

org.

**RED SULPHUR PUBLIC SERVICE DISTRICT**  
**REGULAR SCHEDULED AT 4:30PM**  
**BOARD MEETING MINUTES**  
**TUESDAY, JUNE 3, 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 and Whitney Bowers, and Melvin Young

**III. INVOCATION**

The invocation was given by Porter Robertson.

**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 MAY 18, 2021**

A motion was made to approve the minutes of the May 4, 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 leaks fixed. There is a leak at the Christian Church in Lindside but they have not been able to pinpoint the origin yet.

2. Update Agreement-Chimney Ridge MHP

Mr. Robertson stated that years ago there was a master meter for Chimney Ridge MHP when Val Ballard owned the park. Mr. Belcher asked how many trailers were in the park at that time? Mr. Robertson said there were eight only at that time. RSPSD

borrowed money and installed a meter at each mobile home location throughout the park. The PSD owns and maintains the lines from the main to each meter. The system was on a septic at that time. Later, sewer was put in by Steve Reece when he bought the mobile home park. Red Sulphur needed a Right of Way to the proposed new pump station on Rich Creek and was granted one with the understanding the District would maintain all water and sewer lines throughout the park. Mr. Belcher said he has sent an e-mail to the County Clerk, Donnie Evans, asking for him to check and see if there is an easement recorded across the Chimney Ridge property to the pump station as well as an attached agreement.

Porter requires an easement from Melvin Young to cross through Chimney Ridge MHP to provide water service to Four Fillies Lodge on Clyde Rule St. Mr. Belcher said let's see what we get from the Clerk's office and whether we can locate a prior agreement.

3. Safety Meeting Update-

Porter reported they had two safety meetings since the last Board meeting. Mr. Belcher asked Whitney to find out if WV has passed a law permitting recreational use of marijuana.

4. Leak Adjustment Policy

Porter and Whitney created a new leak adjustment policy for the Board to review. (attached)

*A motion was made to adopt and sign the new leak adjustment policy as presented.*

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

5. Engineer Ranking-LRCVR, Adair Rd, and Pinhook Rd Water Extension

The Board totaled the score sheets from each engineer's interview.

*A motion was made to move forward with the first ranked firm Thompson & Litton to negotiate a contract.*

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

Whitney is to draft a letter to each firm that interviewed with results.

6. Grover Jones Letter

Porter responded to Mr. Jones' letter (attached). To date, we have not heard from Mr. Jones.

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

The Board has not yet heard anything back from Thrasher Engineers regarding the letter written to them by the District's attorney, Jason Ballard.

8. Revision on Personnel Handbook

The Board elected to call a special meeting in July to discuss the revision the RSPSD handbook after the beginning of the new fiscal year.

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

Bobby Williams and Kevin Belcher spoke with Gordon Lusk and Cassie Bradley at H.A.M. Landfill. Mr. Lusk and Mrs. Bradley agreed to the fees that are incurred with the permit modification to increase their limit. Once RSPSD obtains a proposal from an engineer, we will send it to H.A.M. for their review. After considerable discussion, it was decided to ask Bob Hazlewood if he would work directly for the District to develop the new permit.

*A motion was made to hire Bob Hazlewood to develop the permit.*

**Motion: Bobby Harvey**

**Second: Robert M. Williams**

**Unanimous**

10. Cross Training of Employees for Flexibility

Steve will be starting the water plant Friday June 4, 2021 with the help of Porter. Mr. Belcher reiterated the importance of training employees to have multiple people capable of doing various jobs.

11. Zenner Meter Issues

Porter, Whitney, Billy, Chris, and Jordan met with Bob Gillespie on Thursday May 27, 2021 to discuss the many issues the District is having with the Zenner meters and website. RSPSD employees were informed that a new update had come out and RSPSD was missed and did not receive the update. Whitney is working with the employees at Zenner to get all issues corrected so we can move forward more efficiently in the coming months. A Samsung tablet was ordered for the field employees to program the meters. The handheld device they were currently using was outdated and was not working properly.

**V. NEW BUSINESS**

Imre Pentek submitted the WDA Sewer Fund Annual Operating Budget for sewer revenue bonds for approval and signature (attached).

*A motion was made to approve and sign the WDA Sewer Fund Annual Operating Budget.*

**Motion: Robert M. Williams Sr.**

**Second: Bobby Harvey**

**Unanimous**

**VI. MANAGER REPORT**

Porter gave his report.

A motion was made to charge DCI Shires \$161.02 for using 20k of water while flushing the lines at the new school in Cashmere.

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

A motion was made to purchase a monitor for the office to keep the Zenner site up and running on at all times.

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

## **EXECUTIVE SESSION**

Not Required

## **VII. ADJOURN**

A motion was made to adjourn the meeting at 6:20pm

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

Chairman

Secretary