

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 3, 2024

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, December 3, 2024.

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-absent

Phone in participants: None

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

Recognize that six (6) customers were present.

**APPROVAL OF MINUTES**

Minutes of November 6, 2024 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**

**ARPA FUNDS - ADDED**

Since the Ridgeview Lane proposed project was not approved due to being unable to secure funding; we are proposing to use the remaining funds to chart, flow test, make repairs, etc. to all of our 150 hydrants through a third party. This is due to the PSC and their new rules concerning hydrants. **David Burr made a motion to allow Carolyn Douglas and Carey Wagner to work on getting the paperwork prepared to submit to UCC for remaining ARP funds. Also to allow Carey Wagner to sign the contract once it is ready. Wendell Grose Seconded. Motion carried**

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**MAINTENANCE**

Dave Wamsley gave the November Maintenance Report. City water bill has increased due to several leaks on our system. One leak has been repaired and the other will be repaired this week.

**PERSONNEL**

David Burr made a motion to move into Executive Session under **WV Code 6-9A-4** at 5:30 p.m. Seconded by Wendell Grose. David Burr made a motion to exit Executive Session at 5:33 p.m. Seconded by Wendell Grose. No decisions were made during executive session. The Board approved an annual appreciation for the employees.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 5:45 p.m.


The next meeting will be held on Tuesday, January 7, 2025 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

**Meeting** *Regular Monthly Meeting*

**Start Time** *5:00 PM*

**Date** *Tuesday, December 3, 2024*

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

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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 -November 6, 2024 Regular Monthly Meeting

**Vote**

Treasurer Report/Payment of Bills for December/bal of November Invoices

**Vote**

### ITEMS FOR DISCUSSION

#### Maintenance Report

Maintenance Issues

**Vote**

#### Personnel

Christmas

**Date & Time of December 2025 Meeting - Tuesday, January 7, 2025 @ 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!!!! ☺)*

