

**BERKELEY COUNTY
PUBLIC SERVICE SEWER DISTRICT**

P.O. Box 944
Martinsburg, WV 25402
Phone: (304) 263-8566
Fax: (304) 267-7478

Board of Directors:

John C Kunkle, Chairman
Gregory S. Rhoe, Treasurer
John E. Myers, Secretary



Curtis B. Keller
General Manager

**AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
BERKELEY COUNTY PUBLIC SERVICE SEWER DISTRICT
November 6, 2018
5:00 p.m.**

1. Open Meeting
 - A. Call to Order
 - B. Welcome
 - C. Roll Call
 - D. Approval of Agenda & Packet
 - E. Approval of Minutes for October 16, 2018
2. Citizen Participation
3. FIRST READING by the Berkeley County Public Service Sewer District of the proposed adoption of a Capital Capacity Improvement ("CIF") Fee to be added to existing sewer rates. The purpose of the proposed adoption of a CIF Fee is to provide funds for future capital projects necessitated by growth.
4. Project Updates
 - A. WWTP Nutrient Upgrade Project – Discussion/Action
 1. Project Pay Request #35 – Discussion/Action
 - B. Riverside Consolidation Project – Discussion/Action
5. Management Reports
 - A. Environmental Compliance Officer
 - B. General Counsel
 - C. General Manager
 1. Travel/Per Diem Policy – Discussion/Action
 2. Surplus Property Bid Results – Discussion/Action
6. Approval of Financials / Payroll for November 6, 2018
7. Executive Session
 - A. Legal and Contractual Matters
8. Adjournment