

# SEWER BOARD MEETING MINUTES

September 10, 2026

## Source Water Protection Meeting – Energy Preparedness

Prior to the regular Water Board meeting, a required public Source Water Protection meeting was held regarding **Energy Preparedness**. Information was presented and discussed regarding preparedness and protection of the water system in the event of an energy-related emergency.

## Regular Water Board Meeting

### Call to Order:

The regular meeting of the Water Board was called to order by Mayor Debbie Stalnaker at 6:44pm.

Water Board members **David Sturdivant** and **Donnie Pritt** were present.

Also present were **Mayor Stalnaker; Lisa Martin, Utility Clerk; Anita Gilroy, Town Clerk; Jarrod Phillips, Sewer Board Operator; Jeremy White, Water Board Operator; Water Board Members David Simmons and Kenny Weese.**

**Visitors: Andy Burns, Council Member Pat Weese**

## Approval of Previous Meeting Minutes

The August 13, 2026 meeting minutes were presented for approval. **Donnie Pritt** made a motion to approve the minutes as presented. **David Sturdivant** seconded the motion. The motion was approved.

## Sewer Department Report

**Chief Sewer Operator Jarrod Phillips** submitted the **August 2026 Sewer Department Report** to the Board. A copy of the report is attached to and made a part of the official meeting record.

## Financial Report / August Bills

The financial reports were reviewed and approved by the Board. After review, it was determined that the **August bills** should be paid.

**David Sturdivant** made a motion to approve payment of the August bills. **Donnie Pritt** seconded the motion. The motion was approved.

## New Business

## **Sewer Rate Increase**

The Board discussed a proposed **sewer rate increase**. After discussion, the Board determined that it was necessary to move forward with the rate increase. It was determined that the process for implementing the rate increase would begin.

**David Sturdivant** made a motion to approve the purchase of the diffuser. **Donnie Pritt** seconded the motion. The motion was approved.

## **CUSI System Improvements**

**Lisa Martin** discussed improvements to the CUSI system that would allow the system to make automated/robo calls rather than requiring door hangers to notify customers. The proposed improvement would make the notification process more efficient and modernize the system.

**Donnie Pritt** made a motion to approve the CUSI system improvements. **David Sturdivant** seconded the motion. The motion was approved.

## **Part-Time Utility Manager Position**

The Board discussed adding a part-time position of **Utility Manager**. **Rob Chenoweth of Busch, Talbott & Salkeld** recommended that the Board adopt a resolution to establish the position and advised that his law firm would handle preparation of the resolution.

**Andy Burns** was offered the Utility Manager position and accepted the position. This position will begin in September.

## **Executive Session**

At **7:00 p.m.**, Mayor Stalnaker called for an executive session to discuss the salary associated with the Utility Manager position.

The Board reconvened from executive session at **7:30 p.m.** No action was taken during executive session other than the discussion regarding compensation.

Following the executive session, it was determined that **Andy Burns will be compensated \$1,000 per month for the Utility Manager position, with \$400 of that amount designated to be paid to the Chairman, who is the Mayor. These amounts will be split between Water and Sewer.**

## **Updates and Information**

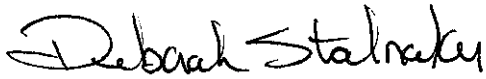
### **Tap Fees, Shut-Off Fees, and Other Related Fees**

A discussion was held regarding increasing **tap fees, shut-off fees, and other related fees** to make the fees more cost-efficient and better reflect the costs associated with providing these

services. After discussion, the Board determined that additional research was needed before making any changes. The matter was **tabled until the next Sewer Board meeting in October** for further discussion and consideration.

### **Adjournment**

There being no further business to discuss, **Kenny Weese** made a motion to adjourn the meeting at **8:00 p.m.** **David Simmons** seconded the motion. The motion was approved, and the meeting was adjourned at 8:00 p.m.

A handwritten signature in black ink, reading "Deborah Stalnaker". The script is cursive and fluid.

Mayor Signature

A handwritten signature in black ink, reading "Lisa Martin". The script is cursive and fluid.

Utilities Clerk Signature

# BEVERLY UTILITIES DEPARTMENT

Waste Water Treatment Plant

304-636-7815

5 Walnut Street

BEVERLY, WV 26253

TOWN HALL 304 636 5360

SEPTEMBER 2026

## Chief Operator Report

1. Monthly Samples
- ✓2. Eight loads of Sludge to Elkins (28000gal. \$1120.00)
- ✓3. Sensor at Lift Station #5 (would not report levels)
4. Called in Spill 9-22-26 Ref.# 42-9222601
5. Gear Box out of the North Rotor
6. Plant Maintenance and Up Keep