the Renewal & Replacement account to the Sewer Operating account for repair/upgrades to pump station 3-6
- Approve transfer of $802.31 from the Renewal & Replacement account to the Sewer Operating account for transducer at pump station 4-3
- Approve transfer of $1419.00 from the Water Renewal & Replacement account to the Water Operating account for new well pump at Glen Haven water system
- Update on JCPSD transition to City of Charles Town
- 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
        - Burr Park inflow & infiltration update
        - Pump station 4-4 inflow & infiltration update
        - CTUB evaluation update
    - 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 office space/lease for the District
- Discuss consolidated cases Jefferson County Commission PSC Case No. 17-0915-PSWD-PC & Complaint Case PSC Case No. 18-0006-PSD-C

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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
    - 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

June Billing:

Public Service District: Sewer (Metered)

- Residential – 2448 Customers
    - June 2017 – 2359 Customers
- Commercial – 170 Customers
    - June 2017 – 163 Customers
- Public Authority – 11 Customers
    - June 2017 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
    - June 2017 – 7 Customers
- EDU's – 12,778,720 Gallons Billed in April (4500 avg gal/customer/mo) = 2840 EDU's
- 1 New Homes in June (1 EDU's)
- 1 New Commercial in June (4 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 74 Customers, (158 Units)
- Commercial – 0 Customers, (0 Units)

Public Service District: Water

- Glen Haven – 74 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 – 51 (23 residential, 28 commercial)

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

- 2017 – 18 (18 residential)

Next Meeting:

- Monday, August 6, 2018 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville