

# *Jefferson County*

## *Public Service District*

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### **Regular Board Meeting Agenda** **Wednesday, October 3, 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 September 10 regular board meeting
- Discuss the District's financial status of paying bills
- Discuss update on pump station repairs, upgrades and related costs/funding options
  - Update on repairs/upgrades to pump station 4-2
  - Update on repairs to pump station 3-9
  - Update on relocation of office generator
- Update on the District's Sanitary Sewer Specifications and Standards
- Update on grease trap inspection policy and process
  - Update on Holiday Inn – no grease trap
- Update on the next newsletter edition

**New Business:**

- Consider for approval the District's draft financial statement audit for the fiscal year ended June 30, 2018, presentation by Yount, Hyde & Barbour PLLC
- Consider for approval the 2018-2019 contract pricing with Evoqua for Bioxide
- Update on JCPSD transition to City of Charles Town
  - Update on billing system transfer to 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
  - Other staff reports
    - Operations Manager report
    - Engineering/Technology report
    - Billing Department report
- Discuss monthly correspondence
- Discuss any expenses over budget for the year
- Approve monthly disbursements
  - Update on Sheetz finance charge
- Approve transfer of \$5,353.20 from the New Sewer Security Deposit account to the Sewer Operating account for 44 security deposit refunds
- Approve transfer of \$5,874.41 from the Renewal & Replacement account to the Sewer Operating account for re-piping at Deerfield wastewater treatment plant
- Approve transfer of \$2,678.48 from the Renewal & Replacement account to the Sewer Operating account for check valves at pump station 4-2
- Approve transfer of \$1,316.37 from the Renewal & Replacement account to the Sewer Operating account for new pump at Deerfield wastewater treatment plant
- Approve transfer of \$965.50 from the Renewal & Replacement account to the Sewer Operating account for repair at pump station 4-4
- Approve transfer of \$760.12 from the Water Renewal & Replacement account to the Water Operating account for repair to LMI pump for water systems
- Public comments

**Discuss Litigation, Personnel Matters, and Contract Negotiations:**

(The items below may be discussed in Executive Session)

- Discuss consolidated cases Jefferson County Commission PSC Case No. 17-0915-PSWD-PC & Complaint Case PSC Case No. 18-0006-PSD-C

- Discuss the District's status on the 16-0616 Project

**September Billing:**

Public Service District: Sewer (Metered)

- Residential – 2438 Customers
  - September 2017 – 2383 Customers
- Commercial – 168 Customers
  - September 2017 – 165 Customers
- Public Authority – 11 Customers
  - September 2017 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
  - September 2017 – 7 Customers
- EDU's – 12,775,850 Gallons Billed in July (4500 avg gal/customer/mo) = 2839 EDU's
- 4 New Homes in September (4 EDU's)
- 1 New Commercial in September (1 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers, (110 Units)
- Commercial – 0 Customers, (0 Units)

Public Service District: Water

- Glen Haven – 73 Customers
- Cavaland – 41 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 – 59 (30 residential, 29 commercial)

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

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

**Next Meeting:**

- Monday, November 5, 2018 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville