

Paw Paw Rt. 19 PSD
Meeting Agenda December 6, 2023

Call to Order

1. Attendance
2. Comments from the Public and Appointments.
3. Consent and Approval PSD Items:
 - a. Consideration of previous meeting minutes
 - b. Consideration of payment:
 - i. Accounts Payable - November, 2023
 - ii. Approve Transfer of Funds to Reserve Accts
 - iii. Approve Payment of Security Deposits / Acct Refunds
 - c. Review Financial Reports
 - iv. Bank Account balances
 - v. Profit / Loss Statement(s)
 1. Previous month
 2. Current month still in progress
 - d. Review WV Municipal Bond Commission Reports
 1. Statement of Accounts
 2. Loan Reserve Deficiency Memorandum (if available from WVMBC)
 3. Annual Update Contact information Report status
 - e. Review Office Activity Report - *delayed until later date due to other priorities*
4. OLD BUSINESS
 - a. Approval of 2024 Meeting Schedule
 - b. LSLI Customer Survey - in progress
 - c. Audit Update
 1. Final payment on completed audits for FY 2020/2021, 2021/2022
 2. Packet / contact calls to begin audit for FY 2022/2023
5. NEW BUSINESS
6. A. Introduction newly appointed board member
B. Review bank account authorized signers / complete paperwork at bank
C. Review/Update Long Service Line Agreement
6. P.S.D. STAFF REPORTS
 - A. WD Chief Operator, Alva R. Wade
 - i. Review Water Loss Events/Data/Reports
 - ii. Distribution System Status
 1. System Maintenance
 - a. *Leak Detection Progress*
 - b. *Outstanding Workorders*
 1. changeout installed temp RR meters back to tested manual meters (10)
 2. install 6 perm RR for Triplett Ridge Road/Village meters on hilltop
 - c. *New Service/Taps Activity or Inquiry for service*
 - d. *Meter Changeout Progress*
 - e. *Review Issues with latest Iperl purchase*
 2. Water Testing/Reporting
 - a. Monthly Operating Report status report
 - b. TTHM/HAA5 quarterly and / or monthly Bac-T status report
 - B. Office Administrator/Billing Clerk, Nora Simcoe
 - i. Current Customer Account Issues
 1. Aggressive Notes
 2. Removal of PawPawWater.org with GoDaddy
 3. Customers with large leak/billed usage in last month
 - ii. Review Unpaid Accounts >90 days
 - iii. Bad Debt Tracker status report
 - iv. Other Office Issues:
 1. Reserve Payments status CRWC pd; PSD on hold
 2. Violation Status
 - a. CCR Website approval status report - in progress
7. Reports from Board Members
8. Adjournment

*Board meetings are open to the public; anyone is welcome to attend. However, in order to speak at board meetings, you must request to be on the agenda as an appointment.

Next scheduled meeting to be held 6:30pm on Wednesday, January 3, 2024, at the Arnettsville Community Center, Office** (Agenda deadline is December 26, 2023.)

** Until further notice:
Meetings will be conducted observing current CDC Covid-19 regulations and attendees should come prepared to wear a mask and maintain social distancing as required by community center.

Please note if board members would need to quarantine, the meeting will be held by teleconference. A posting of the phone number and conference number will be on the main entry door and library entry door at the Arnettsville Community Center. The maximum participants at one time in this situation is limited to 24 at one