

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
November 4, 2025

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, November 4, 2025.

Board 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 and System Operator-David Wamsley

Staff Absent were: Billing Clerk-Tonia Teter

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 7, 2025 Regular Monthly Meeting were presented for approval. **Wendell Grose made a motion to approve the minutes. David Burr seconded. Motion carried**

#### **APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the monthly Financial Report. **Wendell Grose made a motion to approve the September Financial Report. David Burr seconded. Motion carried.**

#### **QUALITY WATER**

Alan and Stephanie Westfall presented an update on the Fire Hydrant Flow Testing Project.

#### **PSC CYBER SECURITY ASSESSMENT POLICY**

Linzy Wilson presented the Elkins Road PSD's Cyber Security Assessment Policy. The Board of Directors suggested that a revision be made. We will revisit the adoption of the revised policy at our December 2025 regular meeting.

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**EXTREME CIRCUMSTANCES PAYMENT PLAN POLICY**

Linzy Wilson presented the Elkins Road PSD's Extreme Circumstances Payment Plan Policy. **David Burr made a motion for Elkins Road PSD to adopt this policy effective Nov 04, 2025. Wendell Grose seconded. Motion carried.**

**MAINTENANCE**

Dave Wamsley presented the October System Maintenance and Mowing Reports. There were multiple tap installations this month as well as leak repairs. System preparations for Winter were also discussed.

**PERSONNEL**

Carey Wagner made a motion to enter into Executive Session under **WV Code 6-9A-4** at 6:00 p.m. Wendell Grose seconded. Carey Wagner made a motion to come out of Executive Session at 6:38 p.m. Wendell Grose seconded. No decisions were made during executive session. The Board of Directors and Office Manager discussed the resignation of current Billing Clerk. **David Burr made a motion to accept the resignation of the current Billing Clerk and begin the hiring process for a new office staff member in early 2026. Wendell Grose seconded. Motion carried.**

There being no further business, **the meeting adjourned on a motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 6:39 p.m.

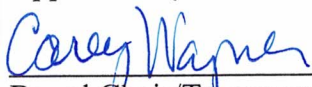
The next meeting will be held on Tuesday, Dec 9, 2025 at 5:00 p.m.

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, Nov 4, 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 Staff - Office Manager- Linzy Wilson; Billing Clerk - Tonia Teter;  
System Operator-David Wamsley  
Recognize Current Customers  
Approval of Minutes -October 7, 2025 Regular Monthly Meeting **Vote**  
Treasurer Report/Payment of Bills for November/bal of October Invoices **Vote**

### ITEMS FOR DISCUSSION

**Quality Water** **Vote**  
Hydrant Flow Testing Project

**PSC Cyber Security Assessment Policy** **Vote**

**Extreme Circumstances Payment Plan Policy** **Vote**

**Maintenance Report**  
Maintenance Issues  
Winter Prep

**Personnel** **Vote**  
Resignation of Billing Clerk

**Date & Time of December 2025 Meeting** - Tuesday, December 9, 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!!!! ☺)*

