

## Seminar Topics

- **Public Service Commission**
  - PSC Water and Sewer Rules
  - PSC Cases and Rates
  - Law Overview-Chapters 7, 8, 16 & 24
- **WV Bureau for Public Health**
  - Asset Management
- **WV Ethics Commission**
  - Open Meetings Act
- **Financial Management**
  - Bonds: What You Need to Know
  - Project Funding Options
- **WV Board of Risk and Insurance Management**
  - Managing Your Risk
- **Parliamentary Procedures**
- **Operator Certification and Training Program**

Public Service Commission of West Virginia  
201 Brooks Street  
Charleston WV 25301



*Public Service Commission  
of West Virginia*

Water and Wastewater Division  
Seminar

## MUNICIPAL AND ASSOCIATION SEMINAR



**July 17-18, 2018**

*Holiday Inn & Suites*

**South Charleston, WV**

## POLICIES

**Cancellations** Participant cancellations for seminars **must be received on-line no later than three days prior to the first day of the seminar. No verbal cancellations will be accepted. Utilities will be billed at the rate of \$100.00 for each participant who does not cancel according to these guidelines.**

**Certificates** will only be given to those that attend each class of the seminar in its entirety.

The Public Service Commission sponsors this seminar at no cost to you and provides free of charge:

- Seminar Manuals
- Refreshments at breaks

*NOTE: You should bring pens or pencils notepads and a calculator.*

*Questions...*

Call Nancy at 304-340-0440

or 800-344-5113, ext. 440.

## SCHEDULE

**DATE:** July 17& 18, 2018

**REGISTRATION:** 8:30 to 9:00 a.m.

**CLASSES:** 9:00 a.m. to 5:00 p.m.

**SEMINAR LOCATION:**

**Charleston Conference Center  
Holiday Inn & Suites**

400 2nd Avenue, SW

South Charleston, WV 25303

304-744-4641

**General Directions from Charleston**

I-64 west, exit 56. Right onto Montrose Drive. Take 2nd Avenue ramp. Turn slight right onto 2nd Avenue SW. Charleston Conference Center Hotel is on the left.

**\*A block of rooms is reserved at the Charleston**

**Conference Center Hotel through June 18, 2018**

*\*Code is 'PSC'*

*<http://hicharleston.com>*

**Seating capacity is limited to fifty  
(50) people.**

**CONTINUING EDUCATION: 14 CEH**

## REGISTRATION IS ON-LINE ONLY

**TO REGISTER:** Go to the PSC Web Page [www.psc.state.wv.us](http://www.psc.state.wv.us) Left column, under **Seminars**, click [Water/ Wastewater](#)

◇ **First you must create an account:** click either [Water or Sewer Regulated Utilities](#) or [Others \(ie. CPA, Engineer, Governmental Agency\)](#). After your account registration has been processed, a confirmation e-mail will be sent to you. **You must click the phrase: "to activate your user account and begin using the registration system"**

◇ **Once an account has been created:** click [log in](#). Then you can register, cancel or be put on a wait list for a particular class. **If the class is full, click on [Waiting List](#), and you will be notified if space becomes available.**

**TO CANCEL:** Return to the seminar listing page and log in: click [CANCEL](#) then follow the directions. Remember, utilities will be billed at the rate of \$100 for each participant who does not cancel on-line, as required.

**If the Commission has not received registration forms from ten (10) participants by July 3, 2018 the Commission reserves the right to cancel the seminar.**

Participants will be notified 5 days prior to the seminar.