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**RED SULPHUR PUBLIC SERVICE DISTRICT  
REGULAR SCHEDULED  
BOARD MEETING MINUTES  
TUESDAY, APRIL 20, 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

**III. INVOCATION**

The invocation was given by Chairman Belcher.

**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 *April 6, 2021***

A motion was made to approve the minutes of the April 6, 2021 meeting as presented with no corrections.

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

**VII. PUBLIC COMMENTS**

**VIII. OLD BUSINESS**

1. Water Loss Update

Mr. Robertson reported there had been one leak fixed above Doc Humphrey's trailer park in Ballard. That particular leak did not have a substantial impact on water loss. There is another leak at Greenville he is going to address with the homeowner in the coming days. The owner is aware they have an issue and have advised to leave the water on.

2. Financial Report-

Whitney generated the financial report for March 2021. The sewer side indicated significant loss due to recent CCTV work, sewer pumps repaired, and professional services rendered.

3. Status of Modifications to Wastewater Plant-

Mr. Belcher presented a quote from Citco Water. (attached) Todd from Citco is supposed to follow up to discuss installation.

4. Safety Meeting Update-

Porter reported they had three safety meetings since the last Board meeting.

5. Water Services Sonny Horney Project-

Porter reported that the project is under construction. As of 3:00 P.M. April 20, 2021 approximately 325' of pipe has been laid and backfilled. Between the Ditches is digging the line headed to the development and the District is tapping the main and boring 219.

6. Advertisement of Engineering Services- Little Rich Creek Valley Rd, Adair Rd, & Pinhook Rd Water Project-

In the paper for responses. Mr. Robertson has heard from Dunn Engineers, Gosh Engineers, and has a scheduled meeting this week with E.L. Robinson.

7. Restricted Reserve Account Development

Whitney stated that she would call Dana at FCB April 21, 2021 to have the proper paperwork submitted, the account set up, and the deposit made.

8. Dominion Payroll Services

The Board elected to wait until the start of a new fiscal year to decide upon using the payroll services.

9. Wastewater Collection Rehab

Jeremiah Tuggle is talking to funding agencies to see if there is money available. Currently, our rates aren't high enough to qualify for grant money. One option could be taking out a loan from a local bank. This could significantly impact the cost of the PER if we don't have to meet RD requirements for the PER.

10. Revision on Personnel Handbook

Porter and Whitney are to look for the original handbook and report back to the next meeting.

**IX. NEW BUSINESS**

1. Advertise for Term Engineering Services Related to Miscellaneous Water and Sewer Projects-5G

Mr. Belcher sent an email to Jason Roberts about term services and MOU's in opposition to what we are doing. He is waiting to hear back.

**X. MANAGER REPORT**

Porter gave his report. Two days of classes were held at the fire hall last week. Mary Hudson from RCAP came last Friday and gave two Class 3 exams and one Class 2 exam. Much discussion about the UV system at the sewer plant. The bulbs that were made in England were pinned wrong and do not work. Mr. Robertson asked the Board if he and Chris could go back to rotating weekends. The Board agreed. There was discussion about succession planning related to personnel.

**XI. EXECUTIVE SESSION**

A motion was made to enter executive session at 5:18 P.M.

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

A motion was made to leave executive session at 5:27 P.M.

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

RSPSD Action Item: Look into/create RSPSD email addresses for all employees. Their e-mail to this address will then be forwarded to their work phone.

A motion was made to enter executive session at 6:01 P.M.

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

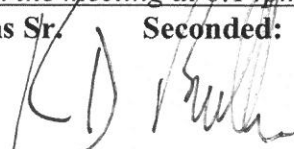
A motion was made to leave executive session at 6:14P.M.

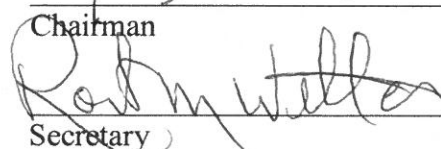
**Motion: Robert Williams                      Seconded: Bobby Harvey      Unanimous**

**XII. ADJOURN**

A motion was made to adjourn the meeting at 6:14pm

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

  
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Chairman

  
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Secretary