

To be held while observing current CDC Covid-19 guidelines (as notified via meeting agenda).

Meeting Called To Order by Chairman, Robert Arnett.

Attendance & Introductions:

Robert J. Arnett (Chair/board member), Bradley A. Riley (board member), Alva R. Wade (Chief Operator/Meterman), Nora Simcoe (Office Administrator/Billing Clerk). Note: Ralph K. Harman unable to attend due to work schedule.

Comments from the Public and Appointments:

None.

Consent and Approval PSD Items by board members present (presented by Nora Simcoe):

- January, 2025 Meeting Minutes were reviewed.
- Accounts Payable items received to date in past month including individual invoices, statements, and prepared checks ready for signature and on-line payments documentation, plus 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) were presented and reviewed by board members.
- Prepared documents were reviewed and included authorization to transfer funds based on current month's calculations of the following: 1) Reserve Funds: (Cash Reserve Working Capital, PSD Reserves) and 3) Customer Security Deposit / Finalized Accounts due Refunds for the previous month.

Bradley Riley made a motion to cover all Consent & Approval PSD Items as follows: 1) accept January, 2025 minutes as presented; 2) approve payment (by check and on-line and debit purchases) of current A/P items as presented; 3) approve Transfer of Funds as presented and 4) approve payment of Customer Refunds as presented. Robert J. Arnett seconded the motion; vote was taken; passed unanimously.

Prepared checks were presented, evaluated by those present, and signed by the authorized board member in attendance. Robert J. Arnett to deliver the Accounts Payable items including prepared checks to Ralph K. Harman Robert J. Arnett for second signature and will deliver back to office for mailing.

Review Financial Reports

- Current balances as of meeting date for all bank accounts and prepaid funds (VoiceShot and USPS bulk mail permit) were presented to those in attendance.
- Profit / Loss Report for the current month was not available at time of meeting due to overlap of Payclix receipt submission, but will be presented at next board meeting and/or distributed via email to board members when completed.
- Reserve Fund Payments status: Cash Reserve Working Capital (CRWC) funds transfer for last month was made on time (as calculated per PSC's ordered rate of 7.05% of monthly Receipts on Account).

PSD Reserve funds transfer for last month was not made (as calculated per PSC's ordered rate of 2.5% of monthly Receipts on Account). There continues to be a lack of sufficient funds available to transfer monthly PSD Reserve funds and maintain a balance sufficient to cover the automatic USDA loan payments occurring in beginning of each month. Per previous board directive regarding priority of issuing payments first to 1) vendors/suppliers, 2) customers, 3) agencies and then 4) reserve funds, it was not possible to make last month's PSD Reserve Fund transfer. When sufficient funds allow, the transfers will be made.

Review WV Municipal Bond Commission Reports

- Monthly Statement of Accounts had not been received at time of meeting regarding PSD 08-A Water Reserve & 17-A Water Reserve.

Review Office Activity Report

- The monthly Office Activity Report continues to be delayed, due to more urgent project deadlines requiring attention of office.

OLD Business:

- *Review Annual Audit:* The completed FY 2023/2024 audit was distributed to the board members and reviewed.
- *Gravel for Arnettsville Community Center driveway.* No activity on this item. Discussion held regarding need for additional gravel in other places on system; considering a large truckload might be needed. No action taken at this time, will address further in spring, when weather breaks.
- *Customer Service Info Improvement @ ACC* Purchase of bulletin boards for exterior access to forms and posting of announcements with possible addition of an envelope box (for public to deposit empty envelopes for use at the drop box) as previously approved, but purchase has been delayed due to continuing limited funds due to leak repairs.
- *Review Engagement Paperwork for Bennett & Dobbins, PLLC* Bennett & Dobbins, PLLC paperwork was reviewed and accepted as presented, with the note that it should also cover Vendor 1099 forms and budget preparation. Bradley A. Riley made a motion to engage Bennett & Dobbins, PLLC for our financial reports as outlined in agreement with additions noted. Robert J. Arnett seconded the motion; vote was taken; passed unanimously. Letter was signed.

NEW BUSINESS:

- *Review Budget FY 2025/2026* Copies of proposed budget for FY 25/26 were distributed to those in attendance. At Bennett & Dobbins, PLLC request a copy of a comprehensive July, 2024 through December Discussion was held regarding need for next year's budget. Board members will review and evaluate the budget and final decision will be made at next month's meeting.

Rate Increase Proposed: Bennett & Dobbins, PLLC recommended that based on current figures, our PSD is in need of a rate increase and suggest that we file a PSC Tariff Form No. 11 (Rule 19-A). The PSC will review our records and determine the amount of rate increase that is needed. Robert J. Arnett made a motion that the PSD file for a Rule 19-A rate increase from the PSC. Bradley K. Riley seconded the motion. Vote was taken; passed unanimously.
- *Closure of Westover Post Office* The office received notification that the contract for the Westover P.O. was not renewed and will be closing March 19, 2025. This requires the PSD to establish a new post office location/address. Review was made by office staff of the various choices and considering traffic, lobby availability after-hours and ability to use debit card for purchases. It was recommended to establish a new post office box at the Rivesville, WV Post Office which meets all the criteria. Distance is similar to Westover P.O. location, so should not impact mileage very much. The cost for a year's post office box (size 2) is \$226.00. Plans at this time are that mail will be picked up daily as has been done in past. Robert J. Arnett made a motion to approve establishing of a post office box at Rivesville, WV post office. Bradley K. Riley seconded the motion. Vote was taken; passed unanimously. New address notifications will be sent to vendors/agencies immediately and our new address will be noted on the March 1 billcards. Mail forwarding paperwork will be submitted and the Westover Post Office will continue to be checked daily until its' closing March 19, 2025, so customer payments should not be disrupted.
- *Consideration of Post Card format of Past Due / Shutoff Notices* When new order for billcards was placed recently, the office became aware of the availability of post card type notices to use with our RVS software to produce past due and shutoff notices were available. The cost of these notices is \$68.00/1,000. Discussion held regarding cost saving postcard postage rate vs envelope at 1st class postage rate. Bradley K. Riley made a motion to switch to this type of notification for past due/shutoff notices. Robert J. Arnett seconded the motion. Vote was taken; passed unanimously.
- *Encova Review renewal of BrickStreet Mutual Insurance Company* The current quote for a year's coverage of workers compensation insurance is \$1,031.00. Discussion held. Bradley K. Riley made a motion to approve renewal of coverage as presented. Robert J. Arnett seconded the motion. Vote was taken; passed unanimously.

PSD Staff Reports:
 WD Chief Operator, Alva R. "Jake" Wade:

Review Water Loss Reports/Data:

- *RVS Water Loss per System Totals Report:* 44.06% water loss this month. Calculated Adj Water Loss: _____% (____g)*
**Related Loss Events/Data/Reports/Adj Water Loss Figures:* Loss figures from the various water loss events for the month had not been completely logged at time of meeting, so our actual adjusted "unaccounted water loss" was incomplete at this time. Office to work with chief operator to complete these figures for the PSC annual report. Adjusted water loss % was not available at time of meeting.

A) Related Loss Events:

 - 1) Distribution line leaks: 1 MFarland Run Road caused by Ace Pipeline work crews.
 - 2) Customer side of meter leaks x (3 customers verified) (Hi/Low/Zero Customer Usage Evaluations: 10)
 - 3) Water Sample/Chlorine Changeout 1,878g
 - 4) Flushing/Sampling
 - 5) Potential Fire Dept usage? none reported but sightings of firetrucks in area?

B) Usage by Pump Data Reports presented for evaluation.

C) Additional Leak Detection past month: *Leak Detection Progress for past month:* valve manipulation method of search continuing as time and weather allows to determine what specific area on our system to concentrate visual, search.

Discussion held, according to daily pumping records it appears that there is a leak in the system of some significance, however, to date, have been unable to locate the source. It is planned that 2/12 and 2/19 may be next dates to perform valve manipulation search during night when customers least impacted by having water off for brief periods of time.

Distribution System Status:

System Maintenance Review:
 Outstanding Workorders:

Monthly Flushing of Distribution System/End of lines. No report.
Update status New Service/Taps Activity or Inquiry for Service previous month: # New Taps: 0 Closed Accts: 1
 Additional inquiry New Service (new taps 1 (potential 4-6 houses) Customer Meter Resets (on existing taps): 1
 (No application for service made at this time)
Meter Changeout/Testing Meters Status: Changed Out 2 / # Tested* 0 / #Failed: 0 / Dispose: Unrepairable 0
 Datalogs of Iperl Meters: 7

Monthly Reports Status

- Monthly Operating Report for previous month data was submitted and accepted by Charleston office, on time.
- Water Testing: Quarterly TTHM/HAA5: Submitted per schedule. Bac-T (2/month): Submitted per schedule.

Line Locates Received/Responded: Received 50 line locate requests this month.

PSD Staff Reports:

Office Administrator/Billing Clerk, Nora Simcoe:

System Total Report: current charges Accounts Receivable \$39,492.88 (551 customers)

Past Due Notices (Active Accounts) prepared (eligible for shutoff) due 2025Feb03: 123

78 mailed 1/22/2025 (45 not mailed (on PayPlan, LIHWAP \$ pending, owed <\$25; or pd before mailed)

Services terminated: 4; 1 remains off.

Leak Adjustments Prepared: 2

Payment Plans prepared 0 (active 3; warn, no pay rcvd 1, Void, no pay 1

Current Customer Account Issues: LIHWAP payment of funds: still pending payment.

Review Unpaid Accounts: *No new issues at this time.*

Other Office Issues:

- 1) *Leak Adjustment Requests submitted: 2 (2 approved / 0 non-qualified)*
- 2) *Unresolved Violation Status: Only Certification of Posting Notice reports required, no further progress to date.*
- 3) Customer complaints regarding late fee penalty for payments in dropbox after 1/19/2025 and 1/21/2025. Due to weather and Martin Luther King holiday there was some confusion as to whether a penalty should be applied or not. The office discussed with PSC and it was recommended that for this particular event the penalties for those 21 customers should be removed. Removal of this late fee was done and will be reflected on customers' next billing.

Reports from Board Members:

Board member Robert Arnett reported that he has become aware of possible grant monies that would cover cost of changing all our meters to radio read meters. The PSD could benefit from freeing up staff time needed to manually read meters and could also provide more aid in determining customer side of meter leaks. The office prepared list of current equipment used and number of meters/radios/cables that would be needed and costs. Thrasher will prepare a proposal and would also include addition of flow meters at tanks to aid in leak determination.

Adjournment:

Bradley K. Riley made a motion to adjourn meeting; Robert J. Arnett seconded the motion; vote taken, passed unanimously. Meeting was adjourned.