

Adrian Public Service District

March 6, 2025

Monthly Board Meeting

Present from Adrian PSD: **Paul Spencer**, *Chairman*; **Carolyn Douglas**, *Vice Chairman*; **Kelly Arnold**, *Sec./Treas.*; **Eric Brunn**, *Chief Water Operator*; **Norma Woody**, *Manager* and **Alicia Wright**, *Assistant Manager*.

All motions were unanimous unless otherwise noted.

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

Minutes of the **February 6, 2025 Board meeting** were read. Kelly made a motion to approve the minutes and Paul seconded. Motion carried.

Invoices/credit card statement were presented. A motion was made to pay by Carolyn, seconded by Paul. Motion carried.

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- **Pickens tank site is slipping.** Eric Brunn, Trey Hornor and Casey Karn met at tank site to access slip. Mid Atlantic Storage will make appropriate repairs and renew contract for one year from date of renovation completion.
- **Norma and Lisa requested permission to attend management course in Charleston on April 29, 2025.** Kelly made a motion to approve and Carolyn seconded the motion. Motion carried. Paul Spencer, Chairman approved one night stay for course attendance.
- Norma advised the board of completion of **concrete floor in Helvetia tank site maintenance building.**
- Norma purchased **propane tanks for generators (Alton, Grand Camp, Horseshoe Bend, Kanawha Head, Wilsontown) from Woodford Oil.**
- Eric purchased **concrete for generator pads.**

Maintenance Report

- None

Office Report

- **Tetrick and Bartlett audit** completed March 5, 2025 for WV State Auditor.

Adjournment

The meeting adjourned at 4:00 pm.

The next **board meeting** will be **April 3, 2025 at 3:00 pm.**

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.