

## Board Meeting Agenda

March 10, 2020  
2:00 P.M.

**Call Meeting to Order:**

**Reading and approval of the minutes:**

**Approval of the meeting agenda:**

**Introduction of new Board Member**

**Review and Initial disbursements:**

**Questions / comments from the public:**

**Old Business:**

- **Status of Projects:**
  - Freeport Area Water line Extension:
    - Review and consider for approval WDA Drawdown #6
    - Receive Report
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  - Newark Sewer; Spring Valley:
    - Review and consider for approval WDA Drawdown #6
    - Receive Report

**New Business:** None at this time

**Miscellaneous:**

Review and consider for approval, Utility Construction Agreement

February 2020, System Operational Report

**Next Meeting:** April 14, 2020 @ 2:00pm

**Adjourn Meeting:**

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

BOARD OF COMMISSIONERS MEETING

DATE: March 10, 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, Jim Cox, member

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 February 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 #6 in the amount of \$30,877.13 for MOVRC project administrative fees and Bennett & Dobbins for project accounting services. 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 #6 in the amount of \$35,604.13 for MOVRC project administrative fees, Bennett & Dobbins project accounting services and Cerrone Associates for project design. A motion to approve made by commissioner Summers and seconded by commissioner Miller passed unanimously.

Mr. Luke Peters, MOVRC discussed with the board that the amount received from USACE project grant was not enough to cover the total invoice from Cerrone Associates for project design work. Mr. Peters suggested to the board that Claywood Park could cover the remaining \$989.07 and then would be reimbursed on the next project drawdown. Commissioner Summers made a motion to approve and was seconded by commissioner Miller, passed unanimously.

Mr. Luke Peters, MOVRC presented to the board for consideration and approval for a request to the

USACE for a reimbursement in the amount of \$58,500.00 for the attached invoices listed on the resolution. A motion to approve was made by commissioner Miller and was seconded by commissioner Summers, passed unanimously.

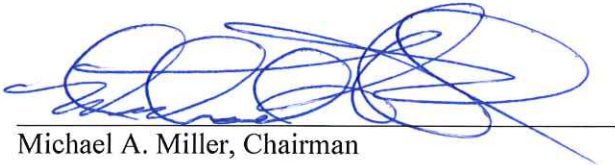
**New Business:** Nothing at this time

**Miscellaneous:** Mr. Brabham discussed that the district received a letter from the Wood County Commission requesting account balances in the working capital reserve accounts and any associated expenditures from those accounts. Mr. Brabham said he would submit all the information that was requested by the end of the week.

Mr. Brabham presented to the board for consideration and approval a utility construction agreement between Claywood Park and Central Boaz PSD. This would allow Claywood Park to perform necessary repairs/improvements with Claywood Park owned equipment and invoice Central Boaz PSD \$100/hour for its services. A motion was made by Commissioner Summers to accept, seconded by Commissioner Miller, passed unanimously.

Mr. Brabham reported the district repaired a main line leak in Mountwood Park located near the marina.

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 3:10 p.m.



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Michael A. Miller, Chairman



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Edna Summers, Member



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Jim Cox, Member