

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
September 5, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, September 5, 2023.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Phone in participants: None

Unless otherwise stated all motions passed by vote 3-0.

Recognize that three (3) customers were present.

**APPROVAL OF MINUTES**

Minutes of August 8, 2023 Regular Monthly Meeting were presented for approval. **Carey Wagner made a motion to approve the minutes. David Burr seconded. Motion carried**

**APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the Financial Report. **David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Wendell Grose. Motion carried**

**WV CORP ANNUAL MEETING AND ELECTIONS-BRIDGEPORT BEST WESTERN**

**David Burr made a motion to approve closing the office on Friday, September 22<sup>nd</sup> to allow Carolyn Douglas and Linzy Wilson to attend the WV CoRP Annual Meeting. Wendell Grose seconded. Motion carried**

**PHASE III EXTENSION PROJECT**

No one attended or phoned in for the Phase III Project as it is almost completed.

The Board had to reschedule the date with Region VII to begin setting up the system GIS.

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**MAINTENANCE**

Dave Wamsley gave the August Maintenance Report. We installed several taps and repaired a couple of big leaks which has dropped our water loss substantially. Water bill from City of Buckhannon is now about where it needs to be but we will continue to locate and repair any leaks that may be causing more water loss.

Dave had the generators refueled by Lykins in August.

Dave was ask to prepare a list of any items he may need to purchase to begin preparing for the cold weather.

There being no further business, **the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose.** Meeting adjourned at 5:30 p.m.

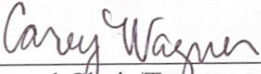
The next meeting will be held on Tuesday, October 3, 2023 at 5:00 p.m.


Respectfully submitted:

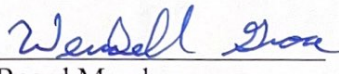
ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
David A. Burr

  
Board Member  
Wendell R. Grose

**ELKINS ROAD PUBLIC SERVICE DISTRICT**  
**Agenda**

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, September 5, 2023</i>	<b>Place</b>	<i>P.S.D. Office 133 Fallen Road, Buckhannon</i>

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Meeting Called to Order by Chairperson 5:00 PM  
Pledge of Allegiance  
Roll Call Introduce Board of Directors  
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose  
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;  
System Operator-David Wamsley  
Recognize Current Customers  
Approval of Minutes -August 8, 2023 Regular Monthly Meeting **Vote**  
Treasurer Report/Payment of Bills for September/bal of August Invoices **Vote**

**ITEMS FOR DISCUSSION**

**WV CoRP Annual Meeting and Elections-Bridgeport Best Western** **Vote**  
When: Friday, September 22, 2023 @ 10:30 am until Noon then a Luncheon  
Who to Attend: Carolyn and Linzy

**Phase III Extension Project Update** **Vote**  
GIS Planning Meeting -September 13th @ 3:00 - 5:00 p.m.  
Project Underruns & Proposed Use  
Change Orders  
GIS of System -Agreement Signed 4/4/23  
Progress Reports & Discussion

**Maintenance Report**  
Water Loss Progress  
Fall/Winter Items to Plan

**Date & Time of October 2023 Meeting - Tuesday, October 3, 2023 @ 5:00 pm**

**Adjournment** **Vote**

*Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)*

