

Adrian Public Service District
December 4, 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 **November 6, 2025 Board meeting** were read. Kelly made a motion to approve the minutes and Carolyn seconded. Motion carried.

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

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- Norma requested the board to perform **annual employee compensation review** for employees. Paul made a motion to approve \$300.00 per employee. Kelly seconded the motion. Motion carried.
- Norma presented the board of directors with **Kelly Arnold's resignation**. Paul made a motion to approve the resignation and Carolyn seconded the motion. Motion carried.
- Norma provided application for **Kevin Arnold acceptance/appointment to the position of Secretary/Treasurer** of Adrian Public Service District board of directors. Carolyn made a motion to grant acceptance/appointment to Kevin Arnold as Secretary/Treasurer. Paul seconded the motion. Motion carried. The appointment submitted to Upshur County Commission for approval.

Maintenance Report

- None

Office Report

- Tetrick & Bartlett completed WV State Audit 2024-2025. No significant finding reported.

Adjournment

The meeting adjourned at 4:00 pm.

The next **board meeting** will be **January 15, 2026 at 3:00 pm.**

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kevin Arnold, Sec., Treas.