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## Board Meeting Agenda

September 13, 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
    - Review and Approve USACE PPA

***New Business:*** Nothing at this time

***Miscellaneous:***

Dutch Ridge Water Line/Water Meter Replacement Project

Sewage Lift Station Replacement/Rate Increase

Review and Approve Lowe and Associates Engagement Letters

Health Insurance Renewal

August 2022, System Operational Report

***Next Meeting: October 11, 2022 @ 2:00pm***

***Adjourn Meeting:***

# Claywood Park

Public Service District

## BOARD MEETING SIGN IN SHEET

September 13, 2022 AT 2:00 PM

NAME

ADDRESS

NAME	ADDRESS
Lesh Stone Smith	USACE 502 8th St Huntington WV 25901
Katrina Kratche	MOVRC
Luke Peters	MOVRC

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

BOARD OF COMMISSIONERS MEETING

DATE: September 13, 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, Luke Peters, MOVRC and Lesli Smith, USACE.

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 Commissioner Cox, passed unanimously.

**Disbursements:** The August 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:**

Lesli Smith, USACE, presented the final PPA Agreement to the board for review and final signature by chairman Miller. A resolution was adopted in August authorizing chairman Miller to execute, so no motion was needed.

Mr. Peters, MOVRC, provided an update of the archeologists performing the phase 1 study in a few specific project areas. After the summary was prepared, it was determined that there was an area of concern and should be avoided, shown on the map provided by Ms. Kratche. Mr. Peters discussed the options the district could pursue. One option is for the district to obtain ownership of the existing sewage collection system in this area to prevent any disturbance. The second option is to remove this area of concern from the project and start an additional phase to be completed later, which would allow a phase II study to be performed and potentially cleared for the installation of the new sewer collection system. The HOA would need to provide all O&M on this area until the new sewer lines are installed.

**New Business:**

Nothing at this time

**Miscellaneous:**

Mr. Brabham present to the board an engagement letter from Lowe and Associates, PLLC, to prepare the annual audit for the sum of \$8,550.00. A motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

**Dutch Ridge Water Line/Water Meter Replacement Project**

Mr. Peters, MOVRC, informed the board that the project had been uploaded to the IJDC dashboard and would be reviewed by council in November. Mr. Brabham commented that once project is approved by IJDC, the board will need to approve the project then approach the Wood County Commission for a water rate adjustment. .

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

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 3:09 p.m.

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Michael A. Miller, Chairman



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Edna Summers, Member



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Jim Cox, Member