

Board Meeting Agenda

May 11, 2021
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:
 - Drawdown #4
 - Receive Report
 - Newark Sewer; Spring Valley:
 - Receive Report

New Business: Nothing at this time

Miscellaneous:

Review 2020 Audit Management Letter

Review and consider approval of swimming pool adjustment policy

WV PSC formal complaint filed against district (Case No. 21-0362-PWD-C)

April 2021, System Operational Report

Next Meeting: June 8, 2021 @ 2:00pm

Adjourn Meeting:

594 Davisville Rd. ♦ Davisville, WV 26142

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

BOARD OF COMMISSIONERS MEETING

DATE: May 11, 2021

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 and Ryan Osborne, 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 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 Summers and seconded by Commissioner Cox, passed unanimously.

Disbursements: The April 2021 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. Osborne, MOVRC, presented to the board for consideration, Drawdown #4 in the amount of \$170,778.24. Stonegate Construction to receive \$135,116.37, MOVRC to receive \$948.48 for project administration, Cerrone Associates to receive \$18,183.89 for on-site inspection and \$16,529.50 for WYDOH occupation fees and surety bond. A motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Mr. Brabham reported that the district is omitting approximately 700 feet of Line 5 due to lack of customer sign-up.

Newark Sewer Phase II / Spring Valley Sewer Project:

Nothing at this time

New Business:

Nothing at this time

Miscellaneous:

Mr. Brabham presented to board for review a management letter provided by Lowe & Associates which discussed the duties of the auditor and the findings of the 2020 audit. After review, the letter was signed and once received by Lowe and Associates, the final 2020 audit would be released.

Mr. Brabham presented to the board for consideration and approval a swimming pool adjustment policy. House Bill 2370, Article 13A exempts paying for sewer related charges when filling privately owned swimming pools. After review, a motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Mr. Brabham discussed with the board concerning a formal complaint that was filed with the WV PSC against the district. (CASE NO. 21-0362-PWD-C). The complainant claims that she was charged for water she did not use. The water meter was tested with passing results and was once again tested by the WV PSC which had passing results as well. The PSC granted her interim relief on the bill in question until the case can be finalized. The district made answer to the PSC with supporting documents which supports our claim that the meter was accurate and she was responsible to pay the bill. The district recommended that the case be dismissed. The ALJ has until September 10, 2021 to render a decision.

Operations Report: Mr. Brabham reported that the district had one mainline leaks, one water service leak and four new water taps.

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 2:35 p.m.

Michael A. Miller, Chairman

Edna Summers, Member

Jim Cox, Member