

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
August 5, 2025

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, August 5, 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 and System Operator- David Wamsley

Phone in participants: None

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

Recognize that five (5) customers were present.

**APPROVAL OF MINUTES**

Minutes of July 1, 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 presented the Financial Report. **David Burr made a motion to approve the August Financial Report. Wendell Grose seconded. Motion carried.**

**CORPORATE BANKING RESOLUTIONS**

Two Corporate Resolutions were presented to the board: 1.) to remove Carolyn Douglas as a signer to all accounts at Citizen's and Chase Banks. **David Burr made a motion to approve the resolution. Wendell Grose seconded. Motion carried.** 2.) to close out Elkins Road PSD's Safe Deposit Box at Chase Bank. **Wendell Grose made a motion to approve the resolution. David Burr seconded. Motion carried.**

**PSC EMERGENCY OUTAGE COMMUNICATION PLAN**

Linzy Wilson presented to the board options for an emergency service outage alert plan. After much discussion, a final recommendation was made that the service *DialMyCalls* be used to send emergency service outage alerts to customers. **David Burr made a motion to approve the DialMyCalls Emergency Outage Communication Plan. Wendell Grose seconded. Motion carried.**

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**MAINTENANCE**

Dave Wamsley presented the August System Maintenance and Mowing Reports. There were multiple service leak repairs completed on the system.

**PERSONNEL**

A request to officially end the probationary period of Tonia Teter was presented to the board by the Office Manager. All board members agreed to the request. **David Burr made a motion to end the new employee probationary period. Wendell Grose seconded. Motion carried.**

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 5:43 p.m.

The next meeting will be held on Tuesday, September 2, 2025 at 5:00 p.m.

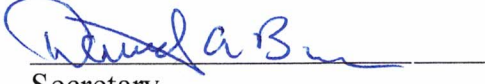
Respectfully submitted:

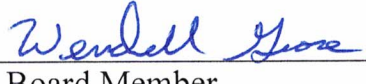
ERPSD Board of Directors Secretary, David Burr//LW

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, August 5, 2025*

**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 Staf - Office Manager- Linzy Wilson; Billing Clerk - Tonia Teter;

System Operator - David Wamsley

Recognize Current Customers

Approval of Minutes -July 1, 2025 Regular Monthly Meeting

**Vote**

Treasurer Report/Payment of Bills for August/bal of July Invoices

**Vote**

### ITEMS FOR DISCUSSION

#### Chase Banking Resolutions

**Vote**

Remove Carolyn Douglas as signer to all accounts effective w/ retirement

Closing out Chase Safe Deposit Box

#### PSC Emergency Outage Communication Plan

**Vote**

Option 1: NexBillPay

Option 2: DialMyCalls

#### Maintenance Report

Maintenance Issues

Leak Repairs

#### Personnel

**Vote**

New Employee Probationary Period

**Date & Time of September 2025 Meeting** - Tuesday, September 2, 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!!!! ☺)*

