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**RED SULPHUR PUBLIC SERVICE DISTRICT
SPECIAL SCHEDULED
BOARD MEETING MINUTES
TUESDAY, MAY 10, 2021**

I. CALL TO ORDER

Chairman Kevin Belcher called the meeting to order at 4:00 pm.

II. ROLL CALL

Present: Kevin Belcher, Robert Williams Sr., Bobby Harvey
and Whitney Bowers

Also, in attendance from Headley Ballard was Jason Ballard.

III. INVOCATION

The invocation was given by Robert Williams Sr.

IV. NEW BUSINESS

1. Discussion of Engineers for LRCVR, Adair Rd, & Pinhook Rd Project and Employee Handbook.

Red Sulphur PSD received five proposals from Engineers including: Dunn Engineers, L.A. Gates, E.L. Robinson, Thompson & Litton, & Ghosh Engineers. The Board elected to interview Thompson & Litton, L.A. Gates, and E.L. Robinson at the next regular Board Meeting on May, 18, 2021.

V. EXECUTIVE SESSION

A Motion was made to enter into Executive Session to discuss the Employee Handbook at 4:09 P.M.

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

A Motion was made to leave Executive Session at 4:29 P.M.

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

VI. ADJOURN

A motion was made to adjourn the meeting at 4:30 pm

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

Chairman

Secretary

org.

RED SULPHUR PUBLIC SERVICE DISTRICT
REGULAR SCHEDULED
BOARD MEETING MINUTES
TUESDAY, MAY 4, 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 Robert Williams.

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 20, 2021

A motion was made to approve the minutes of the April 20, 2021 meeting as presented with no corrections.

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

A motion was made to approve the special meeting minutes of the April 26, 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 in Ballard. It was a pressure regulator in a meter box. Fixing the leak made a difference in water loss numbers at the water plant.

2. Status of Modifications to Wasterwater Plant-CI Thonburg Proposal

Nothing to report at this time.

3. Safety Meeting Update-

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

4. Audit Update-

Whitney reported that Jared Gillespie from Lowe & Associates came down April 29, 2021 to gather needed information for the FY2020 Audit. Jared should have a draft submitted by the next regular meeting to be approved by the Board.

5. Engineering RFP- Little Rich Creek Valley Rd, Adair Rd, & Pinhook Rd Water Projects-

Mr. Belcher stated there were five engineering firms who submitted a bid on this project for RSPSD. Engineering firms interested in the work were: Dunn Engineering, Thompson & Litton, E.L. Robinson, Ghosh, L.A. Gates. The Board will review each bid an discuss at a later meeting.

6. Restricted Reserve Account Development-

Whitney had the Board sign all documentation for First Community Bank to open the account. She returned it to Dana at FCB with the \$120K check to deposit.

7. Wastewater Collection System Rehab Engineering Request for Proposals

The Board elected to address this at a later meeting

8. Thrasher Engineering Invoice related to LRCVR and Adair Rd Response

The Board agreed to send Thrasher a letter written by Jason Ballard. (attached).

9. Revision on Personnel Handbook

Each Board Member was given a copy of the old RSPSD handbook and the current handbook. The Board is to review each handbook and discussion will be held at the next meeting.

10. Bridge Financing Discussion- Water and Wastewater

Until funding is in place, the District would essentially have to pay out of pocket or put the project on hold until monies are available. It is also an option to go to a bank and borrow money until funding is available and monies would be reimbursed

11. Wastewater Plant Maintenance Projects-UV and other

Porter is waiting to hear back on the UV bulbs at the wastewater plant that were wired incorrectly. He met with C2G at the UV to talk about getting a quote for the touchpad and PLC. They are capable of doing all the work. Mr. Roberson says there also needs to be a flow meter installed.

12. Permit Modification Request and H.A.M Landfill

Porter spoke with Cassie at H.A.M. Landfill about RSPSD installing a meter to monitor leachate. H.A.M. submitted a letter to the District asking to raise the limit of gallons used at the Landfill. At the moment we have a borrowed meter in there to determine quantity. Historically the landfill has supplied the meter for the facility.

IX. NEW BUSINESS

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

Jason Roberts responded back to Mr. Belcher that having an engineer firm on hand is a good idea for smaller jobs, but we would need to advertise for larger jobs.

X. MANAGER REPORT

Porter gave his report.

EXECUTIVE SESSION

A motion was made to enter executive session for contracts at 5:15 P.M.

Motion: Robert Williams Seconded: Bobby Harvey Unanimous

A motion was made to leave executive session at 5:31 P.M.

Motion: Robert Williams Seconded: Bobby Harvey Unanimous

XI. ADJOURN

A motion was made to adjourn the meeting at 5:34pm

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous



Chairman



Secretary



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April 27, 2021

Mr. Zachary D. Wright
Thrasher, Project Manager
155 Blue Angel Lane
Beaver, WV 25813

Re: Red Sulphur PSD
Adair Road Waterline Extension
Thrasher Project #10-0561

Dear Mr. Wright,

Please be advised that my law firm has been retained by the Red Sulphur Public Service District (RSPSD) regarding your invoice #1016882 for the above-referenced project. Our client vehemently denies any monies owed to Thrasher for the alleged services rendered. Thrasher for the reasons stated at the meeting was terminated for convenience. As you specifically acknowledge in your April 21, 2021 letter, your invoice for alleged services was not based on any contractual obligation of RSPSD; therefore, we will not be remitting payment.

Please refrain from contacting our client, RSPSD, or any of its Board Members about this project. You are also directed to retain all documents, notes, correspondence, emails, reports, text messages, recorded telephone conversations, invoices, time cards/sheets, and any other record of any type, in draft or final version, in any format, whether written, electronic or digital, etc., regarding the Adair Road Waterline Extension Project

You are invited to pass this letter to your attorneys and have them contact us should they have any questions.

Very truly yours,

Jason S. Ballard, Esq.

JSB/mt