

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 9, 2025

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, December 9, 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 and System Operator - David Wamsley

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 4, 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 December Financial Report. **David Burr made a motion to approve the December Financial Report. Wendell Grose seconded. Motion carried.**

DIANA, JERRY & JEREMY HEFNER

After much discussion regarding a water line/ meter location change for existing customers Diana & Jerry Hefner and a possible new long service line to serve their son, Jeremy's new house, the Board advised that the customers would need a meter site agreement signed and possibly a Right of Way (ROW) document for the property crossing. Another option discussed was that the customers may be able to utilize a ROW on their driveway if one exists. Jeremy Hefner's service would be viewed as a renter as he does not own the property.

QUALITY WATER

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

PSC CYBER SECURITY ASSESSMENT POLICY

Linzy Wilson presented the Elkins Road PSD's Cyber Security Policy again after a few alterations were made. **Dave Burr made a motion to adopt the Cyber Security Policy effective 12/09/25. Wendell Grose seconded. Motion carried.**

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 9, 2025

CITY OF BUCKHANNON PROPOSED RATE INCREASE – STEP 1

After much discussion regarding the City of Buckhannon's Step 1 rate increase, **David Burr made a motion to wait until the January 6, 2026 meeting to submit for pass through rate increase, so that we had all of the needed information submitted to the Public Service Commission. Wendell Grose seconded. Motion carried.**

MAINTENANCE

Dave Wamsley presented the December System Maintenance and Mowing Reports. There were multiple leak repairs this month. System preparations for Winter weather were also discussed.

PERSONNEL

David Burr made a motion to move into Executive Session under **WV Code 6-9A-4** at 6:45 p.m. Seconded by Wendell Grose. David Burr made a motion to exit Executive Session at 6:55 p.m. Seconded by Wendell Grose. No decisions were made during executive session. The Board of Directors approved a holiday appreciation for the employees.

There being no further business, **the meeting adjourned on motion made by Wendell Grose and seconded by David Burr.** Meeting adjourned at 6:56 p.m.

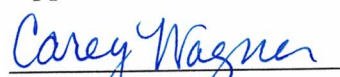
The next meeting will be held on Tuesday, January 6, 2026 at 5:00 p.m.


Respectfully submitted:

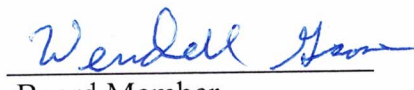
ERPSD Board of Directors Secretary, David Burr//LW

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, December 9, 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

System Operator-David Wamsley

Recognize Current Customers

Approval of Minutes - November 4, 2025 Regular Monthly Meeting **Vote**

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

ITEMS FOR DISCUSSION

Diana, Jerry & Jeremy Hefner **Vote**

Discuss water line/ meter location change

Quality Water

Hydrant Flow Testing Project

PSC Cyber Security Assessment Policy **Vote**

City of Buckhannon Proposed Rate Increase - Step 1 **Vote**

Maintenance Report

Maintenance Issues

Winter Prep

Personnel **Vote**

Date & Time of January 2026 Meeting - Tuesday, January 6, 2026 @ 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!!!! ☺

