

## POLICIES

**Cancellation:** 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 who attend each class of the seminar in its entirety.

**You are responsible for meals and lodging.**

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

- Seminar Manuals
- Lunch: Friday and Saturday
- Refreshments at breaks

Please bring pens or pencils, notepads and a calculator.

**Reservations must be received by the Public Service Commission by the close of business on September 7th.**

**Seating capacity is limited 50 people.**

## GENERAL INFORMATION

### Registration:

Thursday, September 20, 2018  
Noon -12:30 p.m.

Friday & Saturday, September 21-22, 2018  
8:30 to 9:00 a.m.

### Class Times:

Thursday, September 20, 2018  
12:30 to 5:00 p.m.

Friday & Saturday, September 21-22, 2018  
9:00 a.m. to 5:00 p.m.

### Seminar Location

**Holiday Inn and Suites  
Charleston Conference Center  
400 2nd Avenue, SW  
South Charleston, WV 25303  
304-744-4641**

**\*A block of rooms is reserved at the Charleston Conference Center Hotel through August 22, 2018**

*\*The code is "PSC" this includes a discounted rate and a free breakfast with the room reservation.*

***<http://hicharleston.com>***

### **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.

**Continuing Education Credit: 17.0 Hours**

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](#)

⊘ **You must first 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 and register on the [Waiting List](#), and you will be notified when 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 you have questions call Nancy at  
304-340-0440 or  
1-800-344-5113 Ext. 440.**

# INFORMATION

The State of West Virginia Code 16-13A-3 requires that all newly appointed board members of public service districts attend a PSD Board Members Mandatory Training Seminar within six months of taking office.

## Topics for Discussion

- **Public Service Commission**
  - PSC Water and Sewer Rules
  - Employee Relations
  - PSC Cases
  - Chapter 24 and 16 Law Presentation
- **WV Bureau for Public Health**
  - Asset Management
  - Rules
- **WV Department of Environmental Protection**
  - NPDES Permitting
  - State Revolving Loan Fund
- **Open Meetings Act**
- **Parliamentary Procedures**
- **Funding Options**
- **Quality Based Engineer Selection**
- **Introduction to Municipal Bond Commission**



Public Service Commission of WV  
PO Box 812  
Charleston, WV 25323

## PUBLIC SERVICE DISTRICT BOARD MEMBERS

### SEMINAR



Public Service Commission  
of West Virginia

Water and Wastewater  
Division Seminar



HOLIDAY INN & SUITES  
CHARLESTON  
CONFERENCE CENTER

400 2ND AVENUE SW  
SOUTH CHARLESTON, WV

SEPTEMBER 20-22, 2018