# Jefferson County Public Service District

**Regular Board Meeting Agenda**
**Monday, September 10, 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 July 31 special board meeting
- Review minutes of the August 7 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:**
- Conduct annual evaluation of the General Manager
- Discuss and possible action on sewer service request from Shenandoah Junction Public Sewer
- Discuss customer feedback from July 31, 2018 Special Meeting regarding Title 150 Sewer Rules
- Discuss retaining an engineer for a capacity analysis
- Review and execute the addendum to the Yount, Hyde, & Barbour auditing engagement letter dated August 10 2018
- Discuss the District's Sanitary Sewer Specifications and Standards
- Discuss onsite inspections policy and process
- Discuss grease trap inspection policy and process
- Discuss topics for the next newsletter edition
- Discuss the District's status on the 16-0616 Project
- Update on JCPSD transition to City of Charles Town
    - Update on billing system transfer to Charles Town
    - Discuss staffing
- 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
        - Update on financial audit
        - Update on PSC training
    - Other staff reports
        - Operations Manager report
        - Engineering/Technology report
        - Billing Department report
- Discuss monthly correspondence
- Discuss any expenses over budget for the year
- Approve monthly disbursements
- Approve transfer of $5,530.51 from the New Sewer Security Deposit account to the Sewer Operating account for 51 security deposit refunds
- Approve transfer of $114.24 from the Water Security Deposit account to the Water Operating account for 2 security deposit refunds
- Approve transfer of $1508.96 from the Renewal & Replacement account to the Sewer Operating account for upgrade/repair to pump station 3-6
- Approve transfer of $6158.20 from the Renewal & Replacement account to the Sewer Operating account for new pump at pump station 4-4
- Approve transfer of $1600.42 from the Renewal & Replacement account to the Sewer Operating account for pump repair and capacitors at pump station 4-4
- Public comments

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September 10, 2018
PSD Agenda

**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
- Conduct annual evaluation of the General Manager

**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

**August Billing:**

Public Service District: Sewer (Metered)

- Residential – 2487 Customers
    - August 2017 – 2368 Customers
- Commercial – 158 Customers
    - August 2017 – 160 Customers
- Public Authority – 11 Customers
    - August 2017 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
    - August 2017 – 7 Customers
- EDU's – 13,576,820 Gallons Billed in June (4500 avg gal/customer/mo) = 3017 EDU's
- 1 New Homes in August (1 EDU's)
- 0 New Commercial in August (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers, (118 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 – 54 (26 residential, 28 commercial)

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

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

**Next Meeting:**

- Wednesday, October 3, 2018 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville