

- Meeting called to Order by chairman, Robert Arnett.
- Attendance & Introductions: In attendance: Robert J. Arnett (chair/board member), Ralph K. Harman (co-Chair/board member), Alva R. Wade (PSD's Chief Operator/Meterman), Nora Simcoe (PSD's Office Administrator/Billing Clerk).
- Comments from the Public and Appointments: None.
- 4. Consent & Approval of PSD Items by board members present (as presented by Nora Simcoe):
 - 1) Consideration of Previous Meeting Minutes from June, 2025 meeting, as presented for review. No comments made.
 - 2) Consideration of Payments:
 - A. Accounts Payable Review items received to date including individual invoices, statements, prepared checks ready for signature, on-line payments documentation, and a summary of accounts payable transactions (see attached List of Transactions) received/processed after last month's board meeting through current date (including debit card purchase receipts from office and field staff).
 - B. Approve Transfer of Funds to Reserve Accounts @ PSC specified rates
 - i. Cash Working Reserve Capital (June, 2025) to be made monthly, as ordered.
 - ii. PSD Reserves (June, 2025) to be made only as funds sufficient to cover upcoming vendor payments allow.
 - C. Approve Payment of Security Deposit Refunds / Account Refunds:
 - i. Refunds of security deposits held for accounts with a good 12-month payment history.
 - ii. Closed accounts with a credit balance (after security deposit applied to account balance) refunds.
- 5. Consent & Approve Financial Transactions:
 - A. Review Financial Reports
 - i. Bank Account Balances: Exact account balances were not available at time of meeting, as they were left on desk at office. Nora Simcoe remembered that the debit card account was low, under \$250, PSD reserves were approximately \$250, and that the O&M acct was approximately \$8,500, and that payroll, 2 payments amounting to \$9,000 would be automatically withdrawn in next week and also City of Fairmont was still owed \$5,000 from last month's water bill and that the new bill had arrived and was about \$11,800. Prepaid funds (VoiceShot and USPS bulk mail permit) and receipts for usage of those funds were presented to those in attendance.
 - ii. Profit/Loss Statements (as available): The June, 2025 Profit/Loss Report was not available at time of meeting due to overlap of Payclix receipts submissions, but will be presented at next board meeting and/or distributed via email to board members when completed. The May, 2025 Profit/Loss Report was presented to those present.
 - iii. Approve Transfer of Funds to Debit Card: Discussion held that funds would need to be transferred, however, unsure where to obtain funds from due to low O&M balance currently. Discussion was held. Robert Arnett made a motion to move funds, as needed, from Customer Deposits account, with those amounts to be restored, as soon as funds allowed. Ralph Harman seconded the motion. Vote was taken, motion passed unanimously. Nora Simcoe directed to move funds from this account to replenish the debit card.
 - B. Review WV Municipal Bond Commission Reports:
 - a. Statement of Accounts for current month was not yet available at time of meeting, but previous month's report was presented for review.
- 6. OLD BUSINESS:
 - a. Gravel for Arnettsville Community Center Driveway – awaiting someone who can haul small delivery needed. Robert Arnett & Jake to make contact with a couple sources to schedule within a few days, if possible.
 - b. Customer Service Info Improvement Bulletin Board @ ACC – on hold; Robert Arnett has tools needed to re-hang old bulletin board and to install the new one donated from the surplus inventory of a local business. Expect these repairs to be made before next board meeting.
 - c. PSC Tariff Form No. 11 (Rule 19-A) Rate Increase Status – no update at this time.
 - d. CCR 2025 Status: The Consumer Confidence Report for 2025 (using 2024 data) was completed and mailed in envelopes to customers along with their July 1, 2025 billcards. Envelopes were stamped in red "Bill Enclosed". CCR reports were also mailed to customers who only get their billing electronically.
 - e. Tariff Items, Concerns: The board's discussion and concerns regarding additional service charge and application of reconnection charge, as well as rising tap fees discussed at previous meeting were conveyed via email to the PSC Analyst to be reviewed along with rate increase considerations.

7. NEW BUSINESS:

A. Annual Report.

- a. Letter of Engagement: Contract / letter of engagement for compiling our financial report and filing of annual report was received, reviewed, approved and signed. Nora Simcoe directed to return completed copy to Bennett & Dobbins' office.
- b. Required paperwork, labeling of boxes has begun. Consultation with chief operator and gathering of required information to complete the worksheet supplied by Bennett & Dobbins has begun.

8. P.S.D. Staff Reports:

A. WD Chief Operator Report (Alva R. Wade)

1. Reporting/Water Sampling

- i. Monthly Operating Report; last one submitted May, 2025, June, 2025 pending this week.
- ii. Monthly Bact-T (2 a month) – submitted per schedule
- iii. Quarterly TTHM/HAA5 – submitted as required per schedule

2. Review Water Loss

- i. RVS 41.38% from Systems Totals Report:

1. Adjusted Water Loss Figures (not available at time of meeting); to be compiled at later date.

a. Related Loss Events

- i. Distribution Lines
- ii. Customer-side of Meter leaks
- iii. PSD Side of Meter Leaks
- iv. Water Sampling/Chlorine Changeout Usage
- v. Flushing:
 1. Lines (after leak repair)
 2. Monthly End-of-Line (Rt. 19 route remains)
 3. Monthly Hydrants

- ii. Additional Leak Detection Efforts this month – night-time valve manipulation and pressure testing as scheduling allows.

3. Distribution System Status:

- i. System Maintenance
- ii. New Taps - 0
- iii. New Customer @ Existing Taps (Meter Resets) - 1
- iv. Closed Accounts Final Read/Locked Out - 2
- v. Meter Changeouts: 1
 1. Testing: 0 tested (# failed (# disposed – untested/unreparable)
- vi. Service Requests
 1. Meter Checks (customer requested / due to high usage) - 7
 2. Pressure Issues – 1
 3. Datalogs of Iperl Meters – 9

4. Line Locates (Miss Utility requests) Received/Responded in past month - 30

• Office Administrator/Billing Clerk (Nora Simcoe)

- a. System Totals Report: Current charges Accounts Receivable (\$45,026.90 - 551 customers)

- b. Active Past Due Accounts Review: 95 eligible for shutoff on July 1, 2025

(83 mailed 6/21/2025 (12 not mailed: 3 (+1 pending on PayPlan, 5 were <\$25; 0 pd before mailed, 0 - Voucher/Agency promise, 0 – Medical Hold (30 day).

18 shutoff workorders prepared, 13 issued 7/2/2025. NONE shutoff.

- c. Closed Accounts (Remaining Balance) Review – none pressing at this time. One qualified, but have been contacted by customer that they would be making some type of payment arrangement to pay this bill.

d. Other Office Issues:

- a. Customer complaint of high usage, refusal to pay. Discussion held: no other complaints in that area, no known water events reported, no sign of problem with meter/setter; datalog showed a period of few days with constant usage every hour, then stopped. Board decision was to have meter tested, if passes test, bill stands. If meter fails test, adjust bill accordingly. Office had already asked if customer would want a deferred payment plan, but has had no response. Will renew offer after meter testing completed.
- b. Customer's meter setter temporarily repaired, but field staff suggests need to replace meter setter (in high pressure area for several years). Board agreed that this should be scheduled when Mr. Chickerell in area for another repair.
- c. Review of Unpaid/Closed accounts for board decision on action to take. None presented this month.
- d. RVS Mosaics Software upgrade to newest version offer was extended to by RVS to the PSD at a discounted price. Renewal offer for tech support through was also made to the PSD. Currently the PSD is engaged with SLAM Business Services for tech support of our billing software system and have just renewed this coverage. Discussion held: board felt offer was fair one, but would like to discuss with our current vendor and other RVS customers who are using the newest version to see how it is behaving before making any drastic moves. Office directed to seek out that information and make final evaluation.

9Reports from Board Members

- A. Robert Arnett reported that the heavy downpours have left the Georgetown Tank very damaged and will require a dozer to make repairs. Will contact Tom Chickerell who has access to such equipment to make these repairs.
 - B. Alva Wade reported that the last leak repair made originated in a previously capped off pit (the original pit of a customer had to be moved due to cars running over it continually).
 - C. Discussion was held regarding need for flush/check valve(s) on Stewart Run to allow flushing of line. One customer ended up with mud @ faucet screens due to inadequate flushing after line repair made.
 - D. Reviewed progress on change-out of oldest aged meters. Rather than random changeout method, suggested go area by area.
- Ralph Harman made a motion to adjourn meeting; Robert Arnett seconded the motion; vote taken, passed unanimously. Meeting adjourned.