

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
February 3, 2026

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, February 3, 2026.

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 three (3) customers were present.

**APPROVAL OF MINUTES**

Minutes of January 6, 2026 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 February Financial Report. **David Burr made a motion to approve the February Financial Report. Wendell Grose seconded. Motion carried.**

**UPDATE ON CITY OF BUCKHANNON RATE INCREASE – STEP 1**

**David Burr made a motion for Linzy Wilson and Carey Wagner to proceed with adopting the City of Buckhannon Step 1 pass through rate increase once approved by the PSC and to approve the required advertising of the increase as well as the needed ASI billing software updates. Wendell Grose seconded. Motion carried.**

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
February 3, 2026

**Approval of 2026 Holidays**

The Elkins Road PSD staff members and Board of Directors discussed the 2026 Holiday's list provided by the Upshur County Commission. **David Burr made a motion to remove May 12<sup>th</sup> and November 3<sup>rd</sup> Election days and to allow staff members a full paid holiday on Christmas Eve and New Year's Eve. Wendell Grose seconded. Motion carried.**

**Review Plan to Hire New Office Staff Member**

The Office Manager and Board of Directors discussed the advertisement of the vacant Billing Clerk position. It was agreed upon that advertisement will begin on March 2, 2026 and resumes must be submitted to the office by no later than March 25, 2026. Estimated start date of new hire will be April 13, 2026. **Wendell Grose made a motion to approve Plan to Hire. David Burr seconded. Motion carried.**

**MAINTENANCE**

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

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 5:37 p.m.

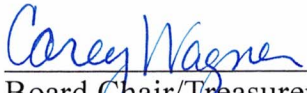
The next meeting will be held on Tuesday, March 3, 2026 at 5:00 p.m.

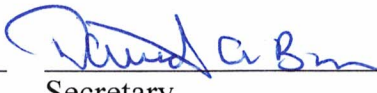
Respectfully submitted:


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, February 3, 2026* **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 - January 6, 2026 Regular Monthly Meeting **Vote**  
Treasurer Report/Payment of Bills for February/bal of January Invoices **Vote**

### ITEMS FOR DISCUSSION

**Update on City of Buckhannon Rate Increase: Step 1** **Vote**  
Request permission from Board to proceed with adopting pass through rate increase once approved by PSC; including required advertising & ASI software updates for billing.

**Approval of 2026 Holidays** **Vote**

**Review Plan to Hire New Office Staff Member** **Vote**

**Maintenance Report**  
Maintenance Issues  
Winter Prep

**Date & Time of March 2026 Meeting - Tuesday, March 3, 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!!!! ☺)*

