

**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  
February 4, 2025  
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 January 21, 2025
2. Citizen Participation
3. Series 2025 A Revenue Bonds
  - A. Resolution of Berkeley County Public Service Sewer District (West Virginia) (the "Issuer") authorizing the design, acquisition, construction and equipping of certain additions, betterments and improvements to the issuer's existing sewerage system, together with all necessary appurtenances; the current refunding of the issuer's I. Sewer Revenue Bond Anticipation Note, Series 2022 (Bank Qualified), and II. Sewer Revenue Bond Anticipation Note, Series 2023 (Bank Qualified), and the financing of the costs thereof, not otherwise provided; paying the premium for a municipal bond insurance policy and a municipal bond debt service reserve insurance policy; and paying cost of issuance and related costs, through the issuance of the issuer's sewer refunding and revenue bonds, Series 2025 A, in the aggregate principal amount of not more than \$50,000,000; providing for the rights and remedies of, and the security for, the registered owners of such bonds; authorizing the execution and delivery of a tax certificate, a preliminary official statement, and official statement, a bond purchase agreement, a continuing disclosure agreement or certificate and other documents; authorizing the sale and providing for the terms and provisions of such bonds and adopting other provisions relating thereto.
  - B. To consider and act upon a proposed Supplemental Parameters Resolution authorizing and approving certain parameters as to dates, amounts, maturities, interest rates, redemption provisions, purchase price and other details as to the sewer refunding and revenue bonds, Series 2025 A of the Berkeley County Public Service Sewer District; authorizing and approving a tax compliance policy, a bond purchase agreement, a continuing disclosure agreement or certificate, a registrar agreement, a preliminary official statement, an official statement, a certificate of determinations, a municipal bond insurance policy, a

municipal bond debt service reserve insurance policy, and other instruments relating to the bonds; appointing a registrar, paying agent, bond insurer and depository bank; and making other provisions as to the bonds.

- C. To consider a Sweep Resolution pertaining to the automatic payment of bonds to the Municipal Bond Commission.
- D. Consideration of any matters related to the foregoing of the Series 2025 A Bonds

4. Project Updates

- A. Woods Lagoon WWTP Upgrade Project
- B. Northwinds Package Plant Removal Project
- C. Chopwood Pump Station Replacement Project
- D. Ecolab Pretreatment Facility Compliance

5. Future CIP Projects

6. Management Reports

- A. General Counsel
- B. General Manager
  - 1. Alternate Mainline Extension Agreement - Discussion/ Action

7. Approval of Financials / Payroll for February 4, 2025

8. Executive Session

- A. Contractual and Legal Matters

9. Adjournment