

**Board Meeting Agenda**

February 11, 2020  
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: Receive Report, Consider approval of drawdown
- Newark Sewer; Spring Valley: Receive Report, Consider approval of drawdown.

**New Business:** None at this time

**Miscellaneous:** Consider approval to purchase vehicles through the WV state purchasing contract for water and sewer departments

Consider approval for Chairman Miller to execute documents associated with vehicle purchases.

January 2020, System Operational Report

**Next Meeting:** March 10, 2020 @ 2:00pm

**Adjourn Meeting:**

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

BOARD OF COMMISSIONERS MEETING

DATE: February 11, 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 (via telephone).

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

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 January 2020 disbursements were reviewed and initialed by all commissioner's present.

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

**Old Business:**

**Freeport Area Waterline Extension Project:** Mr. Luke Peters, MOVRC presented to the board for consideration and approval, WDA Draw #5 in the amount of \$507.45 for MOVRC project administrative fees. A motion to approve made by commissioner Summers and seconded by commissioner Miller. Passed unanimously.

**Newark Sewer Phase II / Spring Valley Sewer Project:** Mr. Luke Peters, MOVRC presented to the board for consideration and approval, WDA Draw #5 in the amount of \$2,415.20 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 discussed the need to purchase one vehicle for the wastewater division for approximately \$27,800.00 and one vehicle for the water division for approximately \$24,900.00 through the WV state purchasing contract. After a brief discussion, a motion was made by commissioner Summers and seconded by commissioner Miller to authorize Mr. Brabham to order the vehicles for both its water and wastewater divisions, passed unanimously.

After a brief discussion, commissioner Summers made a motion to authorize commissioner Miller to execute any documents associated with the purchasing of the vehicles. Motion was seconded by commissioner Miller, passed unanimously.

Mr. Brabham reported the district installed one new water tap in January 2020.

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 2:15 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

(Board seat vacant)