

Board Meeting Agenda

May 12, 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
 - Drawdown #7
 - DWTRF Binding Commitment Letter
 - USACE Resolution
 - USACE Reimbursement Request
 - Newark Sewer; Spring Valley:
 - Receive Report
 - Drawdown #7

New Business: None at this time

Miscellaneous:

COVID-19

April 2020, System Operational Report

Next Meeting: June 9, 2020 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: May 12, 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 April 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 presented a resolution to the board for approval, Drawdown #7 in the amount of \$1,698.01 for MOVRC administrative invoices and a reimbursement to Claywood Park for Wirt County Courthouse filing fees. A motion to accept was made by Commissioner Summers and seconded by Commissioner Miller, passed unanimously. Mr. Brabham presented a binding commitment letter from the DWTRF for partial project funding. A motion was made authorizing commissioner Miller to sign made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

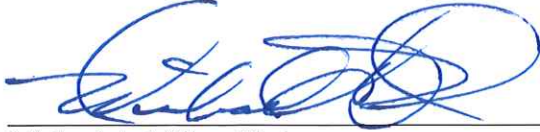
Newark Sewer Phase II / Spring Valley Sewer Project: Mr. Brabham presented a resolution to the board for approval, Drawdown #7 in the amount of \$37,935.78 for MOVRC administrative fees, Cerrone Associates for project design fees. A motion to accept was made by commissioner Summers and seconded by commissioner Miller, passed unanimously. Mr. Brabham presented to the board for approval a resolution request to the USACE for reimbursement in the amount of \$58,500.00 for project related reimbursements. A motion to accept was made by commissioner Summers and seconded by commissioner Miller, passed unanimously.

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 is now working with a full staff and practicing social distancing.

Mr. Brabham reported the district repaired a main line break and one water service leak.

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 2:58 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member