

RED SULPHUR PUBLIC SERVICE DISTRICT

REGULAR SCHEDULED AT 4:30PM

BOARD MEETING MINUTES

TUESDAY, JUNE 22, 2021

I. CALL TO ORDER

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

II. ROLL CALL

Present: Kevin Belcher, Robert Williams Sr., Bobby Harvey

Also, in attendance: Porter Robertson, Whitney Bowers, and Jeremiah Tuggle

III. INVOCATION

The invocation was given by Kevin 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 June 3, 2021

A motion was made to approve the minutes of the June 3, 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 a few minor leaks fixed. He stated that the spring was running about 700 gallons per minute. Our turbidity level was 2.0 at this time.

2. Update Agreement-Chimney Ridge MHP

Mr. Belcher stated that he had emailed Donnie Evans with the County asking if he could locate a copy of the original agreement between Chimney Ridge Trailer Park and Red Sulphur PSD. He is awaiting a reply from Mr. Evans at this time.

3. Safety Meeting Update-

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

Mr. Robertson also stated that Rural Water held 3 classes at the fire hall this past week including CPR training, Flagger Certification, and Water plant/Sewer plant safety.

4. Financial Statement

Whitney presented the May 2021 Financial Report to the Board Members. She stated that the sewer side gained and the water side had a loss during this time period. The loss on the water side was due to tap materials purchased, insurance premiums, Between the Ditches invoice for Sonny Horney's extension, and the payment of FY2020 Audit completion.

5. Year End Write Offs

Whitney presented the Board members with a report of monies written off in the last five years. The report totaled approximately \$20K. Mr. Belcher stated that he was unaware the Board had ever approved anything to be written off. IN the future there needs to be a formal request brought before the Board before this happens. He also said that this were several ways that the Board needed to consider to recoup the money before the amount being written off.

6. Grover Jones Letter

Mr. Robertson received a letter from Mr. Jones (June 22, 2021) that stated he was not willing to pay the adjusted amount for his water bill. He also stated in the letter that he wanted to discontinue paying for the sewer that RSPSD provides. Whitney spoke with Rhonda Boothe at the WVPSC via phone earlier in the day. Rhonda informed Whitney that she was going to answer Mr. Jones' letter and site code from the WV State Code book that states the District has complied with everything required. Ms. Boothe also stated to Whitney that she was going to add to her letter to Mr. Jones that if the water wasn't paid in full by the end of July that the District would proceed to terminate his service at the beginning of August. The RSPSD Board elected to wait until August to further address the issue if required.

7. Permit Modification and H.A.M. Landfill

Jeremiah Tuggle from Thompson & Litton was present to distribute and discuss the contract for the Permit Modification for H.A.M. Landfill. Mr. Belcher spoke with Gordon Lusk at H.A.M. Landfill on the way to the meeting today and Mr. Lusk does not have an issue with the NTE amount of \$7,500. Mr. Belcher told Mr. Lusk if issues arise and further money is required, the District will contact him before moving forward. H.A.M will reimburse the District for the expenditure.

A motion was made to approve the Permit Modification for H.A.M. Landfill not to exceed \$7500.

Motion: Robert Williams Sr.

Second: Bobby Harvey

Unanimous

8. Thompson & Litton Proposal-Adair and LRCVR Water Line Engineering Services

Jeremiah Tuggle stated that T&L would like to perform their own PER and not use the one that Thrasher Engineering previously presented to the RSPSD Board. Thrasher originally charged \$20K for the study and report phase. Mr. Belcher asked Mr. Tuggle which tank Thrasher proposed to use for LRCVR. Mr. Tuggle stated it was the Rt. 12 tank but T&L would utilize the Ballard tank which generates higher pressure and change the alignment/hydraulics. Jeremiah informed the Board that the rate for T&L to perform any PER was normally \$40K but since Thrasher Engineering had already submitted one, T&L reduced the rate for RSPSD to \$15K as they could use some of the information on the former PER. Chairman Belcher asked Mr. Tuggle to look at using a 4" line on LRCVR and a 6" line on Adair Road. The original quote was for a 6" line on LRCV and an 8" line on Adair. The next steps for the project include involving Region One, the RSPSD accountant, and looking at the rates. Mr. Belcher suggested that the RSPSD attorney Jason Ballard take a look at the contract presented by T&L.

A motion was made to approve the contract from T&L based upon Jason Ballard's comments.

Motion: Robert M. Williams Sr

Second: Bobby Harvey

Unanimous

9. Hayworth Sewer Project

Mr. Robertson stated that the 6" pipe he order still has not arrive. RSPSD employees are going to perform the work at the cost of Mr. Hayworth.

10. Wastewater Plant Flows

Porter reported that the rains last week only increased the flows at the plant only 80K gallons. Today's rains (6/22/21) increased the flows to 100K gallons.

11. Belt Press and Effluent Limits Fecal Coliform NOV

Mr. Robertson wrote letters to Mr. Puckett at the DEP responding to the recent violations that were received. He also stated that the District has not received any other violations on the fecal since then.

12. UV Bulbs Wastewater

Porter said the lack of further violations is subject to change due to the UV System at the Wastewater plant. Glasco has stated they are still waiting on bulbs to be manufactured. Mr. Robertson also stated that the PLC doesn't work right along with other various things related to the UV system. Mr. Belcher stated the calling and leaving messages with Glasco is not working and another method to obtain a solution should be sought.

V. NEW BUSINESS

Mr. Belcher informed the other Board Members that he has received a FOIA request from American Transparency via e-mail. With the help of Jason Ballard and Whitney, he was able to provide them with the requested information containing District employee names, wages, overtime, and hire date. Mr. Belcher received a second emailed stating the information was received and the request was satisfied.

Whitney received the information from Snowshoe about the upcoming Rural Water Conference. Porter and Kevin are interested in going and Whitney is to enroll them as well as book their stay with the resort.

Lowe & Associates provided Whitney with the Engagement Letter and Questionnaire for the FY2021 Audit.

A motion was made to approve Lowe & Associates to perform the FY2021 Audit for RSPSD for \$7500.

Motion: Robert M. Williams Sr. Second: Bobby Harvey Unanimous

Board Members elected to open the office to the public beginning July 1, 2021.

VI. MANAGER REPORT

Porter gave his report.

Porter told the Board that Jordan Williams was interested in going to Flatwoods, WV to engage in a sewer class offered by Rural Water.

A motion was made to allow Jordan Williams to stay and attend a sewer class held by Rural Water in Flatwoods, WV.

Motion: Robert Williams Sr. Second: Bobby Harvey Unanimous

EXECUTIVE SESSION

Not Required

VII. ADJOURN

A motion was made to adjourn the meeting at 5:41pm

Motion: Robert Williams Sr. Seconded: Bobby Harvey Unanimous

Chairman

Secretary