

**Adrian Public Service District**

January 6, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn and Norma Woody.

Visitors in attendance: Rhett Dusenbury

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the December 2<sup>nd</sup> meeting were read. Paul made the motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Carolyn, second by Paul.

**Old Business**

- Pickens VIII/Pickens update provided by Norma Woody. Chandler Tank Site appraisal completed by Dean Everett. Attorney for Chandlers responded via email to our attorney. He stated Chandlers had a couple minor concerns on the deed, but felt they would sign. Norm Farley, via board approval, submitted final offer to Mr. and Mrs. Ricottilli.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma Woody requested Billing Clerk position be posted as Customer Account Specialist as a part-time position. Norma provided posting advertisement for board to review. The board will convene January 17<sup>th</sup> at 10:00am to discuss guidelines for position. Meeting moved to January 19<sup>th</sup> at 4:00pm due to board member unable to attend.

**Maintenance Report**

- None

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be February 3, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

January 19, 2022

**Special Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, and Carolyn Douglas.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 4:00 pm by Chairman Spencer.

**Items for Discussion/Action/Approval**

- The board discussed Customer Accounts Specialist posting. Board decided unanimously for position to be part-time with a six month probationary period. Pay for position was approved by all board members. Posting to be advertised for two weeks in the Record Delta, The Intermountain and Facebook beginning January 24<sup>th</sup> and commencing February 7<sup>th</sup> by 4:00pm. Paul Spencer met with Norma Woody on January 20<sup>th</sup> and discussed any revisions to posting. Norma contacted newspapers and posted advertisement on Facebook.

The meeting adjourned at 4:00 pm. Next regular meeting will be February 3, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

February 9, 2022

**Special Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 4:00pm by Chairman Spencer.

**Items for Discussion/Action/Approval**

- The board received 12 applications for Customer Accounts Specialist position. The board, along with Eric Brunn and Norma reviewed applicants and chose three potential candidates for interviews. Interviews were to be held February 15<sup>th</sup>, at 2:30pm, 3:30pm, and 4:30pm consecutively. However, due to scheduling conflicts with candidates, the interview times were moved to 3:30pm, 4:30pm and 5:30pm consecutively.

The meeting adjourned at 5:00 pm. Next regular meeting will be March 3, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

February 15, 2022

Special Board Meeting Interviews (three hour session)

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:30 pm by Chairman Spencer.

**Items for Discussion/Action/Approval**

- The board interviewed two candidates for Customer Accounts Specialist posting. (third candidate did not show for interview) Board decided unanimously to hire Alicia Wright for the position. All board members agreed she start work after a two week notice to her current employer. Her date of hire will begin March 7, 2022. Alicia was hired as part-time not to exceed 32 hours weekly, until probationary period concludes. The board will determine if necessary for full-time, permanent hire at that time.

The meeting adjourned at 6:30 pm. Next regular meeting will be March 3, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

February 3, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, and Norma Woody.

Visitors in attendance: None.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the January 6<sup>th</sup> meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented. A motion was made to pay by Kelly, second by Carolyn.

**Old Business**

- Pickens VIII/Pickens update provided by Norma Woody. Our attorney mail letter with final offer for land acquisition to Mr. and Mrs. Ricottilli.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma Woody received 10 applications to date for Customer Accounts Specialist position. The Board agreed to meet February 9<sup>th</sup> at 4:00 to review potential candidates after closing of posting on February 7<sup>th</sup>.
- A new Conflict of Interest Policy presented by Norma was approved/adopted unanimously by the board adhering to USDA requirements for the Pickens project.
- Norma presented the board with 2022-2023 Budget for approval. Paul made a motion to approve, and Carolyn second.

**Maintenance Report**

- Cleveland tank repaired due to bullet hole midway down tank.
- Installed five new wall heaters in pump stations.
- Repaired and replaced four chlorinators, along with two chlorine pumps.
- Cleaned out all Chlorine holding tanks for eight stations.
- Two main breaks at Beechtown and Rock Cave repaired.
- Repaired four service leaks at Wilsontown, Arlington, Route 20 past French Creek Post Office, and Lick Run.
- Installed a new service.

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be March 3, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

## **Adrian Public Service District**

March 3, 2022

### **Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn and Norma Woody.

Visitors in attendance: Morgan Haymond.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the February 3<sup>rd</sup> meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented. A motion was made to pay by Kelly, second by Carolyn.

#### **Old Business**

- Phase VIII/Pickens update provided by Morgan Haymond and Norma Woody. Morgan awaiting signature on deed by Mr. Chandler for Chandler tank site acquisition. To date, three of four necessary property site acquisitions are complete for Phase VIII project. The Ricottilli tank site condemnation process has begun. Mr. and Mrs. Ricottilli requested our engineer meet with their engineer in effort to move location. Our engineer remains adamant there is no other alternative for tank site due to elevation and other engineering factors.

#### **New Business**

- None

#### **Items for Discussion/Action/Approval**

- Norma presented maintenance building quote for future considerations on additions to existing shop building.
- Additionally, Norma provided a quote from Sealcoat Concepts LLC for resealing of parking lot and access road due to normal travel wear. Due to necessary repairs of access road in need of completion, the board voted unanimously to move forward with sealing of parking lot and shop area. Eric Brunn will manage scheduling.
- Revisions to employee handbook were completed by Norma Woody. Upon review, the board approved the handbook for distribution to employees.

#### **Maintenance Report**

- New Micrologic tower completed at Rock Cave tank site. Micrologic meeting with Eric in March for electric hookup.
- Installed four new chlorine pumps.
- Changed head bearing out on number 2 pump at Hinkleville Booster Station.
- Repairing four fire hydrants.
- Installed two new services.
- Starting to install drive by meters on Ed Tenney meter route.
- Repaired three service leaks
- Eric presented estimate from Mid Atlantic Storage Systems, Inc. for hole repairs to Big Bend tank. Currently, Salem Ridge and Cleveland tanks have holes in need of repair, however, Big Bend tank is most critical. The board voted unanimously to make repairs necessary. Mid Atlantic is scheduled to arrive May 31<sup>st</sup> to start process.

#### **Office Report**

- None

#### **Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be April 7, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

April 7, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

Visitors in attendance: Morgan Haymond.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the March 3<sup>rd</sup> meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Paul, second by Carolyn.

**Old Business**

- Phase VIII/Pickens update provided by Morgan Haymond and Norma Woody. The Ricottilli tank site condemnation process has begun. Mr. and Mrs. Ricottilli spoke with our lawyer after receipt of final notice of appraisal offer. Proposed tank site staked by Hornor Brother Engineering by request of the Ricottilli's. The Ricottilli's refused appraisal final offer. Case referred to Norm Farley, attorney representing the PSD for petition for condemnation.

**New Business**

- None

**Items for Discussion/Action/Approval**

- None

**Maintenance Report**

- Repaired four hydrants with one tap to be installed.
- Installed two services.
- Repaired one leak.
- May 31 start of tank repair at Grand Camp. ( need more gravel on driveway)

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be May 5, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

May 5, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

Visitors in attendance: Morgan Haymond, Rhett Dusenbury.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Minutes of the April 7<sup>th</sup> meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented. A motion was made to pay by Paul, second by Carolyn.

**Old Business**

- Phase VIII/Pickens update provided by Morgan Haymond and Norma Woody. The Ricottilli tank site condemnation process has begun. A hearing date of Thursday, June 2, 2022 is scheduled before Judge David Wilmoth at Randolph County Circuit Courtroom for a decision. Our attorney, Norm Farley will be handling the case on behalf of Adrian Public Service District. Due to hearing, our normally scheduled board meeting will be moved to June 1, 2022 in effort for all to attend.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Adrian Public Service District was granted \$290,000.00 from American Rescue Plan Funding by Upshur County Commission. Guidelines for distribution will be forthcoming.
- Norma Woody updated the board on Public Service Commission filing referred to the Adjudication Law Judge for a decision. Norma filed a formal response to complaint.
- Condemnation process began for obtaining right of entry to Ricottilli tank site. Updates were provided by Norma and Morgan Haymond, Land Consultant.
- Norma presented letters of recommendation concerning new hire, Alicia Wright's employment, along with recommendations on technicians wage for review by board. The board will perform yearly compensation review at June 1<sup>st</sup> board meeting on all employees.

**Maintenance Report**

- Replacement of four inch valve leak at Adrian Schoolhouse Road.
- Two main breaks repaired located at Route 20 near Beechtown Road, and Route 20 near Rock Cave.
- Lightning struck Arlington Booster Station requiring multiple parts needing replaced on pumps and components.
- Installed two new services, with one road bore left to be completed.

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be June 1, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.



**Adrian Public Service District**

June 13, 2022

**Special Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 4:00pm by Chairman Spencer.

**Items for Discussion/Action/Approval**

- The board reviewed recommendations from Norma Woody, Manager and Eric Brunn, Chief Water Operator concerning employee compensation review. The board unanimously agreed to give employees raises in accordance to performance and recommendation. The board also voted to retain Alicia Wright as a full-time benefited position, and with recommendation from Norma Woody, Manager to make her Assistant Manager. The meeting adjourned at 5:00 pm. Next regular meeting will be July 7, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

June 1, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

Visitors in attendance: Trey Hornor

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Vice Chairman, Carolyn Douglas.

Minutes of the May 5<sup>th</sup> meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Carolyn, second by Kelly.

**Old Business**

- Phase VIII/Pickens update provided by Trey Hornor and Norma Woody. The Ricottilli tank site condemnation process has begun. A hearing date of Thursday, June 2, 2022 is scheduled before Judge David Wilmoth at Randolph County Circuit Courtroom for a decision. Our attorney, Norm Farley will be handling the case on behalf of Adrian Public Service District.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Trey Hornor, Hornor Brothers Engineering provided an update concerning the Ricottilli tank site condemnation and hearing.
- Trey discussed project funding with the board for Phase VIII Pickens. The board agreed to move forward with the project and bid process once the right to entry is granted for Ricottilli tank site.
- Norma updated the board on the progress of Public Service Commission formal response. The commission recommends dismissal to the adjudication law judge.
- Driveway sealant will commence on June 3, 2022 by Sealcoat Concepts. The driveway and parking lot will be closed over the weekend to the public.
- Due to Paul Spencer, Chairman unable to attend, the board rescheduled a special meeting Monday, June 13, 2022 to discuss employee compensation review.

**Maintenance Report**

- Mid Atlantic Storage repairing Big Bend Tank. Tank brought in to bypass while repairs being made.

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be July 7, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

July 7, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

Visitors in attendance: Morgan Haymond

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Vice Chairman, Carolyn Douglas.

Minutes of the June 1<sup>st</sup> meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Paul, second by Kelly.

**Old Business**

- Phase VIII/Pickens update provided by Morgan Haymond and Norma Woody. The right of entry for the Ricottilli tank site was granted by order of the Randolph County Circuit Court, Judge Wilmoth on June 2, 2022. A land commissioners hearing is set for August 19<sup>th</sup> in Randolph County Circuit Court. Adrian Public Service District is proceeding with condemnation in this case. Publication for bids will be advertised July 7<sup>th</sup> and July 14<sup>th</sup> in the Record Delta and Clarksburg Exponent for the Phase VIII Pickens project. A pre-bid meeting will be held July 20<sup>th</sup> at water board, as well as Bid Opening on August 5<sup>th</sup>.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Jacob A. Leichtler was hired as a full-time Water Distribution Operator to begin July 25, 2022.
- Employee compensation review was approved in Special Meeting in June, retroactive to June meeting.
- Public Service Commission formal case was dismissed and ruled in favor of the Adrian Public Service District.

**Maintenance Report**

- Installed three new services.
- Repaired two service leaks.
- Repaired three main breaks.
- Fixed two fire hydrants.
- Installed new starter motor at Arlington Booster Station.

**Office Report**

- Tetrack and Bartlett State Audit/Yearly Audit scheduled for June 30, 2022.

**Adjournment**

The meeting adjourned at 5:00 pm. Next regular meeting will be August 4, 2022 at 3:00 pm

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

August 4, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

Visitors in attendance: Morgan Haymond

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

Minutes of the July 7<sup>th</sup> meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented. A motion was made to pay by Carolyn, second by Kelly.

**Old Business**

- Phase VIII/Pickens update provided by Morgan Haymond and Norma Woody. Mr. and Mrs. Ricottilli's attorney contacted our attorney with proposed settlement. Adrian PSD board declined their offer. The Ricottilli's agreed to accept the money paid into Circuit Court for appraisal value of land, and agreed to settle with minor provisions. Adrian PSD accepted settlement terms and land commissioner's hearing set for August 19<sup>th</sup> in Randolph County Circuit Court was cancelled. Bid openings are August 5<sup>th</sup>, 2022 for Phase VIII project.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Tetrick & Bartlett audit results reviewed by the board of directors and approved. Audit report sent to WV State Auditor's Office to meet state reporting requirement.

**Maintenance Report**

- None

**Office Report**

- WVCorp filing

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be September 1, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

September 1, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Alicia Wright and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

Minutes of the August 4<sup>th</sup> meeting were read. Paul made the motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Kelly, second by Paul.

**Old Business**

- Phase VIII/Pickens update provided by Norma Woody. Bids opening occurred August 5, 2022 for Phase VIII project. Contract One received five bids, Contract Two received six bids, and Contract Three received one bid. Providing all funding aspects of the project are obtained, the project can be awarded in 90 days from date of opening.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma Woody provided update on USDA grant/WDA funding for the Phase VIII project to supplement the bid overrun, which was expected due to Covid price increases. USDA pledged additional grant funding, with the difference in process through WDA.

**Maintenance Report**

- Repaired mainline break at Route 20/Troy Brady residence.
- Installed five new services with four new taps waiting for installation.
- Telemetry issues at Hinkleville Booster Station. CITCO coming to address issue.

**Office Report**

- Bennett & Dobbins annual audit completed on August 30, 2022.

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be October 6, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

**Adrian Public Service District**

October 6, 2022

**Monthly Board Meeting**

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

Visitor (Morgan Haymond).

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

Minutes of the September 1<sup>st</sup> meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented. A motion was made to pay by Paul, second by Kelly.

**Old Business**

- Phase VIII/Pickens update provided by Norma Woody and Morgan Haymond. All rights of way and land have been acquired by the district for Phase VIII. All funding, including additional bid overrun funding secured by grant funding from USDA and Water Development Authority of WV (WDA) are complete. Phase VIII Pickens water extension project loan closing is set for November 2, 2022. Bid contracts will be awarded at that time.

**New Business**

- None

**Items for Discussion/Action/Approval**

- The board approved and adopted RUS Bulletin 1780-12 "Water and Waste Grand Agreement. Paul made the motion to approve and adopt, and Carolyn second.
- The board approved and adopted Form 1940-1 "Request for Obligation of Fund". Kelly made the motion to approve and adopt, and Paul second.
- The board approved and adopted Form RD 1942-46 "Letter of Intent to meet Conditions". Paul made the motion to approve and adopt, and Carolyn second.
- Norma Woody provided completed audit from Bennett & Dobbins.
- Phase VIII water extension project loan closing is projected for November 2, 2022.
- Mrs. Woody advised the board she had advertised all bids for meters, maintenance building, generators, and roof replacement in the Intermountain, The Record Delta and/or The Clarksburg Telegram/Exponent. Once bids are received, Norma will begin the process of awarding the project and notifying county commission for ARPA funding approval.
- Norma and Lisa are working on the Lead and Copper Rule Revision Questionnaire processing. To date, approximately 600 have been returned.
- Jacob A. Leichter approved by the board for full-time employment after his 90 day probation, to begin October 28, 2022.

**Maintenance Report**

- Installed 11 service taps.
- Fixed two service leaks.
- Repaired two main breaks.
- Jacob made repairs to Black Ford F250.
- Wind turbine in need of repair.
- Bidding meters, generators, maintenance building and pump station roof replacement.

**Office Report**

- Bennett & Dobbins annual audit completed on August 30, 2022.

**Adjournment**

The meeting adjourned at 4:00 pm. Next special meeting will be October 31, 2022 at 10:00 am. Next regular board meeting will be held November 3, 2022 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.