

**RED SULPHUR PUBLIC SERVICE DISTRICT**  
**REGULAR SCHEDULED**  
**BOARD MEETING MINUTES**  
**TUESDAY, JANUARY 12, 2021**

**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  
Jeremiah Tuggle, 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 *December 15, 2020***

**Motion: Robert Williams Sr.      Seconded: Bobby Harvey    Unanimous**

**VII. PUBLIC COMMENTS**

Mr. David Humphrey was present to discuss the potential water line extension of Adair Road. Mr. Humphrey is in dire need of public water and offered his assistance in any way possible. Currently, the District is at a standstill with the project as there has been a staff change with the current engineer of the project, Thrasher Engineering. Chairman Belcher contacted David Altizer (Thrasher Engineer) by phone during the meeting and asked for him to gather all the information available and bring it to the next meeting on January 19, 2021. Mr. Belcher asked David Humphrey to return to the meeting on January 19, 2021 to see what Thrasher presents.

**VIII. OLD BUSINESS**

**1. I&I/ Water Loss Update**

Mr. Robertson reported that what the District has fixed is showing us about ¾ million less per day than what we've seen in the past. The flow is approximately 350,000 gallons per day. We are currently at 30-35% loss.

**2. Record Organization-I&I For Future Reimbursement**

Mr. Robertson reported that all the information is being kept together. Steve Williams is responsible for document keeping related to I&I. Chairman Belcher reminded Mr.

Robertson that these cost as well as others (CCTV) may be reimbursed to the District if it turns into a rehabilitation project and that these records are important.

3. Election of 2021 Officers

A motion was made to elect Kevin Belcher as Red Sulphur Public Service District Chairman for 2021.

**Motion: Robert Williams Sr.**

**Seconded: Bobby Harvey Unanimous**

A motion was made to elect Robert Williams Sr as Red Sulphur Public Service District Secretary.

**Motion: Bobby Harvey**

**Seconded: Kevin Belcher Unanimous**

4. Ronald Hayworth Sewer Line

Porter reported that he is pricing the job and waiting for the water level to recede before proceeding with the work of replacing Mr. Hayworth's sewer line.

5. Wright Water Extension Status

Porter stated the materials have been delivered and they plan to start the job Friday January, 15, 2021.

6. David Thornton Utility Extension Status

Mr. Robertson reported they should be finishing up Mr. Thornton's utilities no later than Thursday January 14, 2021.

7. CCTV Wastewater Project Status Update

Jeremiah Tuggle from T&L reported that Bio-Nomic is scheduled to start the CCTV work when they obtain the exemption from the state. Currently it is scheduled to begin next Monday.

8. Status of Modifications to Wastewater Plant (Screen)

Porter is concerned that if we cut into the concrete that it will compromise the structure. Chairman Belcher asked Porter to come up with Plan B. There has to be something done to fix the issue. Jeremiah Tuggle with Thompson and Litton will review the issue with Mr. Robertson to come up with a suitable alternative to remove the grit that is eating up the pumps.

9. Adair/Little Rich Creek Valley Rd User Agreements

Chairman Belcher called David Altizer with Thrasher and asked him to be at the next meeting on January 19, 2021 with a status update. Wesley Johnson was provided a list about two months ago and was going to compare his list with Tom Oxley's list (Thrasher project representative) and get back to the District. David Humphrey then was going to pick up the revised list and canvas the community trying to get User Agreements signed. At present, using a list provided by Mrs. Bowers, it appears that there are 23 signed User Agreements. In order for the project to progress, 80% of the

structures in the project area are required to agree to pay for 42 months of service. If the 80% threshold is not attained the project cannot move forward. All financials related to the project to this point are based on USDA Rural Development funding with a significant portion of the project funds being grant and the remainder financed at approximately 2.375% for 38 years.

10. Region One Draw Down Sourcewater Plan Reimbursement

*A motion was made to pay the invoices presented by Region One totaling \$17,700 for surveying the meters in our distribution area.*

**Motion: Robert Williams Sr**

**Seconded: Bobby Harvey    Unanimous**

11. Safety Meeting Update

Porter reported there has been two safety meetings held this month.

12. Survey of Infrastructure and Project Status

Whitney is working with Brandon Moore to install the ESRI program necessary on the laptop. The meter data is still being assembled by Region 1 but all other data will be installed for use by the District in the interim.

13. Refinancing of Existing Debt \$4.5M Update

Mr. Belcher and Whitney recently participated in a conference call with Davenport and the other parties necessary. The refinancing is moving forward. NBB has extended their offer with no changes until the end of February 2021.

14. Audit 2020 Update

Whitney reported that she has received a bid from Lowe & Associates and a declination letter from Brown & Edwards. A third response is required from another state approved CPA.

15. 2019 Audit Recommendations

The Red Sulphur Board reviewed the Management Letter from Lowe & Associates that was within the 2019 Audit. Mr. Belcher asked Whitney to follow up with Jared from Lowe & Associates with questions that the Board has.

16. Add/Removal of Names to Bank Signature Cards

*A motion was made to remove Melvin Young from all bank accounts at First National Bank of Peterstown and First Community Bank and add Bobby L. Harvey.*

**Motion: Robert Williams Sr.**

**Seconded: Kevin Belcher    Unanimous**

17. Score Sheet for 2020 Audit

Tabled until we have all bids present hopefully at next Tuesday's meeting on January 19<sup>th</sup>.

18. Proposal to Outsource Water Bill Cards

Whitney received a proposal from BFMC Inc to print and mail Red Sulphur PSD's water bill cards each month. Mr. Belcher asked Whitney to find out if there is a contract involved and report back to the next meeting.

19. Source Water Protection Plan Reimbursement Update

Whitney is to look to see if we have received any money at this point. The District has paid Thompson and Litton but are unsure if the District has been reimbursed by the State through grant funding.

20. DHHR Source Water Protection Grant (\$50K) Status

Mr. Robertson asked Brian Carr with Region One for reimbursement for fencing of 4 booster stations, fencing of sinkholes, maintenance of existing fencing at Rich Creek intake, an electric valve at the Water Treatment Plant that is controlled from our source water panel, 8 iPads licensed for ERSI software, and water meter surveying that Region One is performing. Mr. Carr responded that 3 of 6 items requested do not pertain to source water protection and would not be allowable cost. They are willing to participate in roughly \$20,000 of the requested \$50,000 at this point. Porter is still working to obtain more items that could potentially qualify under the grant program to get closer to the \$50K.

**VIII. NEW BUSINESS**

1. New Board Member Training

Whitney is to enroll Mr. Harvey in New Board Member Training with the PSC, The training will take place at Bridgeport, WV April 8, 9, & 10, 2021.

**IX. MANAGER REPORT**

Porter Robertson gave his Manager's Report.

**X. EXECUTIVE SESSION**

*A motion was made to go into executive session for contracts & personnel at 6:45pm.*

**Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous**

*A motion was made to leave executive session at 7:08pm.*

**Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous**

**XI. ADJOURN**

*A motion was made to adjourn the meeting at 7:09pm*

**Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous**

Chairman

Secretary