

Board Meeting Agenda

April 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:

Questions / comments from the public:

Old Business:

- **Status of Projects:**
 - Freeport Area Water line Extension:
 - Receive Report
 - USDA Form RD 465-1
 - Newark Sewer; Spring Valley:
 - Receive Report

New Business: None at this time

Miscellaneous:

COVID-19

February 2020, System Operational Report

Next Meeting: May 12, 2020 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: April 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, Jim Cox, member

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 March 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. Brabham reported only four rights-of-way were remaining to be executed and the booster station site has yet to be purchased. Due to the social distancing required by the governor, it makes it difficult to obtain these last few items to proceed on schedule.

Newark Sewer Phase II / Spring Valley Sewer Project: Nothing to report at this time

New Business: Nothing at this time

Miscellaneous: Mr. Brabham discussed the current staffing and procedure changes that have been implemented due to the COVID-19 pandemic. The customer lobby has been closed and the district is still processing customer payments through the drive-up window and drop box. The district has been operating with reduced staff and modified work schedules.

Mr. Brabham reported the district repaired a main line leak in in the Kanawha area which caused property damage to a customers work shop. A claim was filed with the districts insurance company and is awaiting a response from claims division.

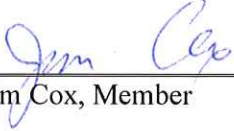
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Summers and seconded by Commissioner Cox to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:48 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member