Revised
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 legal opinion regarding use of public funds
- 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

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

Jefferson County Public Service District
Special Board Meeting
May 16, 2018

The special meeting of the Jefferson County Public Service District was held from 12:00PM – 2:00PM on Wednesday, May 16, 2018 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Secretary, Tara Ashley (speakerphone); Treasurer, Todd Milliron; General Manager, April Shultz; Operations Manager, Joseph Freeze; Engineering Technician, Travis Markley; and Jefferson County Commission liaison, Josh Compton (speakerphone).

CALL TO ORDER
Chairman Roger Forshee called the meeting to order at 12:00PM.

Approval of agenda
The agenda was approved unanimously.

Action: **Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the agenda as presented. Unanimously approved.**

Discuss the employee and management concerns raised at the regularly scheduled meeting on May 7, 2018

Mr. Forshee stated that at the May 7th regular board meeting the General Manager expressed several non-specific concerns. The Board decided to hold this special meeting to understand these concerns.

The Board discussed the process they should follow since the PSD attorney was recently elected to be a judge. Ms. Ashley mentioned that the PSC could possibly provide us with advice. Ms. Ashley expressed that this meeting would be more of an awareness process with no actions as the employee concerns are generally handled by the General Manager. Mr. Milliron was concerned with the allegations of attacks as brought up by Mrs. Shultz at the last board meeting and would like this to be further expanded upon.

Mrs. Shultz stated that a couple of employees prepared comments/statements for today's meeting. She also stated that she will allow the staff to present any concerns to the Board during the employee comment slot on the Agenda. Mrs. Shultz expressed that she hoped the employees would not be negatively impacted for voicing their concerns. Ms. Ashley conformed there will be no retaliation on employees for making their concerns known. The Board agreed and Mr. Forshee reminded everyone based on the General Managers non-specific comments at the May 7th meeting, the Board called this special meeting a few days later so that they could understand the concerns referenced at the regular meeting.

District employee, Travis Markley, District Engineering Technician, began reading a prepared statement in which he questioned the Board's use of time and allocation of resources after listening to the May 7th regular meeting and seeing the General Manager emotionally distraught at her desk a few days after the meeting. Mr. Forshee interrupted him to remind him that the purpose of this special meeting was to discuss the non-specific concerns which occurred on or before the May 7th regular meeting as stated on the special meeting agenda so he was not permitted to finish reading his comments.

Ms. Ashley expressed her confusion of Mr. Forshee's interruption as the Board just requested staff to voice their concerns. Mr. Forshee stated that the Board had to follow the published and approved special meeting agenda, however, Mr. Markley was invited to read his statement at the next regular board meeting during the Employee Comments agenda item. Mr. Markley stated he felt as if he was being silenced so chose to sit down. Mr. Forshee asked Mr. Markley if he had any concerns that were known on or before the May 7, 2018 regular meeting, and Mr. Markley stated no more questions.

Joe Freeze, District Operations Manager, and Amanda Roberson, District Billing Clerk, both chose to save their employee comments for the next meeting.

Mr. Forshee asked Mrs. Shultz to speak to the other concerns that were mentioned in her General Manager's report last month such as her statement about the Boards inability to move forward, micromanaging, and how employees are looking for alternative employment. Mrs. Shultz stated that she expressed her concerns during last meeting and felt the Board continues to attack staff in its' decisions rather than moving forward and focusing on consolidation. She also stated the Board should be worried about more broad topics rather than office operations.

Mr. Milliron expressed that if there have been attacks by the Board on staff then this critical issue needs to be addressed.

Mrs. Shultz stated that she has felt personally attacked by the Board. Mrs. Roberson added that staff has felt attacked indirectly when daily operations and office supplies are being questioned and micromanaged. She stated that employees have been more than compliant and understanding with all that has been going on. Mr. Forshee asked Mrs. Roberson to provide the Board with specific examples of such attacks and she replied that Mr. Markley tried to explain, but he was not allowed to share those concerns. She preferred to not discuss specific attacks at this time.

Mr. Freeze also made the comment that he has witnessed the General Manager very upset regarding emails from Mr. Forshee which upsets staff. He said the General Manager does not need to be micromanaged. He also stated that many of the Facebook postings attacking the District and its operations are an attack on employees. Mr. Forshee asked Mr. Freeze if he has felt attacked by the Board and Mr. Freeze stated that he believed the Board has allowed half-truths to be said and has not stood up to correct them. Mr. Forshee stated that the Board does not have the authority to tell a private person what they can and cannot say, but that was one of the reasons he started his Facebook page.

Mr. Freeze was concerned about the Charles Town consolidation and job security and the long gap of the unknown. This is part of a reason employees are looking for other employment. Mr. Forshee responded that the Board has done their best at providing consolidation updates at the regular meetings and expressed the importance of having an attorney to continue those updates. Ms. Ashley stated that staff is critical to the operations of the District and the prospects of moving over to Charles Town are good, but obviously cannot guarantee that.

Ms. Ashley expressed her concerns over Mr. Forshee micromanaging staff including examples such as giving an agenda line by line to post, several emails back and forth a week, and worrying about customer support. She stated the Board does not need to worry about the daily operations or small monthly budget items, but to trust the General Manager and allow for the Board to provide general oversight not management. Mr. Forshee then asked Ms. Ashley if the Board should have any say in the agenda. Ms. Ashley replied she did not see the correlation, however, acknowledged the right of the Board to set an agenda.

Ms. Ashley stated the Board does not need to be the interface between the office staff and public.

Mr. Forshee suggested Mrs. Shultz have regular staff meetings to keep staff up to date and discuss concerns. Mrs. Shultz stated she has weekly meetings with the maintenance staff and talks with all staff daily. Ms. Ashley stated for staff to continue to come to the Board with their concerns so they can try to address their issues.

Mrs. Roberson expressed her concern that no Board member has made any attempts to arrange a meeting to speak with all staff about the new Board transition or consolidation. She did not think it was appropriate to arrange a meeting during working hours to discuss employee concerns.

Mr. Forshee stated that he previously mentioned at some earlier meeting compensating employees to attend meetings after normal working hours if they wanted to talk with the Board. Mr. Forshee also stated

that he had tried to arrange a meeting during the holidays, but due to ethical concerns and the inability to have more than one Board member in attendance without it being considered a meeting, which required an agenda and inviting the public, he chose not to pursue.

Mrs. Roberson also commented that the Board could have facilitated a meeting with Charles Town. Mr. Forshee replied that the Board have requested the General Manager facilitate meetings between CTUB and the District staff.

Mr. Milliron stated that he met with Mr. Freeze in January to visit all of the pump stations as well as Mrs. Shultz and staff in December. Ms. Ashley reminded staff that they can attend monthly Board meetings.

Action: No action required by the Board.

Discuss the catastrophic or emergency plan to maintain operations of both sewer and water systems in the advent of a staff shortage

The District currently has an emergency response plan that provides guidance in an event of an emergency, but Mr. Forshee expressed his concerns that the Job Actions section which includes strikes, walkouts, etc. could use improvement. Mrs. Shultz stated the Board should focus on mending the relationship with staff rather and to prevent walkouts or staff leaving for alternative employment. Mr. Compton agreed with Mrs. Shultz. Mr. Forshee expressed concerns that if four out of nine employees are looking for other employment then the District needs to mitigate these potential hazards with an updated plan. He suggested possibly working with surrounding utilities on a mutual agreement to offer assistance in time of needs. Mr. Pete Kubic, member of the Charles Town Utility Board, stated that the City of Charles Town could offer assistance if needed.

Mr. Forshee stated that he would like to work through the challenges today in a structured environment then having to wait to the middle of an emergency. He expressed that these documents are put together based on the unfortunate experience others have had to witness and learned from those lessons. He stated this plan could be enhanced with more specific language.

Ms. Ashley commented that this plan is another example of the Board micromanaging staff and to allow Mrs. Shultz to deal with the employees, but Mr. Forshee disagreed. Mr. Milliron stated that after reviewing the plan he thought it was acceptable and if there were a walkout the District would have to reach out to surrounding utilities for assistance. Mr. Milliron suggested going into executive session due to the fact that issues being brought up are not being handled appropriately because of the tension.

Action: Motion made by Mr. Milliron and seconded by Mr. Forshee to go into executive session to address any items identified above, then the Board will have a five minute discussion before allowing staff to come before the Board and explain their grievances, and then move on with the above items. If there are no employee comments then the Board will come out of executive session.

Mrs. Shultz stated that she will not be participating in executive session and did not believe her staff would be either as they would like to explain their grievances in public session. Ms. Ashley stated that she would rather move on with the agenda and go into executive session at the end of the meeting.

Motion was approved 2-1. Ms. Ashley voted against the motion.

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

Mrs. Shultz left the meeting and did not return. She stated she was not feeling well.

Mr. Forshee expressed concerns about the Emergency Response Plan. He mentioned the plan was vague and lacked detail. For example, the plan should describe in detail actions that should be taken in

the event of a staff shortage/walkout, such as a possible Memorandum of Understanding or a similar agreement with the surrounding utilities.

Action: No action required by the Board.

Discuss the catastrophic or emergency plan to maintain administrative operations in the advent of a staff shortage

This item was discussed in the above item.

Action: No action required by the Board.

With the election of David Hammer discuss options for Legal Counsel

With the loss of Mr. Hammer as the Districts legal counsel, Mr. Forshee questioned whether the District could use the Jefferson County Commissions attorney given they support the consolidation. He also suggested staff begin soliciting in the local newspapers for legal counsel for day-to-day operations as well as adding it to next month's agenda. Commissioner Compton suggested asking Charles Town's attorney, Hoy Shingleton, and the Jefferson County Commissions attorney, Will Rohrbaugh for any referrals of an attorney.

Action: Motion made by Mr. Forshee and seconded by Ms. Ashley to put out a Request for Proposals for legal services to the Journal and the Spirit of Jefferson. Unanimously approved.

After receiving cost estimates, discuss the decision to advertise in the Washington Post and other outreach options

Mr. Forshee discussed that staff received a quote from the Washington Post to advertise the Request for Proposal for an auditor which came in at $3200. Mr. Milliron reached out to several firms and Mr. Forshee published the Request for Proposal on the WV Bid Network website. The Board decided due to the excessive cost, to not post in the Washington Post as motioned to do so at the last meeting.

Action: Motion made by Mr. Forshee and seconded by Mr. Milliron to withdraw the motion to post in the Washington Post due to excessive costs. Unanimously approved.

Discuss the use of public funds and request for opinion

Mr. Forshee stated that he wanted to clarify a May 9th email he had sent out to Mrs. Shultz and the Board regarding the purchase of a water cooler, candy, and coffee. He expressed that while the expenses may be acceptable and were approved by the Board, moving forward he would like to ask the Ethics Commission for an opinion if the District is in compliance with the rules and procedures. Mr. Forshee stated his intent was to question the totality of the expenses as the Board did approve the previous expenses, but moving forward he would like to get a verification for use of public funds. He has already submitted his concern to the West Virginia Ethics Commission and they replied as not having an opinion for this specific situation. They 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. Mr. Forshee has sent this request to the County Prosecutor, Matt Harvey, and waiting for an opinion.

Commissioner Compton stated that if the Board chooses to remove the water cooler he was more than happy to provide the cooler himself.

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

There being no further business at this time, the meeting was adjourned at 2:00PM.

The next regular meeting is scheduled for Monday, June 4, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

Tara D. Ashley
Secretary

Todd M. Milliron
Treasurer

Jefferson County Public Service District
Regular Board Meeting
June 4, 2018

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, June 4, 2018 in the meeting room at the District's office in Kearneysville. Those in attendance included: Chairman, Roger Forshee; Treasurer, Todd Milliron; Secretary, Tara Ashley; General Manager, April Shultz (speakerphone); Office Administrator, Ashley Stottlemyer; Operations Manager, Joseph Freeze; and County Commission liaison, Commissioner Josh Compton.

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

Approval of agenda
Action: **Motion made by Mr. Forshee and seconded by Ms. Ashley to approve the agenda as presented with the modification to table the approval of the May 16th meeting minutes. Unanimously approved.**

Public Comments
None.

Employee Comments
None.

OLD BUSINESS

Review minutes of May 7 regular board meeting
Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to accept the May 7, 2018 regular board meeting minutes as presented. Unanimously approved.**

Review minutes of May 16 regular board meeting
This item was tabled until next month.
Action: **No action required by the Board.**

Discuss the District's financial status (status of paying bills)
Mrs. Stottlemyer stated the District will have enough to pay the June disbursements for sewer, but will need to collect $4500 to cover the previous disbursements for water.
Action: **No action required by the Board.**

Discuss and approve a financial auditor for a 1 year contract
The District received three proposals from accounting firms, Cox Hollida Young of Martinsburg, WV; Yount, Hyde & Barbour of Winchester, VA; and Huber, Michaels & Company of Cumberland, MD. Mrs. Shultz stated the Board may choose one or two firms depending on whether they would prefer one to prepare the audit and one to prepare annual reports or one firm to prepare both. Explained in their proposal, Cox Hollida Young's fee would not exceed $31,500 for the audit and $4,950 to prepare the annual reports. Yount, Hyde & Barbour's fee for the audit was listed at $22,000 and $5,000 for the annual reports. Huber, Michaels & Company's fee to prepare both was $34,000.

Mrs. Shultz stated that if the Board preferred having the audit and annual reports prepared separately than she recommended using both of the local firms. Mr. Forshee agreed with Mrs. Shultz. Ms. Ashley stated she would recommend either of the two local firms as well. Mr. Milliron was in favor of using Yount, Hyde & Barbour since they were the cheapest of the three. He suggested one perform the audit and one perform the annual reports unless one firm would not do unless they were to prepare both, then have that firm prepare both. Ms. Ashley was

concerned that separating the tasks would duplicate the work, but Mrs. Shultz confirmed using two firms would be acceptable.

Mr. Forshee had concerns with the Yount, Hyde & Barbour proposal and whether the preparation of the annual reports included just assistance with preparing the report or preparing and submitting the report since it was not clear in their proposal. Staff will clarify this for the Board. Mrs. Shultz preferred the firm prepare and submit the annual report to the Public Service Commission.

Action: **Motion made by Mr. Forshee and seconded by Ms. Ashley to accept the bid from Yount, Hyde & Barbour in the amount not to exceed $27,000 to prepare the audit and associated reports pending clarification with assisting with the Public Service Commission reports. Unanimously approved.**

Discuss pump station upgrades and related costs

Mr. Freeze updated the Board on the upgrades/repairs at pump station 3-6. Marcum Pump has begun the work and should be finished later this week. Mr. Freeze would like the Board to begin discussions for repairing/upgrading pump station 4-2 after 3-6 is complete. This pump station will require replacement of everything in the wetwell, rails, relining, and possibly new pumps. Mr. Freeze has 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. Mr. Milliron suggested Mr. Freeze draft a scope of work and Request for Proposals for next month.

Mr. Compton asked if these pump stations have exceeded their useful life and if they were to be eliminated with the sewer transmission project. Mr. Freeze stated these pump stations would have been upgraded with the project.

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to direct staff to prepare for next month a draft comprehensive list of repairs/upgrades for pump station 4-2 and draft a Request for Proposal summarizing that comprehensive list to be published in the newspaper. Unanimously approved.**

With all the rain recently, Mr. Forshee questioned a manhole inspection in Burr Park as explained under the I&I section of the Technology Report in the packet. Mr. Freeze explained that after performing manhole inspections in Burr, the District's engineering technician, Travis Markley, found substantial inflow and infiltration in a manhole in that area. Mr. Freeze stated that Jefferson Utilities has two wells that are backwashing into the District's system which are not currently metered. Mrs. Shultz stated that she and Mr. Markley will be contacting Jefferson Utilities to discuss this further. The Board added this topic to the agenda for next month. Mr. Forshee recused himself from this discussion.

NEW BUSINESS

Presentation from Charles Town Utility Board to provide District staff information on possible consolidation efforts/timing and an overview of the transition to the CTUB system

Jane Arnett, Kristen Stolipher, Pete Kubic, and Kevin Tester from the Charles Town Utility Board (CTUB) were in the audience to provide information for District staff on the possible consolidation. Ms. Arnett provided a handout to the Board and staff giving an update on the asset acquisition. She expressed the importance and value of all current District staff and that each will have a job at CTUB. Mr. Kubic stated the consolidation will be a positive change for the employees. Mrs. Arnett also provided a copy of their policies and procedures for staff.

Mrs. Stolipher informed the Board that CTUB is working on a due diligence report of the Districts overall system to be presented to Charles Town City Council at their June 18th work session and will provide a copy to the District soon after. Ms. Arnett commented that Mr. Freeze is on track with rehabbing the pump stations as CTUB is in the process of doing the same to their own stations.

Mr. Forshee questioned whether job shadowing between the two utilities is possible. Ms. Arnett replied that CTUB hasn't thought about that option and didn't believe it was to that point in the consolidation process yet. She stated that CTUB is limiting itself and cautious about spending money until the intervenor status has been resolved in the pending consolidation case at the PSC.

Mr. Forshee also raised his concern about the transferring of the employees' sick leave and wanted to make sure this was included in the consolidation. Ms. Arnett stated she would confirm employee sick leave time would transfer to CTUB.

Mrs. Stolipher explained that CTUB has been working with the developers who intervened in the consolidation case on the new Roxul line project which will include a cost savings. She would like all parties involved to continue to work together.

Action: No action required by the Board.

Discuss a possible agreement with local utilities for emergency situations

At the May special meeting, the Board discussed the District's Emergency Response Plan, specifically Mr. Forshee's concerns with the Job Actions section that includes strikes, walkouts, etc. He thought this section could use improvement and requested staff prepare ideas regarding a possible agreement with surrounding utilities in staffing emergency situations. The District is currently a member of the West Virginia WARN (Water/Wastewater Agency Response Network) and entered into a mutual aid and assistance agreement when first joined several years ago. Mr. Milliron explained that he understood the WV WARN program to be a "call down list" of utilities in times of need whether it involve borrowing of equipment, services, or staff.

Mr. Forshee explained that if nearly half of the District's employees are looking for employment elsewhere then the section of the emergency response plan dealing with employees leaving could be enhanced to be better prepared. Mr. Forshee suggested the plan highlight WV Warn and include both state emergency and local utility contacts so anyone who reads it is clear of the expectations in emergency situations.

Commissioner Compton suggested the Board work on mending relationships with the staff to prevent them from leaving rather than preparing for them to leave, but did not have a problem with expanding detail in the specific section of the plan as described by Mr. Forshee. Mrs. Shultz agreed with Commissioner Compton and stated that coverage has never been a problem with staff handling unforeseen circumstances. After further discussions, the Board and Commissioner Compton understood the value of a current Emergency Response Plan.

Action Motion made by Mr. Forshee and seconded by Ms. Ashley to direct staff to revise the Job Actions section of the emergency response plan no later than the August meeting. Unanimously approved.

Ms. Ashley suggested possibly providing a comment box for employees to voice their concerns while remaining anonymous and not having to fear retaliation. Mr. Forshee commented that the General Manager can bring the employees concerns to the Board if necessary and mentioned there is also an employee comment item on the agenda each month. Mr. Forshee suggested having Mrs. Shultz and Mrs. Stottlemyer discuss this with staff at their next staff meeting and discuss with a lawyer once the District hires one.

Receive project update from Charles Town Utility Board

This item was discussed in the above discussions with Charles Town.

Action: No action required by the Board.

Discuss and possibly approve an attorney for general legal services

The District published a Request for Proposals in the local papers for an attorney to provide general legal services. It is also published on the District's website and staff will publish on the West Virginia bid network website. Mr. Milliron stated he has reached out to several attorneys and requested staff do the same. Staff reached out to both Charles Town and Jefferson County Commission's legal counsel for referrals. The District has not received any proposals yet.

Mr. Milliron stated the Board may need to hire two separate attorneys, one for the consolidation case and the other to handle day-to-day business. Mr. Forshee reached out to Mrs. Milliron in the audience and suggested she reach out to any lawyers she knew that would possibly be interested. She suggested possibly contacting John Faircloth out of Martinsburg, WV.

Action: No action required by the Board.

Discuss tax exempt purchases & processes
Mr. Forshee requested this item. He questioned if all the District's purchases are tax exempt, which Mrs. Shultz confirmed they were. She stated that tax exempt forms are supplied to the District's vendors. Mr. Forshee requested she verify that all purchases are in fact tax exempt.

Action: No action required by the Board.

Discuss meeting invitation to County Commissioner Patricia Noland
Mr. Milliron requested staff invite Commissioner Patricia Noland to this Board meeting to confirm her accusations towards the Board she made in a Facebook post on her sewer watch page. Commissioner Noland declined the invitation. Mr. Forshee wanted to make it known that she was invited, but she declined. He wanted to give her the opportunity to talk to the Board and see what actions could be done to make things better.

Ms. Ashley stated that the back and forth on Facebook and staff's time addressing people's private Facebook pages is a misuse of time. She explained this was unnecessary and a waste of staff's time because we cannot control what other people post on social media sites. Ms. Ashley stated that Commissioner Noland knows when the meetings are scheduled and can come and address the Board at any time.

Mr. Milliron explained his response to her post as if Commissioner Noland had attended the meeting. He stated that in her post she claimed that several employees had left since the new Board and then later clarified since last summer only two employees had left the District. At that time, Mr. Milliron had took that information as being factual since it was coming from a County official. He thought staff had all left over night and as a Board member he immediately began thinking of the next steps to take for the operation of the District. He explained he had contacted Mrs. Shultz the next day and she clarified that was not the case. Mr. Milliron stated that is all he wanted to address with Commission Noland at tonight's meeting.

Action: No action required by the Board.

Discuss the timeline goals for preparation of meeting minutes
Mr. Forshee requested this item. Staff prepares the draft minutes and provides the draft to the Board for their review one to two weeks before the next meeting for approval. Mr. Forshee stated that he did not receive the minutes until a couple days prior to the meeting and requested more time to review if possible.

Mrs. Shultz stated this month was a rare occurrence since Mrs. Stottlemyer was out of town for the May special meeting and when she returned the General Manager was on maternity leave so timing and catching up with work became an issue last month.

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.

Approve monthly disbursements
Mrs. Shultz stated that staff has double payed a couple of the disbursements this month to avoid late fees.

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve disbursements for Public Service District sewer expenses in the amount of $208,040.46. 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 $7,513.91. Unanimously approved.

Approve transfer of $2,949.97 from the New Sewer Security Deposit account to the Sewer Operating account for 26 security deposit refunds

Action: Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $2,949.97 from the New Sewer Security Deposit account to the Sewer Operating account for 26 security deposit refunds. Unanimously approved.

Approve transfer of $1,269.52 from Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $1,269.52 from the Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant. Unanimously approved.**

Approve transfer of $1,400.70 from Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $1,400.70 from the Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant. Unanimously approved.**

Approve transfer of $1,269.52 from Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $1,269.52 from the Renewal & Replacement account to the Sewer Operating account for one new pump for Deerfield plant. Unanimously approved.**

Approve transfer of $6,158.20 from Renewal & Replacement account to the Sewer Operating account for new pump for pump station 2-13

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $6,158.20 from the Renewal & Replacement account to the Sewer Operating account for new pump for pump station 2-13. Unanimously approved.**

Approve transfer of $4,781.28 from Renewal & Replacement account to the Sewer Operating account for pump repair for pump station 3-8

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $4,781.28 from the Renewal & Replacement account to the Sewer Operating account for pump station 3-8. Unanimously approved.**

Approve transfer of $1,874.48 from Renewal & Replacement account to the Sewer Operating account for check valve for pump station 3-6

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $1,874.48 from the Renewal & Replacement account to the Sewer Operating account for check valve for pump station 3-6. Unanimously approved.**

Approve transfer of $3,600.00 from Renewal & Replacement account to the Sewer Operating account for pump repair for pump station 4-3

Action: **Motion made by Mr. Milliron and seconded by Ms. Ashley to approve transfer of $3,600.00 from the Renewal & Replacement account to the Sewer Operating account for pump repair for pump station 4-3. Unanimously approved.**

Mr. Forshee had several questions regarding the billing information listed on the District's website, specifically about the statement date on the bills. Mrs. Shultz will update that section of the website to clarify his concerns.

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–There have been no further updates in this case.

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

General Manager's Report

In the General Manager's report this month, Mrs. Shultz informed the Board that staff will be sending out the annual drinking water quality report for 2017.

She also discussed the increased inflow and infiltration that occurs at pump station 4-4 during heavy rains which seem to be coming from Charles Town. She has brought this to Charles Town's attention in the past, but will

discuss with Mrs. Stolipher from Charles Town again. The Board requested this be added to next month's agenda. Mr. Milliron requested to view the run times for this pump station as well.

Mrs. Shultz hasn't received any updates on the Jefferson Heights subdivision this month.

Mrs. Shultz began her maternity leave last month and the Board congratulated her on her baby girl. Mr. Forshee asked why she was working while taking maternity leave. She explained that there are certain job functions that only she can complete so herself, as well as Mrs. Stottlemyer. Mrs. Shultz mentioned that she some days uses her personal leave and some days she will work and this was her choice.

Action: No action required by the Board.

Other staff reports

Mentioned in the Operations report, Mr. Freeze discussed that staff worked with Broy & Son to replace the well pump in Glen Haven. Mr. Freeze stated this happened around the same time last year as well so the Board requested he confirm when the warranty expired.

In the Technology report, Mr. Markley mentioned he assisted with a sewer lateral inspection for the new TeMa Manufacturing facility in Burr Industrial Park. Mrs. Stottlemyer explained that she have been in contact with the Development Authority to get the appropriate fees paid with the District for this lot and she will update the Board on her findings. She believed this new facility will use 13 EDU's, but she is in the process of verifying with their engineer.

Also in the Technology report was an update from Mr. Markley on the capacity analysis requested by the Board. He stated he is unable to perform this task as he is not a registered PE and does not want to be held liable for information he isn't comfortable providing. Mr. Markley wrote in his report that a capacity analysis should be completed by an engineering firm with a team of engineers under the supervision of a PE. Mr. Milliron expressed his concerns that staff should have this information available when new users come in for service. He recently learned in his board member seminar that Mr. Harper, an engineer at the Public Service Commission, may be able to assist with this.

Mrs. Shultz stated that at some point the Board should consider hiring an engineer for producing this type of information. Mr. Milliron questioned whether it should be the developers' responsibility to investigate capacity for their use of the District's system. At this point in time, Mr. Milliron is concerned with pump station 1-10 and the Burr Park area to determine whether capacity is available to handle the new TeMa building. He directed staff to first contact Mr. Harper at the Public Service Commission and if he cannot help, then to ask Charles Town's engineer if the District's system can handle the flow, which staff thinks will be 13 EDUs, from the TeMa building.

Mr. Milliron thought this information was available in a prior report that was done, possibly in the testimony given by the engineer for the sewer project. Mrs. Shultz stated she has no problem with having developers pay their fair share, but wants to make sure that is the correct way to conduct business.

Mr. Forshee stated that he read Mr. Markley's update several times and requested his job description from Mrs. Stottlemyer. After reading his job description, Mr. Forshee didn't see anything related to providing inspections, capacity analysis, etc. and questioned if the Board should be requesting such information from him. He appreciated Mr. Markley stating his limits and would like Mrs. Shultz review all staff review with all employees their job descriptions when conducting the job evaluations in July.

Lastly Mr. Milliron questioned the vehicle that struck and damaged the manhole on Country Club Road after going off the road due to the high water on the road. Mr. Freeze explained that staff was able to replace the bolts and fix with sealer.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Jacquelyn Milliron made several comments after listening to tonight's meeting. First she stated that the emergency response plan should be reviewed by the Board because in the current complaint case against the District at the PSC, the Board was accused of being negligent. She also expressed support for an updated Emergency Response Plan since as a government agency the District should have current documented processes. She also mentioned that in her tenure of working on PSC cases, there is an option on the PSC website to e-file which can expedite things. Mrs. Milliron stated that the District is a government utility, not private, and there needs to be policies in place that should be exact as possible. She also agreed with Ms. Ashley on the discussion of being bullied on Facebook and that staff is coping the best they can. Mrs. Milliron also hoped to see the change of developers paying for the costs of determining capacity for their own projects not the District. She also commented that she has paperwork from the Weimer Report from 2015 if staff would like to review. Lastly she stated that she would rather do the Charles Town project over the District's project since it was being paid for by State money and not on the backs of the ratepayers.

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. Unanimously approved.**

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

Action: **Motion made by Mr. Forshee and seconded by Ms. Ashley to have an attorney review the new building lease for possible action at the July meeting. Mr. Forshee amended the motion to have an attorney review the new building lease for possible action at the July meeting with staff reaching out to several attorneys and choosing the best option. Unanimously approved.**

Action: **Motion made by Mr. Forshee and seconded by Mr. Milliron to have staff provide at the next meeting equipment storage options for when the District moves. Unanimously approved.**

Action: **Motion made by Ms. Ashley and seconded by Mr. Milliron to direct Mr. Freeze to get quotes on moving the office generator to the new office or a pump station he deems most useful to be moved to for next meeting. Unanimously approved.**

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

There being no further business at this time, the meeting was adjourned at 10:25PM.

The next regular meeting is scheduled for Monday, July 9, 2018 at 7:00PM at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,

Tara D. Ashley
Secretary

Todd M. Milliron
Treasurer

MEMORANDUM

Re: Discuss the Districts financial status of paying bills

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:

As of today, the District has the funds available to pay all of the July sewer disbursements and will need to collect $3800.00 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
- Discuss scope of work for pump station 4-2
- Update on capacity analysis

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:

Capacity Analysis

Last month the Board directed staff to contact John Harper at the Public Service Commission (PSC) regarding a capacity analysis since staff was unable to perform this task without the expertise and knowledge of a Professional Engineer (PE). Staff contacted John Harper at the PSC who then referred Craig Miller to contact the District. Mr. Miller stated that he is not a PE and could not perform the legal, and professional capacity analysis that the Board is requesting. He stated that a capacity analysis of this scale and to the detail that is requested should be put out as a Request for Proposals and performed by a registered PE with an engineering team.

Staff then asked the City of Charles Town if they had this information, specifically for pump station 1-10 and the Burr Park area since a new customer was requesting sewer service in that area. Charles Town responded they did not perform a detailed analysis of the pumps stations, including 1-10 to the level that the Board is requesting and believed a capacity analysis at that pump station as well as any downstream constraints should be conducted. Charles Town also stated there are some modifications that could be done to many of the District's pump stations to provide some additional limited capacity such as float adjustments.

With the recent PSC decision to dissolve the District, staff is unsure as to how the Board would like to proceed with performing a capacity analysis.

Pump Station 3-6

Marcum Pump & Equipment completed the repairs/upgrades to pump station 3-6. Staff has had no issues with this station since the upgrade.

Pump Station 4-2

Last month the Board directed staff to draft a scope of work and request for proposals for the upgrades/repairs for pump station 4-2, which are both included following this memo.

The upgrades/repairs include:
-relining of the wetwell
-installing two new seats in the wetwell
-installing new check valves
-installing new saddles on both pumps
-installing new guiderails and brackets
-installing new 4" discharge lines from seats to check valves

Staff spoke with Mr. Miller as well about this station and he recommended staff break this down into two projects; one to reline the wetwell and the other to remove/install new equipment at the station. Mr. Miller suggested doing it this way since it will not be a major repair/upgrade project, but entail routine/normal maintenance of the system. Mr. Miller also made a site visit to pump station 4-2 and met with staff to go over his recommendations. Operations Manager, Joe Freeze, has already begun getting quotes for the wetwell relining and the other repair/upgrade work. If the quotes come in above the $25,000 threshold, staff will need to prepare a Request for Proposals and advertise in the local newspapers.

Action:

The Board should decide the next steps, if any, on having a capacity analysis performed on the Districts system and if the Board would like staff to proceed with getting quotes and moving forward with the upgrades/repairs for pump station 4-2.

Scope of work at Pump Station 4-2

1. Set up Godwin pumps for bypassing the wet well during maintenance repair.
2. Clean all grease, rags and debris from the wet well. Remove all influent stop plates.
3. Perform tank lining.
4. Remove and replace all pumps including seats and saddles, pump guide rails with all brackets, all discharge pipes to the check valves, and check valves.

Jefferson County PSD – Site preparation

1. Shall be responsible for setting up and maintaining the by-passing of the pump station.
2. JCPSD shall provide two 4" check valves to be installed by the contractor.
3. JCPSD shall remove the pumps from the wet well prior to power washing the wet well.
4. JCPSD shall power wash the wet well prior to lining.
5. JCPSD shall remove grease, rags and debris from the wet well prior to lining.

Contractor - Relining of wetwell

1. Lining of the wetwell shall be performed by a reputable company.
2. Verify a minimum of one year warranty on materials used for the lining and the work performed installing the lining shall be given by the contractor.
3. The lining contractor shall be responsible for removing all lining material that accumulates on the floor of the wet well and on the existing equipment within the wet well.

Contractor – Removal/installation of equipment

1. The contractor shall remove the discharge lines from the seats in the wet well to the check valves.
2. The contractor shall remove the saddles from the pumps.
3. The contractor shall remove both check valves and replace them with the check valves provided by JCPSD.
4. The contractor shall remove the pump guide rails including all brackets.
5. The contractor shall remove both seats in the wet well.
6. The contractor shall replace both seats with new equipment in the wet well.
7. The contractor shall install new saddles on both pumps to be placed into the wet well.
8. The contractor shall install new guide rails including new mid-level brackets and all other brackets as needed.
9. The contractor shall install new 4" discharge lines from the seats to the check valves. (Schedule 80 or Ductile Iron)
10. The contractor shall install both pumps with new equipment and place back into the wet well.
11. The pumps shall be run under normal flow level to confirm there are no leaks and the pumps are functioning properly.

Advertisement for Bids

Bids for the Jefferson County Public Service District Pump Station 4-2 Repair will be received by the Jefferson County Public Service District at their office, 340 Edmond Road, Suite A, Kearneysville, WV 25438, until close of business on August 3, 2018. The scope of work to be bid upon includes:

Pump Station 4-2 Repair –

Relining of wetwell:

1. Lining of the wetwell by a reputable company.
2. A minimum of one year warranty on materials used for the lining and the work performed installing the lining shall be given by the contractor.
3. The lining contractor shall be responsible for removing all lining material that accumulates on the floor of the wet well and on the existing equipment within the wet well.

Removal/installation of equipment:

1. The contractor shall remove the discharge lines from the seats in the wet well to the check valves.
2. The contractor shall remove the saddles from the pumps.
3. The contractor shall remove both check valves and replace them with the check valves provided by JCPSD.
4. The contractor shall remove the pump guide rails including all brackets.
5. The contractor shall remove both seats in the wet well.
6. The contractor shall replace both seats with new equipment in the wet well.
7. The contractor shall install new saddles on both pumps to be placed into the wet well.
8. The contractor shall install new guide rails including new mid-level brackets and all other brackets as needed.
9. The contractor shall install new 4" discharge lines from the seats to the check valves. (Schedule 80 or Ductile Iron)
10. The contractor shall install both pumps with new equipment and place back into the wet well.
11. The pumps shall be run under normal flow level to confirm there are no leaks and the pumps are functioning properly.

The Jefferson County Public Service District reserves the right to reject any and all Bids.

MEMORANDUM

Re: Discuss and possibly approve an attorney for general legal services

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
The District has been soliciting for an attorney the last two months. Staff has received a proposal from Susan Riggs of Spilman, Thomas and Battle out of Charleston, WV. Her proposal follows this memo.

Action:
The Board should take action to hire an attorney.

spilman
thomas & battle

Susan J. Riggs
Direct Dial: 304.340.3867
sriggs@spilmanlaw.com

June 28, 2018

Ms. April Shultz
General Manager
Jefferson County Public Service District
340 Edmond Road
Suite A
Kearneysville, WV 25430
admasst@jcpsd.com

Re: Response to Request for General Legal Services

Dear Ms. Shultz and Board Members:

Spilman Thomas & Battle, PLLC ("Firm") submits this proposal in response to the Jefferson County Public Service District's ("District") Request for Proposals for General Legal Services, which would include providing assistance to the District relative to the proposed conveyance of its assets to the City of Charles Town.

I will undertake the primary responsibility for the proposed representation of the District. My primary practice during my twenty-eight year legal career has been focused on working in the area of public utility regulatory law including working for Mountaineer Gas Company from 1989-1991, serving as a Staff Attorney at the Public Service Commission of West Virginia ("PSC") from 1991-1996, and thereafter, while working at the Firm, representing public utilities in cases before the PSC. I also served as Executive Secretary of the West Virginia Infrastructure and Jobs Development Council ("IJDC") from 1996-1999.

I have represented numerous public service districts and municipal utilities before the PSC in all manner of cases, involving approvals of certificates of convenience and necessity, rate increases, agreements, acquisitions, and waivers of certain rules or requirements. I have worked on numerous cases from start to finish involving the transfer and acquisition of water and/or sewer utility assets, including drafting and reviewing documents. Currently I am working on two such matters in Wyoming County, one involving a municipality's acquisition of a public service district's assets, and one involving a public service district acquiring another public service district's assets. Both have included working with, and obtaining approval from, the County Commission, the PSC, and bondholders.

As reflected on my resume enclosed herein, prior to working with the Firm, I was employed as a Staff Attorney at the PSC for five years, working on a large variety of matters.

spilman
thomas & battle

From 1996-1999, as Executive Secretary with the IJDC, I worked with all of the Federal and State funding agencies with regard to water and sewer projects. Additionally, I was in charge of monitoring all water and sewer projects funded with the Council's Infrastructure Fund dollars.

My representation of the District would be at an hourly rate of $215.00, which is a discount of approximately 30% from my customary hourly billing rate. If this matter would require further attorney support, the hourly rate of any such attorney would not exceed $215.00. No fees are charged for secretarial, clerical or other support staff services. I understand that the District has video and telephonic technology available relative to its Board meetings, and significant travel between Charleston and Kearneysville will likely not be necessary in my provision of legal services to the District. Thus, when it would be necessary for me to travel to Jefferson County, I will not charge the District for my travel time. Our photocopy charges are .10 cents per page.

I am available to immediately commence work for the District, and the District's legal work will receive top priority from me and any other of the Firm's attorneys, as needed. The Firm's representation of the District will be subject to the provisions of the Rules of Professional Conduct.

As requested, I have enclosed a list of references. If you have any questions or comments regarding this proposal, please contact me at the address or telephone number set forth above. Thank you for your consideration of providing Spilman Thomas & Battle, PLLC the opportunity to represent the District.

Very truly yours,

Susan J. Riggs

Susan J. Riggs

SJR.ads.10982869
Enclosures

spilman
thomas & battle

Susan J. Riggs

Member

Charleston, W.Va.
304.340.3867 – office
304.881.1544 – mobile
sriggs@spilmanlaw.com

Education

Capital University, Columbus, Ohio, B.A., History/Prelaw/ Secondary Education, 1986
West Virginia University College of Law, J.D., 1989

Admissions

West Virginia State Bar
West Virginia Supreme Court of Appeals
United States District Court for the Southern District of West Virginia
United States Court of Appeals for the Fourth Circuit

Ms. Riggs' primary areas of practice are energy and public utilities.

Experience

- Providing representation before the West Virginia Public Service Commission on behalf of water and sewer utilities:
  - Preparing and litigating applications for certificates of convenience and necessity
  - Preparing and litigating petitions for conveyances and acquisitions of water and/or sewer utility assets
  - Preparing documents relative to conveyance and acquisition of utility assets
  - Preparing and litigating rate cases for water and sewer utilities
- Manage large utility easement acquisition projects
- Prepare and litigate easement condemnation cases
- Providing representation before the West Virginia Public Service Commission on behalf of industrial consumers
- Providing representation before the West Virginia Public Service Commission on behalf of pipelines and energy development companies
- Preparing and litigating siting certificates for natural gas-fired power plants and wind power projects
- Preparing utility agreements
- Participating in the drafting of West Virginia's electric deregulation plan
- Serving as Co-chair of the Task Force established to review, and make recommendations concerning, the Public Service Commission's proposed rules for the government of water and sewer utilities
- Developing and implementing programs and policies of the Infrastructure and Jobs Development Council
- Representing the Council as lender in loan transactions
- Representing the Council before state legislative committees
- Arguing cases before the West Virginia Supreme Court of Appeals on public utility matters
- Representing the West Virginia Public Service Commission in receivership proceedings before circuit courts
- Executive Secretary, West Virginia Infrastructure and Jobs Development Council, June 1996 – August 1999
- Staff Attorney, Public Service Commission of West Virginia, July 1991 – May 1996
- Attorney, Mountaineer Gas Company, June 1989 – June 1991

Distinctions

- Nominated by her peers for inclusion in *The Best Lawyers in America* for Utilities Law

This is an attorney advertisement. Responsible Attorney: Michael J. Baslie

REFERENCES FOR SUSAN J. RIGGS, SPILMAN THOMAS & BATTLE, PLLC

The Honorable T. H. Evans, Jr.
Mayor
Town of Oceana
P.O. Box 190
Oceana, WV 24870
304-682-6231

Ms. Reba Mohler
City Administrator
City of Ronceverte
200 West Main Street
P.O. Box 417
Ronceverte, WV 24970-0417
304-647-5455

Mr. Barry Milam
General Manager
Crab Orchard-MacArthur Public Service District
P.O. Box 278
Crab Orchard, WV 25827
304-252-0604

MEMORANDUM

Re: Discuss and approve revisions to the emergency response plan

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
At last month's meeting, the Board directed staff to revise the Job Actions section of the District's emergency response plan no later than the August meeting. Staff has made changes to that section in both the sewer and water emergency response plans. A copy follows this memo.

Action:
The Board should approve the revisions to that section of both the sewer and water emergency response plans.

Emergency situation: **Explosion Affecting System Infrastructure**

Recovery Time Assessment: 1 to 48 hours

Action Plan:

- There are no natural gas lines near JCPSD sewer lines so this scenario is most likely not to occur.
- But if it does the local Fire Department will be called to handle any fires.
- Once the pump station is deemed safe to enter, repairs will be made to get the system running.
- Most pump stations are equipped with explosion proof pumps but if a pump should explode, the wet well lid would be closed and fire department would be called.

Emergency situation: **Job Actions (i.e. strikes, walkouts, etc.)**

Recovery Time Assessment: 8 to 24 hours

Action Plan:

- Water Operators and Wastewater Operators are not permitted to strike, as they can lose their license if they walk out.
- JCPSD is an at-will employer. Employees have a right to resign whenever they want.
- JCPSD has good working relationships with other local utilities and could make arrangements to utilize their personnel until replacements could be found. The District may contact the Charles Town Utility Board at 304-724-7080 or Jefferson Utilities at 304-725-9140.
- JCPSD is a member of the West Virginia Water/Wastewater Agency Response Network (WARN) and has entered into a mutual aid and assistance agreement. In the event of a strike, walkout, etc, the District may contact a participating member(s) to request mutual aid assistance. For a complete list of WARN members, visit www.wvwarn.org.
- JCPSD may also contact local temporary staffing agencies including ManPower at 304-263-3900 or Axiom Staffing Group at 304-267-8350.

Emergency situation: **Insider Threat** (i.e., disgruntled employee, contractor employee)

Recovery Time Assessment: 1 to 48 hours

Action Plan

- JCPSD has taken steps to secure employees from angry customers and outside violence.
- Disgruntled employees will be dealt with on an individual basis.
- Employees know all exits and have a "safe area" to go to escape a violent member of the public who enters the office.
- Panic alarms are located in strategic locations within the office building.

MEMORANDUM

Re: Discuss and approve office building lease for the District
- Discuss and possibly approve an alternative storage option

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
At last month's meeting the Board directed staff to have an attorney review a new building lease for possible action at the July meeting. Staff reached out to several attorneys and moved forward with Jim Crawford to review the lease. Mrs. Shultz will review his comments with the Board in executive session.

After the June meeting, Mrs. Shultz received a phone call from the District's current landlord regarding a possibly lease modification for the current building space. Mrs. Shultz will discuss this further in executive session.

Staff also looked into several alternative storage options since the District would be losing shop space if the Board decides to move the office. Charles Town informed staff they may have space available, but unsure of the size or location yet. Staff received quotes from Pioneer Pole Buildings for two different sized buildings with 1-2 overhead garage doors plus an entry door. The 24'W x 32'L x 10'4"H size was quoted at $10,534 and the 30'W x 32'L x 10'4"H building was quoted at $11,584 plus the additional costs for the foundation. This more permanent structure could be located at the Deerfield wastewater treatment plant property, but the District would need to get approval from the Deerfield HOA.

Action:
The Board should approve an office building lease.

MEMORANDUM

Re: Discuss Employee Assistance Programs

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
Chairman Forshee requested this agenda item. He was interested in a program that could provide employees (and families) assistance with a variety of issues or concerns and came across Magellan Healthcare. Staff contacted Magellan and received the proposal behind this memo.

Action:
The Board can take action to move forward with the Megellan Healthcare proposal or not.

Ashley Stottlemyer

From: Gallagher-Burns, Mary A. <MAGallagher@magellanhealth.com>
Sent: Monday, June 04, 2018 9:46 PM
To: Ashley Stottlemyer
Cc: Growing Business
Subject: Jefferson County Public Service District - Magellan Healthcare EAP Proposal
Attachments: Account Enrollment Form - New Client .docx; Magellan EAP Proposal for Jefferson County Public Service District.pdf

Hello,

Magellan Healthcare is pleased to present our proposal for an Employee Assistance Program for your client. Our response outlines a full service turnkey program built on over 48 years of experience in the field and a deep customer base of more than 13 million members.

Attachment includes:

EAP Proposal - a detailed description of our services including our award winning web services, online self-guided therapy, workplace support unit, member communications, and more. This proposal includes the pricing for a 3, 5, and 10 Session Model, Net commission included, and *Unlimited* CISD's, wellness portal, trainings, and more.

What differentiates Magellan?

1). Magellan's *industry unique* online evidence-based Computerized Cognitive Behavioral Therapy (CCBT) to address anxiety/OCD, depression, insomnia and addictions issues. These online solutions deliver cognitive behavioral therapy through interactive sessions that are available anywhere and at any time. Please see a recent press release about our CCBT receiving the highest ratings at http://www.businesswire.com/news/home/20160307006039/en/Magellan-Health%E2%80%98s-Computerized-Cognitive-Behavioral-Therapy-Software

EAP for today and tomorrow

2.) Our fresh approach to EAP product design means we are continuously innovating and improving to deliver value for our clients and the individuals we serve. Our business is built on long-term relationships and as such, we build solutions collaboratively, measure outcomes, and learn from organizations that choose to partner with us. We welcome the opportunity to discuss our approach to the EAP with you, in person, and we are happy to schedule onsite tours of our service hubs at your convenience.

2). 45+ years of experience in successfully providing EAP services, Magellan developed many of today's EAP industry service standards and was recently recognized as one of 2018 Top 500 companies by Fortune Magazine.

3.) Nationwide Provider Network

4.) Attached find our Account enrollment form, if the group chooses to elect Magellan, please have them initial the services on within the proposal, sign the last page and complete the attached enrollment form, and return to all on this email.

***We do require a 30 day lead time for implementation, please take note of this when making decision on Effective Date expectations.*

Thank you for contacting Magellan, we look forward to partnering with you and your client for their EAP Solution!!!

Magellan Healthcare Proposal

Submitted To:
JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Subject:
Employee Assistance Program Services

Submitted By:
MaryAnne Gallagher-Burns
EAP, Sales Manager
Magellan Healthcare
314.387.4258
magallagher@magellanhealth.com

Effective Date:
August 1, 2018

Data in this proposal are to be used for evaluation of this proposal only and shall not be disclosed outside of JEFFERSON COUNTY PUBLIC SERVICE DISTRICT —in whole or in part. This restriction does not limit JEFFERSON COUNTY PUBLIC SERVICE DISTRICT right to use information contained in this proposal if a contract is awarded to Magellan HealthCare Inc., to the extent provided in the resulting contract. This restriction does not limit JEFFERSON COUNTY PUBLIC SERVICE DISTRICT right to use information contained in this proposal if it is obtained from another source without restriction. Data subject to this restriction are contained in the sheets in this proposal as marked.

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Magellan HEALTHCARE℠

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Use or disclosure of data contained on this page is subject to the restriction on the title page of this proposal or quotation.

MAGELLAN HEALTHCARE OVERVIEW

Magellan Healthcare (Magellan) welcomes this opportunity to describe our Employee Assistance Program (EAP). By selecting Magellan as your EAP partner, your organization will be establishing a relationship with the national leader in the delivery of employee health, wellness and managed healthcare services and benefit from the advantages of a truly state-of-the-art EAP that covers over 14.5 million lives today.

Magellan's EAP, offered by phone, in person, mobile device and/or online, includes access to experts and up-to-date resources to help employees and their loved ones cope with today's myriad work/life challenges, ranging from emotional health and substance use to financial and legal issues to parenting concerns, stress, anxiety, wellness and much more. The EAP also serves as a key support tool for JEFFERSON COUNTY PUBLIC SERVICE DISTRICTmanagers and supervisory staff; empowering this staff with the tools they need to ensure a strong workforce. With Magellan as your strategic partner, JEFFERSON COUNTY PUBLIC SERVICE DISTRICT will gain a close, collaborative relationship with an experienced EAP vendor and the industry's top EAP leadership. Our program and our staff consistently demonstrate a strong commitment to the health, well-being, and safety of all our clients' employees and their family members.

Today, our EAP serves 944 EAP clients, representing 14.5 million covered lives. Our covered employees, their families, and household members have access to approximately 19,590 EAP specialty providers nationwide (a subset of our total behavioral health network of 119,861 providers). Magellan's clients and participants are in all 50 states, the District of Columbia, and in overseas territories.

Use or disclosure of data contained on this page is subject to the restriction on the title page of this proposal or quotation.

KEY COMPETITIVE ADVANTAGES

Magellan is a pioneer in EAP services—which we have provided for more than 40 years—receiving many awards for our work and creating industry standards and best practices. While offering national and global service breadth and experience, we maintain a highly localized service delivery focus for each of our clients. This results in better local access, customized service, fast response and real solutions.

Key advantages our EAP offers include:

- **Most Overall Experience in the EAP Industry—** Magellan has developed many of the service standards now embraced in the field. We continue to lead the industry by using new technologies (such as mobile and online chat) to develop and provide engaging services resulting in positive outcomes for individuals, to include improvements in employee functioning, productivity, work satisfaction, ability to care for family, and cost containment.
- **Live Answer to 24-hour, Dedicated Toll-free Number**—Calls to the EAP are answered live 24 hours a day. We structure our system so that calls received evenings, weekends, and holidays are answered by staff members who have access to all the routine and usual IT support tools and managers. Magellan is literally a 24/7 operation.
- **EAP Product Innovation for The Workforce of Today and Tomorrow**—Magellan believes in providing choice and flexibility, and accommodating member preferences by leveraging state-of-the art technologies to assist members in accessing services. Our digitally-based tools and access points, such as our *CaféWell health and wellness platform* and *Computerized Cognitive Behavioral Therapy modules*, are making traditional encounters with the EAP better and offer the improved access to services that today's workforces prefer. EAP video capabilities will be available for members in 2017.

  The vast majority of national telephonic EAP models were created 20 years ago, with only small updates being made along the way. These EAPs were not designed with the needs of a changing workforce in mind. We recognize this and have adapted our services to support you and your employees in improved ways to drive better utilizations and therefore medical cost reduction and increased productivity. Please refer to the following video link, which addresses the transformation of today's workplaces and our innovative response to it: https://www.youtube.com/watch?v=glMNDw4dvX8.

- **Interactive Computerized Cognitive Behavioral Therapy (CCBT) Modules**— JEFFERSON COUNTY PUBLIC SERVICE DISTRICT members will be able to use Magellan's innovative CCBT modules, evidence-based online behavior change and education programs that help improve resiliency in conjunction with, or in lieu of, live EAP clinician visits. CCBT is a program with interactive modules where participants set and achieve specific goals as they move through the coursework. Online weekly sessions replicate and serve as an adjunct to traditional face-

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to-face therapy techniques and demonstrate similar positive outcomes, thereby helping to restore employee productivity while allowing members to access care whenever they need to. Program modules are available in: ***Depression; Addiction; Anxiety; Insomnia; and Obsessive Compulsive Disorder.***

Magellan's CCBT suite has received the highest rating from the Substance Abuse and Mental Health Administration's (SAMHSA's) National Registry of Evidence-based Programs and Practices (NREPP). In its review, SAMHSA stated that the program "is effective [and] yielded strong evidence of a favorable effect."

- **Integrated Health and Wellness Platform**—Our fully integrated Health and Wellness Platform, ***Magellan's CaféWell,*** can assist JEFFERSON COUNTY PUBLIC SERVICE DISTRICT employees to become better connected to their health and wellness goals in an entertaining and engaging way. *CaféWell,* designed to incentivize social connectivity and drive wellness behaviors, features social networking, gaming techniques, and interactive competitions to support engagement with online health and wellness.
- **Successful Utilization Strategies**—Magellan has successfully partnered with our clients to increase use of the EAP and will work with JEFFERSON COUNTY PUBLIC SERVICE DISTRICT to employ effective strategies to raise awareness and increase utilization of the JEFFERSON COUNTY PUBLIC SERVICE DISTRICT EAP. We have worked with clients to integrate the EAP into biometric screenings, better promote the EAP through initiatives such as custom webinars and streaming digital messages for employer flat screen monitors/TVs, and embed Magellan EAP orientations and trainings in weekly safety meetings. Live Chat capabilities allow JEFFERSON COUNTY PUBLIC SERVICE DISTRICTmembers to chat instantly with an EAP specialist to get the resources they need quickly, also driving increased utilization.
- **Proven Benefits for Employees and Employers**—In today's climate of rising healthcare costs and with the advent of mental health insurance parity, employers are increasingly turning to EAPs to help mitigate the increased costs associated with outpatient care. With Magellan's EAP:
  - 41 percent of members report improvement in their emotional health
  - Employers experience a 12 percent reduction in projected medical expenditures
  - Trends show an average decrease in absenteeism from 2.37 days per absence to 0.91 days per absence
  - Employees save 7.5 hours per issue by using our work/life services
  - Employees experience 81 percent improved functionality at work.
- **Multi-channel Marketing and Communications**—We reach, engage, and empower all EAP-eligible members by offering multiple channels of effective program communication. Our Account Team works strategically with each client to develop and deliver an annual EAP promotional campaign that reflects your EAP brand and program goals. Depending on your workforce and needs, the annual plan will deliver EAP communications in electronic, print, on-site, and/or online/mobile forms. Marketing and communications materials are available in both English and Spanish. Additional language translation services are available for all marketing materials and additional fees may apply.

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- **A Strong Performance Record**—Our commitment to excellence is perhaps best reflected in our most recent EAP performance statistics, including:
  - 100 percent implementation satisfaction rate for the past eleven years
  - 93% overall EAP satisfaction
  - 98% management consultation services satisfaction rate
  - 99.4% Critical Incident response satisfaction rate
  - 94.3% Work-Life services satisfaction rate
  - 98% Legal-Financial services satisfaction rate
  - 96% Training satisfaction rate
  - 99% Account Management satisfaction rate
  - 91% Provider satisfaction rate
  - Average speed of answer of 13 seconds with only 2.8% of calls abandoned
  - Account retention of over 90%, with an average client tenure of 12 years.
- **A Solid Foundation**—Our organization is fiscally and structurally sound. Magellan Health, Inc. (MGLN), our parent company, which maintains an S&P rating of BBB- and a Dun and Bradstreet rating of 5A2, is publically traded on the NASDAQ index. Pertinent information is available online at www.MagellanHealth.com.

SUPERIOR ACCOUNT MANAGEMENT

When Magellan is selected as the EAP of choice for JEFFERSON COUNTY PUBLIC SERVICE DISTRICT, an experienced Account Manger will be designated as your day-to-day contact for EAP issues.

The Account Manager serves as the primary manager of information, linking Magellan's service delivery and the individuals we serve. As JEFFERSON COUNTY PUBLIC SERVICE DISTRICTsingle point of contact, the Account Manager ensures that Magellan provides services in a manner consistent with JEFFERSON COUNTY PUBLIC SERVICE DISTRICTcontractual requirements, program objectives, and corporate culture. Responding quickly and efficiently to any service issue is a daily priority of each Magellan Account Manager.

As your strategic partner, the Account Manager will facilitate the appropriate consultation and services for JEFFERSON COUNTY PUBLIC SERVICE DISTRICT. The Account Manager typically creates relationships with key JEFFERSON COUNTY PUBLIC SERVICE DISTRICT stakeholders and provides day-to-day consultations, including conference calls as necessary, regarding JEFFERSON COUNTY PUBLIC SERVICE DISTRICTneeds. They hold relevant conversations which can focus on specific issues, such as stress in the workplace or management-related orientations to the EAP. The Account Manager also collaborates with internal Magellan departments, such as training and clinical operations, to ensure efficient high quality delivery of services.

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The guiding principles of our account management team are to demonstrate value to JEFFERSON COUNTY PUBLIC SERVICE DISTRICT, while remaining focused on JEFFERSON COUNTY PUBLIC SERVICE DISTRICToverall objectives, and ensuring that all the contract deliverables occur efficiently and in a timely manner. Magellan will align our account management activities and expertise with the specific mission of meeting and exceeding JEFFERSON COUNTY PUBLIC SERVICE DISTRICT expectations. We will continually evaluate and adjust our service delivery to ensure we are aligned with JEFFERSON COUNTY PUBLIC SERVICE DISTRICT goals and objectives—ultimately enhancing the overall service and value we provide.

EXPERT PROGRAM IMPLEMENTATION

One of Magellan's greatest strengths is our significant implementation experience over the past four decades. We will work closely with you to ensure a seamless, hassle-free implementation for your organization.

Magellan's ultimate goal in implementing the JEFFERSON COUNTY PUBLIC SERVICE DISTRICT EAP is to execute a smooth transition for each JEFFERSON COUNTY PUBLIC SERVICE DISTRICT employee and your organization. Your Account Manager, along with a designated Director of Implementation, will work together to develop the project scope, work groups, and project plan. Magellan's Best Practices approach to implementations has ensured that we meet all deadlines and compliance dates, and has resulted in **100 percent customer satisfaction with Magellan implementations** for the past eleven years.

Prior to program implementation, the Magellan implementation team will consult with JEFFERSON COUNTY PUBLIC SERVICE DISTRICT representatives to build upon our existing knowledge of JEFFERSON COUNTY PUBLIC SERVICE DISTRICT and further assess JEFFERSON COUNTY PUBLIC SERVICE DISTRICT needs. Magellan's experience has demonstrated that the most effective relationships with our clients result from a mutually agreed-upon partnership approach to initial program design and ongoing service delivery. The JEFFERSON COUNTY PUBLIC SERVICE DISTRICT /Magellan program represents an opportunity for JEFFERSON COUNTY PUBLIC SERVICE DISTRICT to leverage decades of Magellan's behavioral health experience and expertise while JEFFERSON COUNTY PUBLIC SERVICE DISTRICT brings a thorough knowledge of its organization and clients as well as a clear understanding of the goals and objectives of its program.

Since effective communication is critical to the success of any implementation, one of our first steps upon contract award notification will be to confirm the schedule for an initial kick-off meeting. We

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will then schedule regular team meetings (initially weekly; more often for work groups with short term deliverables) with representatives from each key area to provide updates and identify any issues requiring additional resources and/or executive decisions.

Mutually agreed-upon activities, goals, and objectives will serve to guide JEFFERSON COUNTY PUBLIC SERVICE DISTRICTongoing relationship with Magellan.

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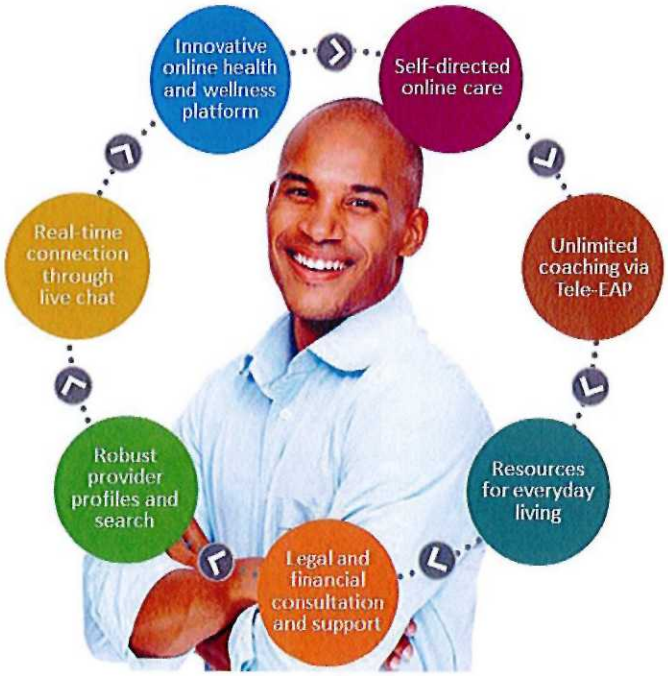
EMPLOYEE ASSISTANCE SERVICE SPECTRUM

Magellan delivers clinical excellence—addressing important issues such as emotional problems, alcohol and drug abuse, family and relationship problems, stress-related disorders, and workplace issues. Our broad menu of core services is easily packaged and priced to meet your organization's specific needs. Your employees can get help when and where they need it through our innovative online resources, award-winning self-help tools and personalized care from licensed clinicians. Our selection of benefits and EAP models are available to best fit your organization's goals:

- **24-Hour Intake:** When members call our EAP, they receive 24/7/365 live call response. Our specially-trained EAP staff listens to each caller's concern, reviews available resources, and connects the caller with the most appropriate services to start him/her on a path to problem resolution from the time of the very first phone call.
- **Various Face-to-Face Session Models:** Callers receive consultations and resources plus local referrals for in-person counseling within Magellan's nationwide network of EAP providers. JEFFERSON COUNTY PUBLIC SERVICE DISTRICT will select the session model you want to include in your benefit (1-3 up to 1-8 visit models). Individuals who are referred for in-person sessions receive solution-focused counseling—an action-oriented strategy designed to relieve symptoms, give the individual perspective, and help restore and maintain the member's emotional well-being. The member and counselor mutually identify obtainable treatment goals.



- **Telephonic Consultation and Coaching Model:** A complement to Magellan's face-to-face EAP, JEFFERSON COUNTY PUBLIC SERVICE DISTRICT members have access to **unlimited**, 24/7, *telephonic consultation* by the first available master's-level EAP clinician. Scheduled *telephonic coaching* sessions with a master's-level EAP clinician are by appointment and include a more in-depth assessment, problem-focused coaching, and an action plan.
- **Live Chat**: Our instant Live Chat feature enables JEFFERSON COUNTY PUBLIC SERVICE DISTRICT members to get the assistance they need from an EAP specialist in a quick and easy manner from anywhere on the www.MagellanHealth.com/member Web site. After completing a chat, members are sent a brief satisfaction survey via email.
- **Follow-up**: Magellan has an automated email follow-up process where members are contacted (by permission) within 48 hours from the initial call to determine if they were able

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to get the resources needed or if they were able to reach a provider. A "no" answer activates Magellan's instant chat feature. Another follow-up email is sent to the member 30 days later.

We detail our long-standing EAP services, along with our innovative solutions designed to empower and positively impact members' health and well-being, in the pages that follow.

DEDICATED MANAGEMENT CONSULTATION UNIT – WORKPLACE SUPPORT

Magellan's 24-hour, dedicated **Workplace Support Unit** is comprised of specially-trained, licensed, master's-level clinicians with an average of over 10 years of experience working with behavioral health, substance abuse, workplace and management issues. They provide your managers with information, tools and support to assist them in addressing complex and sensitive personnel issues that may negatively impact organizational productivity and wellbeing. Unlimited management consultations and management referrals are included for customers with our in-person session model programs.

- **Constructive Confrontations and Referrals**—Our consultants can help your managers constructively confront an employee and determine the appropriateness of a referral for EAP assessment and counseling. They work in partnership with JEFFERSON COUNTY PUBLIC SERVICE DISTRICT's internal policies and personnel regarding the variety of interventions, issues, and considerations involved in appropriately managing sensitive workplace issues.
- **Support for Drug-Free Workplace Programs**—If your organization is covered by the drug and alcohol testing rules issued by the U.S. Department of Transportation (DOT), Department of Defense (DOD), or the Department of Energy (DOE) or Nuclear Regulatory Commission (NRC), Magellan can assist your organization with meeting the training, assessment, referral, and follow-up requirements by assisting with policy and procedure development; substance abuse education in the workplace; and SAP (Substance Abuse Professional) or SAE (Substance Abuse Expert) resources.
- **Conscientious EAP Follow-Up**—Depending on your organization's policies, Magellan provides thorough follow-up services for one full year (with phone calls and documentation) for qualified mandatory/supervisory referrals involving substance abuse to support ongoing progress and achievement of goals. Complex cases that originate in the EAP may be referred to the employee's behavioral health benefit plan and receive follow-up from the Magellan EAP provider to ensure an appropriate transition of care. Magellan's recommended follow-up procedures are provided below.

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CENTRALIZED CRITICAL INCIDENT STRESS MANAGEMENT

Magellan provides a centralized **24-hour team *devoted exclusively* to responding to critical incidents**. A critical incident is any unexpected event impacting the workplace that produces intense emotional reactions with the potential to interfere with work performance. Examples are shootings, robberies, natural disasters, terrorism, sudden employee deaths, or organizational changes. Should such incidents occur, Magellan's dedicated CISM team is available to consult with your management team and arrange an on-site intervention, if needed, to support the victims of trauma and to prevent the aftermath of reduced work performance, impaired morale, and litigation.

Magellan's CISM team provides a number of differentiating factors:

- We respond to over **5,000** critical incident requests each year; in 2015, our team conducted 3,343 CISM responses for our clients.
- Strong, consistent satisfaction with our CISM services. 2015 CISD satisfaction results are provided below and reflect the percentage who responded to the noted question positively.
  - The CISD was easy to arrange with the EAP: 99.4%
  - The CISD was arranged in a timely manner: 99.4%
  - The CISD was provided in a timely manner: 100.0%
  - The CISD staff was professional and courteous: 98.9%
  - The CISD staff understood the needs of the employees: 97.7%
  - The CISD staff understood the needs of the company: 97.7%
  - The CISD staff provided follow-up services if needed: 100.0%
  - Employees were better able to understand symptoms and develop coping skills: 97.7%
  - Employees were better able to develop a network of support: 98.3%
  - Employees were better able to overcome barriers and return to a productive level of functioning: 97.6%
  - Would contact the EAP again if additional CISM services needed: 99.4%.
- Quick, responsive turnaround time—the **average turnaround time in 2015 was 2.38 days.**
- Vast **CISM network with over 8,100 master's-level clinicians**, each with specialized training and experience in crisis intervention.
- Specially developed **Deployment Team** to respond to national or regional disasters, with the capability of providing on-site support for extended time periods.
- Best-Practice **Clinical Follow-Up Protocol**—recognized as a best practice by industry experts—to uncover and address immediate and residual post-traumatic symptoms and behaviors.

Magellan CISM Services Client Testimonials

"Once again, Magellan has provided an excellent level of service . . . it is a tremendous help to have a provider so easily accessible for our staff."

"We really appreciate all you do, especially at such a difficult time. Thank you."

"I was particularly impressed with the follow-up and assistance throughout the process. It is great to know the resource is there if we need it."

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COMPUTERIZED COGNITIVE BEHAVIORAL THERAPY

Traditional face-to-face cognitive behavioral therapy (CBT) is a technique that is used to help people understand the thoughts and feelings that lead to problematic moods and behaviors, and improve resiliency. With the use of Internet technologies by adults across the U.S. now exceeding 80 percent and climbing, providing computerized cognitive behavioral therapy (CCBT), via Magellan's Web-based Confidential Care programs can provide new opportunities for care.

Through our Web-based Confidential Care programs, Magellan offers an enhancement to traditional telephonic and face-to-face care through a proven, quality web-based platform that has been shown to:

- Improve access to care through Internet technology
- Improve adherence to treatment guidelines that recommend CBT
- Improve outcomes through delivery of evidenced based programs
- Create savings through providing cost-effective care for a variety of psychiatric disorders

We offer program modules in the following areas as part of our core offering: Addiction, Anxiety, Depression, Insomnia, and Obsessive Compulsive Disorder. **Figure 1** provides a look at one of the screens from our depression module, *MoodCalmer*. Figure 1: CCBT Program

Magellan recently received the ***iAward for Clinical Effectiveness*** from TripleTree for our suite of programs – including those for depression, anxiety and insomnia – on our CCBT platform. Magellan's web-based care solution stood out from the nearly 60 other companies considered for demonstrating innovation via digital health solutions.

Improve Access to Care through Web-based Confidential Care

Magellan is pleased to offer our Web-based Confidential Care programs to improve access to care and make medical/behavioral health care integration possible through remote delivery via Internet technology. Studies have shown that CCBT interventions can play an integral part in delivering behavioral health services in underserved and rural areas. Evidence demonstrates that such programs are particularly effective in improving access to quality behavioral health care in rural settings by providing support to existing programs and agencies. Programs can also provide positive impacts to primary care by allowing integrated access for PCPs, ACOs, PCMHs, etc., to utilize the program services.

Improve Outcomes through Web-based Confidential Care

Our CCBT program have been validated in randomized, controlled trials and recognized by leading professional organizations in the field of behavioral health. These programs can serve as a booster session in-between outpatient visits as well as provide greater accessibility for families who have difficulty accessing clinic-based services. They provide immediate access to quality care, reduce side effects, and promote the attainment of new skills that enhance outcomes for the long run.

Magellan's Web-based Confidential Care solution, which uses CCBT, is designed to engage more individuals, more often, in more places to improve health and lower costs. The graphic on this page includes recent program
results.

ONLINE HEALTH & WELLNESS PROGRAM: MAGELLAN'S CAFÉWELL

Magellan's CaféWell is an innovative online health improvement program that helps employees and their adult household members take charge of their health through a variety of tools as **part of the core EAP services**. Developed to comply with applicable laws and accreditation standards, our online resources provide members with comprehensive, interactive prevention and wellness tools that are easily accessible 24 hours a day via our EAP member portal. These online tools are interactive, community-based, and supportive to drive engagement and behavior change.

Key components include:

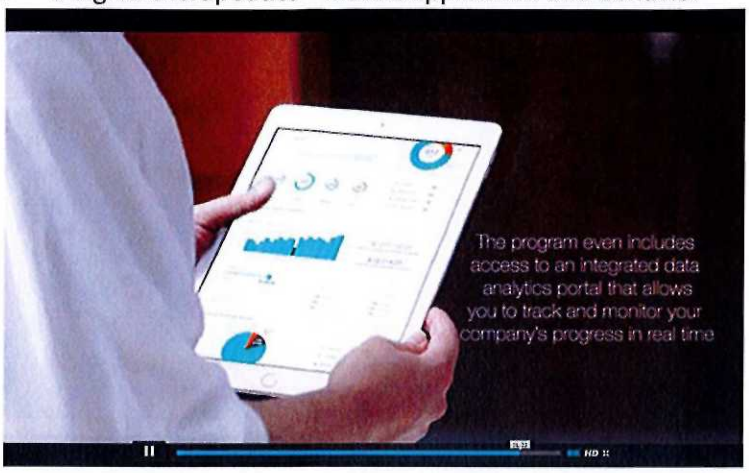
- **Personal Health Assessment (PHA)** this component is useful if your organization does not currently provide access to a health assessment for all members, regardless of whether or not they have elected medical coverage; it can be suppressed as desired while still allowing access to the remainder of the on-line wellness resources; no employer reports available.
- **Enhanced Communication & Support-** These include email wellness reminders, mobile apps, peer support groups, seasonal health programs an d promotions, and more;
- **Fitness and Wellness Tools** - exercise and nutrition planners, health and fitness trackers, health activities, symptom checker, and extensive wellness library;
- **Ask-A-Coach & Video Coaching** – Registered Nurses, dieticians, and other health experts available to provide individual online coaching or group video coaching;

- **Competitive Health and Wellness Challenges** which provide online competitions between individuals or groups of individuals within your organization. Limitless customized challenges can be created using the online trackers.

TOBACCO CESSATION

[NOTE: Cessation is an Optional service that is offered at additional cost, see pricing page.]

Magellan has collaborated with Clickotine®—a digital therapeutics™ mobile application and behavior change program, to offer an engaging tool for individuals to stop tobacco use and/or smoking. This program offers a patent-pending, science-based mobile application for tobacco cessation. Individuals can download the application on their mobile device and immediately begin engaging with the technology to personalize a plan based on his or her needs.



This solution combines multiple treatment mechanisms with an adaptive proprietary technology platform, Clickometrics™, to engage individuals in personalized cessation interventions. Key Mechanisms of Action (MOAs), which are validated by clinical studies and published in academic peer-reviewed journals, include:

- **Controlled Breathing:** Controlled, mindful breathing experience coupled with multisensory stimuli
- **Personalized Messaging**: Adaptive text messages tailored to user profile
- **Social Engagement:** Real-life support from friends, family and community
- **Treatment Adherence:** Individualized daily reminder system for prescription and over-the-counter smoking cessation therapies
- **Digital Diversions:** Timed and targeted strategies to cope with cravings, withdrawal symptoms & lapses
- **Financial Incentives:** Out-of-app incentives such as refunds and reimbursements provided by partners
- **Professional Caregiving:** Real-time access to qualified professional caregivers, quit coaches and counselors.

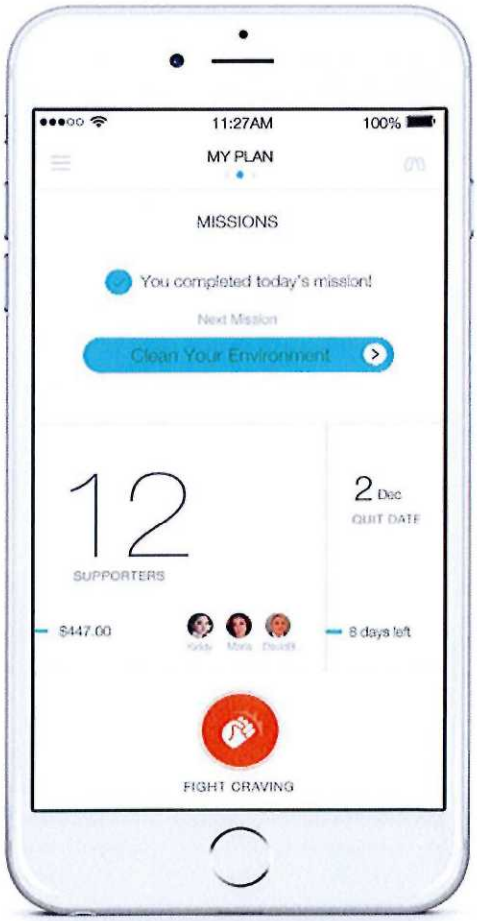
Magellan provides additional user support through telephonic quit coaches that are available to talk with individuals who want to stop smoking or chewing tobacco and may need encouragement to stay on track. Telephonic appointments are available. We also have the ability to provide nicotine replacement therapy (NRT) as a source of assistance to help individuals quit smoking (additional fees apply).

Clickotine includes a Web- and mobile app-based portal for JEFFERSON COUNTY PUBLIC SERVICE DISTRICT that provides both at-a-glance views of the care population and detailed user-by-user data streams. Data includes:

- Estimated savings

- Active users
- Improved behavior
- Achieved endpoint(s)
- Detailed user-by-user behavior history.

Clickotine's Personalized Tobacco Cessation Program Messaging



LEGAL, FINANCIAL, AND IDENTITY THEFT RECOVERY SERVICES

[NOTE: Optional service that is offered at additional cost, see pricing page.]

As a component of the EAP, Magellan's legal, financial, and identity theft recovery services, delivered through a third party vendor relationship, provide a single point of access for answers to member questions. In addition to saving lost work hours for employees, this program will enhance your organization's benefits portfolio without increasing your administrative responsibilities. Starting with access using your same EAP toll-free number or via www.MagellanHealth.com/member, callers receive telephonic and/or in-person consultation with top-rated attorneys and financial professionals, along with referrals to ongoing services or community resources.

Magellan offers members local in-person legal consultation through a contracted network of more than **6,800** independent law firms. Financial counseling is provided through our partner's internal network of finance professionals and Certified Credit Counselors. Assistance with identity theft is provided through qualified professionals with specialized training in fraud resolution.

- **Legal services** include: One free face-to-face or telephonic legal consultation with an attorney per separate legal matter per year, which may last up 60 minutes; 25% discount off the normal hourly fee for additional legal services; and, unlimited online access through a seamless link from the EAP member website to legal library, legal tools, forms, and other resources.
- **Financial services** include: One free telephonic financial consultation, which may last up to 60 minutes, available per separate financial topic per year; an in-person consultation available for certain complex matters; and, unlimited online access through a seamless link from the EAP member website to interactive tools (including financial calculators and personal investment tools) financial library, forms, and other resources.

Magellan Legal, Financial, and Identity Theft Recovery Services

- Personal and family legal concerns
- Adoption and guardianship
- Civil and community issues
- Divorce and separation
- Debt management and credit counseling
- Mortgage consultation
- Real estate concerns
- Investments and retirement planning
- Wills and trusts
- Mediation assistance
- Identity theft recovery assistance
- Fraud resolution assistance

WORK-LIFE SERVICES

[NOTE: Optional service that is offered at additional cost, see pricing page.]
[Online search tool and Discount Center included in EAP rate.]

Employers can maximize their benefit offerings while achieving increased bottom-line savings through Magellan's Work-Life program, currently delivered through a Magellan third party vendor relationship. Available through the same 24-hour EAP toll-free line or via the member website at www.MagellanHealth.com/member, the Magellan Work-Life program addresses work-life needs across the life cycle continuum. From **adoption** to **child care, adult care** and **special needs** services, our time-saving work-life services provide individuals with the information, support, and tools necessary to make the decisions best suited for them and their families—enabling them to manage their issues and maximize the rewards of work and family life. Examples of Magellan work-life resources include:

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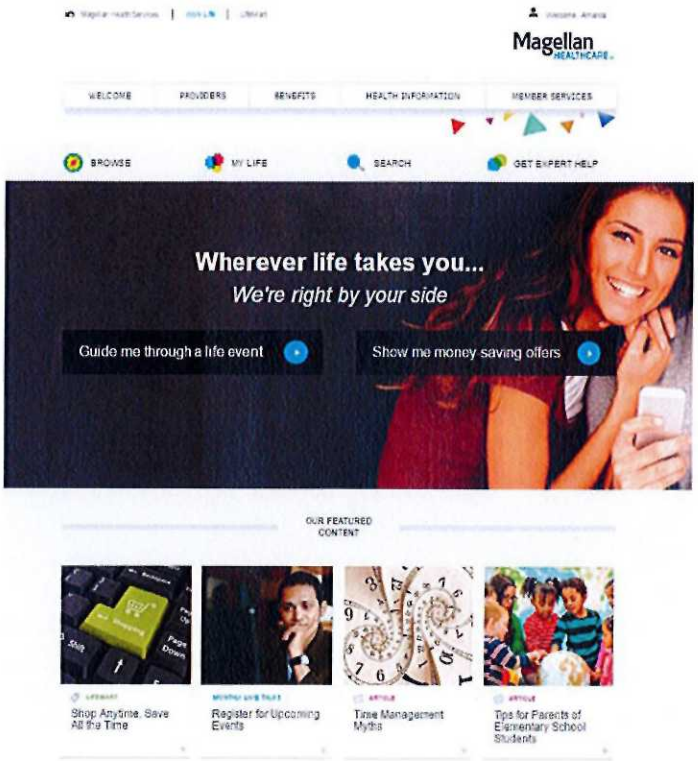
- Child care options
- Pregnancy resources
- Adoption assistance
- Education and schooling tools
- Parenting infants to teens
- Special needs services
- Adult care options
- Caregiver support
- Transportation services
- Hospice services
- Retirement
- Convenience services

Our Work-Life program provides the following advantages and competitive differentiators:



- A *seamless integration* of EAP and work-life services
- Personalized, prescreened referrals with *confirmed openings*
- Industry-leading *turnaround* time
- A *single point of access* for the entire continuum of life cycle needs
- A full 360° view of each members' profile through a *comprehensive case management system*
- Interactive *online tools* through a seamless link from the EAP member website with access to provider databases, resources, checklists, in-depth articles, tools, podcasts, and more.
- A *member* ***discount center*** with access to over 900 vendor partners with thousands of pre-negotiated discounts
- *Comprehensive customer reporting* (integrated EAP and work-life activity)
- *Best in-class content* with a vast library of over 800 professionally published guides reviewed by industry experts

Our work-life specialists use our comprehensive database of over **one million** providers nationwide to identify appropriate care providers according to the employees' specifications. Rather than simply sending employees a listing of local providers, our specialists **call each potential provider** and ask a series of questions (regarding availability, cost, services, licensing requirements, etc.) to determine which providers most closely match each employee's needs.

If during the case process a specialist recognizes a need for EAP services, or for other benefits, the specialist will offer to refer or warm-transfer the member to another professional. Regardless of the member's situation, specialists follow up with members at a prearranged date and time (typically

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within 10 days after the information was sent) to ensure their needs are completely met, offer additional assistance, and provide them with a quality assurance questionnaire asking them to rate our services. Callers also receive educational materials.

In addition, Convenience Services are **included** within the Work-Life program. Individuals receive customized, pre-qualified referrals for services such as **home improvement, relocation assistance, pet care, home repair, and more**—valuable benefits for attracting and keeping employees in today's competitive marketplace and an important way of helping employees live and work more effectively.

AWARD-WINNING ONLINE SERVICES

Magellan's member Web site, located at www.MagellanHealth.com/Member, has been recognized by various eHealthcare, Internet, and Marketing associations since 2008 for having an outstanding Web site. Most recently in 2016, Magellan was a Digital Health Awards winner, which recognizes the world's best digital health resources.

MagellanHealth.com/Member features an inviting look and feel, along with an easy-to-navigate menu structure that helps members find the information they need quickly and easily—and, always, confidentially. Whether at home, at work, or traveling, employees can gain 24-hour a day access to confidential services and information to meet their diverse needs. This ease of access and engaging and personalized online experience serves as a prevention and wellness tool that helps employees take control of their life management issues. Users can find a full continuum of self-paced, interactive tools to address concerns ranging from wellness and personal development to workplace issues, parenting, and elder care concerns.

Following are key features of our EAP Web site:

- **Ability to "Personalize My Experience"**: This feature allows members to customize their experience by placing topics of interest directly on their home page. Users can also use the feature to subscribe to newsletters and to receive updates via their preferred email. And a helpful *Suggestions for You* feature provides shortcut links to topics and services available on our site that the member will find particularly useful based on the interests they have specified.
- **Interactive Self-Assessment programs:** These programs offer an appraisal of specific issues or concerns as well as recommendations for addressing them in interactive sessions lasting approximately 15 minutes. Topics include behavioral health (depression, alcohol abuse, etc.), life management (financial planning, self-esteem, etc.), workplace (career development, business basics, etc.), families and parenting (child care, parenting teenagers etc.), health and

wellness (smoking cessation, healthy aging, etc.), and medical (diabetes, medication). Within minutes of taking the self-assessment, users are provided with a screening score and an individualized action plan.

- **Self-Referral to EAP Providers:** Magellan offers the online capability for easy, fast, **online registration** to see an in-network EAP provider, thus encouraging program utilization, especially among users who would otherwise not feel comfortable calling the toll-free number.
- **EAP and Work-Life Provider Searches:** Our Provider Search function gives users the ability to search for Magellan providers online, by provider name or ZIP code radius, with optional filters to narrow their search by gender, provider specialties, ethnicity, ages treated, and languages spoken. Google Maps links allow members to see a map of their provider's location and obtain driving directions. The search results also include **Provider Photos**, **Member Ratings**, and select **Attributes**, as well as an expanded list of specialties, certifications, awards, hospital affiliations, and more. In-depth search opportunities are also available for child and elder care providers.
- **Live Chat:** From anywhere on the Web site, members can initiate this feature to get the assistance that they need. Members chat with a live online EAP specialist to obtain benefit plan answers, such as available services or how to locate resources, and with a clinical specialist to get answers to many emotional wellness concerns, such as stress, family/life issues and more.
- **On-Demand Learning:** Members and supervisors can access short orientation videos as well as a large variety of webcasts, podcasts and online training programs at their convenience covering a diverse range of mental health, wellness, and workplace topics.
- **Online LifeMart Discount Center** with over 4 million pre-negotiated discounts (up to 40 percent) including extreme deals on a wide variety of products and services.

  - Member Discount Center
  - Computers and Electronics
  - Travel, Car Rentals and Hotels
  - Gifts and Retail Shopping
  - Movie Tickets and Video Rentals
  - Books and DVDs
  - Theme Parks
  - Flowers
  - Fitness Centers
  - Restaurants
  - And More!

- **Manager Section:** Our dedicated manager section includes links to our Supervisor Handbook, Training Manual, and other management resources; information on management consultations and referrals, workplace regulations, threats of violence, return to work consultations, and fitness for duty facilitation; as well as skill development and management tips.

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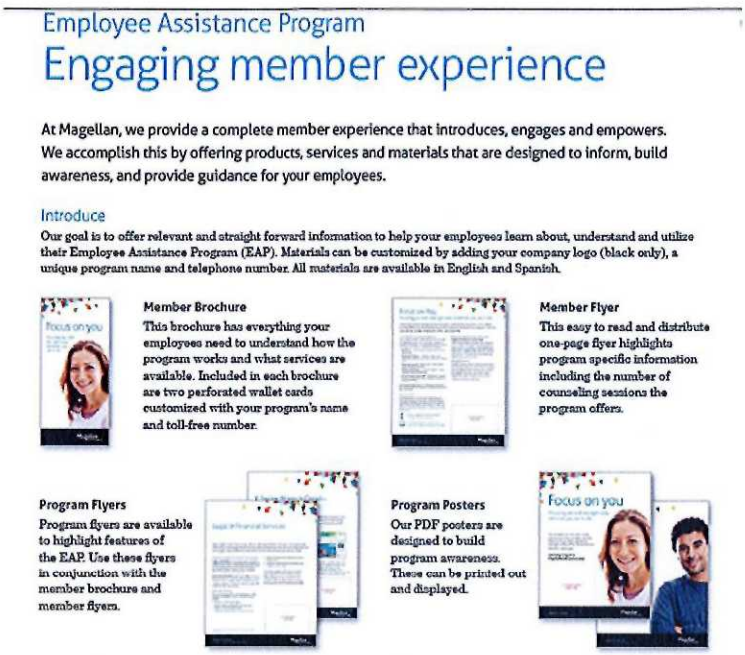
ENGAGING MEMBER COMMUNICATIONS

Clear, engaging, user-oriented communication is a key factor in ensuring a well-utilized and effective EAP. That's why we include a complete package of professionally designed communication materials at no additional cost for promotional efforts throughout the year.

Our communication campaign includes the following materials:

- **Member & Supervisor Themed Campaigns** – These monthly member and quarterly supervisor electronic campaigns, which include *newsletters*, *posters*, *webinars*, and *online resource centers* targets top workplace issues and life topics. Every issue provides actionable information, keeping Magellan top of mind when your members need assistance, by building their awareness, and supporting them in reaching their health and wellness peak.


Employee Assistance Program

Engaging member experience

At Magellan, we provide a complete member experience that introduces, engages and empowers. We accomplish this by offering products, services and materials that are designed to inform, build awareness, and provide guidance for your employees.

Introduce

Our goal is to offer relevant and straight forward information to help your employees learn about, understand and utilize their Employee Assistance Program (EAP). Materials can be customized by adding your company logo (black only), a unique program name and telephone number. All materials are available in English and Spanish.

Member Brochure

This brochure has everything your employees need to understand how the program works and what services are available. Included in each brochure are two perforated wallet cards customized with your program's name and toll-free number.

Member Flyer

This easy to read and distribute one-page flyer highlights program specific information including the number of counseling sessions the program offers.

Program Flyers

Program flyers are available to highlight features of the EAP. Use these flyers in conjunction with the member brochure and member flyers.

Program Posters

Our PDF posters are designed to build program awareness. These can be printed out and displayed.

- **Printed Brochures** – Featuring two perforated wallet cards customized with JEFFERSON COUNTY PUBLIC SERVICE DISTRICTprogram name and toll-free number, the brochure is designed to help the employee understand the benefits of their EAP, how the program works and how to access program services.
- **Program Posters and Flyers** (available electronically) – Our posters are designed to build program awareness. Flyers provide program overviews or promote specific aspects of your program services. You can print and post both in high traffic areas, electronically post them on JEFFERSON COUNTY PUBLIC SERVICE DISTRICT intranet, or distribute them via email.
- **Supervisor's Handbook** (available electronically) – Our Web site includes a dedicated manager section with links to our Supervisor's Handbook.
- **Health/Wellness Fair Support** – Health fair support includes a display tablecloth with the Magellan logo as well as eye-catching flyers, posters, handouts and other types of appropriate marketing and communications needed to support a health fair or an on-site event. These materials can help instantly identify and promote the employer's program and describe Magellan's program features.

All materials are provided in English. Many are also available in Spanish. Printed program materials are drop-shipped to one site for your distribution as a standard service for customers. We offer **home mailings** upon request and at an additional charge. Direct mail pieces may include cover letters, brochures or other communications to generate overall awareness of the program.

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PROGRAM ORIENTATION, WELLNESS SEMINARS, AND TRAININGS

Experience has taught that an EAP delivers maximum value to an organization when managers and supervisors are fluent in presenting the EAP as a workforce benefit and knowledgeable of the EAP as a business practice. Employee and management-specific orientations are available within 90 days of program effective date—in-person, webinar, or streaming video formats.

- **Employees:** Orientations focus on the available services, how to access the EAP, and the types of problems the EAP can address. We explain the voluntary and confidential nature of the program.
- **Supervisors:** Orientations focus on the service package purchased, on methods to encourage employee use of the program services, and on how to make supervisory referrals to the EAP to address job performance, substance abuse, and workplace-related problems.

Wellness Seminars

In addition to orientations, our wellness seminars have multi-faceted benefits to JEFFERSON COUNTY PUBLIC SERVICE DISTRICT. Not only do they promote wellness, provide valuable information and enhance members' and supervisors' skills, but they also serve to enhance utilization of the EAP. These seminars can also be an effective tool in managing your workplace risk.

We offer more than 70 seminars on various behavioral health and work-life issues. We can also develop customized seminars, depending on your needs. Development costs for customized seminars vary based on the requirements of the project.

On-Demand Online Training

As a pioneer in online training, Magellan has built upon its success to develop an on-demand online training library that is unparalleled in the industry. Magellan's online training programs, provided on an unlimited basis; include webcasts, podcasts, Supervisor and Employee Orientation videos, and several other self-paced programs.

Our standard online trainings have the option for users to download attestation of completion.

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LET MAGELLAN'S EAP WORK FOR YOU

In a competitive market, Magellan delivers an EAP which results in savings for employers and healthy lifestyle benefits for employees. By increasing member engagement in programs, adding Web-based and mobile wellness solutions, and providing programs that fit the workforce of today's growing needs, Magellan is committed to the health and well-being of JEFFERSON COUNTY PUBLIC SERVICE DISTRICTemployees.

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT can use the EAP as a key HR tool to deliver a positive return-on-investment.

- Employees and managers have easy access to services 24 hours a day by phone or online.
- Magellan's EAP helps to improve productivity and decrease absenteeism and work-related accidents.
- We offer 24-hour support services, wellness seminars, and interactive online tools help your employees during and after business hours.
- Magellan provides expert consultation for performance problems or substance abuse issues and in situations where you must follow legal or regulatory mandates relating to substance abuse or other work performance issues.
- EAPs more than pay for themselves. The U.S. Department of Labor has concluded that EAPs can save employers between 5 and 16 dollars for every dollar invested.

A well-run EAP can result in the following savings for employers:

- 33 percent less utilization of sick leave benefits
- 65 percent lower incidence of workplace accidents
- 30 percent deduction in workers compensation claims
- 35 percent decrease in health insurance expenditures

Employee Assistance Society of North America (EASNA) - 2009

- For members who have Magellan's 3-session EAP model, nearly 60% of cases are resolved within the EAP and are not referred on to medical/behavioral health benefits. This EAP resolution increases to approximately 70% of closed cases not requiring referrals for our higher session models.

EFFECTIVE PROGRAM REPORTING

To help evaluate your program's utilization and see the activities and progress of your members leveraging the benefits of Magellan's EAP offerings, JEFFERSON COUNTY PUBLIC SERVICE DISTRICT will have the ability to access a comprehensive set of standard reports online via our customer website. Our online reports can be accessed at any time via our password-controlled Customer Dashboard. The Customer Dashboard is a password-controlled Web resource that enables authorized individuals to view or download report data on demand. These Web-based reports include non-identifying (confidential) information about the employees who use our services, whether online, telephonic, or in person. Each report includes year-to-date data that is refreshed monthly, as well as book-of-business normative statistics so that JEFFERSON COUNTY PUBLIC SERVICE DISTRICT can measure the success of the program over time and against the benchmarks of similar Magellan clients.

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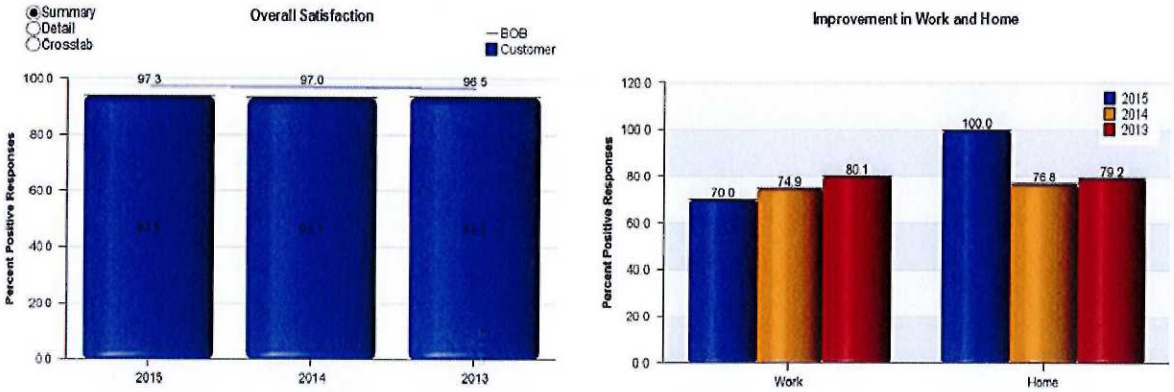
Figure 2 provides a sample image of our online Customer Dashboard.

Figure 2. Sample Customer Dashboard Screen Shot

Summary of Outcomes Tab



The BOB, book of business, is a measure that provides a comparison point between Magellan's group of customers. The measure includes customers with the same EAP session model type.

Percent of members reporting Improved or Much Improved ability to function at work or home as indicated by participant survey response.

MAGELLAN, A DEPENDABLE PARTNER FOR JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

When JEFFERSON COUNTY PUBLIC SERVICE DISTRICT selects Magellan as its EAP vendor, we will work with you in a collaborative process of design, development, and implementation toward common interests. Our promise is to offer our dependable, quality-driven partnership with JEFFERSON COUNTY PUBLIC SERVICE DISTRICT, and evolve our services to meet your future needs.

Magellan will demonstrate value to JEFFERSON COUNTY PUBLIC SERVICE DISTRICT by providing high quality, value-added services and continually offering innovative approaches to address the complex challenges brought on by workplace concerns, employee lifestyles, and rising health care costs. We will continuously strive to improve the quality and level of services we offer JEFFERSON COUNTY PUBLIC SERVICE DISTRICT, and remain focused on the expansion and application of behavioral health strategies to address your needs. With the success of our traditional products, coupled with our strong financial position, we are continually focused on innovations that will position us to most effectively meet the marketplace's needs and priorities, and, most importantly, improve the health and quality of life of those we serve.

Magellan is committed to our approach for the JEFFERSON COUNTY PUBLIC SERVICE DISTRICT EAP, and we stand ready to drive a positive experience ***with results*** for JEFFERSON COUNTY PUBLIC SERVICE DISTRICT, your employees, and their families.

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FEE PROPOSAL

Magellan Healthcare (Magellan) is committed to providing high quality services to workforce participants and their households while achieving effective control of care costs for our customers.

We are pleased to offer Magellan's Employee Assistance Program (EAP) to JEFFERSON COUNTY PUBLIC SERVICE DISTRICT at the following rate:

Program Models (Choose One)		Cost PerYear	Initial Accepted Services
3 Session EAP	(Counselor Answer)	$700.00	
5 Session EAP	(Counselor Answer)	$800.00	
6 Session EAP	(Counselor Answer)	$950.00	
10 Session EAP	(Counselor Answer)	$1400.00	
OPTIONAL SERVICES Not included in above Cost per Year $$		Cost Per Year	Initial Accepted Optional Services
Legal & Financial Services	(Optional add-on)	$50.00	
Work Life Services	(Optional add-on)	$100.00	
Tobacco Cessation - App (Optional add-on) *Coaching and NRT**		Included **pricing upon request*	

The monthly rate for the EAP includes access for employees and their household members up to the stated number of EAP sessions, per problem per year, 24 hours a day, everyday of the year. The EAP program also includes referral services, crisis intervention, supervisory consulting services, formal organizational referrals, website, standard customer reports, and a comprehensive communications package.

Enhanced Legal and Financial services are 24/7 with live answering/intake service. Matters covered include personal and family legal services, credit, debt, borrowing, and bankruptcy, budgeting, lease verses purchase issues, business legal services, real estate, criminal matters, IRS matters, estate planning, and much more. The services include a free initial telephone consultation with a qualified professional, with discounts available for certain subsequent professional services. An extensive website is also available for research on most legal or financial matters.

Magellan work/life services. Online resources for everyday and one-of-a-kind challenges, including: child care & parenting, pregnancy & adoption, adult care & aging, education, daily life issues and relocation services.

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CONDITIONS OF OFFER

- The rate quoted for this EAP is valid for a proposed 36 month contract period beginning August 1, 2018.
- The rate quoted assumes a covered population of up to 49 employees, with a standard enrollment variation range of 15%.
- 10 hours of Employee/supervisor orientations or training events are available annually additional hours are fee for service at $230 per clinician hour.
- Unlimited Critical Incident Stress Debriefing (CISD), capped at 10 hours per event, services provided at the work place are available, additional hours are fee for service at $250 per clinician hour. If remote out of area travel is required expenses will be charged at Magellan's cost.
- The rate quoted includes Magellan's standard utilization reports accessed via online dashboard.
- The resources offered through these Magellan programs are available only in the U.S.
- The rate quoted includes Magellan standard promotional materials delivered electronically and Magellan-branded hardcopy materials (brochure or poster).
- The rate assumes that JEFFERSON COUNTY PUBLIC SERVICE DISTRICT will execute Magellan's standard form of contract for the services accepted.
- The rate quoted assumes that the administration of the EAP, unless specifically identified as an exception, shall follow Magellan's standard installation, billing, and service practices. If these conditions are not met, Magellan reserves the right to adjust the rate or withdraw the quotation.
- Commission: Net

Customer Acceptance

Signature: _____ Date: _____

Title: _____

I certify that I am authorized by JEFFERSON COUNTY PUBLIC SERVICE DISTRICT to commit to the rate, services, and conditions stated above.

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MEMORANDUM

Re: Discuss the legal opinion regarding use of public funds

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
At the District May 16th special meeting, Chairman Forshee expressed his concerns of the District using public funds to purchase office items including a coffee maker, water cooler, coffee, water, cups, candy, etc. He submitted his concern to the West Virginia Ethics Commission and they replied as not having an opinion for this specific situation. They 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. Chairman Forshee sent the request to the County Prosecutor, Matt Harvey, and he received the opinion following this memo on July 3rd.

Action:
The Board may wish to take action on this item.

OFFICE OF THE PROSECUTING ATTORNEY

MATTHEW L. HARVEY
Prosecuting Attorney of
Jefferson County, West Virginia

120 South George Street * P.O. Box 729 * Charles Town, West Virginia 25414 * Phone: (304) 728-3243
Criminal Fax: (304) 728-3293 * Civil Fax: (304) 728-3353
www.jcpawv.org

July 3, 2018

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

Dear Mr. Forshee:

You have approached our office for an opinion as to whether the PSD is operating properly in the area of minor office expenditures. Specifically, you want to know if a county board can authorize small office expenditures for things like coffee machines, toaster ovens, etc, for staff use, and consumables such as in-office K-cups coffee/disposable cups/desk candy for staff use.

Most of these issues seem to have been determined to be an acceptable expenditure by an ethics Advisory Opinion, AO 2016-09, which held that appliances, such as coffee makers, microwaves, water coolers and water, etc, are acceptable to be provided to employees by a given public office (although that opinion did not reach the issue of other consumables, such as coffee, candy, etc).

The A.O 2016-09 states in part:

> ..... the Ethics Act permits the expenditure of public funds if there is a legitimate government purpose for the expenditure. Advisory Opinion 2015-12, citing 2012-27. Stated another way, the Commission has allowed the expenditure of public funds if the individual private gain was counterbalanced by an overriding public benefit. Advisory Opinion 2013-38.....

The A.O 2016-09 concludes in part:

> The Commission holds that, based upon the reasons asserted above by the Comptroller General of the United States, state agencies may use public funds, within reason, to purchase kitchen appliances such as water coolers, including water for the coolers, coffee makers, microwave ovens, toaster ovens and refrigerators for use by state employees at work because the individual private gain to employees is counterbalanced by an overriding public benefit to state agencies.

The A.O. does not appear to reach the question of purchasing coffee, candy, etc, however, the opinion of the Comptroller General of the United States (upon which the A.O. is based) found in relevant part that:

> "....It should also be clear that appropriated funds will not be used to furnish goods, such as the coffee itself or microwavable frozen foods, to be used in the kitchen area. These remain costs each employee is expected to bear."

However, the Ethics Commission did not specifically adopt that portion of the Comptroller's language, so that particular issue seems to be unanswered in A.O 2016-09.[1]

Nonetheless, it would most likely be a safe position to follow the recommendations of the United States Comptroller General, even though those recommendations were not specifically adopted in A.O. 2016-09.

While this is not an exhaustive analysis, and we continue to review the issue as time permits and as further information is received, we believe this is a safe position for the PSD to take regarding the above issues at this time.

Thank you for the opportunity to assist you. Do not hesitate to contact our office if you have further questions or comments.

/s/ Matthew L. Harvey
Jefferson County Prosecuting Attorney's Office
Matthew Harvey, Prosecutor
and
Nathan P. Cochran, Assistant Prosecuting Attorney
124 E. Washington Street, 2nd Floor
Charles Town, WV 25414
Phone: (304)728-3318
Fax: (304)728-3353

[1] We note that there is some language in other Ethics Opinions that seems to allow certain of these incidental expenditures by, for example, municipal agencies, to provide coffee/candy for public consumption, yet also partly accessible to the employees, may not violate the rules. However, municipalities may have more enabling language that applies to this issue than does the PSD. To err on the side of caution, requiring the EEs to bring their own coffee and other consumables almost certainly will not violate the rules.

MEMORANDUM

Re: Discuss the new amphitheater at Sam Michael's Park

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
Chairman Forshee requested this item on the agenda. The building at Sam Michael's Park or the amphitheater are currently not District customers.

Action:
No action at this time.

Jefferson County Public Service District
FY 2017-2018 Budget -11 month
Operation & Maintenance

Collecting System Expenses:	**Total Budget**	**Budget**	**May Total**	**Year to Date**	**Difference**
Supplies and Expenses	4,325.00	3,964.58	0.00	2,540.85	1,423.73
Operation Labor	23,000.00	21,083.33	942.38	14,587.95	6,495.38
Total	***27,325.00***	***25,047.92***	***942.38***	***17,128.80***	***7,919.12***
Pumping System Expenses:					
Power and Fuel	46,550.00	42,670.83	5,275.66	43,748.87	(1,078.04)
Supplies and Expense	151,440.00	138,820.00	21,040.57	99,534.73	39,285.27
Operation Labor	84,000.00	77,000.00	7,050.64	70,934.94	6,065.06
Total	***281,990.00***	***258,490.83***	***33,366.87***	***214,218.54***	***44,272.29***
Treatment and Disposal:					
Rents	1,040,850.00	954,112.50	83,541.00	938,668.00	15,444.50
Supplies & Expense	16,000.00	14,666.67	744.39	9,557.43	5,109.24
Operation Labor	6,500.00	5,958.33	910.38	5,487.19	471.14
Total	***1,063,350.00***	***974,737.50***	***85,195.77***	***953,712.62***	***21,024.88***
Billing and Collecting and Accounting:					
Billing, Collecting, and Accounting	20,916.00	19,173.00	1,653.84	17,845.18	1,327.82
Labor	130,500.00	119,625.00	9,461.38	111,383.44	8,241.56
Total	***151,416.00***	***138,798.00***	***11,115.22***	***129,228.62***	***9,569.38***
Administrative and General					
Administrative and General Salaries	221,300.00	202,858.33	15,578.99	188,525.56	14,332.77
General Officer Salaries	8,050.00	7,379.17	0.00	5,000.00	2,379.17
Expense of General Officers	3,300.00	3,025.00	231.35	1,820.51	1,204.49
General Office Suppliers and Expense	79,000.00	72,416.67	5,388.43	71,697.63	719.04
Admin. and General Insurance	48,812.00	44,744.33	0.00	36,609.00	8,135.33
Injuries and Damages/Workers Comp	16,596.00	15,213.00	1,950.00	13,390.00	1,823.00
Employee Insurance	60,300.00	55,275.00	4,613.25	49,917.57	5,357.43
Pension and FICA Tax Expense	86,778.45	79,546.91	6,063.77	75,014.58	4,532.33
Miscellaneous General Expense	41,400.00	37,950.00	641.40	25,463.99	12,486.01
Maintenance of General Property	4,615.00	4,230.42	340.00	3,720.00	510.42
Bad Debt	15,000.00	13,750.00	0.00	9,827.27	3,922.73
Transportation	21,700.00	19,891.67	2,119.56	20,316.85	(425.18)
Rent Expense	94,363.00	86,499.42	7,871.78	86,015.90	483.52
Special Expense	162,578.40	149,030.20	5,582.32	131,145.13	17,885.07
Total	***863,792.85***	***791,810.11***	***50,380.85***	***718,463.99***	***73,346.12***
Total Operation and Maintenance	***2,387,873.85***	***2,188,884.36***	***181,001.09***	***2,032,752.57***	***156,131.79***
Debt Service Expense	454,623.00	416,737.75	37,574.50	413,319.50	3,418.25
Note Payable	56,376.00	51,678.00	4,697.65	51,673.95	4.05
Total Debt Service	***510,999.00***	***468,415.75***	***42,272.15***	***464,993.45***	***3,422.30***
Renewal and Replacement Fund	76,618.65	70,233.76	5,672.29	68,685.00	1,548.76
Reserve per SB 234	0.00	0.00	0.00	83,875.84	(83,875.84)
Total Renewal and Replacement Func	***76,618.65***	***70,233.76***	***5,672.29***	***152,560.84***	***(82,327.08)***
Total Cash Requirement	***2,975,491.50***	***2,727,533.88***	***228,945.53***	***2,650,306.86***	***77,227.02***

Jefferson County Public Service District
FY 2017-2018 Budget -11 month

Revenue Estimate:

	Total Budget	Budget	May Total	Year to Date	Difference
Operating Revenue	2,967,818.43	2,720,500.23	235,256.70	2,680,854.04	39,646.19
Non-Operating Revenue	96,927.57	88,850.27	8,277.05	91,590.54	(2,740.27)
Total Revenue	***3,064,746.00***	***2,809,350.50***	***243,533.75***	***2,772,444.58***	***36,905.92***

Cash Flow:

Available Cash:			
Operating Revenues	2,680,854.04		
Other Income	91,590.54		
Total Available Cash		2,772,444.58	
Cash Requirements:			
Operating Expenses	2,032,752.57		
Total Cash Requirements		2,032,752.57	
Cash Available for Debt Service (A)			739,692.01
Debt Service Requirements:			
Total Debt Service Requirements ($42,976 x 11 month) (B)			472,736.00
Remaining Cash Surplus (Deficit) to fund Renewal and Replacement fund, SB 234 and bank loan payments (A-B)			266,956.01
Renewal and Replacement Account and SB 234 (Bond and Legislative Requirements			152,560.84
Note payable, (truck and other large acquisitions)			51,673.95
Remaining Cash Surplus (Deficit)			***62,721.22***
Percent Coverage (A)(B)			***156%***

***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	**22,488.26**
Special Services (Engineering)	**4,507.50**
Accounting Services	**36,295.71**
Legal Expense	**67,853.66**
	$ 131,145.13

Jefferson County Public Service
Sewer
Revenue & Expense May 31, 2018

	May 2018	YTD
Revenues		
1-00-0-3190 Interest Income	474.39	3,083.18
1-00-0-3191 Revenue - Sinking & Other	0.00	4,868.68
1-00-0-3192 Reconnect & Disconnect Fee	430.00	3,080.00
1-00-0-3601 Unmetered Residential Sales	11,812.08	131,241.80
1-00-0-3611 Metered Residential Sales	151,908.49	1,677,079.41
1-00-0-3612 Metered Commercial Sales	51,749.27	558,670.16
1-00-0-3613 Metered Industrial Sales	4,432.22	50,691.03
1-00-0-3614 Metered Public Authorities	8,322.56	174,962.75
1-00-0-3616 Metered Residential Sales - Deerfield	2,900.15	34,920.81
1-00-0-3617 Metered Commercial Sales - Deerfield	40.62	163.21
1-00-0-3700 Penalties	4,091.31	53,124.87
1-00-0-3950 Capital Contribution	0.00	250.00
1-00-0-3962 Income from Bad Debts Recovered	(6.41)	862.31
1-00-0-3990 Miscellaneous Revenues	3,928.07	41,485.37
1-00-0-3991 Misc nonoperating income	3,451.00	37,961.00
Total Revenues	**243,533.75**	**2,772,444.58**
Expenses		
Collecting System		
1-10-0-5030 CS - Operation Labor	942.38	13,917.56
1-10-0-5040 CS - FICA Taxes	72.10	1,132.89
1-10-0-5050 CS - Group Insurance	126.76	1,329.85
1-10-0-5060 CS - Retirement	103.65	1,654.72
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	0.00	346.43
1-10-0-9900 CS - Miscellaneous & General	0.00	47.18
Total Collecting System	**1,244.89**	**20,575.87**
Deerfield Collecting System		
1-11-0-5030 CS- Deerfield Operation Labor	0.00	670.39
1-11-0-5040 CS-Deerfield FICA Tax	0.00	51.28
1-11-0-5050 CS- Deerfield Group Insurance	0.00	41.38
1-11-0-5060 CS- Deerfield Retirement	0.00	73.73
Total Deerfield Collecting System	**0.00**	**836.78**
Ranson Collecting System		
Total Ranson Collecting System	**0.00**	**0.00**

Jefferson County Public Service
Sewer
Revenue & Expense May 31, 2018

	May 2018	YTD
Pumping System		
1-20-0-5030 PS - Operation Labor	5,736.59	55,704.38
1-20-0-5040 PS - FICA Taxes	438.87	4,445.70
1-20-0-5050 PS - Group Insurance	666.87	4,176.22
1-20-0-5060 PS - Retirement	631.07	6,458.24
1-20-0-6110 PS - Telephone Expense	593.00	6,519.37
1-20-0-6130 PS - Power - Electric	3,313.49	36,886.24
1-20-0-6131 PS - Power - Gas	1,243.39	4,082.74
1-20-0-6150 PS - M&R Bldgs & Grounds	6,800.00	9,684.24
1-20-0-6160 PS - M&R Equipment	5,368.28	29,532.83
1-20-0-7410 PS - Materials & Supplies	5,957.07	40,661.00
1-20-0-9900 PS - Miscellaneous & General	(25.00)	16.90
Total Pumping System	**30,723.63**	**198,167.86**
Deerfield Pumping System		
1-21-0-5030 PS-Deerfield Operation Labor	55.85	860.41
1-21-0-5040 PS-Deerfield FICA Taxes	4.26	69.27
1-21-0-5050 PS- Deerfield Group Insurance	0.00	0.00
1-21-0-5060 PS- Deerfield Retirement	6.13	100.46
1-21-0-5070 PS-Deerfield Workers Compensation	0.00	0.00
1-21-0-6110 PS- Deerfield Telephone Expense	143.93	1,597.43
1-21-0-6130 PS-Deerfield-Power-Electric	718.78	2,779.89
1-21-0-6131 PS-Deerfield Power- Gas	0.00	0.00
1-21-0-6150 M&R Bldgs & Grounds - Deerfield	2,157.69	8,694.67
1-21-0-7410 PS- Deerfield Supplies Expense	45.60	2,828.29
Total Deerfield Pumping System	**3,132.24**	**16,930.42**
Sewer Treatment Plant		
1-30-0-6190 STP - Rents	83,541.00	938,668.00
Total Sewer Treatment Plant	**83,541.00**	**938,668.00**
Deerfield Sewer Treatment Plant		
1-31-0-5030 STP-Deerfield Treatment Plant	910.38	5,487.19
1-31-0-5040 STP- Deerfield FICA	69.63	429.50
1-31-0-5050 STP-Deerfield Group Insurance	115.66	281.08
1-31-0-5060 STP- Deerfield Retirement	100.12	622.19
1-31-0-6130 STP-Deerfield Treatment Electric	15.07	842.09
1-31-0-6160 STP- Deerfield Plant M&R Equipment	0.00	5,817.50
1-31-0-7410 STP- Deerfield Materials & Supplies	729.32	2,897.84
Total Deerfield Sewer Treatment Plant	**1,940.18**	**16,377.39**

Jefferson County Public Service
Sewer
Revenue & Expense May 31, 2018

	May 2018	YTD
Customer Accounts		
1-50-0-5030 CA - Billing, Collecting & Accounting	6,080.61	64,473.57
1-50-0-5032 CA - Accounting	3,192.82	44,901.65
1-50-0-5040 CA - FICA Taxes	683.84	8,402.96
1-50-0-5050 CA - Group Insurance	1,416.03	12,843.64
1-50-0-5060 CA - Retirement	1,020.08	12,804.95
Total Customer Accounts	**12,393.38**	**143,426.77**
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	9,453.22	125,431.15
1-70-0-5031 G&A - Board Member Compensation	0.00	5,000.00
1-70-0-5032 G&A - Annual Leave	2,240.48	27,499.37
1-70-0-5033 G&A - Sick Pay	2,314.97	17,631.43
1-70-0-5034 G&A - Holiday Pay	1,570.32	17,963.61
1-70-0-5040 G&A - FICA Taxes	1,063.87	14,551.89
1-70-0-5050 G&A - Group Insurance - Employees	2,136.58	30,240.29
1-70-0-5060 G&A - Retirement	1,600.45	21,045.10
1-70-0-5070 G&A - Workers Compensation	1,950.00	13,390.00
1-70-0-6110 G&A - Telephone Expense	1,210.07	6,927.07
1-70-0-6130 G&A - Power - Electric	313.92	4,233.59
1-70-0-6131 G&A - Power - Gas	1,819.88	16,330.50
1-70-0-6145 G&A - Training	100.00	439.00
1-70-0-6150 G&A - M&R Bldgs & Grounds	340.00	3,720.00
1-70-0-6170 G&A - M&R Autos & Trucks	299.68	3,986.35
1-70-0-6180 Postage	1,653.84	17,845.18
1-70-0-6190 G&A - Rents	7,538.18	82,261.30
1-70-0-6220 G&A - Dues & Regulatory Fees	225.00	10,690.69
1-70-0-6240 G&A - Board Member Expense	231.35	1,820.51
1-70-0-6260 G&A - Insurance	0.00	36,609.00
1-70-0-6270 G&A - Property Tax	333.60	3,754.60
1-70-0-6300 G&A - Contract Services	2,171.55	22,488.26
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 May 31, 2018

	May 2018	YTD
1-70-0-6320 G&A - Legal Services	3,410.77	67,853.66
1-70-0-6400 G&A - Interest Expense	48.38	834.28
1-70-0-6401 G&A - Interest on Long Term Debt	12,330.14	133,868.47
1-70-0-6402 G&A - Amort. - Debt Disc & Exp	5,114.50	56,259.50
1-70-0-6403 G&A - Depreciation Expense	34,021.22	374,233.42
1-70-0-7410 G&A - Materials & Supplies (Office Expenses)	3,864.44	60,536.97
1-70-0-9900 G&A - Miscellaneous & General	268.02	13,500.02
1-70-0-9950 G&A - Bill/Coll - Bad Debts	0.00	9,827.27
Total General & Administrative	**97,624.43**	**1,241,575.69**
Deerfield General & Administrative		
Total Deerfield General & Administrative	**0.00**	**0.00**
Cavaland Supply Payroll		
1-90-1-5030 CS - Operation Labor	476.86	6,131.97
1-90-1-5040 CS - FICA Taxes	36.45	482.79
1-90-1-5050 CS - Group Insurance	44.70	392.61
1-90-1-5060 CS - Retirement	52.45	702.70
Total Cavaland Supply Payroll	**610.46**	**7,710.07**
Cavaland Dstrb System Payroll		
1-90-2-5030 CDS - Operation Labor	160.67	823.73
1-90-2-5040 CDS - FICA Taxes	12.30	63.02
1-90-2-5050 CDS - Group Insurance	26.70	53.41
1-90-2-5060 CDS - Retirement	17.67	90.82
Total Cavaland Dstrb System Payroll	**217.34**	**1,030.98**
Cavaland Billing Payroll		
1-90-3-5030 CB - Operation Labor	75.18	980.55
1-90-3-5040 CB - FICA Taxes	5.75	74.99
1-90-3-5050 CB - Group Insurance	6.03	43.25
1-90-3-5060 CB - Retirement	8.28	109.23
Total Cavaland Billing Payroll	**95.24**	**1,208.02**
Glen Haven Supply		
1-90-4-5030 GHS - Operation Labor	438.85	6,201.03
1-90-4-5040 GHS - FICA Taxes	33.58	491.27
1-90-4-5050 GHS - Group Insurance	51.65	414.43
1-90-4-5060 GHS - Retirement	48.29	714.46
Total Glen Haven Supply	**572.37**	**7,821.19**
Glen Haven Dstrb System Payroll		

Jefferson County Public Service
Sewer
Revenue & Expense May 31, 2018

	May 2018	YTD
1-90-5-5030 GHDS - Operation Labor	181.82	1,213.42
1-90-5-5040 GHDS - FICA Taxes	13.92	92.85
1-90-5-5050 GHDS - Group Insurance	13.24	34.13
1-90-5-5060 GHDS - Retirement	19.98	133.76
Total Glen Haven Dstrb System Payroll	**228.96**	**1,474.16**
Glen Haven Billing Payroll		
1-90-6-5030 GHB - Operation Labor	112.77	1,016.50
1-90-6-5040 GHB - FICA Taxes	8.62	86.82
1-90-6-5050 GHB - Group Insurance	9.03	67.28
1-90-6-5060 GHB - Retirement	12.41	126.89
Total Glen Haven Billing Payroll	**142.83**	**1,297.49**
Cavaland Accounting		
Total Cavaland Accounting	**0.00**	**0.00**
Glen Haven Accounting		
Total Glen Haven Accounting	**0.00**	**0.00**
Total Expenditures	**232,466.95**	**2,597,113.96**
Net Revenue & Expenses	**11,066.80**	**175,330.62**

Jefferson County
Public Service District
Balance Sheet
May 31, 2018

ASSETS

Cash	
Operating Cash	201,218.44
Cash Drawer	200.00
Petty Cash	500.00
Cash - 2015 CIF Account	461,988.75
Cash - New WWTP CIF-CAF	152,491.69
Cash - Renewal & Replacement	160,737.88
Cash - Customer Security Deposits	179,017.93
Cash - Online Customer Payments	13,414.08
Cash - Sewer SB-234 Reserve Fund	263,564.69
Sinking Fund - 88B Revenue	10,174.78
Sinking Fund - 88B Reserve	10,931.83
Sinking Fund - 98B Revenue	29,985.70
Sinking Fund - 98B Reserve	12,451.78
Sinking Fund - 99A Revenue	5,122.26
Sinking Fund - 99A Reserve	12,624.51
Sinking Fund - 00A Revenue	14,749.39
Sinking Fund - 00A Reserve	38,534.17
Sinking Fund - 2008A Reserve	66,902.27
Sinking Fund - 2008A Revenue	18,150.65
Sinking Fund- 2010A Revenue	109,138.82
Sinking Fund- 2010A Reserve	154,007.77
Sinking Fund- 2013A Sewer Revenue	127,606.60
Sinking Fund- 2013A Sewer Reserve	146,144.74
Total Cash	**2,189,658.73**
Accounts Receivable	
A/R - Customer	79,916.05
Allowance for Doubtful Accounts	(10,000.00)
A/R - Other	12,481.90
Due To/From Other Utilities	5,567.51
Total Accounts Receivable	**87,965.46**

Jefferson County
Public Service District
Balance Sheet
May 31, 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	19,831,332.58
Construction in Progress	0.00
Preliminary Surveys	898,361.90
Accumulated Depreciation	(7,498,107.02)
Total Fixed Assets	**13,231,587.46**
Other Assets	
Office Lease Deposit	5,781.80
Prepayment-Insurance	24,717.00
Def Loss on Bond Refinancing	200,690.08
Unamortized Bond Issue Costs	211,500.42
Total Other Assets	**442,689.30**
TOTAL ASSETS	**16,210,634.25**
LIABILITIES	
Accounts Payable	
A/P - Trade	144,908.41
Accrued Interest	64,976.23
Customer Deposits Payable	169,734.33
Accrued- Salaries, Taxes & Expenses	(148.11)
Accrued Vacation	19,533.88
Revenue Bonds & Notes Payable	6,043,874.77
OPEB Liability	203,524.04
Total Accounts Payable	**6,646,403.55**
Contributed Capital	
Contrib In Aid of Constr.	10,013,520.19

Jefferson County
Public Service District
Balance Sheet
May 31, 2018

CIAC-Governors Grant	240,000.00
Total Contributed Capital	**10,253,520.19**
TOTAL LIABILITIES	**16,899,923.74**
RETAINED EARNINGS	
Net Rev & Exp, Current Year	175,330.62
Retained Earnings Prior Year	(864,620.11)
TOTAL RETAINED EARNINGS	**(689,289.49)**
TOTAL LIABILITIES & RETAINED EARNINGS	**16,210,634.25**

Jefferson County PSD - Budget Revision FY 2018

7/9/2018

		FY 2018 BUDGET	CHANGE	Revised- FY 2018 BUDGET
Operation & Maintenance				
Collection System Expenses				
	Supplies & Expense	4,325.00	0.00	4,325.00
	Operation Labor	28,000.00	0.00	28,000.00
Total		**32,325.00**	**0.00**	**32,325.00**
Pumping System Expenses				
1	Power & Fuel	46,550.00	2,800.00	49,350.00
2	Supplies & Expense	151,440.00	(2,850.00)	148,590.00
	Operation Labor	97,000.00	0.00	97,000.00
Total		**294,990.00**	**(50.00)**	**294,940.00**
	Treatment and Disposal			
	Rents	1,010,573.28	0.00	1,010,573.28
1	Supplies & Expense	16,000.00	(2,800.00)	13,200.00
	Operation Labor	6,500.00	0.00	6,500.00
Total		**1,033,073.28**	**(2,800.00)**	**1,030,273.28**
	Billing, Collecting & Accounting			
	Billing, Collecting & Acct. (Postage)	20,916.00	0.00	20,916.00
	Labor	142,500.00	0.00	142,500.00
Total		**163,416.00**	**0.00**	**163,416.00**
	Admin & General Expenses			
	Admin & General Salaries	239,300.00	0.00	239,300.00
	General Officers Salaries	8,050.00	0.00	8,050.00
	Expense of General Officers	3,300.00	0.00	3,300.00
	Gen. Office Suppliers & Exp.	76,272.00	0.00	76,272.00
	Admin & General Insurance	48,812.00	0.00	48,812.00
	Injuries & Damages/Workers Comp	16,596.00	0.00	16,596.00
	Employee Insurance	60,300.00	0.00	60,300.00
	Pension & Fica Tax Expense	95,730.45	0.00	95,730.45
	Misc. General Expense	41,400.00	0.00	41,400.00
	Maintenance of General Property	4,615.00	0.00	4,615.00
	Bad Debt Expense	15,000.00	0.00	15,000.00
2	Transportation	21,700.00	2,850.00	24,550.00
	Rent Expense	94,363.00	0.00	94,363.00
	Special Expense	139,575.64	0.00	139,575.64
Total		**865,014.09**	**2,850.00**	**867,864.09**
Total Operation and Maintenance		**2,388,818.37**	**0.00**	**2,388,818.37**
	Debt Service Expense	454,623.00	0.00	454,623.00
	Note Payable	56,376.00	0.00	56,376.00
Total Debt Service Expense		**510,999.00**	**0.00**	**510,999.00**
	Renewal & Replacement	75,847.78	0.00	75,847.78
	Reserve per SB 234	202,317.00	0.00	0.00
Total Reserve Requirements		**278,164.78**	**0.00**	**75,847.78**
Total Cash Requirement		**3,177,982.15**	**0.00**	**2,975,665.15**
Revenue Estimate				
	Operating Revenue	2,936,983.43	0.00	2,936,983.43
	Non-Operating Revenue	96,927.57	0.00	96,927.57
Total Revenue		**3,033,911.00**	**0.00**	**3,033,911.00**

Coverage Calculation:			
Available Cash	3,033,911.00	0.00	3,033,911.00
Cash Requirements- Operating Expense	(2,388,818.37)	0.00	(2,388,818.37)
Cash Available for Debt Service (A)	645,092.63	0.00	645,092.63
Debt Service Requirement (B)	515,714.80		515,714.80
Remaining Cash Surplus	**129,377.83**	**0.00**	**129,377.83**
Percent Coverage (A)(B)	**125.09%**		**125.09%**
Cash flow Calculation:			
Available cash (above)	3,033,911.00	0.00	3,033,911.00
Total cash requirement (above)	(3,177,982.15)	0.00	(2,975,665.15)
Total excess (deficit) cash	(144,071.15)	0.00	58,245.85

EXPLANATION:

*** Budget does not change in total. Line item revisions only.**

(1)Pumping System Expenses-Power & Fuel -Increased to reflect actual expense due to increase in Deerfield electric expenses.

(2)Admin & General- Transportation- Increased to reflect actual expense due to an increase in vehicle repairs & gas expenses.

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT

Revenue & Recommended Payment-July 9, 2018

Ending Balance from June 4, 2018 board meeting (per books)	$	44,995.91
Checking Account Balance July 9, 2018	$	232,893.34
System Fees		
Glen Haven & Cavaland		1,559.90
Transfers		
Transfer from Sewer Security Deposit Account	$	5,597.10
Transfer from Renewal & Replacement Account	$	802.31
Transfer from Renewal & Replacement Account	$	24,221.00
Total Other Funds		
Total Funds Available	**$**	**265,073.65**

Recommended Approval		**$ 217,889.83**
Remaining Balance	$	47,183.82

Expenses Pay To:	Total	Recommended Approval	
Bank of Charles Town	4,697.65	4,697.65	
Charles Town Utility Board	81,335.00	81,335.00	*
Dept. of Tax & Revenue	1,400.42	1,400.42	
PEIA	3,750.60	3,750.60	*
Petty Cash	50.88	50.88	
RAI Group	333.60	333.60	
RAI Group	7538.18	7,538.18	*
Renewal & Replacement	5,995.03	5,995.03	*
Retiree Health Benefit Trust Fund	1,416.00	1,416.00	
WV Municipal Bond	38,831.39	38,831.39	
WV Public Retirement Board	5,153.35	5,153.35	
Aflac	57.60	57.60	
Amerigas	82.35	82.35	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	99.00	99.00	
Amerigas	126.00	126.00	
Amerigas	225.93	225.93	
AskNeal, LLC	108.98	108.98	

AskNeal, LLC	253.73	253.73	
AskNeal, LLC	714.93	714.93	
AskNeal, LLC	714.93	714.93	
BB&T Bankcard Corporation	1,504.70	1,504.70	*
Biedlers Electric	84.74	84.74	
Brickstreet Mutual Insurance Co	975.00	975.00	
Charles Town Utility Board	1,062.00	1,062.00	
Crawford Law Group	250.00	250.00	
Crystal Springs	34.60	34.60	
DDL Business System	500.00	500.00	
Dodson's Septic Cleaning, Inc.	150.00	150.00	
Evoqua Water Technologies, Inc.	150.00	150.00	
Evoqua Water Technologies, Inc.	260.00	260.00	
Evoqua Water Technologies, Inc.	300.00	300.00	
Evoqua Water Technologies, Inc.	9,147.36	9,147.36	*
Finely Finished Floors	90.00	90.00	
Frontier	287.86	287.86	
Guys Buick & Pontiac	76.40	76.40	
Guys Buick & Pontiac	1,032.42	1,032.42	
Home Depot	100.00	100.00	
Mail Finance	667.98	667.98	
Marcum Pump & Equipment, Inc.	802.31	802.31	
Marcum Pump & Equipment, Inc.	24,221.00	24,221.00	*
Miss Utility	81.30	81.30	
Omnisite	593.00	593.00	
Potomac Edison	32.00	32.00	
Potomac Edison	61.40	61.40	
Potomac Edison	160.66	160.66	
Potomac Edison	562.80	562.80	
Potomac Edison	4,501.65	4,501.65	*
Public Service Commission	8,700.35	8,700.35	*
Purcellville Computers	540.00	540.00	
Records Management Solutions	189.60	189.60	
Reliance Laboratories	196.00	196.00	
Sheetz Advantage Card	2,367.48	2,367.48	*
Southern States	28.15	28.15	
Spirit of Jefferson	24.06	24.06	
Sprint	429.42	429.42	
Staples	623.23	623.23	
Tammy Wilt	250.00	250.00	
Taylors Pumping	696.90	696.90	
Teltronic	180.00	180.00	
The Bank of New York Mellon	750.00	750.00	
Thomassen Auto Group	263.70	263.70	
Toshiba Financial Services	367.50	367.50	
United Concordia Companies, Inc	493.20	493.20	
United Bank	150.00	150.00	
USA Bluebook	254.23	254.23	
Valley Credit Service	118.28	118.28	
	$ 217,889.83	**$ 217,889.83**	

*Denotes Payments Signed By The Board

All Other Payments Have Been Signed By The General Manager

Water System Expenses

Revenue & Recommended Payments-July 9, 2018

Ending Balance from June 4, 2018 (per books)	$	(5,396.14)
Checking Account Balance July 9, 2018		7,453.25
Transfers		
Transfer from Water Security Deposit Account	$	374.92
Transfer from Renewal & Replacement Account	$	1,419.00
Total Funds Available	**$**	**9,247.17**
Recommended Approval	**$**	**8,588.57**

		Due		Recommended
NEW BILLS				
PSD Labor approved at prev. meetings (not paid)		5,465.03		1,000.00
Jefferson County PSD Labor		1,559.90		1,559.90 *
SB 234		200.00		200.00
Renewal & Replacement		219.00		219.00
WV Municipal Bond		3,462.55		3,462.55
BB&T Bankcard Corporation		40.18		40.18
Broy & Son		1,419.00		1,419.00
Frontier		86.56		86.56
Frontier		86.56		86.56
Hach Company		141.69		141.69
Potomac Edison		99.13		99.13
Potomac Edison		234.00		234.00
WV DHHR		40.00		40.00
Total New Bills	$	13,053.60	$	8,588.57
New Balance Forward	$	(3,806.43)	$	658.60

MEMORANDUM

Re: Approve transfers

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Action:

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.

MEMORANDUM

Re: Update on JCPSD transition to City of Charles Town

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 2018

Preparers: April Shultz, General Manager

Background:
After the recent approval by the PSC on the dissolution of the District, this item was added by Chairman Forshee and will be a standing agenda item until the transition to Charles Town is complete.

Staff has met with the Kristen Stolipher, Assistant Utility Manager for Charles Town Utility Board, and is currently providing information regarding staff salaries, job descriptions, etc. Both utilities will also be working on job shadowing and possibly an employee lunch and site visits in the near future.

Action:
No action at this time.

MEMORANDUM

Re: Update on status of current legal cases

To: Jefferson County PSD Board Members & Professionals

Date: July 6, 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 on June 26th 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.

Action:
No action at this time.

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

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

Glen Haven & Cavaland Water Systems:
Last Month: Staff has prepared and received approval from BPH to send the water customers the annual drinking water quality report for 2017. These will be mailed out next week.

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

Pump Stations and Collection System:

Last Month:
The Board approved Marcum Pump & Equipment to begin the repairs/upgrades to pump station 3-6. This should be completed next week. The Board should begin to think about upgrading pump station 4-2 next.

The fence installation at both Briar Run pump stations is complete. Mr. Freeze has ordered additional locks that are used at all of the other stations for these 2 stations.

Regarding the pump station analysis requested by the Board for the District's engineering technician to complete, he has included an update in the Technology Report following this agenda item.

This 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.

Deerfield Sewage System:

Last Month:
Mr. Freeze has ordered 3 new pumps for the Deerfield plant. Plant 2 now has all the recirculation tank pumps working. Plant 1 still needs to have one pulled and repaired or replaced.

This Month:

Wasteload Allocations and NPDES Applications:

No major issues/updates.

Classes & Meetings of Interest:

Classes: None this month.

Meetings: *None* this month.

Vehicles & Equipment:

The 2008 Ford Escape has been fixed. The GMC Canyon was also in the shop to replace tire sensors on all four tires and fix the fuel gauge. Just to inform the Board, a couple of the District's trucks are getting pretty high with mileage. The 2008 Ford Escape has 179,000, the 2008 GMC Canyon has 186,000 and the 2004 Ford Ranger has 195,800.

Other issues:

Consolidation with Charles Town:

This month:

The PSC issued an order dissolving the District on June 26th. Staff has been working with Kristen Stolipher from CTUB on providing employee information, list of assets, etc.

CTUB provided their City Council with an evaluation of the District's system at their June 18th meeting. The report is included behind this report or by following the link below.
http://charlestownwv.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=1401&Inline=True

Development/New Customer Information:

This Month:

Jefferson Heights North & Magnolia Springs:

There have been no updates this month.

TEMA:

Staff worked with the engineers of TEMA to determine the facility will utilize 4 EDU's. The Development Authority has paid the Capital Improvement Fee and security deposit for this new customer.

Accounting Update:

This month:

Last month the Board approved moving forward with Yount, Hyde and Barbour out of Winchester, VA. Since then staff has been working with them sending requested information and preparing for a site visit at the District's office on July 9th and 10th.

Employee Update:
This month:
Staff has continued doing a great job at keeping the operations running smoothly while I'm away. All employee evaluations were also conducted at the end of the month.

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.

Last month staff informed the Board of an inflow and infiltration issue noticed in the Burr Park area coming from the Jefferson Utilities (JUI) system. Our engineering technician found water flowing into the District's sewer from JUI's Burr Business Park water plant. Staff received the update below from Lee Snyder at JUI on July 2nd. The District was not charged for usage by Charles Town.

> "Upon examination, we found that the plant chlorine contact tank was overflowing into the sewer. The design of the water plant at Burr Park was such that the tank overflow was plumbed into the sewer. I am not sure why this was done since the tank contained only potable water, there was no reason for this.
>
> As I explained, the plant had been operated manually each day for several weeks due to a failed level controller in the onsite tank. Since the well pump exceeded the flow rate of the high service pump, the difference in flow rates overflowed and ran into the sewer.
>
> I am attaching a photo of the sewer line where it comes out of the ground being closed off with a flange. We will be redirecting a pipe from overflow to the surface. I apologize for this occurrence. I honestly, and apparently the plant operator as well, gave no thought to the overflow being piped into the sewer. This was both unnecessary and ill-advised when it was first built. This was done back in 1990 when the facility was constructed by another contractor. "

Next Regular Board meeting will be on Monday, August 6, 2018 @ 7:00 pm at our office.

Jefferson County PSD Asset Evaluation Report

June 2018

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

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Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

1.0 EXECUTIVE SUMMARY

As Charles Town moves forward with the Jefferson County Public Service District (JCPSD) asset acquisition, the Charles Town Utility Board (CTUB) has prepared the following report to summarize the assets and details of the acquisition for the Charles Town Mayor and City Council.

This report will summarize the assets of the JCPSD based on available information from the JCPSD Annual Report for Year ending 2017 as well as a site visit to all JCPSD facilities on May 11, 2018 by Kristen Stolipher (Assistant Utility Manager), Butch Goff (Operations Manager) and Joe Freeze (JCPSD Operations Manager). Hoy Shingleton will be providing the details pertaining to the transfer of property, easements and equipment.

The JCPSD provides approximately 2,400 residential and commercial customers with sewer service. The JCPSD also provides water service to 113 residential customers in Cavaland and Glen Haven.

The JCPSD assets consist of the following:

Wastewater Plant
- Deerfield Wastewater Treatment Plant

Pump Stations
- Twenty eight (28) Pump Stations

Collection lines
- 45.11 miles of Gravity Collection Mains
- 16.78 miles of Force Collection Mains

Water Treatment Plant
- Cavaland
- Glen Haven

Staff
The JCPSD currently has four (4) Field Staff, two (2) customer billing staff and four (4) administrative and General office staff.

Additional Utility Assets
- Vehicles
- Lawn Equipment
- Pumping equipment
- Maintenance Equipment

2.0 WASTEWATER TREATMENT PLANT

The JCPSD has one wastewater plant located at the Deerfield Subdivision serving 35 single family residences with the capacity for up to 48 homes. The plant consists of two adjacent Ashco re-circulating sand filter wastewater treatment plants, one pump station and twelve septic tanks with associated piping. The effluent from this system is distributed just below ground level into two disposal fields. Based on the site evaluation the system appears in working order and no notable issues.

3.0 PUMP STATIONS

The JCPSD system comprises of 28 pump stations as detailed below:

JCPSD Pump Stations

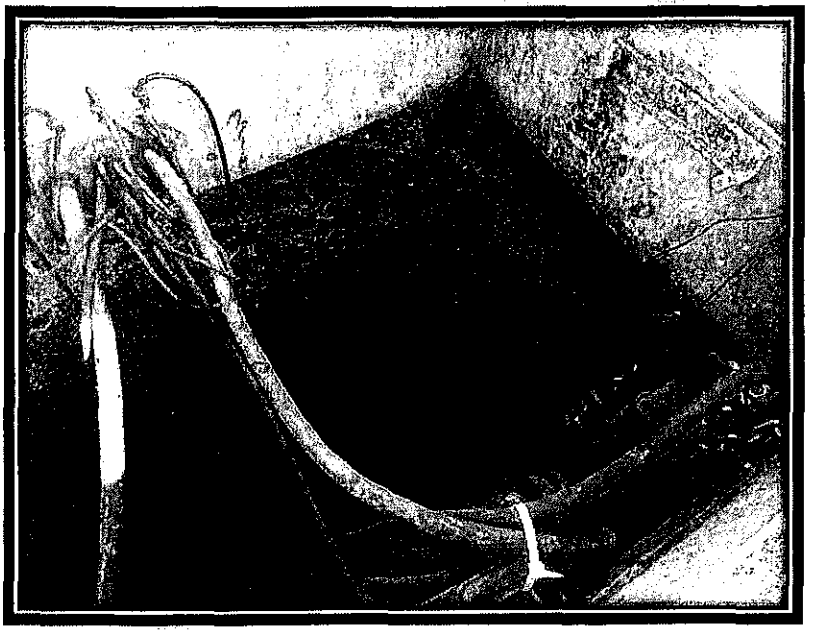
NUMBER	FULL_NAME	ADDRESS
1-10	Jetts Farm	9989 Charles Town Road
1-11	Woodlawn MHP Rt 9	10215 Charles Town Road
1-12	Lloyds Flats	1982 North Mildred Street
1-12A	Moose Lodge	1394 North Mildred Street
1-157	Woodlawn MHP	10217 Charles Town Road
2-13	Orchard Hills	2 Apple Tree Drive
2-14	Cranes Lane	257 Cranes Lane
3-6	Race Track Flowing Springs Rd	24 Pacesetter Way
3-7	Breckenridge	52 Kimberwicke Drive South
3-8	Job Corps	1471 Job Corps Road
3-9	Jefferson High School	4025 Flowing Springs Road
3-10	Briar Run	134 Briar Run Drive
3-11	Briar Run	183 Jack Rabbit Lane
3-13	Beallair	68 Plantation Lane
3-14	Driswood	690 Job Corps Road
4-2	Wendys	53 Federal Way
4-3	Euclid Avenue	131 Clarence Drive
4-4	Belvedere North	326 Crescent Drive
4-5	Greenfield South	35 Bailey Brooks Way
4-6	Greenfield North	83 Bramble Drive
4-7	County Green	54 Bruce Drive
5-1	Burr Park	266 Edmond Road
5-2	Burr Park	134 West Burr Boulevard
5-3	Burr Park	421 Industrial Boulevard
SHN 1	Spruce Hill West	15 Caperton Drive
SHN 2	Spruce Hill North	71 Oden Drive
	Deerfield WWTP	291 Deerfield Village Drive

A detailed summary of the pump station assets can be found in Appendix A from the 2017 PSC report prepared by the JCPSD. The JCPSD is currently working on upgrades and repairs to several of their pump stations including the Race Track Flowing Springs Road (3-6), Wendy's (4-2) and possibly Jetts Farm (1-10). The CTUB has been coordinating with the JCPSD to ensure upgrades are consistent with CTUB design specifications. CTUB will continue to assist and review questions from JCPSD as we work through consolidation efforts.

3.1 Northern Ranson Pump Stations

3.1.1 Jett Farm Pump Station

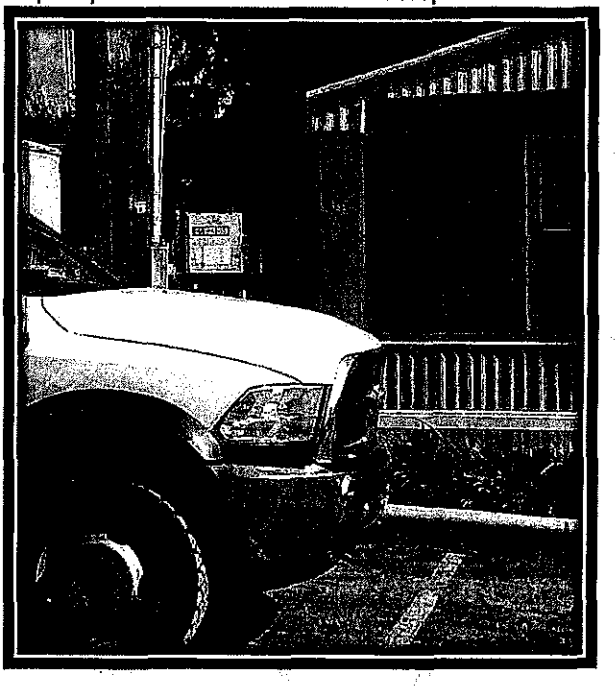
The Jett Farm pump station is an older pump station which currently takes flow from the northern region into Old Town Ranson. This station was intended to be upgraded with the approved JCPSD $7 million project. With the ROXUL line project there may be potential to relieve this pump station of significant flows by reversing flows from the Northern region into the proposed ROXUL line. If this is possible, the modifications and cost of renovations to this pump station could be reduced. Should the asset acquisition with the JCPSD occur, CTUB would intend to include modifications to this pump station within a revised PSD project to reflect the reduction in flows.



Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

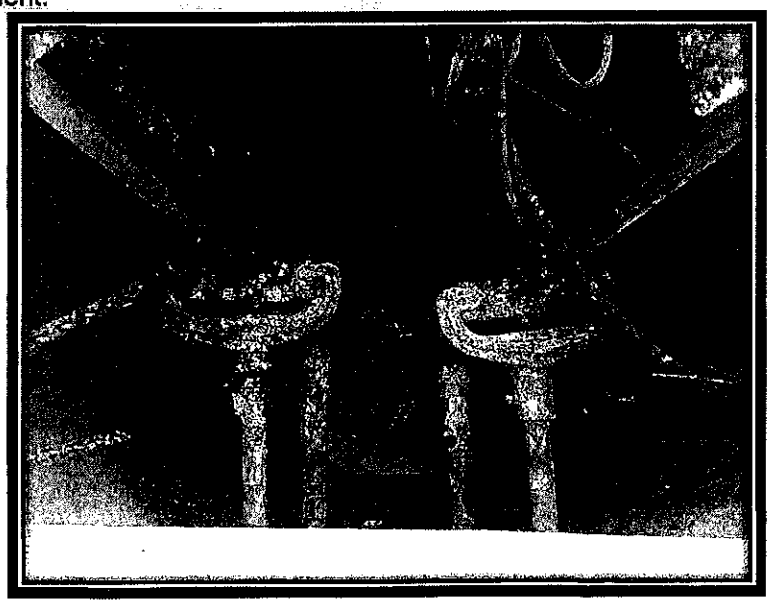
3.1.2 Woodlawn Pump Station

This pump station is a very small pump station serving mobile homes within the Woodlawn Mobile home park. It was not able to be accessed at the time of our site visit based on waterline repairs. JCPSD staff stated that they have not has issues with either of the pump stations within this development.



3.1.3 Woodlawn Mobile Home Park (1-157)

As noted in the photograph below this station has a significant issue with grease and corrosion on the pump rail system. The rails could be replaced by CTUB maintenance staff and a grease program could assist with the corrosion within the station. CTUB staff regularly applies de-greaser and pumping of pump stations as standard operation and maintenance practices prolonging the life of pump station equipment.



Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

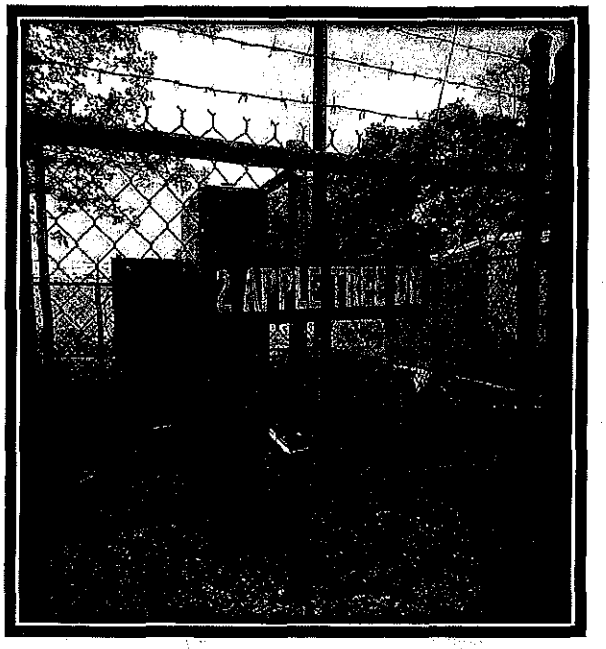
3.1.4 Lloyd's Flats (1-12)

This pump station is located along Route 115 between Old Town Ranson and Currie Road. There is the potential that this station could be eliminated with the proposed ROXUL line, however the decommissioning of the station would likely be completed by CTUB as part of a revised PSD project. The final design and cost analysis by CTUB upon acquisition of the JCPSD will determine the best solution for this pump station. It was noted by JCPSD staff that the generator at this location is not sufficient for running this station, therefore should this station remain in place, a new generator would be needed for emergency situations.

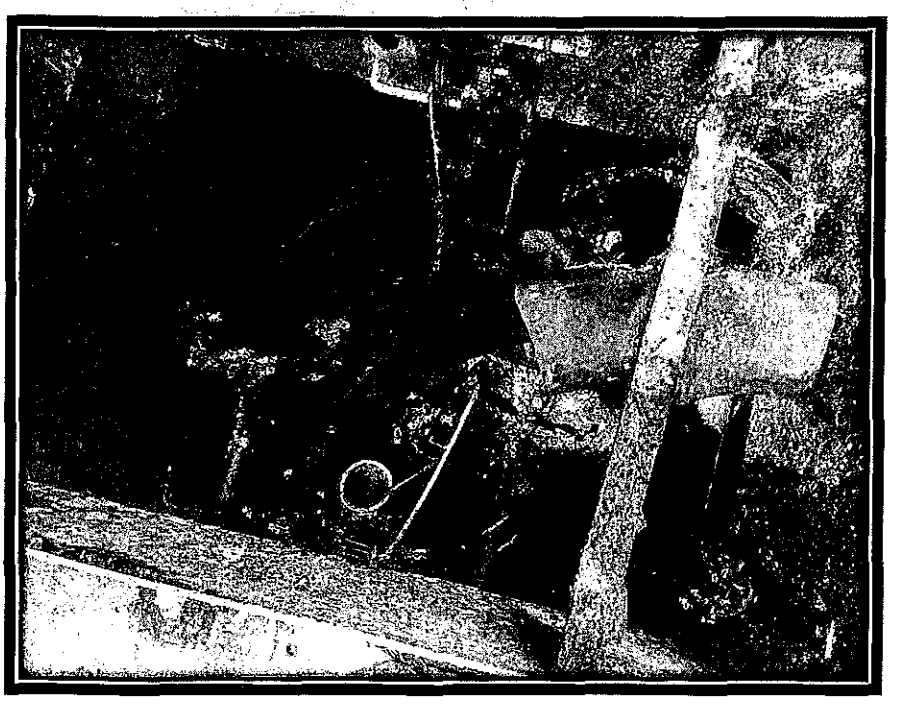
3.1.5 Moose Lodge (1-12A)

This station serves the Moose Lodge and northern region flows. There is the potential that this station could be replaced with a small grinder pump station solely for the Moose Lodge should the upstream flows be diverted to the ROXUL line. The final design and cost analysis by CTUB upon acquisition of the JCPSD will determine the best solution for this pump station. The replacement of this station with a small grinder pump station would decrease overall operation and maintenance costs. Should this station remain in place, the only deficiency that was noted was the rail system for the pumps which is a standard maintenance issue.

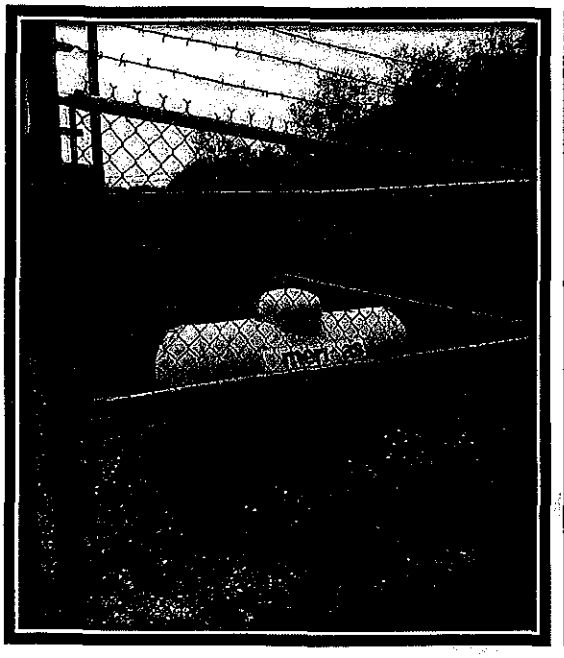
3.1.6 Orchard Hills (2-13)

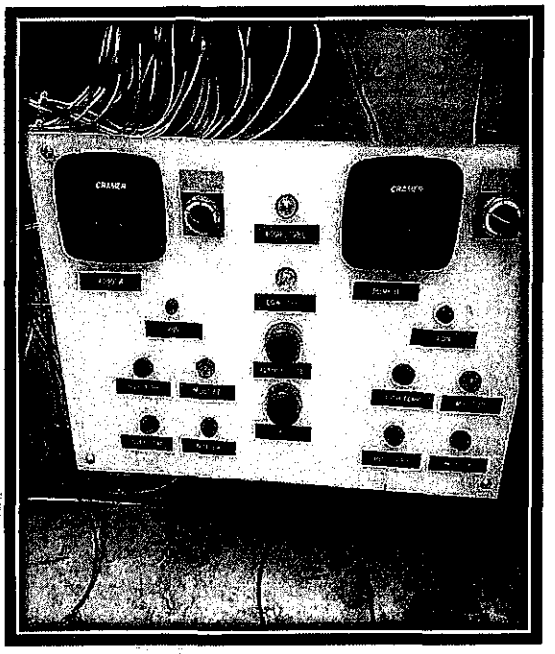


As noted in the photograph below this station has a significant issue with grease and corrosion on the pump rail system. The rails could be replaced by CTUB maintenance staff and a grease program could assist with the corrosion within the station. CTUB staff regularly applies de-greaser and pumping of pump stations as standard operation and maintenance practices prolonging the life of pump station equipment.

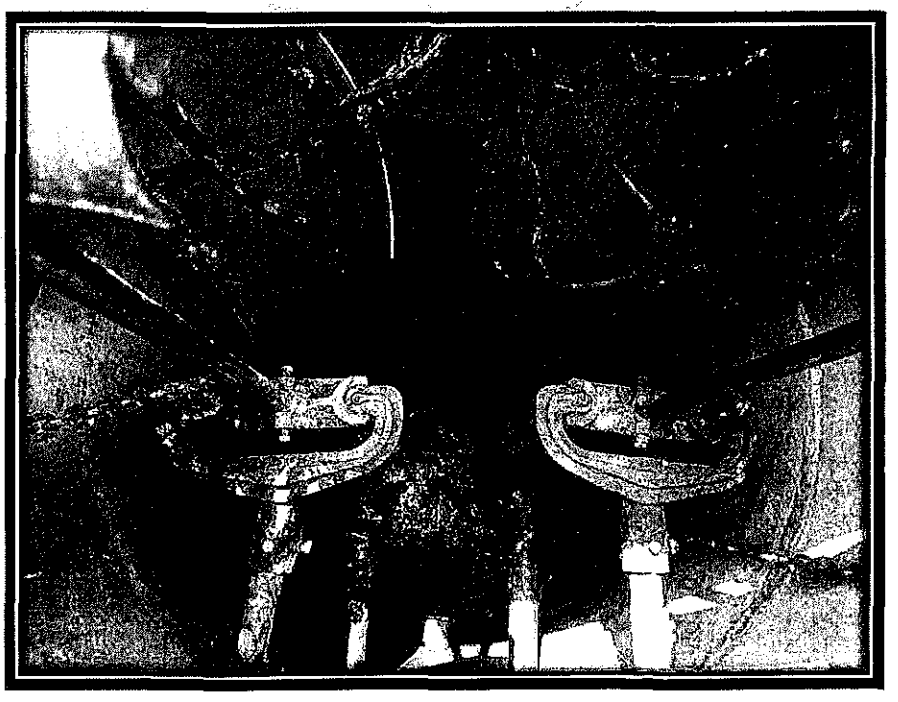


3.1.7 Cranes Lane (2-14)





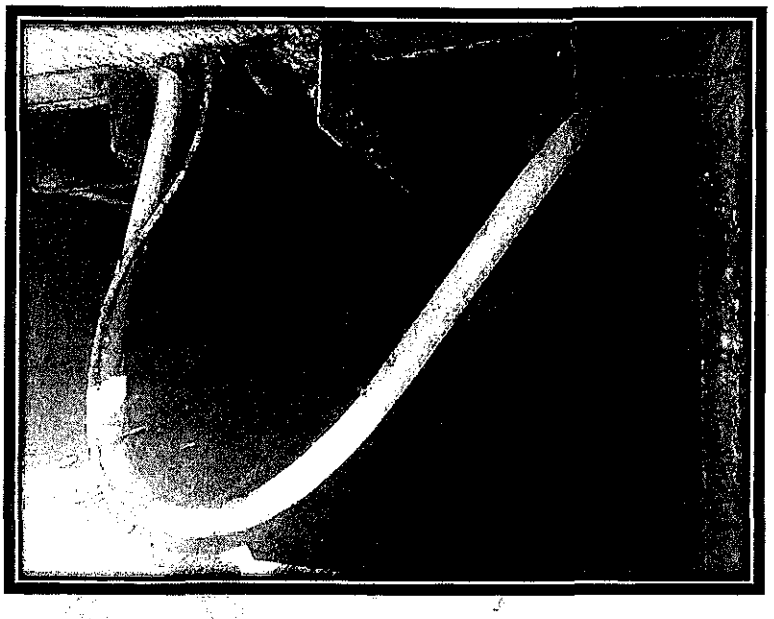
As noted in the photograph below this station has a significant issue with grease. CTUB staff regularly applies de-greaser and pumping of pump stations as standard operation and maintenance practices prolonging the life of pump station equipment.

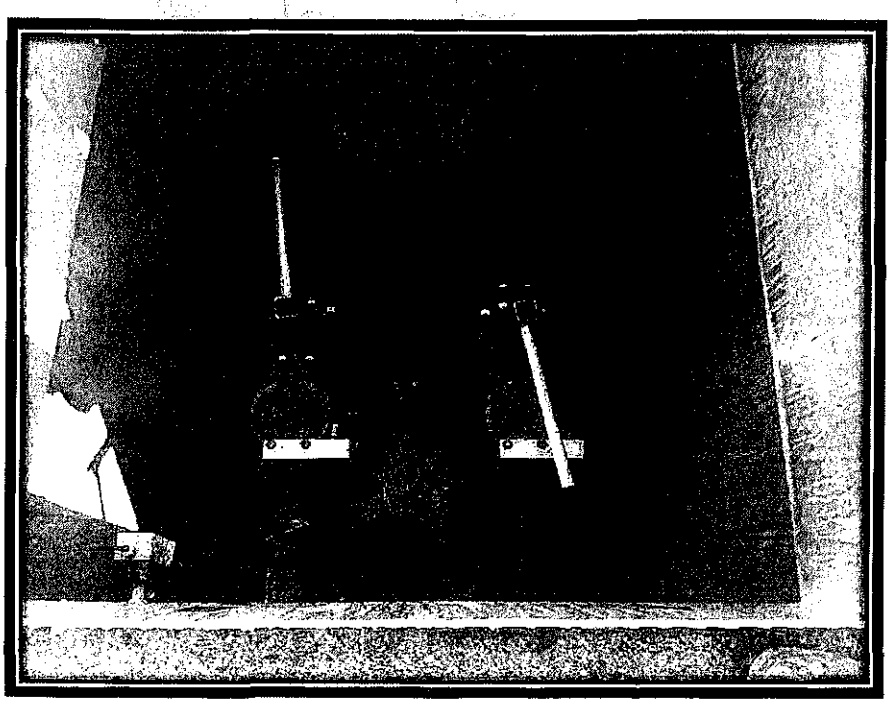


3.2 Eastern Region Pump Stations

3.2.1 Race Track Flowings Springs Road (3-6)

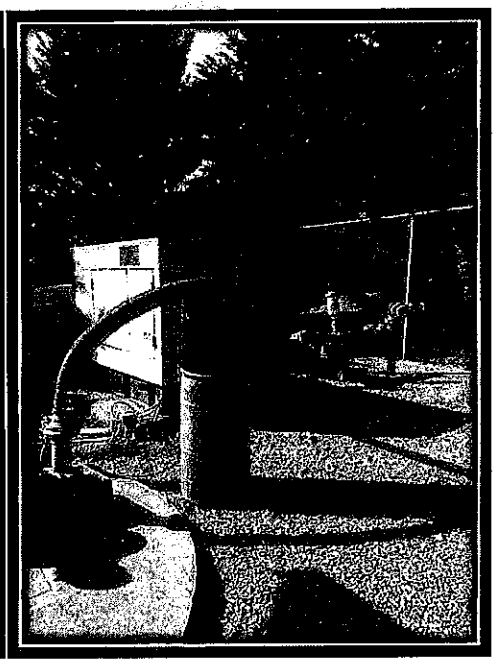
This pump station has recently been updated by JCPSD staff. Several of the concerns with this station when visited were a broken rail system, pumps that were not seated in the bases, a broken discharge line and broken check valve system. It is our understanding that these items have since been repaired and new pumps.





3.2.2 Breckenridge (3-7)

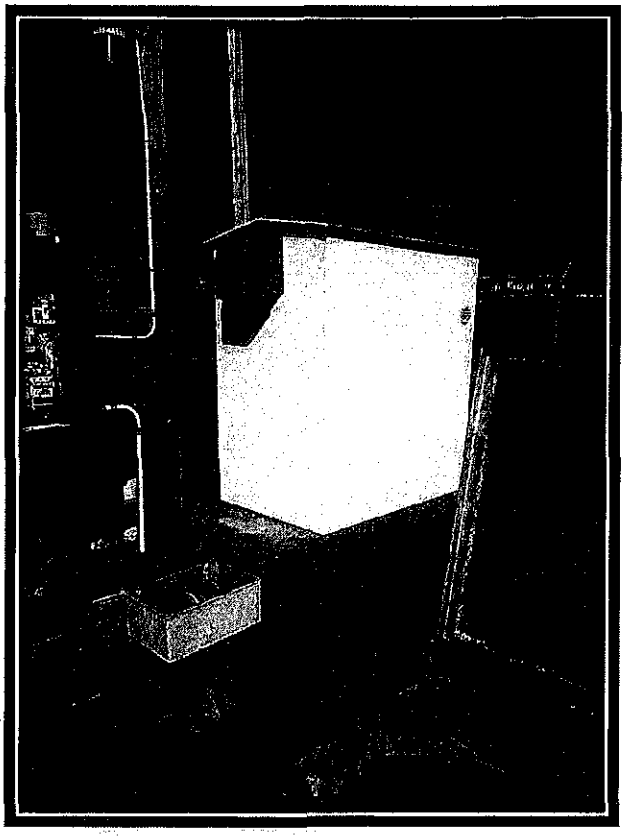
This pump station is equipped with a Godwin back-up pump. At one time there was an issue with sewer back-ups however JCPSD staff noted that there have not been any further issues after the installation of check valves on several of the sanitary laterals to homes within the neighborhood. The approved PSD $7 million project included the de-commissioning of this station. There is the potential that this station could remain in-place with a revised PSD project by the CTUB should it be more cost effective to eliminate flows from the East region to this station. The final design and cost analysis by CTUB upon acquisition of the JCPSD will determine the best solution for this pump station.



Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

3.2.3 Job Corps (3-8)

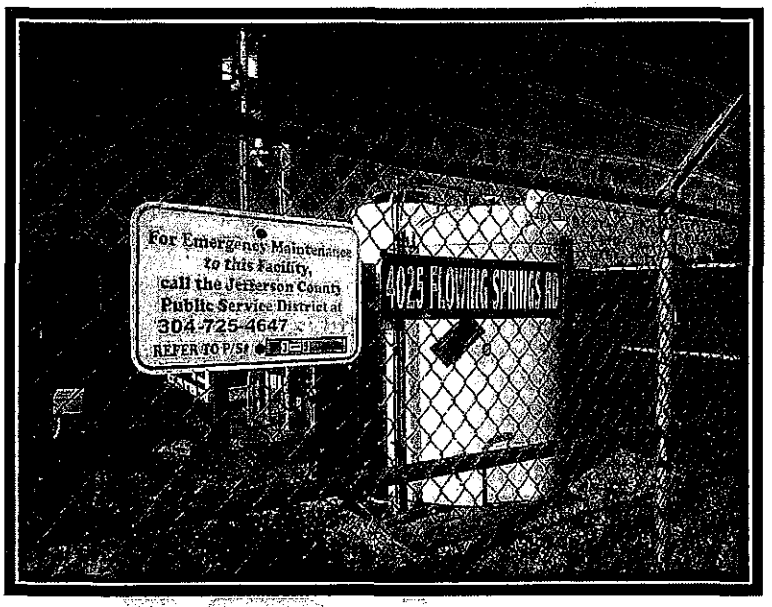
At the time of the site visit a repaired pump was being re-installed within this pump station. There did not appear to be any other deficiencies at this location.

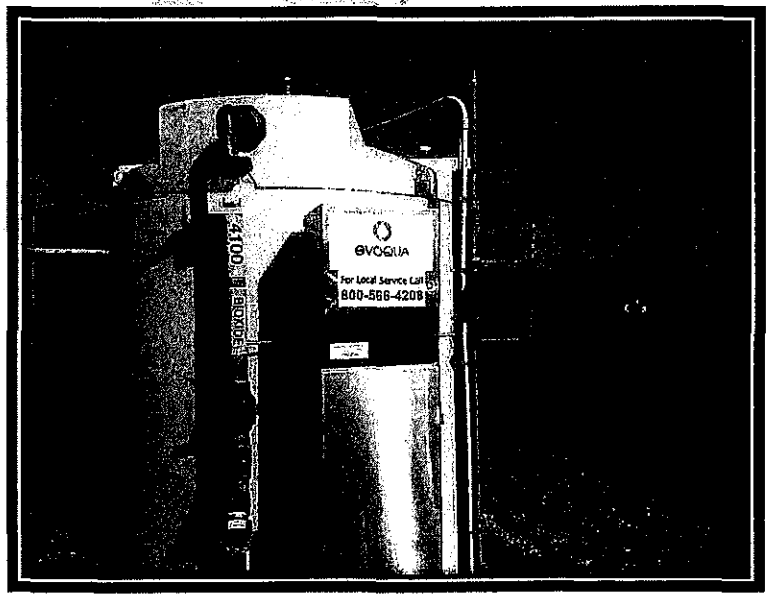


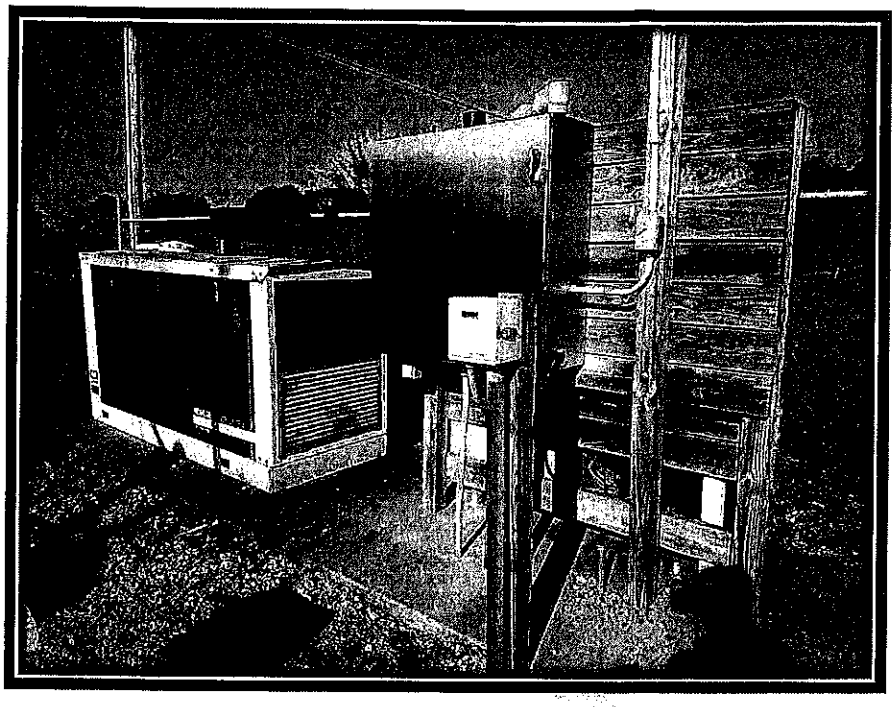
Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

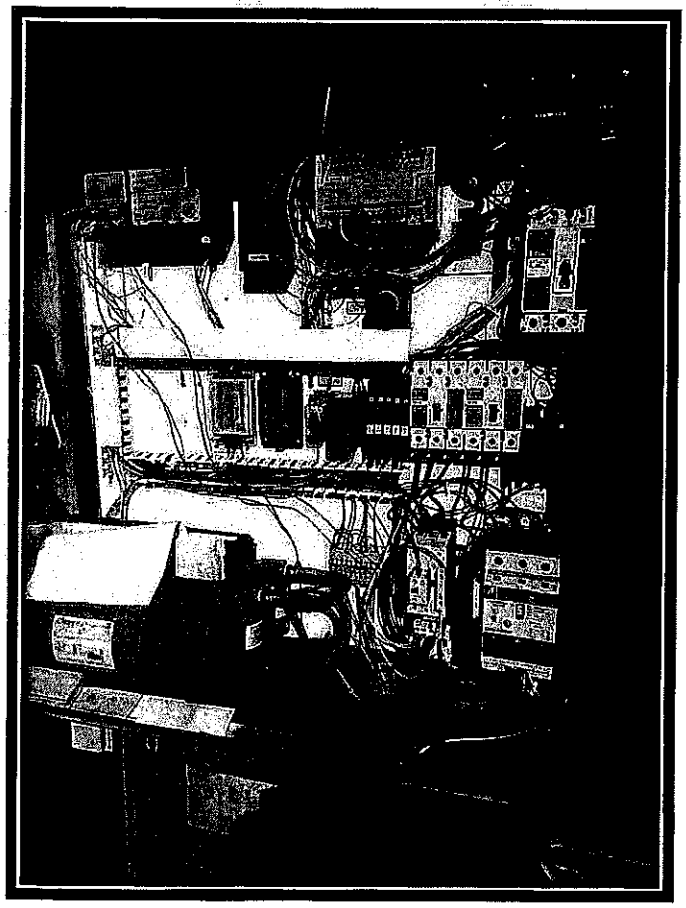
3.2.4 Jefferson High School

This is one of three pump stations where the JCPSD applies Bioxide into the wetwell via a chemical storage tank located at the pump station site. Bioxide chemical application may help minimize odor problems through the system. It is unknown what odor issues exist in the system, therefore CTUB would intend to evaluate the need for this chemical application to determine application rates and specific odor issues within their system. The application of these chemicals ranges from $20K-$50K per year. Currently the CTUB does not apply any chemicals other than natural type de-greasers to pump stations.





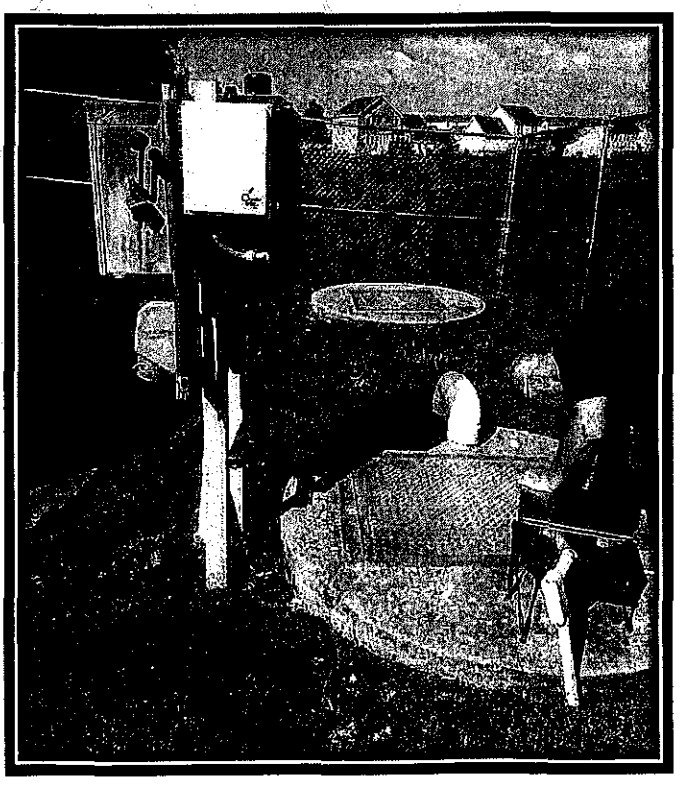




3.2.5 Briar Run 1 (3-10)

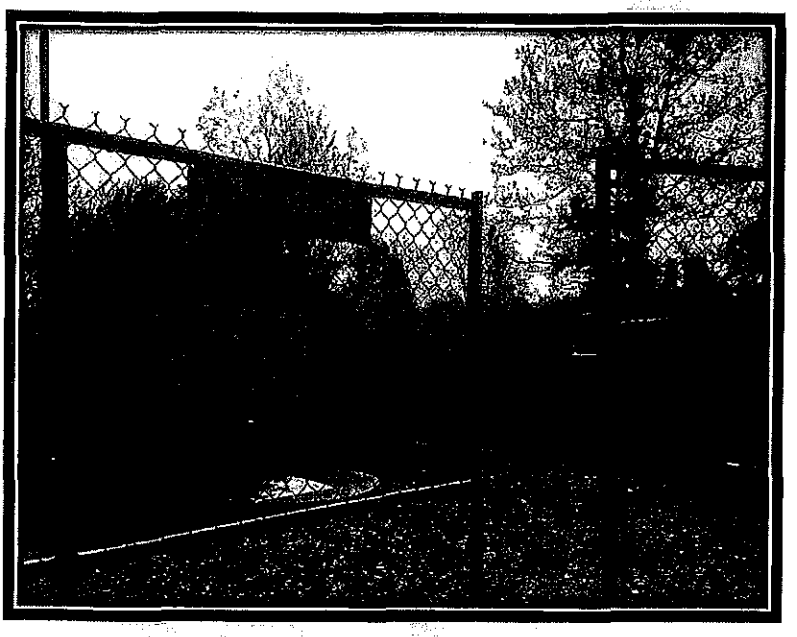
At the time of the site visit, a new fence was being installed at this location. This pump station is one of two located within the Briar Run subdivision. No deficiencies were noted.

3.2.6 Briar Run 2 (3-11)



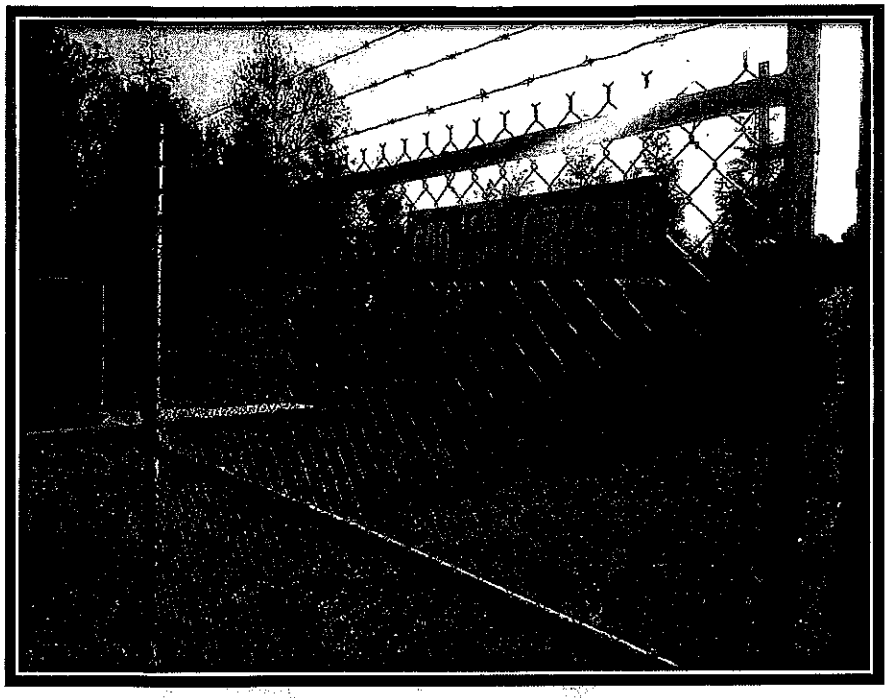
3.2.7 Beallair (3-13)

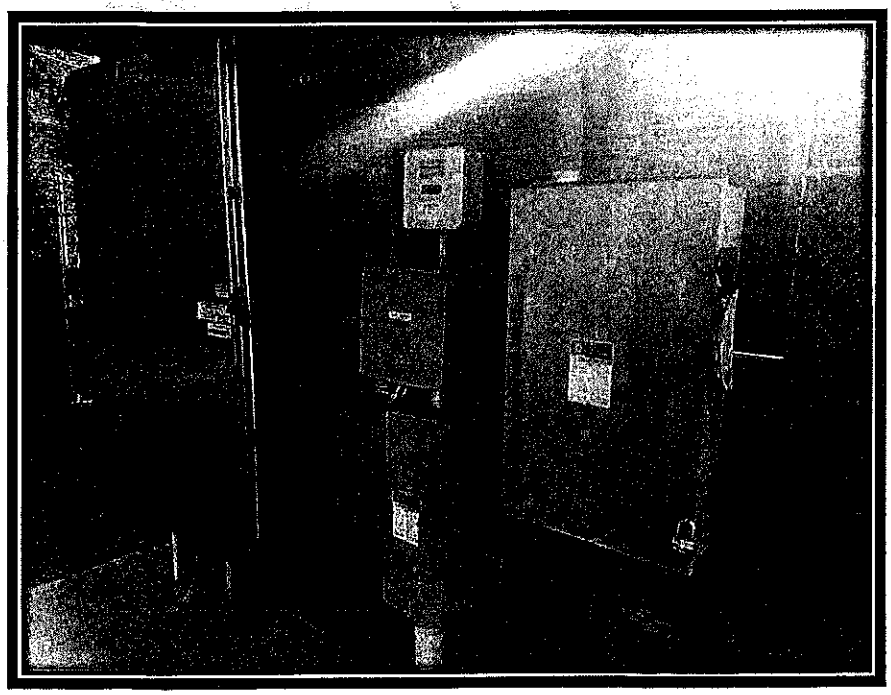
It is our understanding that this pump station was to be de-commissioned with the approved JCPSD $7 million project based on a new pump station being proposed at another location within the Beallair subdivision. There is the potential that this station could remain as part of a revised PSD project should the asset acquisition take place resulting in cost savings to the overall project. The final design and cost analysis by CTUB upon acquisition of the JCPSD will determine the best solution for this pump station.



3.2.8 Driswood (3-14)

This pump station serves Wildwood Middle School and is relatively new. No deficiencies were noted.





3.3 Central Charles Town Area Pump Stations

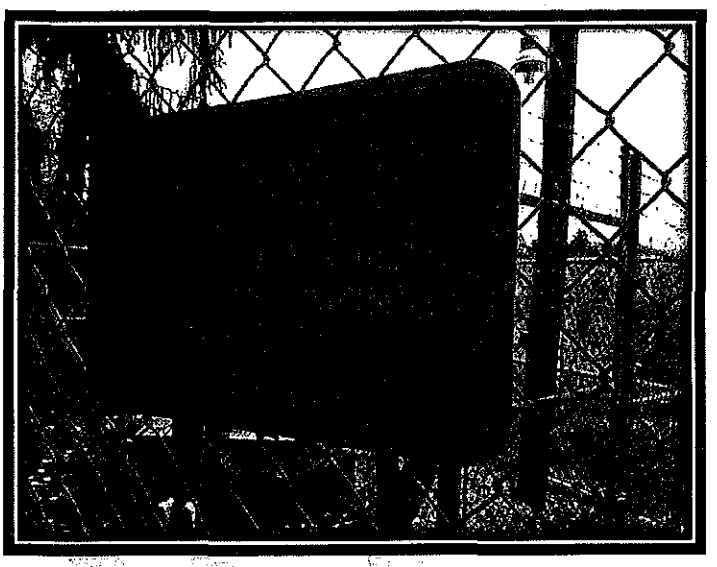
3.3.1 Wendy's (4-2)

The JCPSD Board is currently evaluating upgrades to this pump station. Our site visit indicated that there are corrosion issues within the wetwell as well as aging pumps and odor issues. The site is somewhat constrained however it would be CTUB's recommendations that the wetwell be lined, pumps replaced, a ventilation system/odor control system be installed, control panel updated and check valves be replaced. The costs associated with these upgrades have been included within our cost estimates for a revised PSD project. CTUB would complete these items upon asset acquisition if they have not already been addressed by the JCPSD Board.

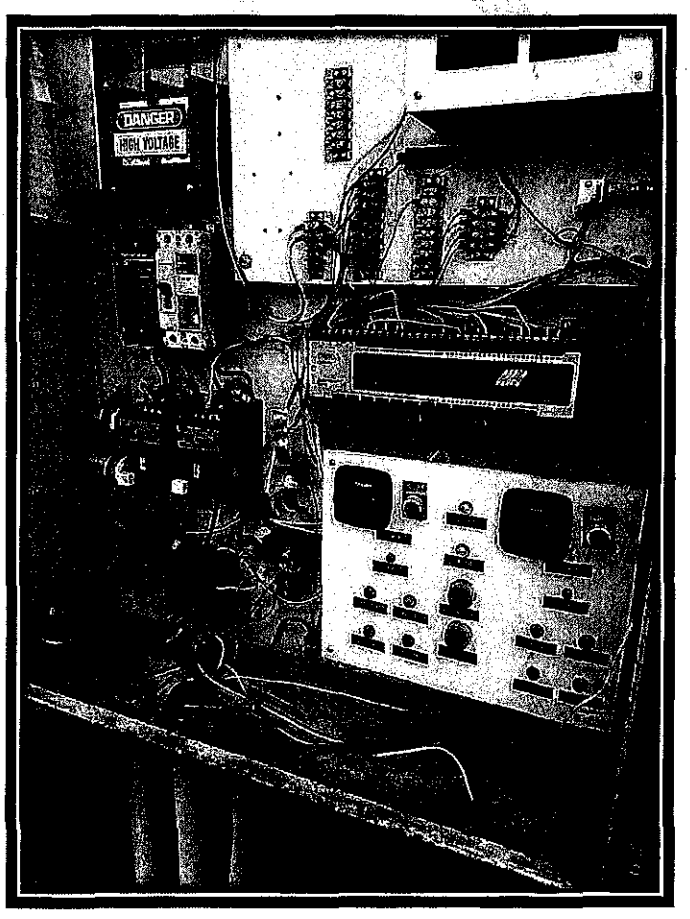
3.3.2 Euclid Avenue (4-3)

This pump station serves approximately 66 units including the Shenandoah Nursing homes and several single family residences. It may be possible upon asset acquisition to decommission this pump station and connect via gravity into the CTUB system. A photograph of this station was not obtained during our site visit, however JCPSD did not note any deficiencies with this pump station.

3.3.3 Belvedere North (4-4)

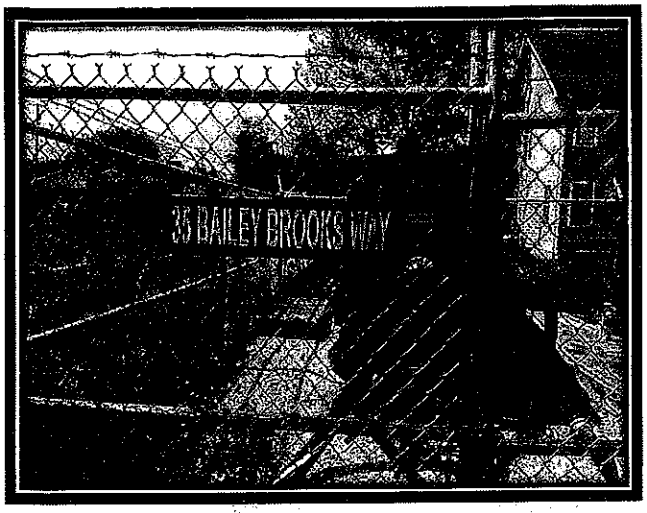


As noted in the photograph below this station has a significant issue with grease and corrosion on the pump rail system. The rails could be replaced by CTUB maintenance staff and a grease program could assist with the corrosion within the station. CTUB staff regularly applies de-greaser and pumping of pump stations as standard operation and maintenance practices prolonging the life of pump station equipment.


DANGER
HIGH VOLTAGE

3.3.4 Greenfield South (4-5)

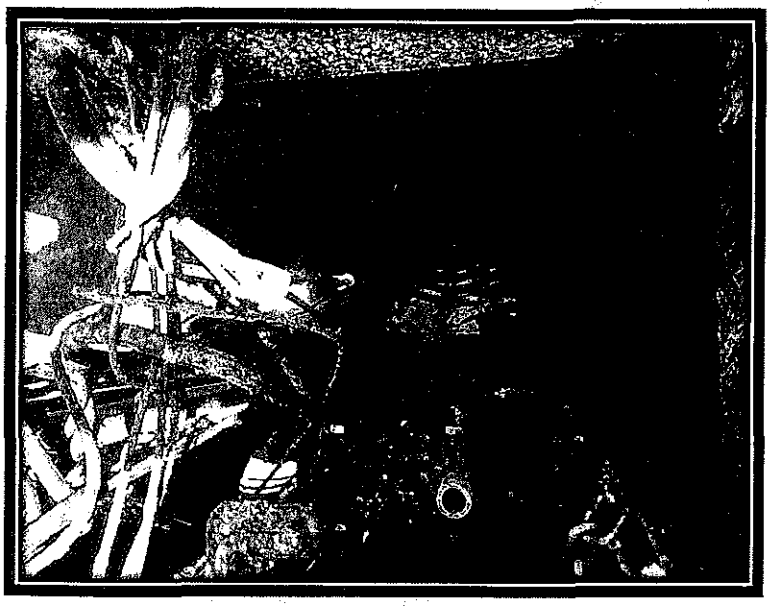
This pump station is connected to a Godwin back-up pump due to a very shallow wetwell and significant flows in this development. CTUB may recommend modifications and upgrades to this pump station to address flow concerns.



Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

3.3.5 Greenfield North (4-6)

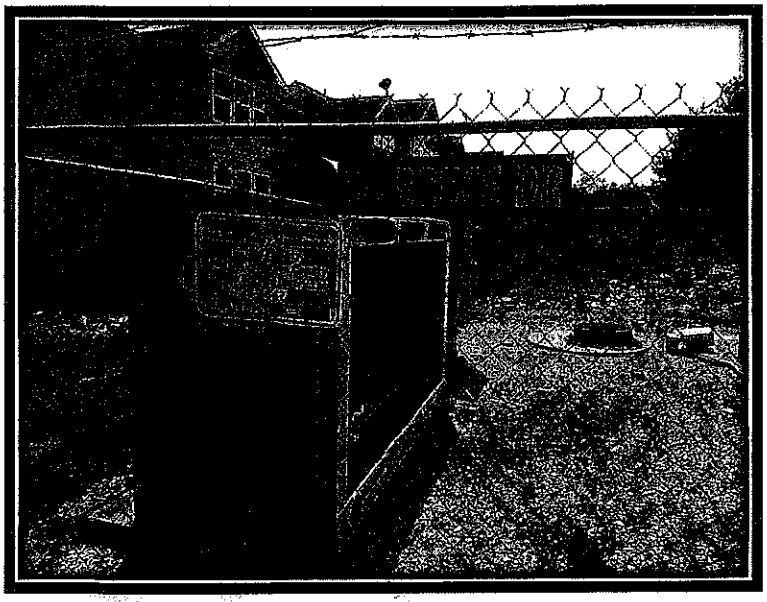
As noted in the photograph below this station has a significant issue with grease and corrosion on the pump rail system. The rails could be replaced by CTUB maintenance staff and a grease program could assist with the corrosion within the station. CTUB staff regularly applies de-greaser and pumping of pump stations as standard operation and maintenance practices prolonging the life of pump station equipment.

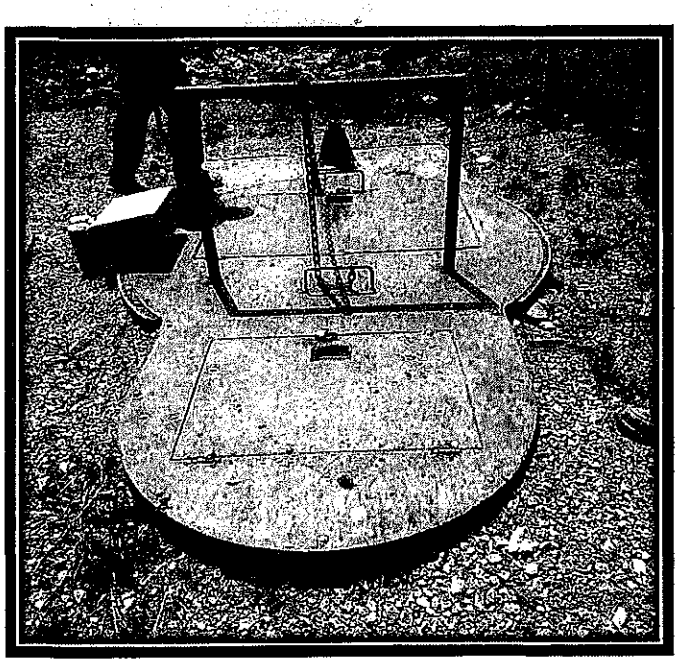


Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

3.3.6 County Green (4-7)

The County Green pump station has issues with grease, debris and corrosion. CTUB has been in discussions with a developer adjacent to this station and there may be an opportunity for a gravity extension to this location which would eliminate the need for this pump station. If this should occur, CTUB may evaluate the possibility of installing a comminutor type application to address the grease and debris issues in this development.





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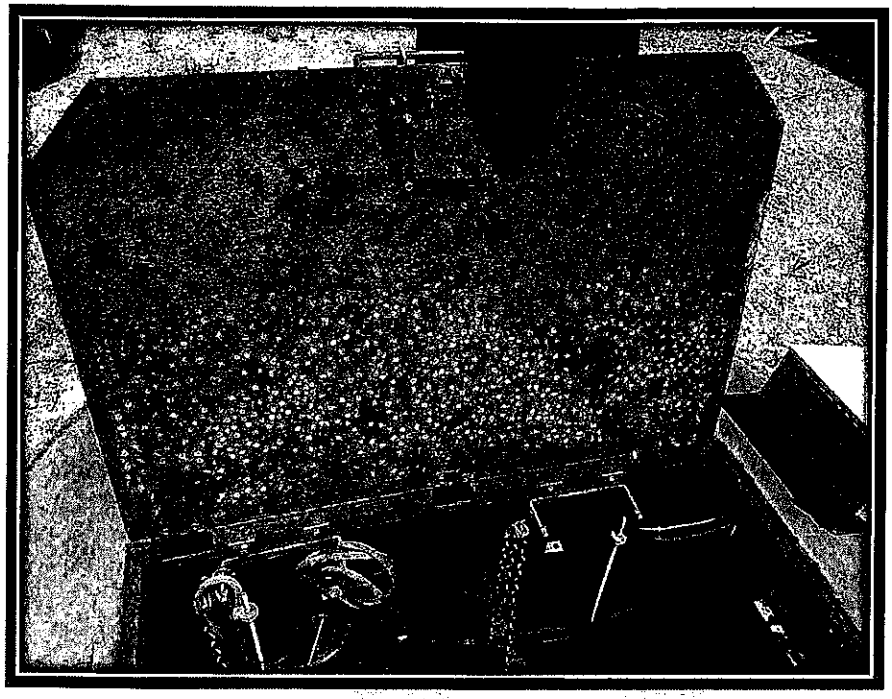
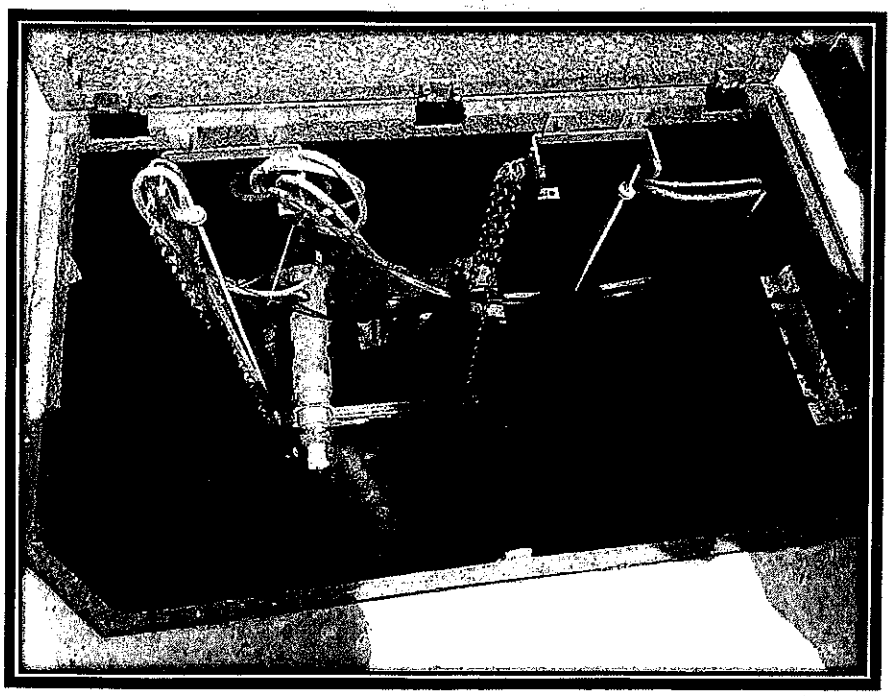


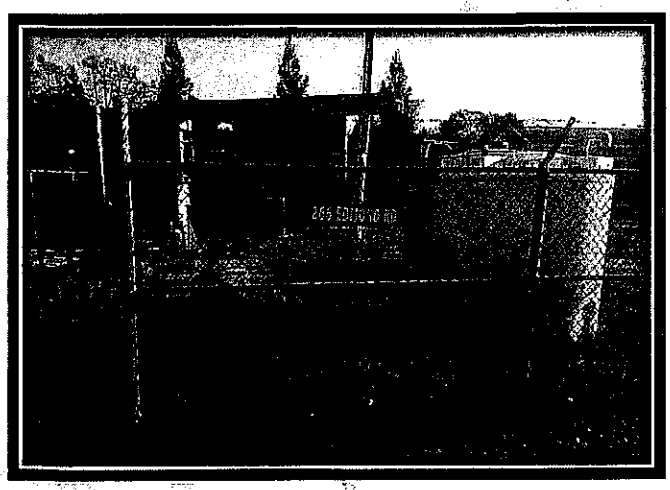


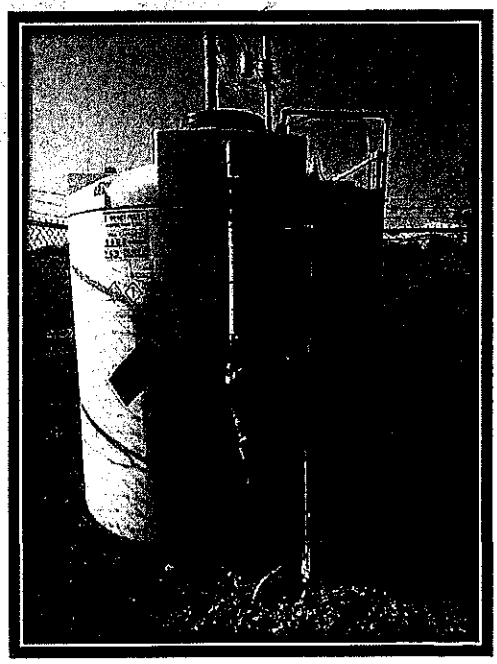
Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

3.4 Burr Bardane Industrial Park Pump Stations

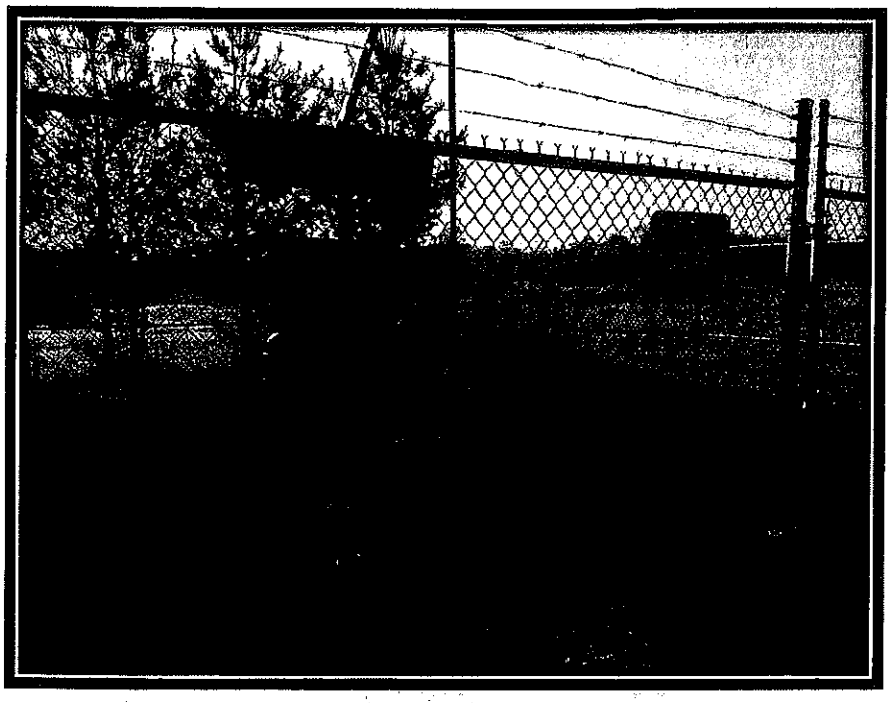
3.4.1 Burr Park (5-1)

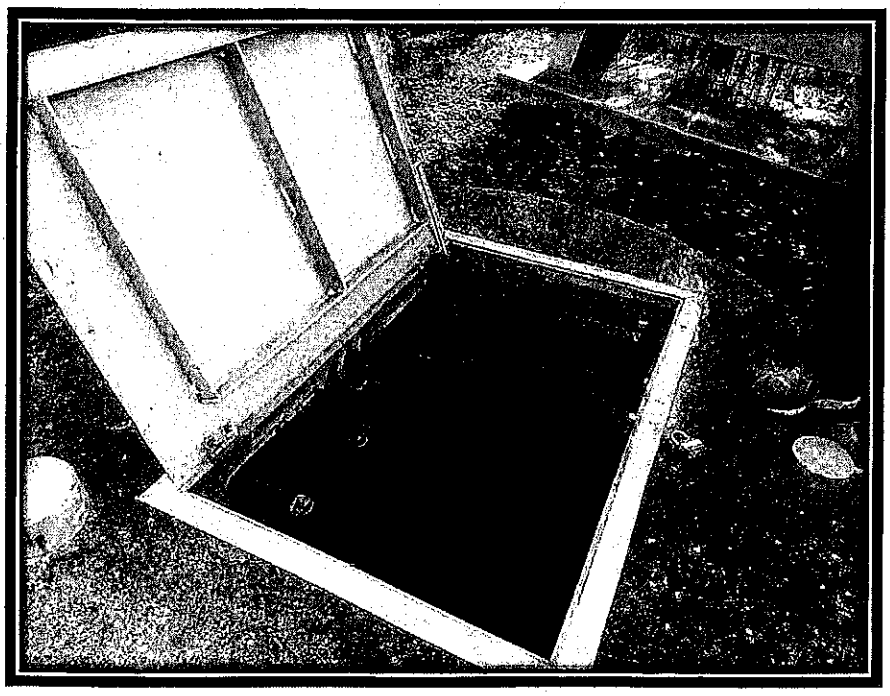
This is one of three pump stations where the JCPSD applies Bioxide into the wetwell via a chemical storage tank located at the pump station site. Bioxide chemical application may help minimize odor problems through the system. It is unknown what odor issues exist in the system, therefore CTUB would intend to evaluate the need for this chemical application to determine application rates and specific odor issues within their system. The application of these chemicals ranges from $20K-$50K per year. Currently the CTUB does not apply any chemicals other than natural type de-greasers to our pump stations.





3.4.2 Burr Park (5-2)





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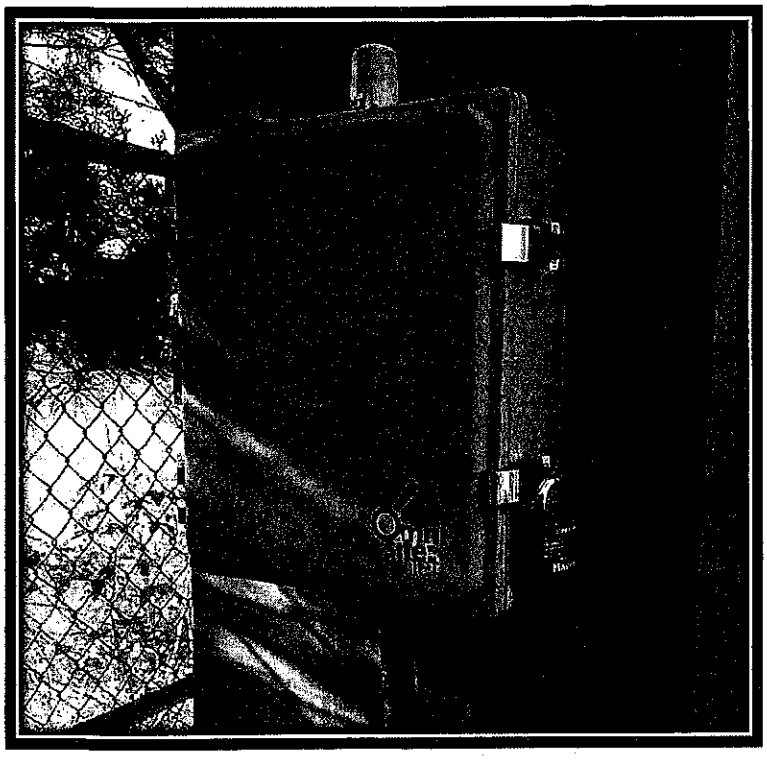
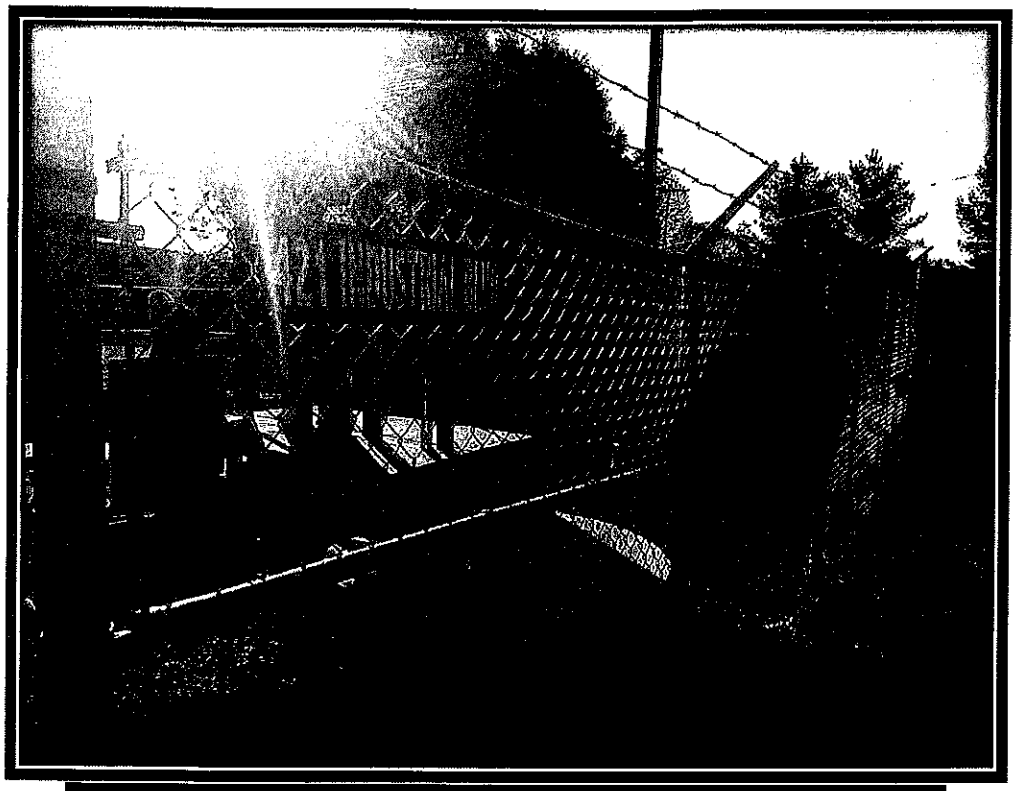
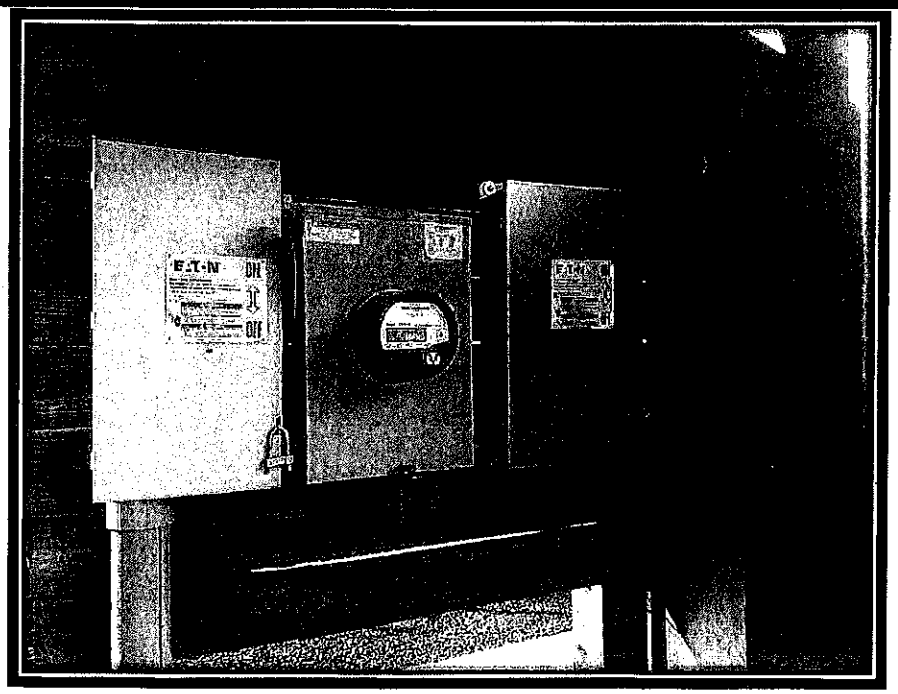


3.4.3 Burr Park (5-3)

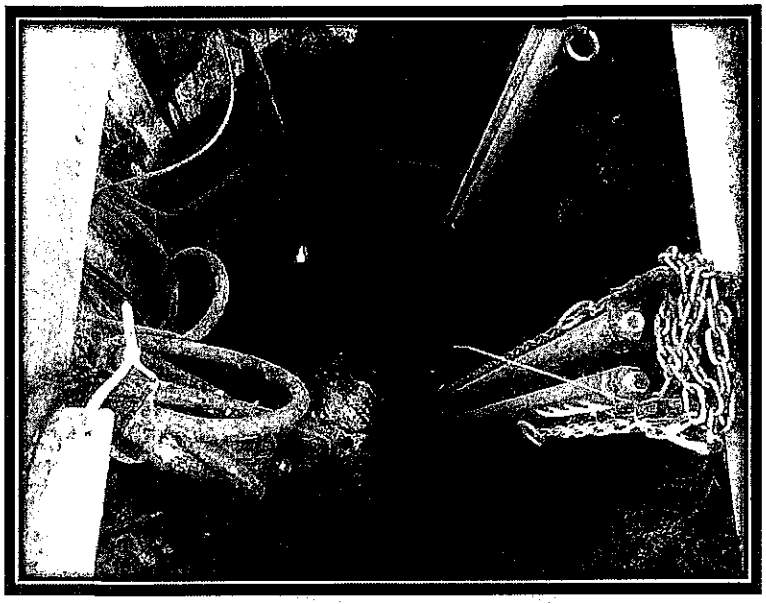




Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

3.5 Southern Charles Town Area Pump Stations

3.5.1 Spruce Hill West



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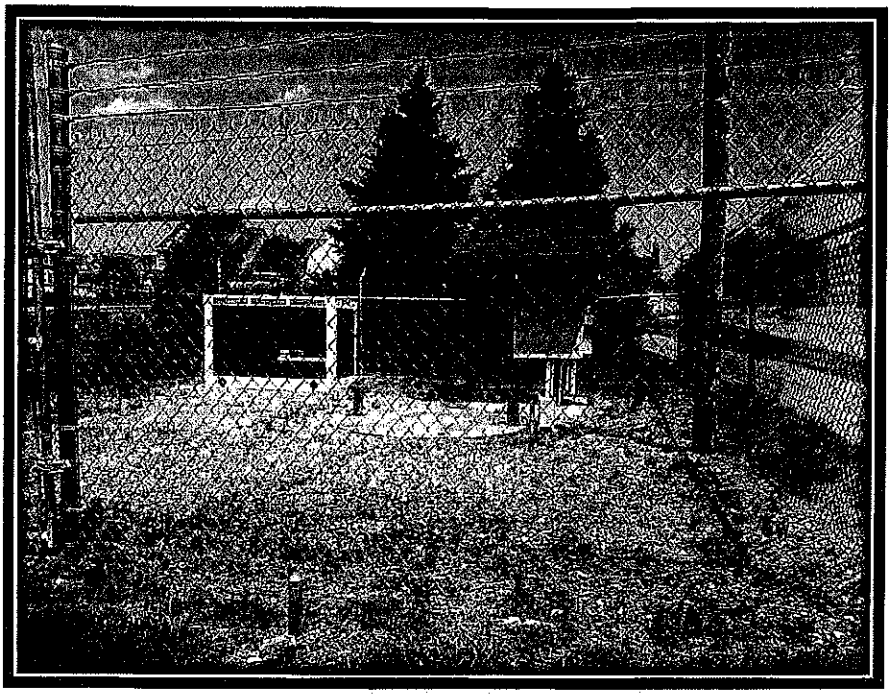
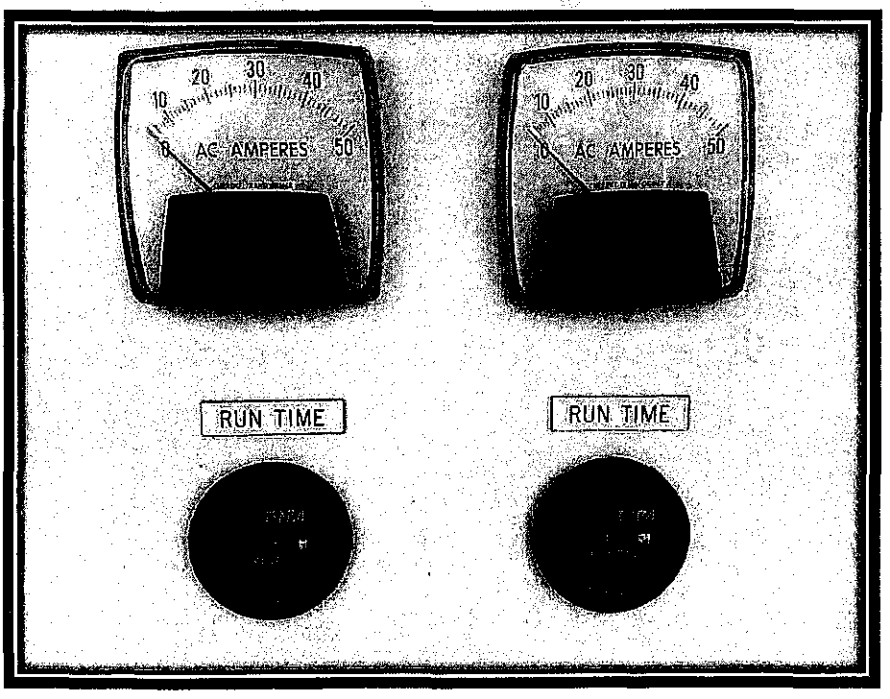


Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

3.5.2 Spruce Hill North



4.0 COLLECTION SYSTEM

The JCPSD collection system is comprised of the following piping based on the JCPSD Annual Report filed with the PSC:

Gravity Sewer Mains (PVC)	
Pipe Size	Pipe Length
4"	24,319
6"	20,450
8"	191,539
10"	13,675
12"	4,942
15"	4,679
18"	4,899
Force Mains (PVC)	
1.5"	1,090
2"	4,295
3"	6,751
4"	20,163
6"	50,351
8"	5,552

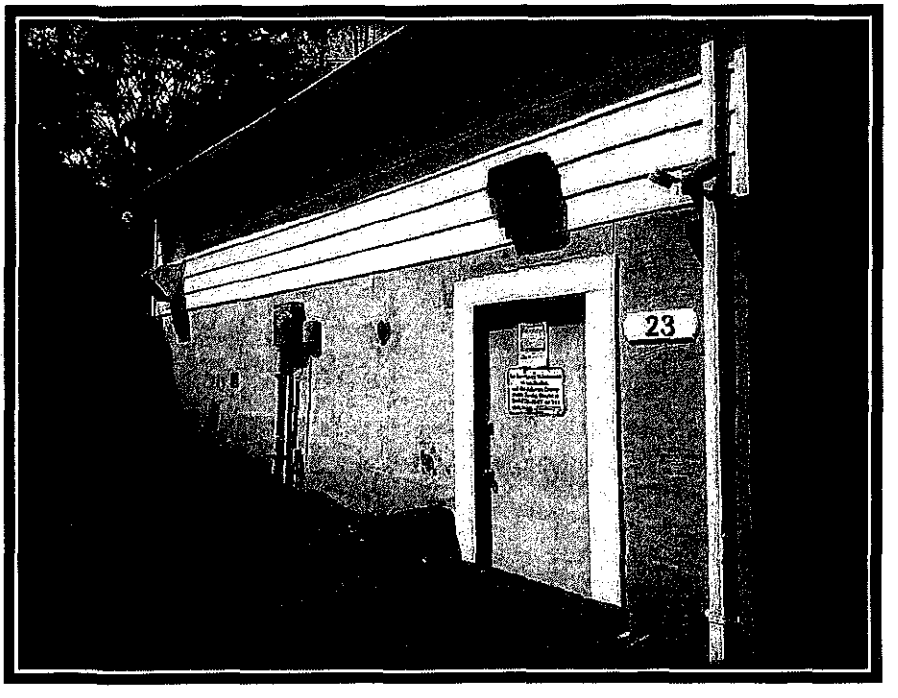
The integrity of the piping could not be evaluated, however based on discussions with the JCPSD staff they have not had any significant issues with their piping infrastructure. CTUB would intend to evaluate the piping utilizing our in-house sewer camera in a systematic schedule to determine any line repairs.

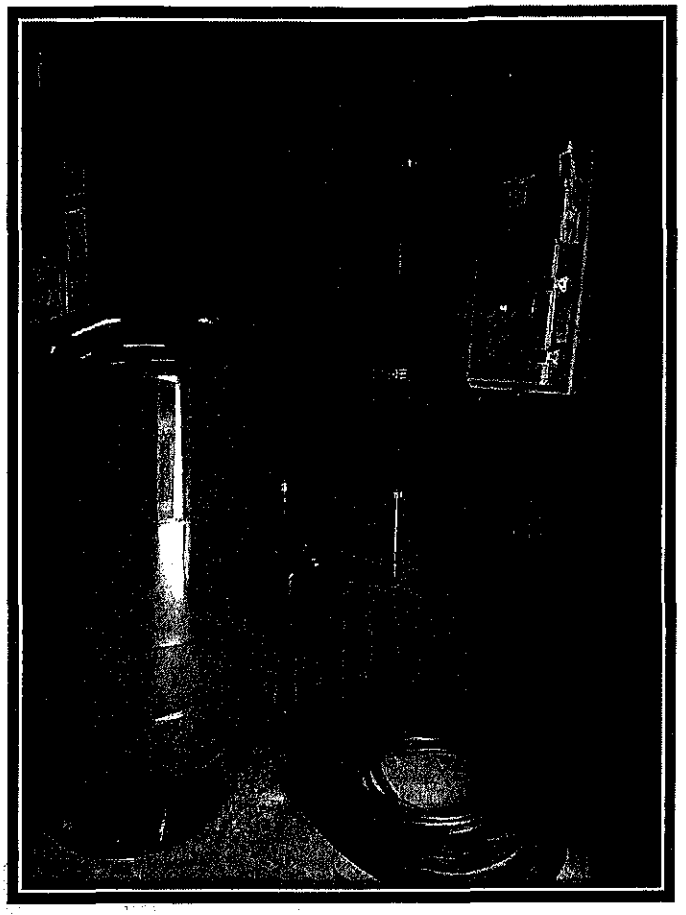
5.0 WATER TREATMENT PLANTS

The JCPSD has two (2) Water Treatment Facilities that they currently operate and maintain.

Cavaland

The Cavaland Water System is a Class I Groundwater System which is located in the Cavaland Subdivision located on Engle Molers Road. It is identified as PWS ID#WV3301972. The system serves 40 customers and operates on a single groundwater well. The treatment process consists of disinfection and retention in a 5,500 gallon plant clearwell. There is 3,400 linear feet of 4" mains and 1,245 linear feet of 2" mains. The most recent Sanitary Survey dated March 11, 2014 by Bradley Reed determined that "all required monitoring is being performed and records of monitoring results and operational reports are maintained at the PSD office. There have been no violations issued to the system in the past three years. Since the last survey was conducted in March 2009, the PSD has obtained funding to replace the existing water mains, booster pumps, hydro-pneumatic tank, chemical feed equipment, and add a SCADA system (Permit No. 19,101). No significant deficiencies were observed during the survey."





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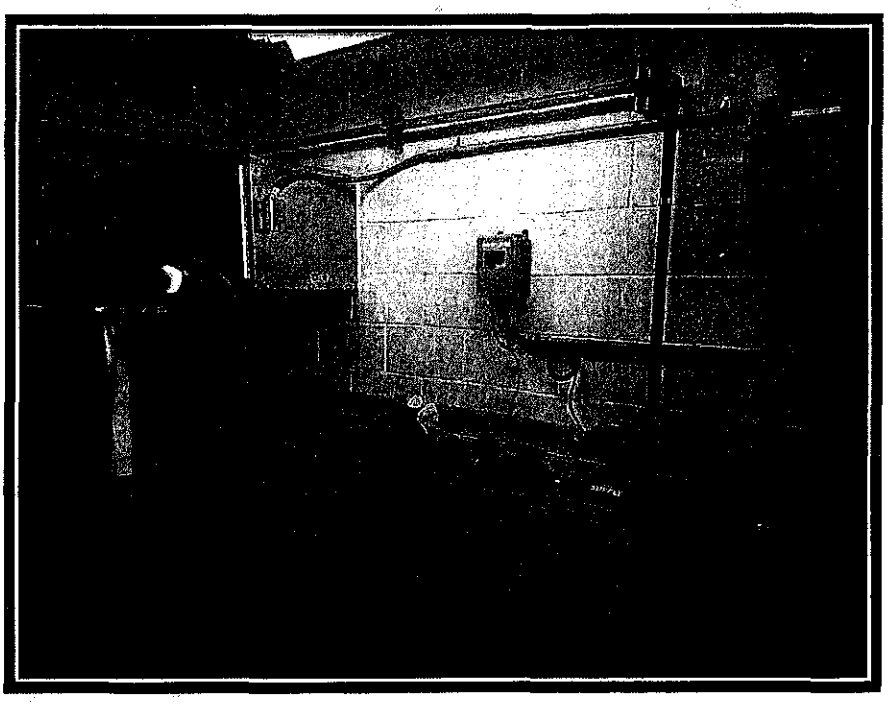
Glen Haven

The Glen Haven Water System is a Class I Groundwater System which is located in the Glen Haven subdivision located off Bakerton Road near Harpers Ferry. It is identified as PWS ID#WV330109. The system serves 73 metered customers and operates on a single groundwater well. The treatment process consists of disinfection and retention in two 8,000 gallon baffled clearwells. There is 9,175 linear feet of 4" mains and associated appurtenances. The most recent Sanitary Survey dated May 5, 2015 by Bradley Reed determined that that "all required monitoring is being performed and records of monitoring results and operational reports are maintained at the PSD office. There have been no violations issued to the system in the past three years. Since the last survey was conducted in May 2010, the PSD has installed: two new 8,000 gallon clearwells, new chemical feed equipment, new booster pumps, replaced all water mains and added a SCADA system **(Permit No. 19,101)**. No significant deficiencies were observed during the survey."



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6.0 STAFF

The JCPSD currently has four (4) Field Staff, two (2) customer billing staff and four (4) administrative and General office staff. Many of the staff have certifications including Class S, Class C, Operator in Training (Wastewater), Class 1 Drinking Water and Water Distribution which will be an asset to the Utility Board. There is the potential for JCPSD employees to obtain additional certifications in water and wastewater with the transition to the CTUB.

In addition to the above certifications, the General Manager has a Masters in Accounting, the Administrative Assistant has a Master's in Public Administration and an Engineering Technician has his Bachelor of Science in Civil Engineering Technology and an Associate degree in Safety Engineering.

The CTUB attended the June 4, 2018 JCPSD Board to address employee concerns with the consolidation efforts. The following is a summary of the approach relating the transition of JCPSD staff:

For its part, the Charles Town Utility Board (CTUB) is prepared to:

1. State for the record, that each JCPSD employee has by their years of service and dedication, shown a tremendous value to the customers they serve. And, further that each employee will be valued by CTUB for their knowledge, skills and ability in order to continue consistent operations and customer service.

2. Transition the assets of the JCPSD into the Board's water and wastewater operations.

3. Transition the employees of the JCPSD into the Board's water and wastewater operations as seamlessly as possible, honoring the Asset Purchase Agreement dated March 1, 2018 that states:

   The Purchaser shall, through the Utility Board, offer full-time employment to employees who are active employees of the Seller as of the Closing Date for a period of two (2) years, provided, however, that each individual possesses a valid driver's license, a high school diploma or GED equivalent, and passes a routine pre-screening physical, including testing for illicit drugs, and other examinations and background tests required of all other individuals for employment with the Utility Board. Excepting credited years of service and accrued vacation leave, the terms of employment for any such employee of the Seller subsequently hired by the Utility Board shall be at the sole discretion of the Utility Board, and employees may be terminated or disciplined for cause. The job descriptions and the duties of the employees of the Seller subsequently hired by the Utility Board shall be determined by the Utility Board and all such employees shall be subject to the terms and conditions of the Personnel Policies of the Utility Board. The Utility Board will credit years of service of Seller employees subsequently hired by the Utility Board as if those years of service had been in the service of

the Utility Board for all purposes including sick leave / paid time off and retirement benefits.
The Parties agree that employees employed by the Seller and subsequently hired by the Utility Board will be deemed by the Parties to have transferred employment without a break in service and, therefore not be subject to any notice requirement in order to leave the Seller for the Utility Board's employ.

4. CTUB will ensure that the WV Bureau for Public Health, Office of Environmental Health Services, Environmental Engineering Division, Certification and Training is notified by Form EW-104, Personnel Status Report of license transfers.

5. Further, consistent with current practice, all license and renewal fees and training will be paid by CTUB.

6. Prior to the closing date of the Acquisition, meetings with JCPSD employees will be scheduled to provide specific details on policies, benefits, salary review, placement, schedules, and answer employee questions / concerns.

7. The Board is prepared to address specific employee placements closer the actual closing date, however, a copy of the City of Charles Town Personnel Policy dated April 2008 is being provided to allow time for JCPSD employees to review.

7.0 ADDITIONAL AQCUISITION ASSETS

The CTUB is working with the JCPSD to obtain a detailed list of additional assets such as equipment, vehicles, pumps and other items that would be conveyed.

8.0 OTHER ACQUISITION CONSIDERATIONS

Design and engineering efforts are underway for the Ranson Extension (Roxul) project. The Roxul project will have an impact and change to proposed JCPSD Flowing Springs project. As of this Plan, Charles Town was requested by the WV PSC in Case No. 17-0915-PSWD-PC to review coordination of construction of the JCPSD's project approved in Case No. 16-0616-PC-CN with the Ranson Extension. This preliminary review was completed and filed with the WV PSC on March 14, 2018 and has been included with this report as Appendix D. In that filing, Charles Town believes that proposed revisions to the JCPSD Flowing Springs project as a result of Ranson Extension will accomplish all of the goals for the District and satisfy the concerns of the development community for substantially less cost than the initial proposed JCPSD project.

As consolidation efforts unfold, Charles Town could have the ability to ensure collection and pumping expansions in all regions. Clearly, for the Northern Region, capacity will become available upon completion of the Ranson Extension. For the Eastern Region, Charles Town's proposed revisions to the JCPSD Flowing Springs project will increase capacity together with

Developer Alternate Main Line Extensions. Collection and pumping capacity are available in the Southern and Western Regions now.

Appendix A JCPSD PSC Annual Report Pumping Station Equipment Summary

Appendix B WV DHHR Report on Cavaland Water System

Appendix C WV DHHR Report on Glen Haven Water System

Appendix D March 14, 2018 CTUB filing to the PSC on revised JCPSD project

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Jefferon County Public Service District 09/29/2017 06/30/2017

Pumping Station Equipment? x YES _____ NO

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	Driswood 3-14	PS 1-10	PS 1-11	PS 1-12
3	Identification number, description, etc. of each pump	5.5 HP GPR5913 FM GRINDER	25 HP NON CLOG	10.33 HP GRINDER	25 HP NON CLOG
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal/Grinded	Centrifugal	Centrifugal	Centrifugal
5	Purpose of pump (collection, plant, etc.)	Collect WW from new school	Collection	Collection	Collection
6	Manufacturer	HOMA	FE Myers	HOMA	FE Myers
7	Rated capacity - gallons per minute	25 GPM	297	140	296
8	Discharge head - in feet	137 FT TOH	12' 8"	10' 4"	13' 4"
9	Revolutions or strokes per minute	3450 RPM	1750	3450	1750
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	21.5' x 7.167'	12' 8" x 6'	8' 6" x 5'	13' 4" x 6'
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric Motor	Electric	Electric	Electric
17	Manufacturer	HOMA	FE Myers	HOMA	FE Myers
18	Rated horsepower	5.5 HP GPR5913 FM GRINDER	25	10.33	35
19	Electric generators or Emergency pumping units:				
20	Identification number or description	CD 103 Goodwin Self Prime Pump	Onan 45	Onan 30	Onan 45
21	Manufacturer	Goodwin	Onan	Onan	Onan
22	Motive power (steam, internal comb. engine, hydraulic)	Internal Comb	Internal Comb	Internal Comb	Internal Comb
23	Rated capacity in Kilowatt or KVA		45 KVA	30 KVA	45 KVA
24	Rated capacity in GPM	350 GPM			
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	N/A	No	No	No
32	Emergency pumping connection (yes / no)	N/A	No	No	Yes
33	Wet well aeration (yes / no)	N/A	No	No	No
34	Other (yes / no)	No	No	No	No

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Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	PS 1-157		PS 2-13	PS 2-14
3	Identification number, description, etc. of each pump	2 HP Grinder		10.33 HP Grinder	3 HP Grinder
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal		Centrifugal	Centrifugal
5	Purpose of pump (collection, plant, etc.)	Collection		Collection	Collection
6	Manufacturer	KEEN		HOMA	FE Myers
7	Rated capacity - gallons per minute	13		250	100
8	Discharge head - in feet	7' 10"		9' 8"	12' 6"
9	Revolutions or strokes per minute	3450		3450	3450
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	7' 10" x 3'		9' 8" x 4'	12' 6" x 4'
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric		Electric	Electric
17	Manufacturer	FE Myers		HOMA	FE Myers
18	Rated horsepower	2		10.33	3
19	Electric generators or Emergency pumping units:				
20	Identification number or description	N/A		Onan 30	Onan 20
21	Manufacturer	N/A		Onan	Onan
22	Motive power (steam, internal comb. engine, hydraulic)	N/A		Internal Comb	Internal Comb
23	Rated capacity in Kilowatt or KVA	N/A		30 KVA	20 KVA
24	Rated capacity in GPM			N/A	N/A
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	No	N/A	No	No
32	Emergency pumping connection (yes / no)	No	N/A	No	No
33	Wet well aeration (yes / no)	No	N/A	No	No
34	Other (yes / no)	No	N/A	No	No

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Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	Jeb Corp 3-8	High School 3-9	PS 3-7	PS 3-6
3	Identification number, description, etc. of each pump	23 HP 99440369	20 HP	30 HP	15 HP
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal	Centrifugal	Centrifugal	Cengrifugal
5	Purpose of pump (collection, plant, etc.)	Collection	Collection	Collection	Collection
6	Manufacturer	ITT FLYGT	ITT FLYGT	DACO	FE Myers
7	Rated capacity - gallons per minute	80	180	460	250
8	Discharge head - in feet	117'	103'	167'	67'
9	Revolutions or strokes per minute	1750	1750	1750	1750
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	12' x 6'	18' 5" x 6'	22' 4" x 8'	16' x 6'
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric	Electric	Electric	Electric
17	Manufacturer	ITT FLYGT	ITT FLYGT	DACO	FE Myers
18	Rated horsepower	23	20	30	15
19	Electric generators or Emergency pumping units:				
20	Identification number or description	Kohler 50	Kohler 60	Goodwin	Onan 30
21	Manufacturer	Kohler	Kohler	Goodwin	Onan
22	Motive power (steam, internal comb. engine, hydraulic)	Propane	Propane	Diesel	N/A
23	Rated capacity in Kilowatt or KVA	50 KW	60 KW	35 KW	30 KW
24	Rated capacity in GPM				
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	No	No	No	No
32	Emergency pumping connection (yes / no)	No	No	Yes	No
33	Wet well aeration (yes / no)	No	No	No	No
34	Other (yes / no)	No	No	No	No

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Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	PS 4-2	PS 4-3	PS 4-4	PS 4-5
3	Identification number, description, etc. of each pump	30 HP	7.5 HP Grinder	3 HP Grinder	7.5 HP Grinder
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal	Centrifugal	Centrifugal	Centrifugal
5	Purpose of pump (collection, plant, etc.)	Collection	Collection	Collection	Collection
6	Manufacturer	FE Myers	HOMA	HOMA	FE Myers
7	Rated capacity - gallons per minute	410	49	140	103
8	Discharge head - in feet	99'	38'	59'	91'
9	Revolutions or strokes per minute	1750	3450	1750	1750
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	24' x 6'	11' x 5'	9' 5" x 5'	9' 5" x 5'
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric	Electric	Electric	Electric
17	Manufacturer	FE Myers	HOMA	HOMA	FE Myers
18	Rated horsepower	30	7.5	10.33	7.5
19	Electric generators or Emergency pumping units:				
20	Identification number or description	Onan 60	Onan 20	Onan 20	DRI PRIME
21	Manufacturer	Onan	Onan	Onan	FE Myers
22	Motive power (steam, internal comb. engine, hydraulic)	Combustion	Combustion	Combustion	Diesel
23	Rated capacity in Kilowatt or KVA	60 KW	20 KW	20 KW	100 HP
24	Rated capacity in GPM	N/A	N/A	N/A	N/A
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	No	No	No	No
32	Emergency pumping connection (yes / no)	Yes	Yes	Yes	Yes
33	Wet well aeration (yes / no)	No	No	No	No
34	Other (yes / no)	No	No	No	No

700D

Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	PUMPING EQUIPMENT				
2	Identification number or description of pump station	PS 2-306	PS 5-1	PS 5-2	PS 5-3
3	Identification number, description, etc. of each pump	2 HP Grinder	25 HP	2 HP	13 HP
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal	Centrifugal	Centrifugal	Centrifugal Non Clog
5	Purpose of pump (collection, plant, etc.)	Collection	Collection	Collection	Collection
6	Manufacturer	KEEN	FE Myers	FE Myers	HOMA
7	Rated capacity - gallons per minute	12	188	244	200
8	Discharge head - in feet	26'	98'	22'	68'
9	Revolutions or strokes per minute	1750	1750	1750	1750
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	7' 9" x 3'	18' 6" x 8"	15' 9" x 6'	15' 6" x 8' Diameter
12	Number of hours operated during year				
13	POWER EQUIPMENT				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electrc	Electric	Electric	Electric
17	Manufacturer	KEEN	FE Myers	FE Myers	HOMA
18	Rated horsepower	2	25	2	2
19	Electric generators or Emergency pumping units:				
20	Identification number or description	N/A	Onan 45	N/A	N/A
21	Manufacturer	N/A	Onan	N/A	N/A
22	Motive power (steam, internal comb. engine, hydraulic)	N/A	Combustion	N/A	N/A
23	Rated capacity in Kilowatt or KVA	N/A	45 KW	N/A	N/A
24	Rated capacity in GPM	N/A	N/A	N/A	N/A
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	N/A	N/A	N/A	N/A
32	Emergency pumping connection (yes / no)	N/A	N/A	N/A	N/A
33	Wet well aeration (yes / no)	N/A	N/A	N/A	N/A
34	Other (yes / no)	N/A	N/A	N/A	N/A

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Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	Beallair 3-13	Spruce Hill North 1	PS 4-7	PS 4-6
3	Identification number, description, etc. of each pump	7.5 HP	7.5 HP Grinder	10 HP Grinder	3 HP Grinder
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal	Centrifugal	Centrifugal	Centrifugal
5	Purpose of pump (collection, plant, etc.)	Collection	Collection	Collection	Collection
6	Manufacturer	FE Myers	FE Myers	HOMA	FE Myers
7	Rated capacity - gallons per minute	204	108	250	102
8	Discharge head - in feet	102'	87'	74'	28'
9	Revolutions or strokes per minute	1750	1750	1750	1750
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	24' x 6'	24' x 6'	24' x 6'	18' x 6'
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric	Electric	Electric	Electric
17	Manufacturer	FE Myers	FE Myers	FE Myers	FE Myers
18	Rated horsepower	7.5	7.5	15	3
19	Electric generators or Emergency pumping units:				
20	Identification number or description	Onan 35	Kohler 35	Kohler 100	N/A
21	Manufacturer	Onan	Kohler	Kohler	N/A
22	Motive power (steam, internal comb. engine, hydraulic)	35 KW	35 KW	100 KW	N/A
23	Rated capacity in Kilowatt or KVA	N/A	N/A	N/A	N/A
24	Rated capacity in GPM	N/A	N/A	N/A	N/A
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	N/A	N/A	N/A	N/A
32	Emergency pumping connection (yes / no)	N/A	N/A	Yes	N/A
33	Wet well aeration (yes / no)	N/A	N/A	N/A	N/A
34	Other (yes / no)	N/A	N/A	N/A	N/A

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Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	PS 3-10	PS 3-11	Deerfield	PS 1-12 A
3	Identification number, description, etc. of each pump	3 HP Grinder	3 HP Grinder	3 HP Grinder	7.5 Non-clog
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal	Centrifugal	Centrifugal	Centrifugal
5	Purpose of pump (collection, plant, etc.)	Collection	Collection	Collection	Collection
6	Manufacturer	FE Myers	FE Myers	FE Myers	Keen
7	Rated capacity - gallons per minute	78	78	80	310
8	Discharge head - in feet	28'	32'	44'	15' 8"
9	Revolutions or strokes per minute	1750	1750	1750	1750
10	Type station (dry well, wet well, other)	Wet Well	Wet Well	Wet Well	Wet Well
11	Wet well dimensions (depth and length x width or diameter)	16' x 5'	16'5"	10' x 3'	15' 8" x 6'
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric	Electric	Electric	Electri
17	Manufacturer	FE Myers	FE Myers	FE Myers	Keen
18	Rated horsepower	3	3	3	7.5
19	Electric generators or Emergency pumping units:				
20	Identification number or description	N/A	N/A	General 20	Onan 30
21	Manufacturer	N/A	N/A	General	Onan
22	Motive power (steam, internal comb. engine, hydraulic)	N/A	N/A	Combustion	Internal Comb
23	Rated capacity in Kilowatt or KVA	N/A	N/A	20 KW	30 KVA
24	Rated capacity in GPM	N/A	N/A	N/A	N/A
25	Air compressors:				
26	Identification number or description	N/A	N/A	N/A	N/A
27	Manufacturer	N/A	N/A	N/A	N/A
28	Bore and stroke or rated delivery (CFM)	N/A	N/A	N/A	N/A
29	Submergence of air lift in feet, static	N/A	N/A	N/A	N/A
30	Miscellaneous:				
31	Odor control equipment (yes / no)	N/A	N/A	N/A	No
32	Emergency pumping connection (yes / no)	N/A	N/A	N/A	Yes
33	Wet well aeration (yes / no)	N/A	N/A	N/A	No
34	Other (yes / no)	N/A	N/A	N/A	No

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Jefferon County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station	SHN 2			
3	Identification number, description, etc. of each pump	7.5 HP Grinder			
4	Type (displacement, centrifugal, air lift, ejector, etc.)	Centrifugal			
5	Purpose of pump (collection, plant, etc.)	Collection			
6	Manufacturer	FE Myers			
7	Rated capacity - gallons per minute	108			
8	Discharge head - in feet	87'			
9	Revolutions or strokes per minute	1750			
10	Type station (dry well, wet well, other)	Wet Well			
11	Wet well dimensions (depth and length x width or diameter)	24' x 6'			
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type	Electric			
17	Manufacturer	FE Myers			
18	Rated horsepower	7.5			
19	Electric generators or Emergency pumping units:				
20	Identification number or description	Kohler 35			
21	Manufacturer	Kohler			
22	Motive power (steam, internal comb. engine, hydraulic)	Internal Comb			
23	Rated capacity in Kilowatt or KVA	35 KV			
24	Rated capacity in GPM	N/A			
25	Air compressors:				
26	Identification number or description	N/A			
27	Manufacturer	N/A			
28	Bore and stroke or rated delivery (CFM)	N/A			
29	Submergence of air lift in feet, static	N/A			
30	Miscellaneous:				
31	Odor control equipment (yes / no)	No			
32	Emergency pumping connection (yes / no)	No			
33	Wet well aeration (yes / no)	No			
34	Other (yes / no)	No			

700H

Jefferson County Public Service District 09/29/2017 06/30/2017

PUMPING STATION EQUIPMENT

Use separate columns for each pump associated power equipment. Use insert sheets if necessary. For pumps, use only those lines applicable to the unit.

	PARTICULARS (a)	(b)	(c)	(d)	(e)
1	**PUMPING EQUIPMENT**				
2	Identification number or description of pump station				
3	Identification number, description, etc. of each pump				
4	Type (displacement, centrifugal, air lift, ejector, etc.)				
5	Purpose of pump (collection, plant, etc.)				
6	Manufacturer				
7	Rated capacity - gallons per minute				
8	Discharge head - in feet				
9	Revolutions or strokes per minute				
10	Type station (dry well, wet well, other)				
11	Wet well dimensions (depth and length x width or diameter)				
12	Number of hours operated during year				
13	**POWER EQUIPMENT**				
14	Motive power for pump (steam, internal comb. engine,				
15	electric motor, or water turbine):				
16	Type				
17	Manufacturer				
18	Rated horsepower				
19	Electric generators or Emergency pumping units:				
20	Identification number or description				
21	Manufacturer				
22	Motive power (steam, internal comb. engine, hydraulic)				
23	Rated capacity in Kilowatt or KVA				
24	Rated capacity in GPM				
25	Air compressors:				
26	Identification number or description				
27	Manufacturer				
28	Bore and stroke or rated delivery (CFM)				
29	Submergence of air lift in feet, static				
30	Miscellaneous:				
31	Odor control equipment (yes / no)				
32	Emergency pumping connection (yes / no)				
33	Wet well aeration (yes / no)				
34	Other (yes / no)				

Jefferon County Public Service District	09/29/2017	06/30/2017

WASTEWATER MAINS

Report collection, transmission, and force mains under separate captions and report number of feet at end of year for each wastewater system .

	Size and Kind of Pipe (a)	Beginning (b)	Ending (c)
1	PVC Pipe 4"	24,319	24,319
2	PVC Pipe 6"	20,450	20,450
3	PVC Pipe 8"	191,539	191,539
4	PVC Pipe 10"	13,675	13,675
5	PVC Pipe 12"	4,942	4,942
6	PVC Pipe 14"	-	-
7	PVC Pipe 15"	4,679	4,679
8	PVC Pipe 18"	4,899	4,899
9	PVC Pipe 21"	-	-
10			
11	Force Mains		
12	PVC Pipe 1.5"	1,090	1,090
13	PVC Pipe 2"	4,295	4,295
14	PVC Pipe 3"	6,751	6,751
15	PVC Pipe 4"	20,163	20,163
16	PVC Pipe 6"	50,531	50,531
17	PVC Pipe 8"	5,552	5,552
18	PVC Pipe 10"	-	-
19	Inspected By Video		
20			
21	Gravity PVC 8"	355	355
22			
23			
24			
25			
26			
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35			
36			
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39			
40			
41			
42			
43			
44			
45		353,240	353,240

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

March 21, 2014

Susanne Lawton, General Manager
Jefferson County PSD
340 Edmonds Road, Suite A
Kearneysville, WV 25430

RE: Jefferson County PSD Cavaland Water System
PWS ID #WV3301972
Jefferson County

Dear Ms. Lawton:

On March 11, 2014, a Sanitary Survey was conducted of the Jefferson County PSD/Cavaland Water System by Bradley Reed, Office of Environmental Health Services (OEHS)/Kearneysville District Office. This survey was performed in accordance with the requirements of the *West Virginia Public Water System Legislative Rules*. We would like to thank you and the site visit participants for the courtesy and assistance provided during the inspection of your public water supply system.

This letter confirms and supplements items noted during the inspection. In addition to meeting the survey requirements of the Rules, the purpose of the survey is as follows:

- Determine whether the system is meeting the requirements of the "Safe Drinking Water Act." If not, determine what is required in facilities or operating procedures to enable the system to produce the required quality of water for present and future consumption.
- Provide the opportunity to offer technical assistance, to provide on-site training to operators and advise administrators of the need to enable their system to provide an adequate supply of high quality water on a continuous basis to their customers.
- Provide a report that presents the basis for future corrective actions; provide information for public relations efforts, and a document usable in applications to the Public Service Commission on rate cases and certificates of convenience and necessity.

KEARNEYSVILLE DISTRICT OFFICE
1948 Wiltshire Road, Suite 6
Kearneysville, West Virginia 25430
Telephone: 304-725-9453 Fax: 304-725-3108

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PARTIES PRESENT

NAME	ORGANIZATION
Bradley Reed	Kearneysville, District IV
Alan Marchun	Kearneysville, District IV
Joseph Freeze	Jefferson County PSD
David Staubs	Jefferson County PSD

Significant Deficiencies

- No observations were recorded in this category.

Minor Deficiencies

- The combined vent/overflow pipe for the chlorine contact/storage tank is not properly screened.
- The opening where the rope for the level indicator passes through the chlorine contact/storage tank roof is not sealed.

Recommendations

WVDHHR strongly recommends that the following recommendations be addressed to maintain compliance with primary drinking water regulations.

1) Install a 24 mesh non corrodible screen over the chlorine contact/storage tank vent. Protect the vent so birds, insects or rodents, which may enter the pumphouse, cannot contaminate the water.

2) Seal the opening where the rope for the level indicator enters the tank roof. The seal should be made, as much as possible, without interfering with the proper functioning of the level indicator.

   Note: *it was advised the level indicator is to be replaced as part of the water system's upgrade project.*

3) Continue with excellent compliance history of all monitoring and reporting requirements.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

REMINDERS

1. West Virginia and Federal rules require the records of all chemical analyses and copies of written communication relating to inspections be kept on file for a period of **ten (10)** years. Lead & Copper sample results must be maintained for **twelve (12) years.** Monthly Operational Reports and bacteriological sample results must be maintained for at least **five (5) years.**

2. According to West Virginia rules, all plans for the future use of a source of supply, treatment, construction of new wells, water treatment plants, pumping stations, finished water storage facilities and distribution facilities including line extensions greater than 1,000 feet used in connection with the public water supply system must be approved by DHHR in our Charleston office prior to construction. A permit application must be submitted and approved by DHHR/OEHS for any such improvements.

3. West Virginia rules require that you immediately notify the appropriate OEHS offices and responsible local officials when a major breakdown or serious loss of water service occurs which presents or may present an imminent and substantial endangerment to human health.

4. **Operator training hours are required during every two-year renewal period for water and wastewater operators.** Failure to attain the required continuing education hours (CEH) will result in non-renewal of an operator's certificates. Please contact the Certification and Training Unit at 304-356-4335 or our District Office if you need a list of training classes and dates.

Data collected during the survey is contained in the following report of the system's physical facilities and operations. Representatives of the water system are encouraged to carefully examine this report. Should any item appear misstated, omitted or you have any comments or questions concerning this report, please contact our office at 304-725-9453 or by e-mail at bradley.r.reed@wv.gov.

Sincerely,

Brad Reed

Bradley Reed, P.E.
Kearneysville District Office

BRR:yw

pc: Lisa Coleman, WV Public Service Commission
Jefferson County Health Department
District Office Coordination and Enforcement Unit, EED

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

OFFICE OF ENVIRONMENTAL HEALTH SERVICES
KEARNEYSVILLE DISTRICT HEALTH OFFICE

SANITARY SURVEY

Survey Date: March 11, 2014

JEFFERSON COUNTY PSD CAVALAND WATER SYSTEM

(PWSID #WV3301972)

SOURCE: Ground Water

CLASSIFICATION: Class I

INSPECTED BY: Bradley R. Reed, P.E.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

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Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

REPORT SUMMARY

The Jefferson County PSD/Cavaland Water System serves 40 customers in the Cavaland Subdivision located on Engel Molers Road in Jefferson County. Based on the source being groundwater, complexity of treatment and population served, the Cavaland water system is classified a Class 1 Public Water System.

Source water for the system is supplied by a drilled well, with the treatment process consisting of disinfection and retention in a 5,500 gallon plant storage tank/clearwell. The distribution system consists of 3,135 LF of 4", 1,245 LF of 2" mains and four gate valves. Water is pumped on demand from the storage tank into the distribution system by two centrifugal pumps which are controlled by a pressure switch and cycles against a 525 gallon hydro-pneumatic pressure tank. All maintenance and operations of the treatment plant and distribution system is performed by the PSD staff.

All required monitoring is being performed and records of monitoring results and operational reports are maintained at the PSD office. There have been no violations issued to the system in the past three years. Since the last survey was conducted in March 2009, the PSD has obtained funding to replace the existing water mains, booster pumps, hydro-pneumatic tank, chemical feed equipment, and add a SCADA system (Permit No. 19,101). No significant deficiencies were observed during the survey.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

SOURCE

Source water for the system is supplied by a 6″ diameter drilled well, constructed in in 1987. Information available on the construction of the well is summarized below:

Well #1

WELL #1	
Well Name:	Well #1
Date Drilled:	1987
Well Depth:	450 ft.
Casing Type:	Steel
Casing Diameter:	6⅝"
Casing Height above ground level:	24"
Casing Depth:	40 ft.
Grout Depth:	40 ft.
Well Cap:	A & B Casting (Vermin Proof)
Completion Report Available:	No
Well Yield:	Reported to be 30 GPM
Static Water Level:	unknown
Comments: the source water is hard (278 mg/l $CaCO_3$).	

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SOURCE

WELLHEAD PROTECTION PROGRAM

Has a Wellhead Protection Area (WHPA) been established? ☒ Yes ☐ No
2,000 ft. fixed radius around the wellhead.

Have the potential contamination sources been identified? ☒ Yes ☐ No
List of potential contamination sources updated in August 2012.

Is the area around the wellhead protected? ☒ Yes ☐ No
Potential sources of contamination have been maintained greater than 100 ft. from the wellhead.

Does the system have an emergency response plan? ☒ Yes ☐ No
The Source Water Protection Plan and Emergency/Contingency Plan were updated by Jefferson County PSD and approved by the Source Water Unit in August 2012. With Well # 1being the lone source, the PSD must rely on the storage in the 5,500 gallon clearwell and hauling of potable water in the event of contamination or a shortage of source water.

Watershed Characteristics (soil types, activities)?
The well is located in karst limestone geology and has been classified by the Source Water Unit as having a high susceptibility to contamination by the potential contamination sources. The primary activity within the wellhead protection area is agriculture and residential.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

SOURCE

SOURCE WATER QUALITY
(ALL SOURCE WATER TYPES)

Does the system regularly monitor raw water? ☐ Yes ☒ No

Jefferson County PSD does not routinely monitor the source water quality (prior to any treatment). Source water samples collected during the survey showed Coliform –absent, pH 7.4 SU, Hardness 278 mg/l $CaCO_3$ and Alkalinity 120 mg/l $CaCO_3$.

Samples collected at the entry point to the distribution system (after treatment) have shown all regulated Inorganic Contaminant (IOCS) levels, Volatile Organic Chemicals (VOCS), Synthetic Organic Chemicals (SOCS) as well as radiological materials to be non-detected or if detected, to be at levels below the established maximum contaminant levels (MCLs). A sample collected for Nitrates in May 2013 (5.45 mg/l) and a confirmation sample collected in August 2013 (6.10 mg/l) showed the Nitrate level to be greater than 50% of the MCL of 10 mg/l. The system was required to begin quarterly monitoring for Nitrate beginning January 2014.

List known causes of raw quality fluctuations: *It was reported there are no fluctuations in the raw water quality.*

Does source generally supply enough quantity to meet demand?	☒ Yes	☐ No
Does the system regularly have seasonal shortages of raw water?	☐ Yes	☒ No
Has the system ever had a shortage of raw water?	☐ Yes	☒ No
Has the system ever instituted a conservation plan?	☐ Yes	☒ No
Is there a master meter to measure quantity of water treated?	☒ Yes	☐ No
Are there problems with silting, debris, or clogged screens?	☐ Yes	☒ No
Is there system duality (can system meet demand with a unit out)?	☐ Yes	☒ No
Are there regular checks of the actual capacity vs. design capacity?	☐ Yes	☒ No
Are the source facilities visited/inspected daily?	☒ Yes	☐ No
Do the source facilities appear to be well maintained?	☒ Yes	☐ No
Are the source facilities protected from entry by animals?	☒ Yes	☐ No
Do the raw water lines deliver water directly to the treatment plant?	☒ Yes	☐ No
Are the raw water lines reliable for continuous flow?	☒ Yes	☐ No
Is the source used as the best possible available source?	☒ Yes	☐ No

Raw water facility design capacity: *30 GPM*

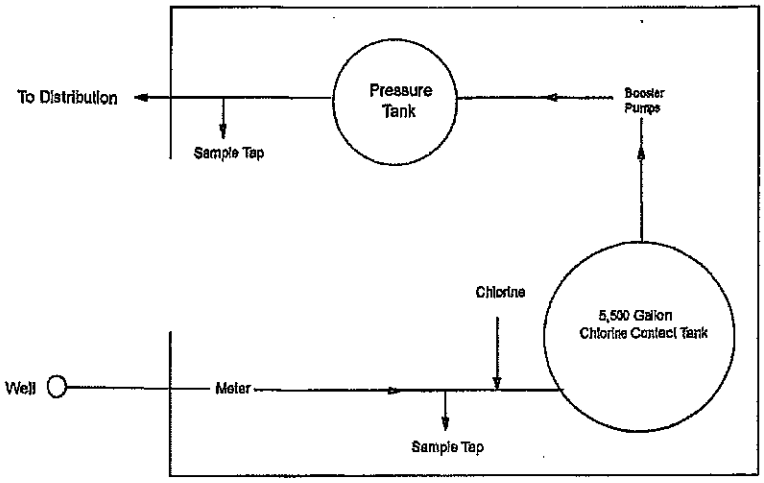
Actual measured raw water facility capacity: *29 GPM*

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

TREATMENT

The treatment process consists of disinfection and retention in a 5,500 gallon chlorine contact tank. Operational records show that during the past year, water was treated an average 3.07 hours per day producing 5,438 gallons of water. The water treatment plant is controlled automatically based on the water level in the 5,500 gallon contact tank. All treatment facilities are housed in a concrete block and wood frame building which is locked when an operator is not present.

Treatment Schematic



Treatment Facility Name: Cavaland Treatment Plant

Is the treatment facility out of the 100-year flood plain elevation? ☒ Yes ☐ No

Does the system have a backup source of power? ☒ Yes ☐ No
Portable generator with manual transfer switch.

If the system has a generator, how often is it tested? Portable generator is tested only when used

Does the system have duality (can system meet demand with a unit out)? ☐ Yes ☒ No

Does the system regularly check the actual capacity vs. design capacity? ☐ Yes ☒ No
High service pumps are not metered.

Average Production Data

	YEAR		
	2013	2012	2011
Daily Water Treated (gal.)	5,438		
Daily Pumping Time (hours)	3.07		

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Specify the treatment process/objective which best describes the facility:
(See pages 3-38, 3-39, and 3-40 of the EPA Guidance Manual for description of each)

Conventional Filtration		**Direct Filtration**		**In-Line Filtration**	
Slow Sand Filtration		**Single Stage Softening**		**Two Stage Softening**	
Conventional Filtration/Softening		**Split and Complex Treatment**		**Membrane Filtration**	
Greensand Filtration		**Simple Aeration Plant**		**Disinfection Treatment**	√

CHEMICALS AND CHEMICAL FEED SYSTEMS

List the chemicals currently being used /applied:

Name of Chemical	Point of Application	ANSI/NSF Std. 60 Approved	
		YES	NO
8.25% Chlorine Bleach	Ahead of contact tank		

Are the chemicals used appropriate for treatment desired/required? ☒ Yes ☐ No

List the chemical feed systems being used:

Chemical	Feeder Type/Model	Size	Max. Pressure	Current Settings
Chlorine	LMI Metering Pump	1 GPH	100 psi	90% stroke 90% speed

Are all feeders sized above the historical maximum dosage rate? ☒ Yes ☐ No

Are the feeders used compatible with chemicals used? ☒ Yes ☐ No

Are the feeders used in good condition? ☒ Yes ☐ No

Do all feeders have adjustable feed rates? ☒ Yes ☐ No

Are the feed rate adjustments made manually or automatic? **Manual** ☒ **Automatic** ☐

How often are chemical feeders calibrated/checked for accuracy? Never

How are the quantities of chemicals fed determined? Estimated
(weighted by scales, calculated, etc.)?

Does the system have duality for each of the feed systems? ☐ Yes ☒ No

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

If the system does not have duality for each, are adequate spares available? ☒ Yes ☐ No

Does the system achieve a 4-log virus inactivation as required by the Ground Water Rule? *See CT calculation below* ☒ Yes ☐ No

What is the free chlorine residual in the contact unit/zone? *0.9 mg/l*

What is the minimum required free Cl_2 residual to achieve 4-log virus reduction? *0.6*

List the storage used for each chemical:

Chemical	Storage container type	Where Stored	Normal Quantity Stored
Chlorine	64 oz. containers	pumphouse	4-6 containers

If bulk tanks are used, are day-use tanks provided? *N/A* ☐ Yes ☐ No

Are all chemical storage areas adequately labeled/marked? ☒ Yes ☐ No

Does the system have backflow prevention on each of the feed units? ☒ Yes ☐ No

Is adequate ventilation provided in all chemical feed/storage areas? ☒ Yes ☐ No

CLEARWELL

What is the clearwell volume? 5,500 gallons

Is the clearwell protected from contamination? ☐ Yes ☒ No
Seal where level indicator rope enters tank and screen needs installed on combined vent/overflow.

Is the clearwell baffled? ☐ Yes ☒ No

Calculation of Virus Inactivation and Removal

Cavaland 3301972

Variables		
4100	gallons	contact tank volume
0.30	gals / gal	baffling factor for contact tank
120	gpm	flow rate of water through plant
0.9	mg / L	concentration of Cl2 in water
10.0	deg C	temperature of water
7.4	pH	pH of water
Log inactivation / removal =		6.24

Valid for pH between 6 and 9

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

DISTRIBUTION SYSTEM

Does the system have accurate and up-to-date distribution mapping? ☐ Yes ☒ No
As-built maps will be provided as part of water main replacement project.

Does the mapping show all line, valve and hydrant locations? ☐ Yes ☒ No

Does the mapping show pipe sizes and materials? ☐ Yes ☒ No

Does the system maintain a distribution maintenance record? ☒ Yes ☐ No

Does the system maintain a customer complaint record? ☒ Yes ☐ No

Minimum pressure in the system: 40 psi in pumphouse (minimum distribution pressure unknown)

Maximum pressure in the system: 70 psi in pumphouse

Piping materials/sizes used: 3,135 LF of 4", 1,245 LF of 2" PVC mains

Does the system flush mains regularly? ☐ Yes ☒ No **How often?** _____

Are the valves exercised regularly? ☐ Yes ☒ No **How often?** _____

Does the system disinfect all new lines? ☒ Yes ☐ No

Does the system disinfect all repaired lines? ☒ Yes ☐ No

Does the system perform bacteriological testing for all new lines? ☒ Yes ☐ No

Does the system perform bacteriological testing for all repaired lines? ☐ Yes ☒ No
BWN only

Does the system maintain adequate repair materials on-hand? ☒ Yes ☐ No

Does the system have a formal Cross-Connection Control Program? ☒ Yes ☐ No

Has the system made inspections for cross-connections? ☒ Yes ☐ No

Has the system required the installation of any backflow prevention assemblies? ☐ Yes ☒ No
All customers are residential. Public education material has been distributed to all customers.

Are all customers metered, including facilities such as fire stations? ☐ Yes ☒ No
One customer is not metered.

What is the latest reported/calculated water loss? 36%
All water mains are to be replaced.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

DISTRIBUTION SYSTEM

	Service Connection Summary		
	Commercial	Residential	Public
Number of connections		40	
Meter Size		5/8" x 3/4"	

Population served: 107

Any purchase system? ☒ Yes ☒ No **List them:** _____

Does the system purchase from another: ☐ Yes ☒ No **List:** _____

Total population served (with all purchase systems)? 107

FINISHED WATER STORAGE

HYDROPNEUMATIC TANKS

Name of unit/facility: Booster Pumps

Location: Treatment Plant

Total volume (air + water): unknown **Maximum water volume:** unknown

Current Pressure Settings: **High setting** 70 psi **Low setting** 40 psi

Air relief valve? ☒ Yes ☐ No **Pressure gauge?** ☒ Yes ☐ No

Tank visually appears to be in good operating order? ☒ Yes ☐ No

General Comments: tank is to be replace with a diaphragm pressure tank as part of the construction project.

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PUMPS / PUMP FACILITIES AND CONTROLS

Pump Name/Use: Well Pump

Displacement Pump: Reciprocating ☐ Rotary ☐ Other ☐

Centrifugal Pump: Vertical Turbine ☐ Submersible ☒ Other ☐

Pump Capacity: 30 GPM

Pumps Controls: floats in clearwell

Flow Meter? ☒ Yes ☐ No **Hour Meter?** ☒ Yes ☐ No

P&M schedule? ☒ Yes ☐ No **Properly working?** ☒ Yes ☐ No

Spare available/duality? ☐ Yes ☒ No

Is pump at a booster station (other than treatment area, well, or intake)? ☐ Yes ☒ No

Pump Name/Use: Booster Pumps (120 GPM close coupled centrifugal pumps operated in series)

Pumps are to be replaced with 120 GPM duplex pumps with VFD as part of the water project.

Displacement Pump: Reciprocating ☐ Rotary ☐ Other ☐

Centrifugal Pump: Vertical Turbine ☐ Submersible ☐ Other ☒

Pump Capacity: 120 GPM

Pumps Controls: pressure switch

Flow Meter? ☐ Yes ☒ No **Hour Meter?** ☐ Yes ☒ No

P&M schedule? ☒ Yes ☐ No **Properly working?** ☒ Yes ☐ No

Spare available/duality? ☐ Yes ☒ No

Is pump at a booster station (other than treatment area, well, or intake)? ☐ Yes ☒ No

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

MONITORING / REPORTING/ DATA VERIFICATION

Current violations? ☐ Yes ☒ No

If so, list violations: _____

_____

Have all required sampling plans been submitted? ☒ Yes ☐ No

Have all Monthly Operational Reports (MORs) been submitted? ☒ Yes ☐ No

Have the MORs been completed properly? ☒ Yes ☐ No

Have all Phase II/V tests been conducted / submitted? ☒ Yes ☐ No

Have the Phase II/V tests been conducted properly? ☒ Yes ☐ No

Have all bacteriological tests been conducted / submitted? ☒ Yes ☐ No

Have the bacteriological tests been conducted properly? ☒ Yes ☐ No

Have all Lead & Copper tests been conducted / submitted? ☒ Yes ☐ No

Have the Lead & Copper tests been conducted properly? ☒ Yes ☐ No

Is the system conducting all DBPR testing? ☒ Yes ☐ No

Have all Public Notices been conducted as required? ☒ Yes ☐ No

Does the system have proper monitoring equipment? ☒ Yes ☐ No
HACH CN 67 test kit for free & total chlorine and pH.

Is monitoring equipment properly calibrated? ☐ Yes ☒ No
Chlorine color wheels must be replaced annually.

Any Boil Water Notices issued since the last sanitary survey? ☐ Yes ☒ No

If so, list reasons: _____

_____

_____

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

WATER SYSTEM MANAGEMENT / OPERATION

Are the administrative files up-to-date? ☒ Yes ☐ No

Are files maintained for correct time frames? ☒ Yes ☐ No

Do files contain all required items? ☒ Yes ☐ No

SYSTEM EMPLOYEES / PERSONNEL

Employee / Personnel Name	Title
Peter Appignani	Chairman/ Board of Directors
William Strider	Treasurer /Board of Directors
Susanne Lawton	General Manager
April Williams	Finance Manager
Joe Freeze	Operations Manager
Amanda Robinson	Billing
Trish Fowler	Receptionist
Matt Piepenburg	Engineering Tech
Ashley Wilt	Administrative Assistant

Are personnel adequate to maintain the system? ☒ Yes ☐ No

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WATER SYSTEM MANAGEMENT / OPERATION

Describe the planning / purchasing process: Can purchase up to $600 for supplies. Anything over $600 must be approved by the General Manager.

Does system have O&M manuals? ☐ Yes ☒ No
O&M manuals will be provided with all equipment installed as part of the construction project

Does system have a SOP? ☒ Yes ☐ No

Is system self-supporting? ☒ Yes ☐ No

Income/revenue for previous year: $15,358.88

Expenses for previous year: $15,003.02

OPERATOR COMPLIANCE WITH STATE REQUIREMENTS

LIST OF OPERATORS

Operator Name/Title	Certification Level / Number	Expiration Date
David Staubs/Chief Operator	Class DW-1	6/30/2014
Dewayne Ainsworth/Operator	Class WD	4/30/2015
Collin Cole/Operator	Class WD	2/28/2014
Joseph Freeze/Operations Manager	Class WD	12/31/2014

Is number of operators sufficient to operate/maintain system? ☒ Yes ☐ No

Do operators have proper knowledge to operate/maintain system? ☒ Yes ☐ No

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STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

May 13, 2015

Susanne Lalton, General Manager
Jefferson County PSD
340 Edmonds Road, Suite A
Kearneysville, WV 25430

RE: Jefferson County PSD Glen Haven Water System
PWS ID #WV3301909
Jefferson County

Dear Ms. Lalton:

On May 5, 2015, a Sanitary Survey was conducted of the Jefferson County PSD/Cavaland Water System by Bradley Reed, Office of Environmental Health Services (OEHS)/Kearneysville District Office. This survey was performed in accordance with the requirements of the *West Virginia Public Water System Legislative Rules.* We would like to thank you and the site visit participants for the courtesy and assistance provided during the inspection of your public water supply system.

This letter confirms and supplements items noted during the inspection. In addition to meeting the survey requirements of the Rules, the purpose of the survey is as follows:

- Determine whether the system is meeting the requirements of the "Safe Drinking Water Act." If not, determine what is required in facilities or operating procedures to enable the system to produce the required quality of water for present and future consumption.

- Provide the opportunity to offer technical assistance, to provide on-site training to operators and advise administrators of the need to enable their system to provide an adequate supply of high quality water on a continuous basis to their customers.

- Provide a report that presents the basis for future corrective actions; provide information for public relations efforts, and a document usable in applications to the Public Service Commission on rate cases and certificates of convenience and necessity.

KEARNEYSVILLE DISTRICT OFFICE
1948 Wiltshire Road, Suite 6
Kearneysville, West Virginia 25430
Telephone: 304-725-9453 Fax: 304-725-3108

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

PARTIES PRESENT

NAME	ORGANIZATION
Bradley Reed	Kearneysville, District IV
Alan Marchun	Kearneysville, District IV
David Staubs	Jefferson County PSD

Significant Deficiencies

- No observations were recorded in this category.

Minor Deficiencies

- No observations were recorded in this category.

Recommendations

- Continue with excellent compliance history of all monitoring and reporting requirements.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

REMINDERS

1. West Virginia and Federal rules require the records of all chemical analyses and copies of written communication relating to inspections be kept on file for a period of **ten (10)** years. Lead & Copper sample results must be maintained for twelve **(12) years.** Monthly Operational Reports and bacteriological sample results must be maintained for at least **five (5) years.**

2. According to West Virginia rules, all plans for the future use of a source of supply, treatment, construction of new wells, water treatment plants, pumping stations, finished water storage facilities and distribution facilities including line extensions greater than 1,000 feet used in connection with the public water supply system must be approved by DHHR in our Charleston office prior to construction. A permit application must be submitted and approved by DHHR/OEHS for any such improvements.

3. West Virginia rules require that you immediately notify the appropriate OEHS offices and responsible local officials when a major breakdown or serious loss of water service occurs which presents or may present an imminent and substantial endangerment to human health.

4. **Operator training hours are required during every two-year renewal period for water and wastewater operators.** Failure to attain the required continuing education hours (CEH) will result in non-renewal of an operator's certificates. Please contact the Certification and Training Unit at 304-356-4335 or our District Office if you need a list of training classes and dates.

Data collected during the survey is contained in the following report of the system's physical facilities and operations. Representatives of the water system are encouraged to carefully examine this report. Should any item appear misstated, omitted or you have any comments or questions concerning this report, please contact our office at 304-725-9453 or by e-mail at bradley.r.reed@wv.gov.

Sincerely,

Brad Reed

Bradley Reed, P.E.
Kearneysville District Office

BRR:yw

pc: District Office Coordination and Enforcement Unit, EED

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

BUREAU FOR PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES
West Virginia Department of Health and Human Resources

KEARNEYSVILLE DISTRICT HEALTH OFFICE

SANITARY SURVEY

Survey Date: May 5, 2015

JEFFERSON COUNTY PSD
GLEN HAVEN WATER SYSTEM

(PWSID #WV330109)

SOURCE: Ground Water

CLASSIFICATION: Class I

INSPECTED BY: Bradley R. Reed, P.E.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

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Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

REPORT SUMMARY

The Jefferson County PSD/Glen Haven water system serves 73 metered customers in the Glen Haven subdivision located off Bakerton Road near Harpers Ferry. Based on the source being groundwater, complexity of treatment and population served, the Glen Haven water system is classified a Class 1 Public Water System.

Source water for the system is supplied by a drilled well, with the treatment process consisting of disinfection and retention in two 8,000 gallon baffled clearwells. The distribution system consists of 9,175 LF of 4" mains, 29 gate valves and 4 blow-off valves. Water is pumped on demand from the clearwell into the distribution system by two Gould's vertical mount centrifugal pumps with VFD drives at a pressure of 70 psi. All maintenance and operations of the treatment plant and distribution system is performed by the PSD staff.

All required monitoring is being performed and records of monitoring results and operational reports are maintained at the PSD office. There have been no violations issued to the system in the past three years. Since the last survey was conducted in May 2010, the PSD has installed: two new 8,000 gallon clearwells, new chemical feed equipment, new booster pumps, replaced all water mains, and added a SCADA system (Permit No. 19,101). No significant deficiencies were observed during the survey.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

BASIC DATA

SYSTEM NAME:	Jefferson County PSD/Glen Haven
ADDRESS:	340 Edmond Road, Suite A Kearneysville WV, 26807
COUNTY:	Jefferson
PWS ID #:	WV3301909
BOARD MEMBERS:	Peter Appignani (Chairman) Richard Weese (Secretary) William Strider (Treasurer)
SOURCE:	Well (Ground Water)
SERVICE CONNECTIONS:	Residential - 73
POPULATION SERVED:	Residential – 195
TREATMENT:	Disinfection
CLASSIFICATION:	Class 1
SYSTEM CAPACITY:	36,000 GPD (limited by well pump capacity of 25 GPM)
AVERAGE SYSTEM USAGE:	7,950 gallon/day
AVERAGE HOURS OF OPERATION:	7.8 hours/day

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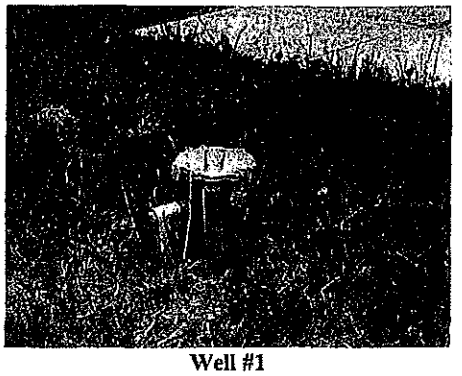
SOURCE

Source water for the system is supplied by a 6" diameter drilled well-constructed in 1965. A Source Water Assessment Report and Wellhead Protection Plan have been completed for the well. Based on the geological setting and potential contamination sources located within the protection zone, the well has been classified as having moderate susceptibility to contamination. Information available on the construction of the well is summarized below:



Well #1

WELL #1	
Well Location:	Mason Drive adjacent to pumphouse
Date Drilled:	1965
Well Depth:	100 ft.
Casing Type:	Steel
Casing Diameter:	6"
Casing Height above ground level:	12"
Casing Depth:	26 ft.
Grout Depth:	26 ft.
Well Cap:	Campbell LWC-6
Completion Report Available:	No
Well Yield:	Reported to be >50 GPM
Static Water Level:	unknown
Comments: the source water is very hard (380 mg/L ($CaCO_3$).	

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WELLHEAD PROTECTION PROGRAM

Has a Wellhead Protection Area (WHPA) been established? ☒ Yes ☐ No
2,000 ft. fixed radius around the wellhead.

Have the potential contamination sources been identified? ☒ Yes ☐ No
List of potential contamination sources updated in August 2012.

Is the area around the wellhead protected? ☒ Yes ☐ No
Potential sources of contamination have been maintained greater than 100 ft. from the wellhead.

Does the system have an emergency response plan? ☒ Yes ☐ No
The Source Water Protection Plan and Emergency/Contingency Plan were updated by Jefferson County PSD and approved by the Source Water Unit in August 2012. With Well # 1being the lone source, the PSD must rely on the storage in the 16,000 gallon clearwell and hauling of potable water in the event of contamination or a shortage of source water.

Watershed Characteristics (soil types, activities)?
The well is located in karst geology and has been classified by the Source Water Unit as having a moderate susceptibility to contamination by the potential contamination sources. The primary activity within the wellhead protection area is residential.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Does the system regularly monitor raw water? ☐ Yes ☒ No

Jefferson County PSD does not routinely monitor the source water quality (prior to any treatment). Source water samples collected during the survey showed Coliform –absent, pH 7.1 SU, Hardness 380 mg/l $CaCO_3$, Iron (Fe) 0.0 mg/l and Manganese (Mn) 0.03mg/l.

Samples collected at the entry point to the distribution system (after treatment) have shown all regulated Inorganic Contaminant (IOCS) levels, Volatile Organic Chemicals (VOCS), Synthetic Organic Chemicals (SOCS) as well as radiological materials to be non-detected or if detected, to be at levels below the established maximum contaminant levels (MCLs

List known causes of raw quality fluctuations: *It was reported there are no fluctuations in the raw water quality.*

Does source generally supply enough quantity to meet demand? ☒ Yes ☐ No

Does the system regularly have seasonal shortages of raw water? ☐ Yes ☒ No

Has the system ever had a shortage of raw water? ☐ Yes ☒ No

Has the system ever instituted a conservation plan? ☐ Yes ☒ No

Is there a master meter to measure quantity of water treated? ☒ Yes ☐ No

Are there problems with silting, debris, or clogged screens? ☐ Yes ☒ No

Is there system duality (can system meet demand with a unit out)? ☐ Yes ☒ No

Are there regular checks of the actual capacity vs. design capacity? ☒ Yes ☐ No

Are the source facilities visited/inspected daily? ☒ Yes ☐ No

Do the source facilities appear to be well maintained? ☒ Yes ☐ No

Are the source facilities protected from entry by animals? ☒ Yes ☐ No

Do the raw water lines deliver water directly to the treatment plant? ☒ Yes ☐ No

Are the raw water lines reliable for continuous flow? ☒ Yes ☐ No

Is the source used the best possible available source? ☒ Yes ☐ No

Raw water facility design capacity: 25 GPM

Actual measured raw water facility capacity: 17.8 GPM

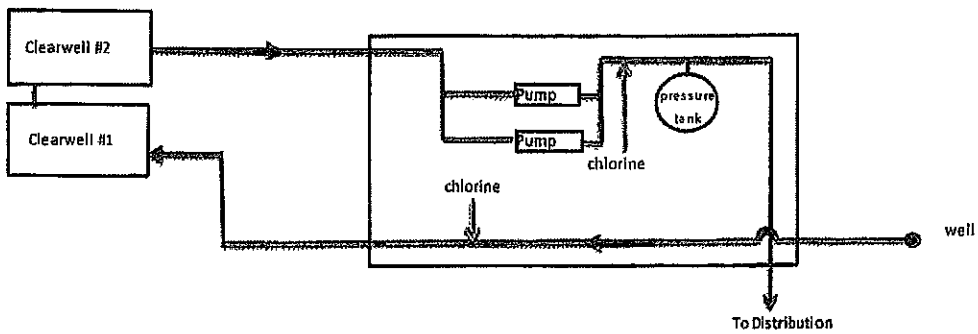
Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

TREATMENT

Water from the well is pumped into the treatment plant by a Goulds Model 25GS10 deepwell submersible pump, driven by 1 Hp, 230 volt, 1-phase Franklin motor. The pump is controlled by the water level in the clearwell (on 4.8 ft, off 5.0 ft). A 2" Sensus turbine meter and hour meter measure the volume of water treated and hours of well pump operations.

The treatment process consists of disinfection and retention in a two 8,000 gallon baffled clearwells. Operational records show that during the past year, water was treated an average 7.8 hours per day producing 7,950 gallons of water. All treatment facilities are housed in a concrete block building which is locked when an operator is not present. The SCADA system allows the operators to remotely monitor the treatment plant and will activate an auto-dialer if the chlorine residual drops below 0.6 mg/l or in the event of a low or high clearwell level.

Treatment Schematic



Treatment Facility Name: Glen Haven Treatment Plant

Is the treatment facility out of the 100-year flood plain elevation? ☒ Yes ☐ No

Does the system have a backup source of power? ☒ Yes ☐ No

If the system has a generator, how often is it tested? Weekly

Does the system have duality (can system meet demand with a unit out)? ☐ Yes ☒ No

Does the system regularly check the actual capacity vs. design capacity? ☒ Yes ☐ No

Average Production Data

	YEAR		
	2014	2013	2012
Daily Water Treated (gal.)	7,950		
Daily Pumping Time (hours)	7.8		

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Specify the treatment process/objective which best describes the facility:
(See pages 3-38, 3-39, and 3-40 of the EPA Guidance Manual for description of each)

Conventional Filtration		**Direct Filtration**		**In-Line Filtration**	
Slow Sand Filtration		**Single Stage Softening**		**Two Stage Softening**	
Conventional Filtration/Softening		**Split and Complex Treatment**		**Membrane Filtration**	
Greensand Filtration		**Simple Aeration Plant**		**Disinfection Treatment**	√

CHEMICALS AND CHEMICAL FEED SYSTEMS

List the chemicals currently being used /applied:

Name of Chemical	Point of Application	ANSI/NSF Std. 60 Approved	
		YES	NO
8.25% Chlorine Bleach	Pre and Post		

Are the chemicals used appropriate for treatment desired/required? ☒ Yes ☐ No

List the chemical feed systems being used:

Chemical	Feeder Type/Model	Size	Max. Pressure	Current Settings
Chlorine Pre	LMI Metering Pump	0.42GPH	100 psi	80% stroke 85% speed
Chlorine Post	LMI Metering Pump	0.42 GPH	100 psi	52% stroke 55% speed

Are all feeders sized above the historical maximum dosage rate? ☒ Yes ☐ No

Are the feeders used compatible with chemicals used? ☒ Yes ☐ No

Are the feeders used in good condition? ☒ Yes ☐ No

Do all feeders have adjustable feed rates? ☒ Yes ☐ No

Are the feed rate adjustments made manually or automatic? Manual ☒ Automatic ☐

How often are chemical feeders calibrated/checked for accuracy? Never

How are the quantities of chemicals fed determined? Calculated
(weighted by scales, calculated, etc.)?

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Does the system have duality for each of the feed systems? ☐ Yes ☒ No

If the system does not have duality for each, are adequate spares available? ☒ Yes ☐ No

Does the system achieve a 4-log virus inactivation as required by the Ground Water Rule? *See CT calculation below. At the time of the survey with 4.79 ft. of water in clearwell, free chlorine 1.2 mg/l and maximum pumping rate of 180 gpm, the system was achieving a 29.93 log inactivation.* ☒ Yes ☐ No

Calculation of Virus Inactivation and Removal

Glen Haven 3301909

Variables		
9316	gallons	contact tank volume
0.70	gals / gal	baffling factor for contact tank
180	gpm	flow rate of water through plant
1.2	mg / L	concentration of Cl2 in water
10.0	deg C	temperature of water
7.1	pH	pH of water

Log inactivation / removal = **29.93**

Valid for pH between 6 and 9

What is the free chlorine residual in the contact unit/zone? 1.2 mg/l

What is the minimum required free Cl_2 residual to achieve 4-log virus reduction? 0.5. mg/l with 1.6 ft. of water in clearwell.

List the storage used for each chemical:

Chemical	Storage container type	Where Stored	Normal Quantity Stored
Chlorine	121oz. containers	pumphouse	4-6 containers

If bulk tanks are used, are day-use tanks provided? *N/A* ☐ Yes ☐ No

Are all chemical storage areas adequately labeled/marked? ☒ Yes ☐ No

Does the system have backflow prevention on each of the feed units? ☒ Yes ☐ No

Is adequate ventilation provided in all chemical feed/storage areas? ☒ Yes ☐ No

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

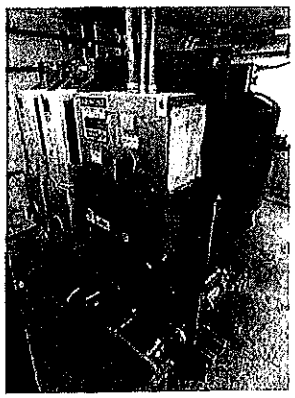
CLEARWELL

Clearwells

What is the clearwell volume? 16,000 gallons
Is the clearwell protected from contamination? ☒ Yes ☐ No
Is the clearwell baffled? ☒ Yes ☐ No

DISTRIBUTION SYSTEM

From the clearwell water is post chlorinated, metered and pumped on demand into the distribution system by dual Gould's vertical multi stage pumps with VFD drives at a pressure of 70 psi. A Well X Trol WX 350 pressure tank provides surge protection for the piping. A Signet chlorine analyzer continuously monitors the chlorine residual entering the distribution system. If the residual drops below 0.6 mg/l an auto dialer will notify the operators.



Booster Pumps

Number:	2
Type:	Gould's vertical multi stage
Capacity:	180 GPM
Head:	unknown
Drive:	7.5 Hp, 230/460 volt, 3-phase Blador motors with VFD
Controls:	constant pressure
Lubricants:	sealed
Meter:	2" Sensus turbine meter

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Does the system have accurate and up-to-date distribution mapping? ☒ Yes ☐ No

Does the mapping show all line, valve and hydrant locations? ☒ Yes ☐ No

Does the mapping show pipe sizes and materials? ☒ Yes ☐ No

Does the system maintain a distribution maintenance record? ☐ Yes ☒ No

Does the system maintain a customer complaint record? ☒ Yes ☐ No

Minimum pressure in the system: 40 psi Virginia Avenue

Maximum pressure in the system: 70 psi Mason Drive

Piping materials/sizes used: 9,175 LF of 4" mains

Does the system flush mains regularly? ☒ Yes ☐ No **How often?** 1/year

Are the valves exercised regularly? ☒ Yes ☐ No **How often?** 1/year

Does the system disinfect all new lines? ☒ Yes ☐ No

Does the system disinfect all repaired lines? ☐ Yes ☒ No

Does the system perform bacteriological testing for all new lines? ☒ Yes ☐ No

Does the system perform bacteriological testing for all repaired lines? ☐ Yes ☒ No
BWN only

Does the system maintain adequate repair materials on-hand? ☒ Yes ☐ No

Does the system have a formal Cross-Connection Control Program? ☒ Yes ☐ No

Has the system made inspections for cross-connections? ☐ Yes ☒ No

Has the system required the installation of any backflow prevention assemblies? ☐ Yes ☒ No
All customers are residential. Public education material has been distributed to all customers.

Are all customers metered, including facilities such as fire stations? ☒ Yes ☐ No

What is the latest reported/calculated water loss? 1%

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

	Service Connection Summary		
	Commercial	Residential	Public
Number of connections		73	
Meter Size		5/8" x 3/4"	

Population served: 195

Any purchase system? ☐ Yes ☒ No **List them:** _____

Does the system purchase from another: ☐ Yes ☒ No **List:** _____

Total population served (with all purchase systems)? 195

MONITORING / REPORTING/ DATA VERIFICATION

Current violations? ☐ Yes ☒ No

If so, list violations: _____

Have all required sampling plans been submitted? ☒ Yes ☐ No

Have all Monthly Operational Reports (MORs) been submitted? ☒ Yes ☐ No

Have the MORs been completed properly? ☒ Yes ☐ No

Have all Phase II/V tests been conducted / submitted? ☒ Yes ☐ No

Have the Phase II/V tests been conducted properly? ☒ Yes ☐ No

Have all bacteriological tests been conducted / submitted? ☒ Yes ☐ No

Have the bacteriological tests been conducted properly? ☒ Yes ☐ No

Have all Lead & Copper tests been conducted / submitted? ☒ Yes ☐ No

Have the Lead & Copper tests been conducted properly? ☒ Yes ☐ No

Is the system conducting all DBPR testing? ☒ Yes ☐ No

Have all Public Notices been conducted as required? ☒ Yes ☐ No

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Does the system have proper monitoring equipment? ☒ Yes ☐ No
HACH CN 67 test kit for free & total chlorine and pH.

Is monitoring equipment properly calibrated? ☒ Yes ☐ No
Chlorine color wheels must be replaced annually.

Any Boil Water Notices issued since the last sanitary survey? ☒ Yes ☐ No

If so, list reasons: Water main breaks during construction

WATER SYSTEM MANAGEMENT / OPERATION

Are the administrative files up-to-date? ☒ Yes ☐ No

Are files maintained for correct time frames? ☒ Yes ☐ No

Do files contain all required items? ☒ Yes ☐ No

Are personnel adequate to maintain the system? ☒ Yes ☐ No

WATER SYSTEM MANAGEMENT / OPERATION

Describe the planning / purchasing process: Can purchase up to $600.00 for supplies.

Anything over $600.00 must be approved by the General Manager.

Does system have O&M manuals? ☒ Yes ☐ No

Does system have a SOP? ☒ Yes ☐ No

Is system self-supporting? ☒ Yes ☐ No

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

OPERATOR COMPLIANCE WITH STATE REQUIREMENTS

LIST OF OPERATORS

Operator Name/Title	Certification Level / Number	Expiration Date
David Staubs/Chief Operator	Class DW-1	6/30/2016
Dewayne Ainsworth/Operator	Class WD	4/30/2017
Collin Cole/Operator	Class WD	2/28/2016
Joseph Freeze/Operations Manager	Class WD	12/31/2016

Is number of operators sufficient to operate/maintain system? ☒ Yes ☐ No

Do operators have proper knowledge to operate/maintain system? ☒ Yes ☐ No

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

CASE NO. 17-0915-PSWD-PC

JEFFERSON COUNTY COMMISSION
Petition for consent and approval of dissolution of
Jefferson County Public Service District.

CASE NO. 18-0006-PSD-C

JEFFERSON COUNTY CITIZENS FOR ECONIMIC
PRESERVATION, SHENANDOAH JUNCTION
PUBLIC SEWER, INC. and ARCADIA LAND, INC.
Jefferson County,

Complainants,

v.

JEFFERSON COUNTY PUBLIC SERVICE DISTRICT,
A public utility,

Defendant.

RESPONSE BY CHARLES TOWN TO COMMISSION ORDER OF FEBRUARY 7, 2018

Charles Town, by counsel, files this Response to the Commission Order of February 7, 2018.

Case 17-0915-PSWD-PC originally began with a Petition filed by the Jefferson County Commission ("JCC") for consent and approval of dissolution of the Jefferson County Public Service District and approval by the Commission of an Agreement between JCC and Charles Town for the purchase by Charles Town of the assets of the PSD.

That, in turn, has led to several questions raised by the Commission concerning the law surrounding the dissolution of a Public Service District.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

I.
STATUS OF PROPOSED PURCHASE AGREEMENT

On March 9, 2018 Charles Town, with the consent of both the JCC and the JCPSD, filed a Purchase Agreement between the PSD and Charles Town for the purchase by Charles Town of the assets of the PSD. The statutory framework surrounding such a transfer is governed by Chapter 16, Article 13A, Section 8a of the West Virginia Code.

Charles Town believes the filing of this Agreement renders moot the issues and questions raised by the original Purchase Agreement involving the JCC. Charles Town believes that it has thus answered question number 1 raised by the Commission on page 5 of its Order.

II.
CHANGED CONDITION AFFECTING THE PSD PROJECT

It has been reported in the press a new industrial manufacturing facility has selected Jefferson County for the location of a new plant. The location of the plant requires, among other things, a substantial extension of Ranson's sewage collection system (the "Ranson Extension"). Since last fall Ranson selected an engineering firm and has been proceeding towards (i) selecting a route for the location of the Ranson Extension and (ii) completing plans and specifications for the ultimate construction of the extension. All of this activity has been taking place since the proposed Purchase Agreement between Ranson and Charles Town for the Purchase by Charles of the Ranson sewer assets was pending and ultimately approved in Case No. 17-1534-S-PC. The Commission approved the form of the Agreement by an Order dated February 7, 2018.

The selection of the general location of the route for the Ranson Extension was not made until January 2018.

Beginning late last fall the Charles Town Utility Board ("CTUB") began the process of soliciting proposals for engineering services related to its water and sewer systems. That process was completed in mid February by the execution of an Agreement between CTUB and The

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Thrasher Group, Inc. ("Thrasher"). Thrasher has been given the task of coordinating construction of the PSD's project approved in Case No. 16-0616-PC-CN with the Ranson Extension. Since last summer when the manufacturing project was first announced it has been Charles Town's hope that coordination of these two significant capital projects could lead to some cost and operating efficiencies for the PSD, Ranson and Charles Town.

III.
PROPOSED REVISIONS TO PSD PROJECT

Attached to this pleading are the following documents prepared by Thrasher:

A letter from Thrasher addressed to both the PSD and the CTUB generally describing the initial PSD project and the proposed revisions to the District's project ("PSD Project") is attached as Exhibit 1. An itemized projected cost is attached as Exhibit 2 and a project map is attached as Exhibit 3. The proposed revised project includes some additional items totaling $950,000 that were not included in the initial PSD Project.

Charles Town believes the revised PSD Project satisfies the concerns raised by the Petitioners in Case No. 18-0006-PSD-C.

It should be noted that Exhibit 2 is a preliminary cost estimate. Although Thrasher was the project engineer in the District's original certificate case and is very familiar with the District's collection system it has not yet performed any of the field work or begun detailed preparation of plans and specifications for the revised PSD Project. Furthermore, the PSD's certificate case filing included as a project cost the repayment of a loan in the original amount of $660,000. That loan was used to pay engineering fees related to the initial project.

Nevertheless, it is clear the proposed revisions to the PSD Project will accomplish all of the goals of the District and satisfy the concerns of the development community for substantially less cost than the initial proposed project.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

As for the funding of the revised District project Charles Town believes the two (2) funding sources (the West Virginia Division of Environmental Protection and the United States Department of Agriculture RUS loan program) are still available.

IV.
TIMING ISSUES

The Commission also asked the parties to address the issue of completion of construction of improvements to the PSD Project.

Ranson and Charles Town are moving quickly towards a closing for the transfer of the Ranson sewer assets to Charles Town. Charles Town has, with the full cooperation of Ranson, been performing its due diligence investigations. Drafts of proposed Ordinances have been prepared and the parties hope to conclude the transaction in late April or early to mid May.

The timing of completion of the capital projects within the District's system is somewhat dependent upon construction of the Ranson Extension. The engineering firm retained by Ranson is moving forward with preparation of the plans and specifications for that extension. As described by Exhibit 1 some of the improvements to the PSD's system require connection to the Ranson Extension; therefore, those improvements cannot be completed until the Ranson Extension is completed.

Furthermore, Charles Town does not want to commit Thrasher to the substantial effort of revising the plans and specifications for the PSD project until this Commission rules on the Purchase Agreement between the PSD and Charles Town. Although the engineering costs are included as a project cost the PSD is unable to pay for that effort and be reimbursed from loan proceeds and Charles Town will not commit to pay those funds without some assurance of repayment. Charles Town realizes the new Agreement will require substantial review by the Commission and its Staff. However, assuming the Ranson Extension will be completed by sometime late this year or early 2019 it seems reasonable that the PSD improvements can be completed sometime before the end of calendar year 2019.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

V.
FINANCIAL INFORMATION

In its Order the Commission asked that the parties provide (i) detail of the current obligations and payoff dates for the PSD, Charles Town and Ranson sewer utilities and (ii) detail the expected funding amount and annual debt service amount and payoff dates in relation to future actions to improve sewer service in the Flowing Springs area.

Attached as Exhibit 4 is an chart itemizing the PSD's current debt. Attached as Exhibit 5 is a chart itemizing Charles Town's current sewer debt (Charles Town operates a combined water and sewer system but the attached Exhibit 5 does not detail the outstanding bonds related to the water system). Ranson has no indebtedness secured by either the assets or revenue of its sewer system.

Charles Town believes the revised PSD Project will be funded upon the same terms and conditions as exists for the currently approved project. For planning purposes Charles Town is assuming the annual debt service and other details will be identical to those approved in the District's certificate case.

The Ranson Extension financing will have no impact upon either the acquisition of the PSD assets by Charles Town or completion of the PSD Project.

VI.
COUNTY COMMISSION MOTION TO DISMISS COMPLAINT

Charles Town joins in the arguments set forth in JCC's Motion to Dismiss. The PSD, as well as any other utility in West Virginia, must be allowed some discretion in how it proposes to serve existing and future customers within its service territory. The District's Board has chosen to join in the utility consolidation process in Jefferson County and take advantage of both the

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

opportunities offered by the Ranson Extension as well as operating efficiencies resulting from a combined sewer utility.

CITY OF CHARLES TOWN,
By THE CHARLES TOWN UTILITY BOARD,
By Counsel

Hey G. Shingleton, Jr.,
WV Bar # 3378
115 Aikens Center, Suite 24
Martinsburg, WV 25404
Phone (304) 262-4773
Fax (304) 262-4775
Shinglet@comcast.net

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Exhibit 1

THRASHER | ARCHITECTURE ENGINEERING FIELD SERVICES

March 13, 2018

Mrs. Kristen M. Stolipher, Assistant Utility Manager
Charles Town Utility Board
832 South George Street
Charles Town, WV 58414

Mrs. April Shultz, General Manager
Jefferson County Public Service District
340 Edmond Road, Suite A
Kearneysville, WV 25430

RE: ***Jefferson County Public Service District***
Revised Flowing Springs Wastewater Collection Project

Dear Mrs. Stolipher and Mrs. Shultz,

The Thrasher Group, Inc. (Thrasher) entered into a Task Order agreement dated February 14, 2018 with the Charles Town Utility Board (CTUB) to review the Jefferson County Public Service District's (JCPSD) proposed Flowing Springs Wastewater Collection System Project in response to PSC Order dated February 7, 2018 (Case No. 17-0915-PSWD-PC). Information associated with the Flowing Springs Wastewater Collection System Project was reviewed by Thrasher. After a review of the information, Thrasher has outlined their findings as follows:

- The original scope of the project consisted of:
  - Constructing a new 15" and 24" interceptor from the JCPSD's Northern Route 9 collection system to the Flowing Springs Drainage Basin to remove flows from the Ranson Old Town system to alleviate flow and capacity issues in that area. This included decommissioning four (4) Pump Stations: 1-10, 1-11, 1-12 and 1-157.
  - Constructing a new pump station to be called the Halltown Pump Station adjacent to the existing Beallair Pump Station. The force main from the Halltown Pump Station would tie-in to the existing Breckenridge force main which flows to the Flowing Springs Pump Station. This included decommissioning two (2) Pump Stations: Breckenridge and Beallair.
  - Upgrade the Ranson Flowing Springs Pump Station to handle the additional flows from the Northern Route 9 system.
  - Upgrades to Pump Stations 3-6 and 4-2 within the JCPSD system were also included as part of the project.
  - The opinion of probable construction cost for the original Flowing Springs project was $5,600,000.

600 White Oaks Blvd | P.O. Box 940 | Bridgeport, WV 26330 | tel: 1-800-273-6541 | www.thethrashergroup.com

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

- Recommended modifications to the scope of the improvements include the following:
  - Divert flow from Pump Stations 1-11 and 1-157 via gravity to Pump Station 1-10.
  - Upgrade Pump Station 1-10 to handle the additional flow and routing a new force main across Route 9 and tie-in to the proposed sewer line to serve the Roxul site.
  - Construct a new 12" gravity interceptor on Country Club Road from the existing Aspen Green collection line to a new Country Club Road Pump Station. The existing force main from the Beallair Pump Station will tie-in to the new gravity line. The existing Breckenridge Pump Station will remain in operation.
  - Construct a new force main from the new Country Club Road Pump Station to Charles Town Utility Board's existing gravity collection system near Wal-Mart.
  - Upgrade Pump Stations 3-6 and 4-2 (within the JCPSD system).
  - Upgrade to the Ranson Flowing Springs Pump Station will no longer be necessary. Flows to the Ranson Flowing Springs Pump Station will be decreased by diverting the flow from the Beallair Pump Station to the new Country Club Road Pump Station.
  - The opinion of probable construction cost for the revised Flowing Springs project is $2,888,256.

The recommended changes to the Flowing Springs Wastewater Collection System Project will meet the needs of the proposed development in the project area and reduce the estimated capital cost.

In addition to the above mentioned revisions to the proposed JCPSD's Flowing Springs Project, it is anticipated that miscellaneous improvements will be required including the Clarence Drive Pump Station, the collection system through Jefferson Memorial, and other miscellaneous PSD system improvements and pump upgrades. The construction cost of the various upgrades will be approximately $950,000. The total construction cost of both projects will be approximately $4,415,000 including 15% contingency. Engineering and other professional fees will be approximately $1,000,000 for a total project cost of $5,415,000.

If you have any questions or comments please contact me at (304)-343-7601 or jarmstrong@thethrashergroup.com.

Sincerely,

THE THRASHER GROUP, INC.

Jenelle H. Armstrong, PE
Principal Engineer

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Charles Town Utility Board
CHANGES TO THE FLOWING SPRINGS WASTEWATER COLLECTION PROJECT
OPINION OF PROBABLE CONSTRUCTION COST

Thrasher Project #101-020-1596

March 2018

General

DESCRIPTION	QUANTITY		UNIT PRICE	TOTAL COST
Mobilization/Demobilization	1	LS@	$50,000.00 /LS	$50,000.00
Video Taping of Project Area	1	LS@	$15,000.00 /LS	$15,000.00
Sediment and Erosion Control	1	LS@	$50,000.00 /LS	$50,000.00
General Sub-Total				$115,000.00

Route 9 Interceptor

DESCRIPTION	QUANTITY		UNIT PRICE	TOTAL COST
8" PVC SDR 35 Gravity Sewer Pipe (0-6' deep)	1,250	LF@	$50.00 /LF	$62,500.00
8" PVC SDR 35 Gravity Sewer Pipe (6-9' deep)	1,550	LF@	$55.00 /LF	$85,250.00
8" PVC SDR 35 Gravity Sewer Pipe (9-12' deep)	110	LF@	$60.00 /LF	$6,600.00
8" PVC SDR 35 Gravity Sewer Pipe (12-15' deep)	310	LF@	$65.00 /LF	$20,150.00
4" PVC C900 DR 18 Force Main from PS 1-10 to new ROXUL line	1,000	LF@	$30.00 /LF	$30,000.00
48" Diameter Concrete Manhole, Complete	15	EA@	$3,500.00 /EA	$52,500.00
48" Diameter Concrete Manhole Riser Pipe	20	VF@	$125.00 /VF	$2,500.00
48" Diameter Concrete Straddle Manhole, Complete	1	EA@	$3,800.00 /EA	$3,800.00
Tie-in to Existing Manhole	2	EA@	$2,000.00 /EA	$4,000.00
Cut & Plug Existing Sewer	2	EA@	$800.00 /EA	$1,600.00
Upgrades to PS 1-10	1	LS@	$100,000.00 /LS	$100,000.00
Abandon PS 1-12	1	LS@	$7,000.00 /LS	$7,000.00
Moose Lodge conversion to Grinder Pump Station	1	LS@	$50,000.00 /LS	$50,000.00
Burr Pump Station connections to ROXUL Pump Station	1	EA@	$150,000.00 /EA	$150,000.00
WVDOH Inspection Fees	300	LF@	$3.37 /LF	$1,011.00
Route 9 Interceptor Sub-Total				$576,911.00

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Country Club Road Area

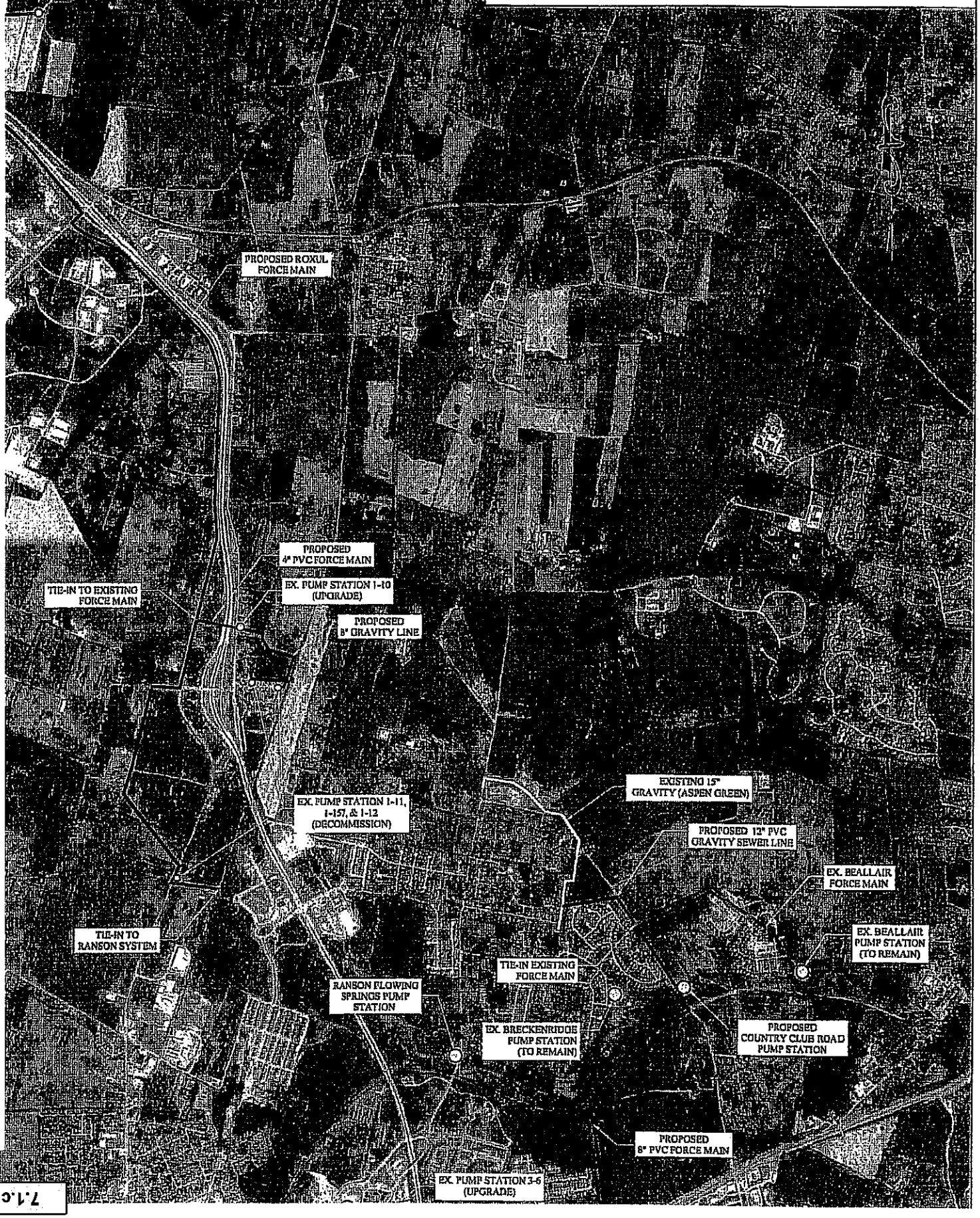
DESCRIPTION	QUANTITY		UNIT PRICE	TOTAL COST
WVDOH Inspection Fees	3,500	LF@	$3.37 /LF	$11,795.00
Norfolk Southern RR Flagging Fees	1	LS@	$7,500.00 /LS	$7,500.00
Norfolk Southern RR Permitting Fees	1	LS@	$40,000.00 /LS	$40,000.00
12" PVC SDR 35 Gravity Sewer Pipe (0-6' deep)	1,000	LF@	$75.00 /LF	$75,000.00
12" PVC SDR 35 Gravity Sewer Pipe (6-9' deep)	2,000	LF@	$80.00 /LF	$160,000.00
12" PVC SDR 35 Gravity Sewer Pipe (9-12' deep)	500	LF@	$90.00 /LF	$45,000.00
12" PVC SDR 35 Gravity Sewer Line (12-15' deep)	200	LF@	$100.00 /LF	$20,000.00
8" PVC C900 DR 18 Force Main	7,000	LF@	$80.00 /LF	$560,000.00
48" Diameter Concrete Manhole, Complete	15	EA@	$3,500.00 /EA	$52,500.00
48" Diameter Concrete Manhole Riser Pipe	10	VF@	$125.00 /VF	$1,250.00
Inside Manhole Drop Connection (2-6')	1	EA@	$800.00 /EA	$800.00
48" Steel Casing - NS RR Crossing (Bore and Jack) w/ casing spacers	100	LF@	$575.00 /LF	$57,500.00
48" Steel Casing - WVDOH Road Crossing - (Gravity) Bore & Jack w/ Casing Spacers	100	LF@	$450.00 /LF	$45,000.00
24" Steel Casing - WVDOH Road Crossing - (FM) Bore & Jack w/ Casing Spacers	100	LF@	$350.00 /LF	$35,000.00
12" Plug Valves, Complete	2	EA@	$5,000.00 /EA	$10,000.00
2" Combination Air/Vac Relief Valves	2	EA@	$3,500.00 /EA	$7,000.00
8" In-Line Pressure Cleanouts	7	EA@	$4,500.00 /EA	$31,500.00
Upgrade Electrical Service (Country Club Rd. PS)	1	LS@	$10,000.00 /LS	$10,000.00
Country Club Rd. Pump Station, Complete	1	LS@	$400,000.00 /LS	$400,000.00
Upgrades to Existing Pump Station 3-6	1	LS@	$150,000.00 /LS	$150,000.00
Upgrades to Existing Pump Station 4-2	1	LS@	$200,000.00 /LS	$200,000.00
Tie-in Existing Beallair Force Main to New Manhole	1	EA@	$2,500.00 /EA	$2,500.00
Tie-in 8" Force Main to Existing Charles Town Manhole W1	1	EA@	$2,500.00 /EA	$2,500.00
Stream Crossing Slope Protection	150	LF@	$50.00 /LF	$7,500.00
Concrete Driveway/Road Repair	150	LF@	$1,000.00 /LF	$150,000.00
HMA Driveway/Road Repair	300	LF@	$80.00 /LF	$24,000.00
Gravel Driveway/Road Repair	1,500	LF@	$60.00 /LF	$90,000.00
Country Club Road Area Sub-Total				$2,196,345.00

Miscellaneous Improvements

DESCRIPTION	QUANTITY		UNIT PRICE	TOTAL COST
Upgrades to Clarence Drive Pump Station	1	LS@	$250,000.00 /LS	$250,000.00
10" Gravity Sewer Line through Jefferson Memorial	2,500	LF@	$80.00 /LF	$200,000.00
Other Miscellaneous PSD System Improvements and Pump upgrades	1	LS@	$500,000.00 /LS	$500,000.00
Miscellaneous Improvements Sub-Total				$950,000.00
Construction Sub-Total				$3,838,256.00
Contingency (±15%)				$576,744.00
TOTAL CONSTRUCTION COST				$4,415,000.00
PROFESSIONAL FEES - Engineering, Accounting, Legal, etc.				$1,000,000.00
TOTAL PROJECT COST				$5,415,000.00

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

CHARLES TOWN UTILITY BOARD
CHANGES TO FLOWING SPRINGS
WASTEWATER COLLECTION PROJECT



Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2017 and 2016

OTHER ASSETS

Future Utility Plant Preliminary Survey and Design Charges

These charges represent engineering, legal, accounting and other incidental costs incurred for the acquisition and or development of future sewer and water systems.

Other Assets-Capacity Upgrades

The District's contribution to the Charles Town wastewater treatment plant upgrade is being amortized over the remaining life (25 years) of the associated bonds. The carrying amount of this asset, net of amortization at June 30, 2017 and 2016 is $574,489 and $618,680 respectively. (See details on reclassification in Sewer Service Agreement note).

REVENUE BONDS PAYABLE

The District was obligated under trust indentures with respect to the following sewer and water revenue bonds outstanding at June 30, 2017 and 2016:

Water	2017	2016
Series 2014 A Water Revenue Bonds, original face value of $985,350, payable in quarterly installments with principal beginning December 1, 2014, at 0.5% interest and concluding on September 1, 2045.	$ 931,838	$ 962,474

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2017 and 2016

REVENUE BONDS PAYABLE (Continued)

The District was obligated under trust indentures with respect to the following sewer and water revenue bonds outstanding at June 30, 2017 and 2016:

Sewer	2017	2016
Series - 1988 B sewer revenue bonds, original face value of $425,767, payable in annual installments, with principal beginning in 1990 at $10,917 at 0% interest and concluding October 10, 2028.	$ 131,008	$ 141,925
Series - 1998 B sewer revenue bonds, original face value of $599,089, payable in quarterly installments, with principal beginning September 1, 1999 at $7,489 at 0% interest and concluding June 1, 2019.	59,904	89,856
Series - 1998 C sewer revenue bond, infrastructure fund, original face value of $662,039, payable in quarterly installments, with principal and interest beginning September 1, 2019 at 1% interest and concluding June 1, 2038.	662,039	662,039
Series - 1999 A sewer revenue bond, original face value of $378,363, payable in quarterly installments, with principal beginning June 1, 2000 at $3,154 at 0% interest and concluding March 1, 2030.	160,803	173,415
Series - 2000 A sewer revenue bonds, original face value of $1,154,889, payable in quarterly installments with principal beginning March 1, 2002 at $9,625 at 0% interest and concluding December 1, 2031.	558,192	596,688
Series - 2008 A sewer revenue bonds, original face value of $2,005,000, payable in quarterly installments with principal beginning March 1, 2009 at $16,709 at 0% interest and concluding December 1, 2038.	1,436,894	1,503,730
Series - 2010 A sewer revenue refunding bonds, original face value of $1,895,000, payable in semi-annual installments with principal beginning October 1, 2010 at $19,900 at $3% increasing to 4.375% interest and concluding on October 1, 2028.	$ 1,395,000	$ 1,485,000

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Jefferson County Public Service District

NOTES TO FINANCIAL STATEMENTS (Continued)

June 30, 2017 and 2016

REVENUE BONDS PAYABLE (Continued)	2017	2016
Series - 2013 A Sewer Revenue Bonds, original face value of $1,660,000, payable in semi-annual installments with principal beginning June 1, 2014, at 2.25% increasing to 4.0% interest and concluding on October 1, 2028.	$ 1,290,000	$ 1,385,000
Series - 2015 A Sewer Revenue Bonds, original face value of $660,000, payable in 180 monthly installments with principal beginning December 1, 2016, at 3.39% interest.	602,567	640,240
Total sewer revenue bonds payable	$ 6,296,407	$ 6,677,893

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Exhibit 5

Charles Town Utility Board
Sewer Department
Public Service Commission of West Virginia
DETAIL OF DEBT CAPITAL
For the year ended June 30, 2017

STATEMENT C
SHEET 1-3

Debt Holder/Description	Nominal Date of Issue	Original Issue	Date of Maturity	Outstanding Per Balance Sheet	Acct. No. 530 Interest Payments Rate	Acct. No. 530 Interest Payments Amount	Acct. No. 210 Principal	Debt Service Total	DSR # Required	Administrative Fee
Per Books - Bonds Payable										
1988B	1988	$ 253,918	2028	$ 91,040	0.00%	$ -	$ 7,588	$ 7,588	$ -	$ -
1998 Design	1998	437,601	2019	52,381	2.00%	1,462	25,119	26,601	-	2,380
2000A	2000	3,163,781	2021	825,889	2.00%	16,689	173,032	189,321	-	17,055
2010C	2010	1,250,000	2041	999,992	0.00%	-	41,666	41,666	4,167	3,151
2010D	2010	500,000	2041	399,992	0.00%	-	16,666	16,666	1,667	1,260
2011A	2012	8,834,881	2041	6,006,947	0.00%	-	250,373	250,373	25,037	15,744
2012A	2013	591,977	2044	541,330	0.50%	2,765	18,497	21,262	2,126	1,529
2013B	2014	2,010,600	2043	1,742,200	4.70%	83,871	26,200	110,071	-	-
2014A	2015	4,056,900	2046	3,501,948	0.50%	18,802	125,880	145,782	4,859	19,802
2014D	2015	1,445,000	2028	1,225,000	3.00%-5.00%	57,938	85,000	142,938	-	-
2015A	2015	1,017,500	2030	869,400	1.50%-3.50%	27,588	48,100	75,688	-	-
2015B	2016	827,450	2030	771,400	1.50%-4.00%	20,762	58,050	78,812	-	-
2016B	2017	3,095,000	2040	3,095,000	1.50%-4.00%	100,485	-	100,485	-	-
Total Bonds Payable				$ 21,428,990		$ 333,481	$ 874,775	$ 1,208,256		
Per Books - Other Long-term Debt										
BBAT Land Note			2020	13,358	8.16%	1,590	5,782	6,882		
Total Principal Issued and Outstanding				$ 21,443,354						
Total Debt Service (Interest Principal and Total)						334,881	$ 879,857	$ 1,214,938		
Total Debt Service Reserve Funding Required									$ 37,855	
Total Administrative Fee Required (Included in Miscellaneous Administrative Operation and Maintenance Expense)										$ 62,012

2016 B Capitalized Interest	(111,137)
Change in Accrued Interest	9,432
Interest Expense per Statement A, Schedule 7	$ 233,276

See accountant's report and summary of significant assumptions.

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

CERTIFICATE OF SERVICE

I, Hoy G. Shingleton, Jr., counsel for The City of Charles Town by Charles Town Utility Board, do hereby certify that a copy of the foregoing **"Response by Charles Town to Commission Order of February 7, 2018"** has been served this 13th day of March, 2018, upon the following in the manner indicated:

VIA Federal Express:

Ms. Ingrid Ferrell
Public Service Commission
201 Brooks Street
Charleston, WV 25301

VIA First Class Mail:

Public Service Commission
Attn: Ronald Robinson, Staff Attorney
201 Brooks Street
Charleston, WV 25301

William F. Rohrbaugh
Attorney at Law
142 N. Queen Street
P.O. Box 3090
Martinsburg, WV 25402-3090

Law Offices of Hammer, Ferretti & Sciavoni
Attn: David Hammer
408 W. King Street
Martinsburg, WV 25401

Hanna & Hanna, PLLC
Attn: David Hanna
PO Box 3967
Charleston, WV 25339

Attachment: JCPSD - Due Diligence (June 2018 draft) (DOC-2018-72 : Acquisition Ordinance)

Shuman, McCuskey & Slicer, PLLC
Attn: Christopher Negley
1411 Virginia Street, East
PO Box 3953
Charleston, WV 25339

Peter Chakmakian
118 North George Street
PO Box 547
Charles Town, WV 25414

Hoy G. Shingleton, Jr.
WV State Bar No. 3378

City of Charles Town Council - CTUB Sewer Department
Executive Summary - Cash Flow and Debt Service Coverage Analysis
Acquisition of Jefferson County Public Service District
Council Work Session - June 18, 2018

Test year ended June 30, 2017

OBJECTIVE - To present the financial feasability of acquiring the assets and customer base, including operational responsibilities of Jefferson County Public Service District (JCPSD) and constructing the Flowing Springs Waste Water Collection project under CTUB and JCPSD existing rates.

COLUMNS IN THE ANALYSIS ARE DEFINED AS FOLLOWS:

CTUB/Ranson Proforma - Initial proforma cash flows after CTUB acquisition of assets and customer base including operational responsibilities of Ranson Sewer Department (Ranson) as previously presented to Council on March 19, 2018.

JCPSD Per Books Adjusted - Actual JCPSD cash flows for the year ended June 30, 2017.

Preliminary Proforma - Consolidated cash flows of CTUB/Ranson/JCPSD before known and measurable changes to JCPSD cash flows.

JCPSD Proforma Operating Adjustments - Known and measurable changes to JCPSD cash flows are as follows:

1. Elimination of CTUB sewer billings to JCPSD;
2. Elimination of JCPSD purchased sewer treatment costs;
3. Modification of JCPSD debt service costs to reflect maximum annual debt service of existing JCPSD bonds;
4. Adjustment of required renewal and replacement reserve transfers resulting from decreased CTUB sewer billings to JCPSD.

After JCPSD Operating Adjustments Proforma - Consolidated cash flows after application of known and measurable changes to JCPSD cash flows.

JCPSD Proforma Debt Refunding/Refinance Adjustments - Modification of existing JCPSD debt service costs to reflect CTUB refunding/refinancing of JCPSD Series 2010A, Series 2013A , and Series 2015A bonds. All other bond debt of JCPSD will be assigned to CTUB by the bond holders. Significant assumptions on the refunding/refinancing of the bonds are as follows:

1. Amount of refunding/refinancing is $3.5 million.

2. Term of refunding/refinancing of bonds is 15 years.

3. Interest rate of refunding/refinancing of bonds is 5% per annum.

4. Required debt service reserves will be fully funded with reserve funds released from the refunded/refinanced bonds issues.

After JCPSD Debt Refinance Adjustments - Adjusted consolidated cash flows of CTUB, Ranson, JCPSD, before construction of the proposed Flowing Springs Wastewater Collection project.

JCPSD Project Adjustments - Cash flow adjustments resulting from the construction and completion of the Flowing Springs Wastewater Collection project include the following significant assumptions:

1. Customer rates are those that were approved for JCPSD in WVPSC Case No. 16-0616-PSC-PC-CN;

2. The above rates will be effective at substantial completion of the project;

3. The project is estimated to cost $5.4 million and is expected to be financed with a West Virginia Clean Water Sate Revolving Fund bond issue for a term of 30 years (28 year repayment period) at 0% interest per annum and a .5% administrative fee per annum (the administrative fee amounts to $14,964 annually). Administrative fee will not be effective until substantial completion of the project;

4. Additional annual operation and maintenance costs associated with the project are estimated to be $95,383.

After JCPSD Project Adjustments Proforma - Estimated cash flows after the acquisition of Ranson including Ranson's proposed construction project and acquisition of JCPSD including JCPSD's proposed construction project.

Charles Town Utility Board Sewer Consolidation

CASH FLOW ANALYSIS

For the year ended June 30,2017

	CTUB/Ranson Proforma	JCPSD Per Books Adjusted	Preliminary Proforma	JCPSD Proforma Operating Adjustments	After JCPSD Operating Adjustments Pro Forma
Available Cash					
Operating revenues	$ 4,448,040	$ 3,092,141	$ 7,540,181	$ (929,388)	$ 6,610,793
Other income	126,860	45,433	172,293	-	172,293
Total available cash	4,574,900	3,137,574	7,712,474	(929,388)	6,783,086
Cash Requirements					
Operating expenses (including taxes)	2,545,270	2,363,163	4,908,433	(929,388)	3,979,045
Cash available for debt service (A)	2,029,630	774,411	2,804,041	-	2,804,041
Debt service requirements					
Bond principal	948,578	381,486	1,330,064	100,622	1,430,686
Bond interest	427,711	130,626	558,337	(92,960)	465,377
Subtotal (B)	1,376,289	512,112	1,888,401	7,662	1,896,063
Renewal and replacement reserve	111,201	77,304	188,505	(23,235)	165,270
Debt service reserve requirements	37,856	-	37,856	-	37,856
Debt service without coverage requirements	22,969	-	22,969	-	22,969
Total debt service requirements	1,548,315	589,416	2,137,731	(15,573)	2,122,158
Cash surplus (deficit)	$ **481,315**	$ **184,995**	$ **666,310**	$ **15,573**	$ **681,883**
Coverage ratio (A/B)	**147.47%**		**148.49%**		**147.89%**

Prepared by J.C. Kunkle Associates, A.C.

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Charles Town Utility Board Sewer Consolidation
CASH FLOW ANALYSIS
For the year ended June 30,2017

	After JCPSD Operating Adjustments Pro Forma	JCPSD Proforma Debt Refinance Adjustments	After JCPSD Debt Refinance Adustments Pro Forma	JCPSD Proforma Project Adjustments	After JCPSD Project Adjustments Pro Forma
Cash Available					
Operating revenues	$ 6,610,793	$ -	$ 6,610,793	$ (12,154)	$ 6,598,639
Other income	172,293	-	172,293	-	172,293
Total cash available	6,783,086	-	6,783,086	(12,154)	6,770,932
Cash Requirements					
Operating expenses (including taxes)	3,979,045	-	3,979,045	110,350	4,089,395
Cash available for debt service (A)	2,804,041	-	2,804,041	(122,504)	2,681,537
Debt service requirements					
Bond principal	1,430,686	(146,450)	1,284,236	192,857	1,477,093
Bond interest	465,377	143,835	609,212	-	609,212
Subtotal (B)	1,896,063	(2,615)	1,893,448	192,857	2,086,305
Renewal and replacement reserve	165,270	-	165,270	(304)	164,966
Debt service reserve requirements	37,856	-	37,856	19,286	57,142
Debt service without coverage requirements	22,969	-	22,969	-	22,969
Total debt service requirements	2,122,158	(2,615)	2,119,543	211,839	2,331,382
Cash surplus (deficit)	$ **681,883**	$ **2,615**	$ **684,498**	$ **(334,343)**	$ **350,155**
Coverage ratio (A/B)	**147.89%**		**148.09%**		**128.53%**

Prepared by J.C. Kunkle Associates, A.C.
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Operation Managers Report
June 2018

Pump Stations:

6/1 P.S.4-5, Replaced the Off float.
6/4 P.S.1-10, Replaced the Off float.
6/4 P.S.4-3, Pulled pump "B", checked rotation and switched the lead wires and reinstalled. Now OK.
6/5 P.S.3-6, Met with Taylor Septic and cleaned out the bottom of the wet well.
6/6 P.S.3-6, Marcum Pump & Equipment removed everything from the wet well and began replacement of the discharge pipes and sets and saddles and rails.
6/12 Took scrap metal to Potomac Recycling. $120.00 collected and turned in.
6/12 P.S.2-14, Pulled pump "B" and cleaned rags out of the pump. Put back in service.
6/12 P.S.4-5, Cleaned "B" side check valve.
6/14 P.S.3-7, High level. Found a burned wire between the main lug breaker and the starter breakers. Replaced the burned wire and put back in service.
6/14 P.S.4-3, Replaced the transducer.
6/15 P.S.3-7,3-9,5-1 Bioxide delivery.
6/19 P.S.3-8, Pulled pump "A", put back in service. Now OK.
6/24 P.S.3-6, Power outage at 12:20pm. Power back on at 2:30pm.
6/28 P.S.4-4, The PLC stopped working. Installed a temporary float box to keep the station going. Ordered a PLC from AR&E.

Collection System:

6/26 22 cut offs for Charles Town.
6/28 6 cut offs for JUI.
6/27 27 Country Side Vets, clogged lateral. Dodson sucked out the line.

Grease traps inspections:

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

Deerfield:

6/12 Collected samples at both plants.
6/13 Pulled weeds out of sand beds.

Water Systems:

6/29 Replaced the Cl2 pump for holding tank.

Inspections:

6/1 Walnut Grove, Lot # 12.

Trucks:

6/13 2008 GMC, replaced the tire sensors.

Technology Report for June 2018

Travis Markley

Engineering:

Performed site inspections for Briar Run Phase VI.

Assisted in determining the CIF required to be paid by Tema.

Consulted with Craig Miller with the PSC regarding sewer capacity analysis.

Consulted with Craig Miller with the PSC regarding proper guidance and procedure for performing the upgrade to Pump Station 4-2.

Assisted with supervision of PS 3-6 upgrade.

Inquired about pricing quotes from two companies regarding the metal pole building to store large field equipment.

I&I:

Cleaned and maintenanced Flowmeters 1 and 2.

GIS:

Updated the Customer database for Burr, Walnut Grove and Norborne Glebe sub-divisions.

Assisted field staff with multiple Miss Utility Calls.

Provided GIS exhibit to contractor showing pump stations 1-11 and 1-10.

Provided GIS exhibit to JCDA showing existing sanitary sewer in Burr Park.

Safety Management:

Monitored confined space entry at PS 3-6 wet well to remove debris from bottom of wet well to allow upgrades at PS 3-6 wet well.

Billing Department Information

Information is based off of data gathered from the June billing reports for May 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	1132	1367
Number of Pastdue Customers	696	
Number of Customers Terminated	28	4
Total Amount Billed	$217,717.85	
Total Amount Collected	$220,792.90	

Water Sales

	Glen Haven	Cavaland
Gallons Sold	212,530	161,360
Number of Customers Billed	74	42
Number of Customers Terminated	0	0
Total Amount Billed	$8,495.57	
Total Amount Collected	$6,084.58	

County Impact Fees Collected for June 2018 by the Jefferson County Permitting Office

AgreementIFC SignatureDate	Process Number	LandUseType	ApplicantLastName	ApplicantFirstName	PropOwnerLastName	PropOwnerFirstName	Subdivision	Lot Number	TaxDistrict	Tax Map	Tax Parcel	Exemption Requested
01-Jun-18	1800153	Single Family	David Lutman	JC 2017	David Lutman	JC 2017	Nottinghill	1	09 Shepherdstown	5	8.14	0
01-Jun-18	1800154	Single Family	David Lutman	JC 2017	David Lutman	JC 2017	Nottinghill	2	09 Shepherdstown	5	8.14	0
13-Jun-18	1800155	Single Family	Shunney	Patrick	Brasher	Charles and Sally	Shepherdstown Estates	1.5	09 Shepherdstown	13	1.5	0
13-Jun-18	1800156	Single Family	Corbin	Norman & Lora	Abelow	Eugene and Sarah	Shannondale	4-8	02 Charles Town	206-210	23A	0
14-Jun-18	1800157	Duplex	Bayer	Gene	Bayer	Gene	Sage Place	11	10 Shepherdstown Corp	3B	11	0
14-Jun-18	1800158	Duplex	Shaffer	John and Barbara	Shaffer	John and Barbara	Sage Place	12	10 Shepherdstown Corp	3B	12	0
15-Jun-18	1800159	Duplex	Morningstar	Madge		Ponystar Properties, LLC	Sage Place	17	10 Shepherdstown Corp	3B	17	0
15-Jun-18	1800160	Duplex	Morningstar	Madge		Ponystar Properties, LLC	Sage Place	18	10 Shepherdstown Corp	3B	18	0
15-Jun-18	1800161	Single Family	Briers	Michael	Briers	Michael	Lake Forest Estates	13	06 Kabletown	23B	13	0
15-Jun-18	1800162	Single Family	Valentine	Dominic	Lowe	Phillip	Mount Vista	1	09 Shepherdstown	18	6.1	0
19-Jun-18	1800163	Single Family	Spessard	Gerald	Bhagroo	Nicholas	Waterside Reserve	3	02 Charles Town	20B	3	0
22-Jun-18	1800164	Single Family	Johnson	Chad	Barker	Eddie	Maryfield Farm Estates	3	06 Kabletown	8	3.48	0
22-Jun-18	1800165	Single Family		K Hovnanian Homes		K Hovnanian Homes	Shenandoah Springs	22E	08 Ranson Corp	8D	22E	0
22-Jun-18	1800166	Single Family	David Lutman	JC 2017	David Lutman	JC 2017	Blue Stone	2	02 Charles Town	21	16	0
22-Jun-18	1800167	Single Family	David Lutman	JC 2017	David Lutman	JC 2017	Blue Stone	3	02 Charles Town	21	16	0
25-Jun-18	1800168	Single Family		Dan Ryan Builders		Dan Ryan Builders	Aspen Green	9	02 Charles Town	2	9	0
26-Jun-18	1800170	Single Family	Propst	Paul	Propst	Paul	Claymont Chase	15	02 Charles Town	3A	132	0
27-Jun-18	1800171	Single Family		K Hovnanian Homes		K Hovnanian Homes	Shenandoah Springs	5E	08 Ranson Corp	8D	5E	0
27-Jun-18	1800172	Single Family	Quigley	Douglas	Quigley	Douglas	Shannondale	51-53	02 Charles Town	23B	32-34	0
27-Jun-18	1800173	Single Family	Quigley	Douglas	Quigley	Douglas	Shannondale	3-5	06 Kabletown	6F	65-67	0
27-Jun-18	1800174	Single Family	Miller	Adam	Miller	Adam	Springs of Shepherdstown	2	09 Shepherdstown	7D	2	0

JCPSD Commitment and Request Information
as of 6/30/18

			Commitment Requests as of 6/30/18	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	3/27/2008	64
			Burr Park Lot 44D (DMV)	0	5.5	1/6/2008	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	18
			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 6/30/18

			Commitment Requests as of 6/30/18	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	1/16/2009	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

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			Commitment Requests as of 6/30/18	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 Modoto)	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 (Kubic Construction)	0	1	5/18/2016	

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			Commitment Requests as of 6/30/18	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.				