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

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- 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