

Elkins Road Public Service District
Board of Directors' Regular Meeting
July 1, 2025

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, July 1, 2025.

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-Linzy Wilson; Billing Clerk-Tonia Teter; 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 June 3, 2025 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 made a motion that the Financial Report be discussed in an executive session under WV Code 6-9A-4 at 5:52pm. Carey Wagner made a motion to come out of executive session at 6:15pm. **No decisions were made in executive session. Afterward, David Burr made a motion to approve the July Financial Report. Wendell Grose seconded. Motion carried.**

OFFICE CONFERENCE ROOM COMPUTER SET UP

Carey Wagner suggested the discussion of pricing and installation of a conference room computer be moved to the August 2025 meeting.

WV CORP RENEWAL 2025-2026

Carey Wagner presented WV Corp Renewal Packet. **David Burr made a motion to approve the WV Corp 2025-2026 Renewal. Wendell Grose seconded. Motion carried.**

QUALITY WATER

Quality Water representatives Alan Westfall and Cameron Ross gave an update on the progress of system hydrant flow testing.

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MAINTENANCE

Dave Wamsley presented the July System Maintenance and Mowing Reports. There were multiple tap installation issues this month that resulted in higher than usual expenses. All issues have been resolved and new services were installed.

PERSONNEL

An update on our new staff member was presented by Tonia Teter and Linzy Wilson.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 6:16 p.m.


The next meeting will be held on Tuesday, August 5, 2025 at 5:00 p.m.

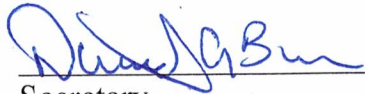
Respectfully submitted:


ERPSD Board of Directors Secretary, David Burr//LW

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, July 1, 2025* 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- Linzy Wilson; Billing Clerk - Tonia Teter;
System Operator- David Wamsley
Recognize Current Customers
Approval of Minutes -June 3, 2025 Regular Monthly Meeting **Vote**
Treasurer Report/Payment of Bills for July/bal of June Invoices **Vote**

ITEMS FOR DISCUSSION

Office Laptop Set Up **Vote**
Discuss Pricing & Installation of Computer for Conference Room Use

WV Corp Renewal 2025-2026 **Vote**
Review and approve renewal

Maintenance Report
Maintenance Issues
Discuss Tap Installation Issues
Mowing/Weed Eating (Reports enclosed in folders)

Personnel
New Employee Update

Date & Time of August 2025 Meeting - Tuesday, August 5, 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!!!! ☺)

ELKINS ROAD PSD
 REGULAR MONTHLY MEETING
 TUESDAY, JULY 1, 2025

Sign In Sheet

| Name | Address | Phone |
|----------------|--------------------------|--------------|
| Lindsay Wilson | 133 Fallen Rd, Buchannon | 304-472-3008 |
| Tonia Teter | " | " |
| Dave Wamsley | " | " |
| Wendell Haa | " | " |
| Jerry Wamsley | | |
| Alan Westfall | 160 John St Weston | 304-259-0072 |
| Cameron Ross | " " | " |
| Carey Wagner | " | " |
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