

Board Meeting Agenda

January 14, 2020
2:00 P.M.

Call Meeting to Order:

Reading and approval of the minutes:

Approval of the meeting agenda:

Review and Initial disbursements:

Annual Election of Officers

Questions / comments from the public:

Old Business:

- **Status of Projects:**

- Freeport Area Water line Extension:
 - Review and consider for approval WDA eVendor agreement
 - Review and consider for approval Environmental Justice Certification
 - Receive Report
 -
- Newark Sewer; Spring Valley: Receive Report, Consider approval of drawdowns.

New Business: None at this time

Miscellaneous:

Review and consider for approval, the Lowe & Assoc. 2019 Audit Agreement

December 2019, System Operational Report

Next Meeting: February 11, 2020 @ 2:00pm

Adjourn Meeting:

Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

January, 14 2020 AT 2:00 PM

NAME

ADDRESS

John Tsaw	NOVRC
Rick Carter	SVHOA
Stephanie Conley	SVHOA
Wilson Barber	Spring HOA
Todd Grinstead	WV RWA
Donna Freeland	SP SVHOA
Rzua Wayne	S.V. HOA

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

BOARD OF COMMISSIONERS MEETING

DATE: January 14, 2020

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, Todd Grinstead, WVRWA, John Isner, MOVRC, Rick Conley, Stephanie Conley, Wilson Barker, Donna Freeland and Reva Wayne all from Spring Valley Home Owners Association (HOA)

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 December 2019 disbursements were reviewed and initialed by all commissioner's present.

Annual Election of officers: A motion made by commissioner Summers and seconded by commissioner Miller to elect Michael Miller as Chairman for 2020, passed unanimously.

Questions and Comments from the Public: Rick Conley, Stephanie Conley, Wilson Barker, Donna Freeland and Reva Wayne all from Spring Valley Homeowners Association (HOA) asked if the district could provide some guidance on how to collect money owed by residence of Spring Valley with unmetered water entering the sewer collection system. Mr. Conley explained that some properties use buckets or rain barrels for water instead of using the public water system. Mr. Brabham explained that the PSC approved tariff should have provisions to charge customers for unmetered water. The Spring Valley HOA will be providing the district with names and addresses to assist with billing for these unmetered accounts.

Old Business:

Freeport Area Waterline Extension Project: Mr. John Isner, MOVRC presented to the board for consideration and approval, WDA Draw #4 in the amount of \$2,513.52 for MOVRC project administrative fees and Claywood Park PSD reimbursement fees for a DEP stormwater permit. A motion to approve made by commissioner Summers and seconded by commissioner Miller. Passed unanimously.

Mr. John Isner, MOVRC presented to the board for consideration and approval a WDA eVendor agreement. A motion was made by commissioner Summers and seconded by commissioner Miller passed unanimously.

Mr. John Isner, MOVRC presented to the board for consideration and approval an Environmental Justice Certification. A motion was made by commissioner Summers and seconded by commissioner Miller passed unanimously.

Newark Sewer Phase II / Spring Valley Sewer Project: Mr. John Isner, MOVRC presented to the board for consideration and approval, WDA Draw #4 in the amount of \$3,022.50 for MOVRC project administrative fees. A motion to approve made by commissioner Summers and seconded by commissioner Miller passed unanimously.

New Business: Nothing at this time

Miscellaneous: Mr. Brabham presented to the board for consideration and approval an agreement for Lowe and Associates to perform the 2019 annual audit in the amount of \$8,550. A motion to approve made by Commissioner Summers and seconded by Commissioner Miller passed unanimously.

Mr. Brabham reported the District had repaired 2 main waterline breaks and 1 service line leak in December 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 3:06 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

(Board seat vacant)