

RED SULPHUR PUBLIC SERVICE DISTRICT
REGULAR SCHEDULED
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 2, 2021

org.

I. CALL TO ORDER

Chairman Kevin Belcher called the meeting to order at 4:30 pm.

II. ROLL CALL

Present: Kevin Belcher, Robert Williams Sr., Bobby Harvey
Also, in attendance: Porter Robertson and Whitney Bowers
Derek Johnson, David Altizer, and David Humphrey

III. INVOCATION

The invocation was given by Robert Williams Sr.

IV. PLEDGE OF ALLEGIANCE

Led by Chairman Belcher.

V. PAYMENT OF WARRANTS

A motion was made to pay the bills and invoices as presented.

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

VI. APPROVAL OF MINUTES REGULAR MEETING JANUARY 19, 2021

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

VII. PUBLIC COMMENTS

Mr. David Humphrey was present to discuss the question and answer paper that Porter filled out and signed for him at the last meeting. He asked the Board to review and answer the questions. He also asked that each Board Member sign as well.

Thrasher's Derek Johnson and David Altizer were present to provide a status update on User Agreements. Derek reported that he has been able to contact most of the project area. He has obtained 56 signatures that want the water, 30 do not, and 13 more to contact. Derek's intentions were to go out after the meeting and contact those who were left. Mr. Humphrey agreed to go with him and help. Jimmy Canterbury who was offered by the District to help collect signatures has not been contacted by Thrasher for assistance. Mr. Johnson said he wanted to do it himself.

VIII. OLD BUSINESS

1. I&I/ Water Loss Update

No change since last meeting.

2. Record Organization –I&I For Future Reimbursement

Porter reported that Steve is keeping record of all I&I maintenance and upkeep. Mr. Belcher explained again that these records are important and will be used in the future potentially as match for a remediation project.

3. Adoption of Relaxed Robert's Rules of Order

A motion was made to adopt the Relaxed Robert's Rules of Order.

Motion: Bobby Harvey

Seconded: Robert Williams Sr

Unanimous

4. Ronald Hayworth Sewer Line

No progress since the last meeting.

5. Wright Water Extension Status

Porter stated that the extension is finished but there is a leak in the line that has to be repaired. They will have to sanitize the line and resample before the customers can use the water. Mr. Robertson provided the Board with a high/low pressure waiver to be signed whenever appropriate by the customer. The Wright extension has more than 200 psi on the main line.

A motion was made to adopt the High/Low pressure waiver for Red Sulphur PSD.

Motion: Robert Williams Sr

Second: Bobby Harvey

Unanimous

6. Phone Tree Replacement- Bowers

Whitney stated that Phone tree would no longer have support after March 1, 2021. She asked the Board to consider One Call Now as the replacement.

A motion was made to purchase One Call Now as the replacement for Phone Tree.

Motion: Bobby Harvey

Second: Robert Williams Sr

Unanimous

7. CCTV Wastewater Project Status Update

Porter reported that Bio-Nomic has been working on running the camera through the sewer lines. . The CCTV work began on Rich Creek Valley Rd and continued to 219. They included Thomas St and worked their way through town. They are currently in front of the funeral home. The project is to continue to the Sewer plant on Orchard Addition Rd. and 80-85% of the concrete joints are cracked. Mr. Robertson said there is very little water coming in through the cracked joints so the water that is entering the system must be coming from customer taps, storm drains, foundation drains, etc.

Bio-Nomic couldn't get through the line in the parking lot of the Baptist Church where the old fire department was formerly located. The line had roots in it and was completely collapsed. RSPSD field workers dug up the line and replaced approximately 10'. Also, while refilling their tank truck, the Bio-Nomic workers were unable to shut a fire hydrant off. RSPSD had to replace the valve in order for water to stop flowing from the hydrant.

8. Status of Modifications to Wastewater Plant (Screen)

No update at this time. Jeremiah Tuggle with Thompson and Litton was supposed to meet with CI Thornburg. No communication has transpired as to when and if they met.

9. Adair/Little Rich Creek Valley Rd User Agreements

Thrasher's Derek Johnson and David Altizer were present to provide a status update on User Agreements. Derek reported that he has been able to contact most of the project area. He has obtained 56 signatures, 30 declines, and has 13 more to contact. Derek's intentions were to go out after the meeting and contact those who were left. Mr. Humphrey agreed to go with him and help. The deadline for completing the work in February 23rd.

10. Short Term Financing of CCTV & Thompson & Litton cost

Chairman Belcher asked the Board to consider taking out a short term loan for the CCTV work and Thompson & Litton cost to help provide the District with a more cost effective way of paying the money instead of one lump sum being taken from the R & R accounts. A term of five years was discussed by the Board.

A motion was made to solicit bids for loaning money for the CCTV & T&L cost.

Motion: Robert Williams Sr

Second: Bobby Harvey

Unanimous

Whitney is to contact FCB, FNB, & NBB for potential bids. She will bring those back to the next meeting for the Board's consideration.

11. Safety Meeting Update

Porter reported there has been two safety meetings held since the last meeting.

12. Refinancing of Existing Debt \$4.5M Update

Whitney provided the Board with a written executive summary that Davenport provided. Currently NBB has the draft documents. Imre Pentek (CPA) has completed FY 2020 financials and has provided Davenport with the information. Our closing date is scheduled for February 26, 2021.

13. Audit 2020 Update

Whitney reported that she received two bids, one from Lowe & Associates and the other from Ahmad Associates. She also had one declination letter from Brown Edwards. She has prepared all the documents to send to the State to move forward.

14. 2019 Audit Recommendations

The Red Sulphur PSD 2019 Audit Management Notes pointed out several areas that the District needed to improve upon. Employee time cards, vehicle tax, and uniforms were included in those notes. It was decided that Porter Robertson and Chris Martin would start utilizing the time clocks as was recommended by our auditors. Whitney is to follow up with Jared at Lowe and Associates to clarify vehicle tax and uniform money allotment. Two signatures on all checks was highlighted as well and is currently the policy of the District.

15. Add/Removal of Names to Bank Signature Cards

Whitney provided the Board with signature cards from First National Bank and First Community Bank adding Bobby Harvey's name to each account. Everyone signed the cards. Whitney was to turn them back in to each bank Wednesday February 3, 2021.

16. Score Sheet for 2020 Audit

Whitney provided score sheets to the Board. Kevin Belcher, Robert Williams Sr, and Whitney Bowers each completed. The final outcome determined that Lowe & Associates was the successful bidder for RSPSD FY 2020 Audit.

A motion was made to hire Lowe & Associates for \$7500 to perform RSPSD's FY 2020 Audit

Motions: Robert Williams Sr.

Second: Bobby Harvey

Unanimous

17. DHHR Source Water Protection Grant Status

- Fencing of 3 sink holes that contribute to our raw water supply. \$4500
- Maintenance on Fencing at the Rich Creek Intake. \$2000.
- Electric Valve at the Water Treatment Plant that is controlled from our source water panel. \$9000
- Labor for fencing sink holes & repairing fence at Rich Creek intake. \$4000

18. Special Meeting with Davenport

John Stump from Steptoe & Johnson will be at the RSPSD on February 24, 2021 at 4:30PM with the documents for the Board to sign for the refinancing of the \$4.5M. Steptoe and Johnson are the District's Bond Counsel for the refinancing which will save the District over \$100,000.

VIII. NEW BUSINESS

1. New Board Member Training

Whitney has enrolled Mr. Harvey in New Board Member Training with the PSC, The training will take place at Bridgeport, WV April 8, 9, & 10, 2021. A room has been booked at the Best Western for the training for Mr. Harvey.

IX. MANAGER REPORT

Porter Robertson gave his Manager's Report.

SWPP update has been approved and certificate has been received.

X. EXECUTIVE SESSION

Not Required

XI. ADJOURN

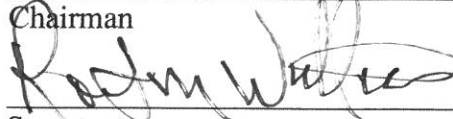
A motion was made to adjourn the meeting at 6:24pm

Motion: Robert Williams Sr.

Seconded: Bobby Harvey Unanimous

Chairman

Secretary


2/16/21

Red Sulphur PSD
P.O. BOX 697
Peterstown, WV 24963
(304) 753-4003

LOW/HIGH PRESSURE WAIVER FORM

Name: _____ Phone No.: _____
Address: _____

I understand that the Red Sulphur PSD, will not be able to delivery water to the dwelling located at the above address at satisfactory pressure in accordance with Rule 5.8.d. of the Public Service Commission's Rules and Regulations for the Government of Water Utilities:

5.8.d. A customer's pressure shall be no less than twenty (20) psi at peak demand on the system or thirty (30) psi static pressure at the terminus of the utility's service line (meter box or curb box) unless the customer has waived this requirement. For all new customers desiring service on and after October 24, 2003, a customer's pressure shall be no greater than one hundred thirty-five (135) psi unless the customer has waived this requirement. The utility shall keep on file all the aforesaid waivers, in accordance with Rule 2.1.

Therefore, I agree to accept water service at the pressure the utility is able to deliver to the above address with its existing facilities. Should it be necessary to boost or lower the water pressure to provide adequate service to the above address, I agree that all installation and maintenance costs and expenses to boost or lower the pressure will be borne by me with approval of the water utility.

I also understand that Red Sulphur PSD shall not be responsible for any claims of any kind, occurring by reason of insufficient or excessive water pressure, or volume, of water, intermittent supply, interruption of service, and all claims for damage or inconvenience of any kind occurring on or within the customer's property/premises as result of the low/high pressure issue.

There was no maximum pressure stated in the Rules and Regulations before October 24, 2003. Therefore, maximum pressure waiver does not apply to any taps made prior to October 24, 2003.

This waiver agreement, its terms and conditions, shall be binding on future customers served at the above location under similar circumstance. This agreement will be on file at the Red Sulphur PSD office. You may record this agreement with your deed at the County Clerk's office in Monroe County.

Signature of Customer Date

Office Use: Circle Concern: High Pressure Low Pressure