



Board Meeting Agenda

August 9, 2022
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:**
 - Newark Sewer; Spring Valley:
 -
 - Receive Report
 - Approve Drawdown

New Business: Nothing at this time

Miscellaneous:

Dutch Ridge Water Line/Water Meter Replacement Project

Sewage Lift Station Replacement/Rate Increase

Review and Approve Bennett & Dobbins Engagement Letters

July 2022, System Operational Report

Next Meeting: September 13, 2022 @ 2:00pm

Adjourn Meeting:

Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

August 9, 2022 AT 2:00 PM

NAME

ADDRESS

NAME	ADDRESS
Ratna Khatke	MOVRC

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

BOARD OF COMMISSIONERS MEETING

DATE: August 9, 2022

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 and Jim Cox member.

OTHERS IN ATTENDANCE: Shayne Brabham General Manager, A.J. Allen, Assistant Manager, Katrina Kratche, 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 Cox, passed unanimously.

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

Disbursements: The July 2022 disbursements were reviewed and initialed by all commissioner's present.

Questions and Comments from the Public: There were none

Old Business:

Newark Sewer Phase II / Spring Valley Sewer Project:

Ms. Kratche provided an update of the archeologists performing the phase 1 study in a few specific project areas. To date, nothing significant has been found. They intend on finishing by the end of the week and will have a status report provided by the following week. A project team conference call is scheduled for Wednesday, August 17 at 11:00 am.

New Business:

Nothing at this time

Miscellaneous:

Mr. Brabham present to the board an engagement letter from Bennett and Dobbins, PLLC to prepare the financials for annual audit for the sum of \$10,400.00. A motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Mr. Brabham present to the board an engagement letter from Bennett and Dobbins, PLLC to prepare and submit the annual report to the public service commission for the sum of \$2,400.00. A motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Dutch Ridge Water Line/Water Meter Replacement Project

Ms. Kratche presented to the board for approval an agreement for MOVRC to administer the project for the sum of \$40,000.00 which is in the budget and will be paid with project funds. A motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

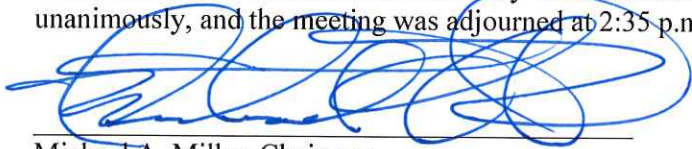
Ms. Kratche presented to the board for consideration an acknowledgement of uniform bidding procedures required for the IJDC application. A motion to accept was made by chairman Miller, seconded by commissioner Summers, passed unanimously.

Sewage Lift station Replacement/Sewer Rate Increase

Mr. Brabham discussed with the board the engineers estimated cost to replace the failing lift station is \$400,000.00. A project of this size is difficult to secure state/federal funding and would be better suited for private financing or be allocated ARPA money from the wood county commission or a combination of the two. Once the accountant completes the financials, the district plans to approach the commission to advance on the project.

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

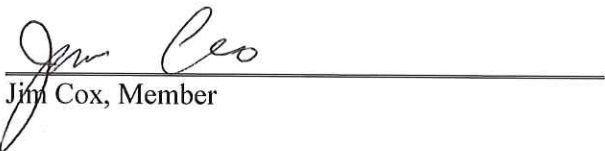
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Summers and seconded by Commissioner Cox to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:35 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member