

Elkins Road Public Service District
Board of Directors' Regular Meeting
November 7, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, November 7, 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 four (4) customers were present.

APPROVAL OF MINUTES

Minutes of October 3, 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 Carey Wagner. Motion carried**

BOARD OF DIRECTORS – REVIEW & DISCUSSION

Board moved into executive session under WV Code 6-9A-4 after the meeting. No decisions were made during executive session.

HICKS/WILLIAMS – RIGHT FORK 2" LINE

After much discussion between the Board, Mr. Hicks and Mrs. Williams this take over has been tabled until more studies can be done in that area. **David Burr made a motion to table until further information could be collected. Wendell Grose seconded. Motion carried**

MAINTENANCE/GARAGE

David Burr made a motion to table until January. Wendell Grose seconded. Motion carried

Elkins Road Public Service District
Board of Directors' Regular Meeting
November 7, 2023

ARPA FUNDING

After being reviewed by the Board it was decided the Solicitation Letters to the Engineers for several projects would be mailed out with a deadline date of November 30, 2023. **David Burr made a motion to mail the Solicitation Letters. Wendell Grose seconded. Motion carried**

PALCO GENERATORS-LETTER OF NON-RESPONSIVE OF WARRANTY SERVICES

Carey Wagner wrote a letter to Palco about their lack of responsiveness with the warranties guarantee. The generators have been in for approximately two years with a five year warranty and they have not visited once to inspect or check on our generators. Also the number posted on the side of our generators when called for emergencies in not in service. **David Burr made a motion to mail the letters to Palco to address all of these issues. Wendell Grose seconded. Motion carried**

PHASE III EXTENSION PROJECT

Nothing to report on Phase III.

MAINTENANCE

Dave Wamsley gave the October Maintenance Report. Besides reinstalling a tap on Swamp Run that was torn out by the new customer and looking for any leaks we might have that was about it. Mike Wiley fixed the problem we were having a Union Booster having to do with the generator wiring.

JANUARY MEETING – MOVE 1 WEEK AHEAD TO JANUARY 9, 2024

Carey Wagner ask the Board to move January's meeting ahead one week due to the second coming right after the holiday and we will not have money yet to pay bills. **David Burr made a motion to move the meeting to January 9, 2024. Wendell Grose seconded. Motion carried**

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, December 5, 2023 at 5:00 p.m.

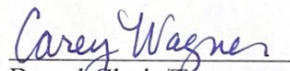
Elkins Road Public Service District
Board of Directors' Regular Meeting
November 7, 2023

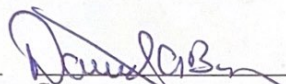
Respectfully submitted:

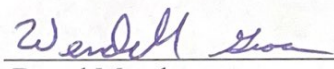
ERPSD Board of Directors Secretary, David Burr//CD

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, November 7, 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 -October 3, 2023 Regular Monthly Meeting **Vote**
Treasurer Report/Payment of Bills for November/bal of October Invoices **Vote**

ITEMS FOR DISCUSSION

1. Board of Directors - Review & Discussion

2. Hicks/Williams - Right Fork 2" Line **Vote**

- a. Discuss D. Wamsley's Meeting with Property Owners
- b. Recommendation

3. Maintenance/Garage **Vote**

- a. Foundation/Concrete Flooring
- b. Metal Building Package & Erection
- c. Review of Bids
- d. Award

4. ARPA Funding **Vote**

- a. Solicitation for Engineering Services - Ridgeview Lane
Review Solicitation Letter
Deadline for Returning - Nov. 27, 2023
Review of Interest Received - Dec. 5, 2023

5. Palco Generator - Letter of Non-Responsive of Warranty Services **Vote**

6. Phase III Extension Project Update **Vote**

- Project Underruns & Proposed Use
- Change Orders
- GIS of System -Agreement Signed 4/4/23
- Progress Reports & Discussion

7. Maintenance Report

- a. Water Loss Improvements
- b. Look Ahead/Planning for 2024

8. January Meeting - Move 1 week to January 9, 2024 **Vote**

Date & Time of December 2023 Meeting - Tuesday, December 5, 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!!!! ☺)

