



Board Meeting Agenda

December 8, 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
 - Construction Contract

 - Newark Sewer, Spring Valley:
 - Receive Report

New Business:

Miscellaneous:

Board Member Workers Compensation

November 2020, System Operational Report

Next Meeting: January 12, 2021 @ 2:00pm

Adjourn Meeting:

BOARD MEETING SIGN IN SHEET

December, 8 AT 2:00 PM

NAME	ADDRESS
Rob Steptoe Crews & Assoc	69 Clay St Morgantown 26501 304-276-5273 (mobile)

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

BOARD OF COMMISSIONERS MEETING

DATE: December 8, 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, Rob Steptoe, Director, Cruze & Associates.

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 Cox and seconded by Commissioner Summers passed unanimously.

Chairman Miller asked for a motion to approve and accept the meeting agenda. A motion made by Commissioner Cox and seconded by Commissioner Summers passed unanimously.

Disbursements: The November 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 that the pre-construction conference was held on November 19, 2020 at the district office. Construction contracts had been signed by Cerrone Associates and Stonegate Construction. Mr. Brabham asked if Chairman Miller would execute and sign the contracts so that they could be returned back to Cerrone Associates for distribution. The contractor plans on starting January 11, 2021.

Newark Sewer Phase II / Spring Valley Sewer Project:

Mr. Brabham reported that approximately 60 rights-of-ways had been obtained and the engineer would continue to secure the remaining easements.

Mr. Brabham reported that a meeting was held with the USACE and the Indian Tribes to discuss the draft Programmatic Agreement which would be in place through the construction of the sewer project. The draft agreement outlined the steps taken between all parties if significant findings occurred during excavation. After a brief discussion, commissioner Summers made a motion authorizing Chairman Miller to sign the final agreement, seconded by commissioner Cox, passed unanimously.

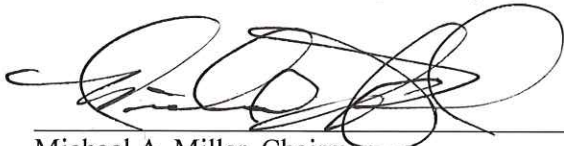
New Business: Nothing at this time

Miscellaneous:

Mr. Robert Steptoe, Director, Cruze & Associates presented to the board for discussion, a progress report of the Series 2008 water revenue bond refinance status. After a brief discussion, Mr. Steptoe reported he would be attending the January 12 2021, board meeting with the final bond resolution and then proceed with finalizing Series 2021 bond.

Operations Report: Mr. Brabham reported that the district installed four water taps, repaired 4 water service line leaks and two main line leaks.

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 2:47 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member