

**Board Meeting Agenda**

July 15, 2025  
4:00 p.m.

***Call Meeting to Order:***

***Reading and approval of the minutes:***

***Approval of the meeting agenda:***

***Review & Initial disbursements:***

***Questions / comments from the public:***

***Old Business:***

Landslide-CSX Greenbrier

***New Business:***

Bennett & Dobbins Engagement Letters

***Miscellaneous:***

Receive Monthly System Operations Report

***Set Next Meeting Date:*** August 21, 2025

***Adjourn Meeting:***

CENTRAL BOAZ PUBLIC SERVICE DISTRICT  
P.O.BOX 127  
PARKERSBURG, WV 26102

BOARD OF COMMISSIONERS MEETING

DATE: July 15, 2025

TIME: 4:00 P.M.

PLACE: Central Boaz PSD Vacuum Station, River Road, Boaz, WV

BOARD MEMBERS ATTENDING: Paul Tingler, Chairman, James Deem, secretary treasurer and Larry Hoffman, member.

OTHERS IN ATTENDANCE: Shayne Brabham, General Manager, AJ Allen, Assistant Manager

Chairman, Tingler called the meeting to order.

Commissioner Deem read the minutes from the previous meeting. Chairman Tingler asks for any comments or corrections. A motion to accept the minutes as presented was made by commissioner Deem and seconded by Commissioner Hoffman, motion passed unanimously.

Chairman Tingler asked for a motion to approve and accept the meeting agenda. A motion made by Commissioner Hoffman and seconded by commissioner Deem, passed unanimously.

**Disbursements:** The June 2025 disbursements were reviewed and initialed by all commissioners.

**Questions and Comments from the Public:** There were none.

**Old Business:** Landslide- Greenbrier/CSX

Mr. Brabham reported that the districts insurance company hired a firm to video the private storm sewer located on Greenbrier Avenue to determine the location of the failed pipe. The district is awaiting their report.

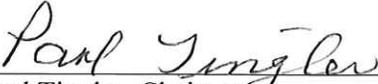
**New Business:**

Mr. Brabham presented to the board for approval, an engagement letter from Bennett and Dobbins PLCC to prepare the financial statements for the upcoming audit for a fee of \$2,650.00 and to prepare and submit the annual report to the West Virginia Public Service Commission for a matching fee of \$2,650.00. A motion to accept was made by commissioner Hoffman, seconded by commissioner Deem, passed unanimously.

**Miscellaneous:**

Mr. Brabham reported that the master meter supplying water to the district from the City of Vienna, had developed a leak on our side of the meter which meant it was registering as purchased water. We will be working closely with the city to get an adjustment or refund on our upcoming bill.

Chairman Tingler asked if there were any further business to come before the Board. A motion made by Commissioner Hoffman and seconded by commissioner Deem to adjourn passed unanimously and the meeting was adjourned at 4:15 PM.

  
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Paul Tingler, Chairman

  
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James Deem, Secretary / Treasurer

  
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Larry Hoffmann, Member