

1. Call to Order
  2. Attendance:
  3. Comments from the Public and Appointments.
    - a. ? potential discussion regarding late fee applied 1/21/2025 to drop box payments on Martin Luther King day/Holiday
  4. Consent and Approval PSD Items - January, 2025
    - a. Consideration of previous meeting minutes
    - b. Consideration of payments:
      1. Accounts Payable review invoices and approve payments.
      2. Approve Transfer of Funds to Reserve Accts (as funds allow)
      3. Approve Payment of Security Deposits / Acct Refunds
    - c. Review Financial Reports
      1. Bank Account balances
      2. Profit / Loss Statement (as available)
    - d. Review WV Municipal Bond Commission Reports
      1. Statement of Accounts (as available from WVMBC)
  5. OLD BUSINESS
    - a. Review Annual Audit Report
    - b. Gravel for Arnettsville Community Center driveway - on hold until Spring, 2025
    - c. Customer Service Info Improvement Bulletin Board @ ACC - currently on hold awaiting funds
    - d. Review engagement paperwork for Bennett & Dobbins, PLLC
  6. NEW BUSINESS
    - a. Review Budget FY 2025/26 (approve at next month's meeting).
      1. Consideration of filing PSC Tariff Form No. 11 (Rule 19-A) Rate Increase determined by PSC
    - b. Closure of Westover Post Office; requiring establishing new post office box location
    - c. Consideration of Post Card format of Past Due / Shut Off notices
    - d. Encova Review renewal of BrickStreet Mutual Insurance Company
  7. P.S.D. STAFF REPORTS - January, 2025
    - A. WD Chief Operator, Alva R. Wade
      - i. Review Water Loss:
        1. RVS % from System Totals Report: 44.06 %
        2. Adj Water Loss %      (not available at time of meeting)
          - a. Related Loss Events
            - i. Distribution Lines 1
            - ii. Customer Side Leaks 3
            - iii. Water Sample/Chlorine changeout Y
            - iv. Flushing N/Hydrants N
          - b. Review of Usage by Pump report.
        3. Additional Leak Detection past month:      none scheduled
      - ii. Distribution System Status:
        1. System Maintenance
          - a. *Monthly Flushing of Distribution System/End of Lines* N
          - b. System Acct Activity for past month: *New Service/Tap Activity*
          - # 0 New Taps
          - # 1 New Customer Existing Taps Meter Resets
          - # 1 Closed Accts Final Read/Lockouts
          - c. *Meter Changeouts* 2
          - d. *Meter Testing: # tested 0 / 0 failed / #disposed 0*
          - e. *Datalogs of Iperl Meters: 7*
        2. Monthly Reports Status
          - a. Monthly Operating Report previous month submitted on time.
          - b. TTHM/HAA5 quarterly and / or monthly Bac-T performed on time.
        3. Line Locates Received/Responded: 50
  - B. Office Administrator/Billing Clerk, Nora Simcoe
    - I. System Total Report current charges A/R \$39,492.88 (551 customers)
    - Active Accounts Past Due Notices prepared (eligible for shutoff) due 2025Feb03: 123
    - 78 mailed 1/22/2025 (45 not mailed (on PayPlan, LIHWAP \$ pending, owed under \$25.00; or pd before mailed)
    - Number actually shutoff 2/5/2025: 4*
    - a. Leak Adjustments prepared: 1
    - b. Payment Plans prepared 0; active 3; Warn no pay 1; Void 1
      - i. Office/Customer Account Issues (as required)
      - ii. Review Office Activity Report - as available
8. Reports from Board Members
9. Adjournment

**\*Board meetings are open to the public; anyone is welcome to attend. However, in order to address the board, it is preferred that you request to be placed on the agenda prior to meeting.**

**Next scheduled meeting to be held 6:30pm on Thursday, March 5, 2025 at the Arnettsville Community Center, Meeting Room\*\***

**(Agenda deadline is 2/18/2025)**

**\*\* 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. The maximum participants at one time in this situation is limited to 24 at one time. 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.**