

Elkins Road Public Service District
Board of Directors' Regular Meeting
October 3, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, October 3, 2023.

Chair, Carey Wagner, called the meeting to order at 5:05 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 four (4) customers were present.

APPROVAL OF MINUTES

Minutes of September 5, 2023 Regular Monthly Meeting were presented for approval. **David Burr made a motion to approve the minutes. Wendell Grose 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**

MIKE HICKS-RIGHT FORK TWO INCH LINE

Mike Hicks and Bill Williams came to our meeting to ask about the PSD taking over the two inch lines that were installed back in 1998 on Right Fork Road by Mr. Tenney and Mr. Stump. The Board ask questions and then explained what would need to be done in order for us to acquire the two inch lines and install two additional taps while moving three more taps to new locations at the properties front. Told them we would get back to them as soon as possible.

REGION VII – STACEY MCDANIEL

Stacey McDaniel attended the meeting to show the Board her progress on the new GIS website she had created. She has already pulled over information on hydrants, booster stations and will be obtaining more information from Chapman Technical Group to install into the system. The initial viewing was very impressive and we know will of great use to us.

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WALL SCREEN/HDMI CONNECT POINT

Carey Wagner presented the Board with a quote from Micrologic in the amount of \$2,186.40 for a 65" monitor with installation for the wall in the conference room. This will be used to view items for discussion and for viewing the updates to the new GIS site. **David Burr made a motion to approve and purchase the monitor. Seconded by Wendell Grose. Motion carried**

MAINTENANCE /GARAGE

Pricing quotes were submitted by Carolyn Douglas for a metal storage building/floor. After much discussion about some changes the board thought was needed it was pushed to the next meeting in order to get new pricing.

PHASE III EXTENSION PROJECT

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

MAINTENANCE

Dave Wamsley gave the September Maintenance Report. This month we repaired several leaks and relocated a service line to a much safer area on Campbell Lane. We also had them uninstall the previous service line to Campbell Lane to avoid problems in the future. City of Buckhannon water bill is holding near where it should be.

PERSONNEL – REQUIRES MOVING INTO EXECUTIVE SESSION WV CODE 6-9A-4

Carey Wagner made a motion to enter into Executive Session under WV Code 6-9A-4 at 6:50 p.m. Executive Session was exited on a motion made by Carey Wagner and seconded by David Burr. No decisions were made during executive session but after much discussion the Board agreed to give Carolyn Douglas, David Wamsley and Nora Linzy Wilson an increase in pay.

There being no further business, **the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose.** Meeting adjourned at 7:30 p.m.

The next meeting will be held on Tuesday, November 7, 2023 at 5:00 p.m.

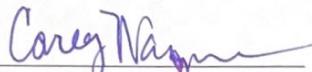
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Respectfully submitted:

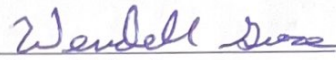
ERPSD Board of Directors Secretary, David Burr//CD

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

Meeting *Regular Monthly Meeting*

Start Time 5:00 PM

Date *Tuesday, October 3, 2023*

Place *P.S.D. Office
133 Fallen Road, Buckhannon*

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 -September 5, 2023 Regular Monthly Meeting **Vote**
Treasurer Report/Payment of Bills for October/bal of September Invoices **Vote**

ITEMS FOR DISCUSSION

Mike Hicks - Right Fork Two Inch Line **Vote**
Wants to discuss the 2" line out his way

Region VII - Stacy McDaniel
GIS of System /Review of Base Design

Wall Screen/HDMI Connect Point **Vote**
Review quote

Maintenance/Garage **Vote**
Metal building pricing
Concrete floor pricing

Phase III Extension Project Update **Vote**
Project Underruns & Proposed Use
Change Orders
GIS of System -Agreement Signed 4/4/23

Maintenance Report
Water Loss
List of Needs to Prepare for Winter (if any)

Personnel-Requires entering into Executive Session under WV Code 6-9A-4 **Vote**
Annual Reviews

Date & Time of November 2023 Meeting - Tuesday, November 7, 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!!!! ☺)

ELKINS ROAD PSD
 REGULAR MONTHLY MEETING
 TUESDAY, OCTOBER 3, 2023

Sign In Sheet

Name	Address	Phone
C. Douglas	ERPSD	472-3008
D. Wamsley	"	" "
Zimmerman	"	"
Davidson	"	3 "
Bill Williams	905 Right Fork Rd	681 822 3147
Jacey McDaniel	Region VII	615-507-9957
Wendell Stone		
Carol Wagner	ERPSD	
Mike Hanks	248 Cherry Hill Ln	304 472-2715
No Call ins		
Disconnected @ 5:35p.		