

**Adrian Public Service District**

**June 5, 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 **May 1, 2025 Board meeting** were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried.

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

**Old Business**

- None

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma requested approval for **HSA 2026 early contribution**. Carolyn made a motion to approve. Kelly seconded the motion. Motion carried.
- The board performed an **annual salary review** of all employees. Kelly made a motion to **approve a \$1.00 raise** for each employee. Carolyn seconded the motion. Motion carried.
- Norma submitted a **warranty inspection evaluation for Contract 2 & 3 of Phase VIII project** to Hornor Brothers Engineering and USDA for review. Hornor Brothers Engineering contacted Mid-Atlantic, EFI, and CITCO to address issues within.
- Carolyn requested approval for Adrian Public Service District to attend the **WV Rural Water Conference** as Board Member with expenses incurred to be paid Adrian PSD, as she retired from Elkins Road PSD, along with employees that wish to attend. Paul made a motion to approve. Kelly seconded the motion. Motion carried.

**Maintenance Report**

- Installed two new services.
- Repaired three service leaks.
- Repaired mainline break on Route 20 Rock Cave.
- Sprayed weed killer at 26 sites throughout water system.
- Last five generators moved to sites on concrete pads. Wiring set for fall completion.
- Removed hydrant at Adrian. New hydrant ordered and will be replaced.
- Painted most interior booster stations.
- Chlorinator pump at Helvetia Clinic repaired. Met with Trey Hornor and EFI to make repair.

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm.

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

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.