

Board Meeting Agenda

December 10, 2019
2:00 P.M.

Call Meeting to Order:

Reading and approval of the minutes:

Approval of the meeting agenda:

Review and Initial disbursements:

Questions / comments from the public:

Old Business:

- **Status of Projects:**
 - Freeport Area Water line Extension:
 - Newark Sewer; Spring Valley:

New Business: None at this time

Miscellaneous:

November 2019, System Operational Report

Review and approve DEP Security Agent Authorization Letter

Review and approve United Purchasing Card Application

Review Annual Depository Agreement (Wesbanco)

Next Meeting: January 14, 2020 @ 2:00pm

Adjourn Meeting:

CLAYWOOD PARK PUBLIC SERVICE DISTRICT
P.O.BOX 127
PARKERSBURG, WV 26102

BOARD OF COMMISSIONERS MEETING

DATE: December 10, 2019

TIME: 2:00 p.m.

PLACE: Claywood Park PSD Business Office, 594 Davisville Road, Davisville, WV 26142

BOARD MEMBERS ATTENDING: Michael Miller, Chairman, Edna Summers, Secretary/Treasurer.

OTHERS IN ATTENDANCE: Shayne Brabham General Manager, A.J. Allen, Assistant Manager.

Michael Miller, Chairman, presided. The Chairman called the meeting to order.

Chairman Miller asked if there were no objections, the Board would dispense with the reading of the minutes from the previous meeting, there were no objections. A motion to accept the minutes as presented was made by Commissioner Summers and seconded by Commissioner Miller passed unanimously.

Chairman Miller asked for a motion to approve and accept the meeting agenda. A motion made by Commissioner Summers and seconded by Commissioner Miller passed unanimously.

Disbursements: The November 2019 disbursements were reviewed and initialed by all commissioners present.

Questions and Comments from the Public There were none.

Old Business:

Freeport Area Waterline Extension Project: No updates at this time

Newark Sewer Phase II / Spring Valley Sewer Project: No updates at this time

New Business: Nothing at this time

Miscellaneous: Mr. Brabham presented the board the DEP Security Agent Letter that would allow Mr. Brabham to execute and submit all DEP reporting and permitting electronically. A motion to approve made by Commissioner Summers and seconded by Commissioner Miller passed unanimously.

Mr. Brabham presented the board for review the WesBanco Annual Depository Agreement.

Mr. Brabham presented the board a resolution to review and approve a United Bank Purchasing Card Agreement. This resolution allows the addition of two (2) purchasing cards for AJ Allen, Assistant Manager and Erica Johnson, Special Projects Coordinator, with a limit of \$2500.00 each. A motion to approve was made by commissioner Summers and seconded by commissioner Miller passes unanimously.

Mr. Brabham reported the District had repaired 3 main waterline breaks, in November 2019.

Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Summers and seconded by Commissioner Miller to adjourn the meeting, passed unanimously, and the meeting was adjourned at 3:25 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

(Board seat vacant)