

Jefferson County

Public Service District

Special Board Meeting Agenda Thursday, December 7, 2017 JCPSD Office 6:00PM

Purpose- With the recent appointment of Todd Milliron to the JCPSD the Board plans to discuss and may take action on the following items:

- Roll call
- Approval of the agenda
- Public Comments
- JCPSD Employee Comments

New Business:

- Jefferson County PSD PSC Case No.15-1338-PSD-42R-PC
- Sewer collection and transmission project, Case No. 16-0616-PSD-PC-CN
- Jefferson County Commission PSC Case No. 17-0915-PSWD-PC
- Consolidation Meeting (Charles Town Utility Board, City of Ranson Sewer Officials, etc.)
- Rate 42 Case- Lower minimum bill amount & CIF review/revision
- Infiltration and Inflow Study
- JCPSD legal issues and documents
- JCPSD contracts (accounting, legal, engineering, JUI...)
- JCPSD activities regarding current WV Ethics complaint about former General Manager
- JCPSD Service Area (Board Member Residence Eligibility)
- Discussion about required reports and plans (public timeline?)
- Unmetered (Flat Rate) Accounts & customers
- Customer Education about rates, billing, meter calibration ...
- JCPSD Web Site/ Content
- 2018 regular monthly meeting- agenda, location, dates, participants, duration and frequency
- Content and Format of PSD Management Books
- S.B. 234 background, purpose and documentation including but not limited to JCPSD accounting, use and Board approval of funds
- Water/Sewer Testing & Sampling
- JCPSD Employee Public Communications (Press Release, Social Media, Verbal, Written...)
- 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
- Approve disbursements

Old Business:

- Approve 2018 regular board meeting dates

Discuss Litigation, Personnel Matters, and Contract Negotiations:

(The items below may be discussed in Executive Session)

- JCPSD Employee Concerns/Grievances
- Any items identified above