

**Adrian Public Service District**  
**February 3, 2026**  
Monthly Board Meeting

**Present from Adrian PSD:** *Paul Spencer, Chairman; Carolyn Douglas, Vice Chairman ; Kevin 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 **January 15, 2026 Board meeting** were read. Paul made a motion to approve the minutes and Kevin 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**

- Norma presented **2026-2027 fiscal year budget for approval**. Paul made a motion to approve the minutes and Kevin seconded. Motion Carried.
- Norma applied for a **30 B Pass-through rate increase** through WV Public Service Commission for water purchase increase from City of Buckhannon
- Norma notified the board of directors of purchase of a **heating/cooling unit for the Adrian PSD office**. The furnace and cooling unit went down during the freeze due to a cracked heat exchange. The unit serviced the office for 21 years.
- Norma advised the board of new **underground electrical line purchase and installation to French Creek tank site**.

**Maintenance Report**

- None

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm.

The next **board meeting** will be **March 5, 2026 at 3:00 pm**.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kevin Arnold, Sec., Treas.