

# *Jefferson County*

## *Public Service District*

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### **Regular Board Meeting Agenda Monday, October 5, 2015 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

**Old Business:**

- Review minutes of the September 8 regular board meeting
- Update on the water systems improvement project for Glen Haven and Cavaland
  - Consider approval of Engagement Letter with CoxHollida & Professionals for a A-133 Single Audit
- Discuss sewer collection and transmission project
  - Review funding proposals submitted for sewer transmission project development costs; select preferred funding source and terms; authorize Staff, bond counsel, and a board member to move forward to close on funding as soon as practical
  - Consider approval of Engagement Letter with CoxHollida & Professionals for revised Rule 42 Exhibit on the June 30, 2015 numbers
  - Consider amendment to engineering agreement with Thrasher Engineering
- Discuss acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc. and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites
  - Consider amendment to engineering agreement with Thrasher Engineering
- Discuss the District's financial status of paying bills
- Discuss the ownership of the Highland Farms wastewater treatment plant site
- Charles Town Utility Board – to open a dialogue

**New Business:**

- Consider renewal of membership for the National Association of Clean Water Agencies (NACWA)
- Update on status of current legal cases:
  - 2015 sewer rate increase, Case No. 15-1338-PSD-42R-PC
  - Jacquelyn Milliron et al v. Jefferson County PSD, Case No. 15-1478-PSWD-C
- Discussion of any expenses over budget
- Disbursements
- Approve transfer of \$5,962.50 from the Renewal & Replacement account to the Sewer Operating account for a new pump at pump station 4-7
- Approve transfer of \$5,024.99 from the Renewal & Replacement account to the Sewer Operating account to replace the Digit control valves & cylinders
- Approve transfer of \$4,188.35 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds
- Approve transfer of \$245.59 from the Water Security Deposit account to the Water Operating account for security deposit refunds
- General Manager Report
- Other staff reports
- Correspondence
- Public comments

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

(The items below may be discussed in Executive Session)

- American Farm Bureau v. EPA regarding Chesapeake Bay Total Maximum Daily Load
- Discuss sewer collection and transmission project
- Discuss acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc. and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

**Items to Remember:**

- Legislative issues
- West Virginia American Water Company
- East Jefferson Sewer Service, LLC vs Jefferson County PSD civil action case no. 14-C-51

**September Billing:**

Public Service District: Sewer (Metered)

- Residential – 2238 Customers
  - September 2014 – 2192 Customers
- Commercial – 162 Customers
  - September 2014 – 164 Customers
- Public Authority – 11 Customers
  - September 2014 – 11 Customers
- Industrial – 7 Customers (7 on Billing, 4 on NPDES Permit)
  - September 2014 – 7 Customers
- EDU's – 14,631,800 Gallons Billed in August (4500 avg gal/customer/mo) = 3252 EDU's
- 0 New Homes in September (0 EDU's)
- 0 New Commercial in September (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 74 Customers
- Cavaland – 40 Customers

Public Service District: Capital Improvement Fees Paid

- 2012 – 25 (25 residential)
- 2013 – 111 (88 residential, 23 commercial)
- 2014 – 47 (45 residential, 2 commercial)
- 2015 – 31 (29 residential, 2 commercial)

**Next Meeting:**

- Monday, November 2, 2015 at 7:00PM – Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville