



Board Meeting Agenda

March 14, 2023
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

Dutch Ridge Water Line/Water Meter Replacement Project

Receive Report

New Business:

Read and Approve Resolution to change water rate (1 of 2 readings)

Read and Approve Resolution to change sewer rate (1 of 2 readings)

Miscellaneous:

Amend Section 27 Employee Handbook

February 2023, System Operational Report

Next Meeting: April 11, 2023 @ 2:00pm

Adjourn Meeting:

BOARD MEETING SIGN IN SHEET

March 14, 2023 AT 2:00 PM

NAME

ADDRESS

| NAME | ADDRESS |
|-----------------|---------|
| Katrina Klatche | MOVRC |
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CLAYWOOD PARK PUBLIC SERVICE DISTRICT
P.O.BOX 127
PARKERSBURG, WV 26102

BOARD OF COMMISSIONERS MEETING

DATE: March 14, 2023

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.

Chairman Miller 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 February 2023 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, MOVRC, stated that a meeting was held with Spring Valley Home Owners Association discussing the outcome of the final design and which portion of the sanitary sewer system would remain the responsibility of the HOA. A final agreement will be prepared and reviewed before getting final approval from the West Virginia Public Service Commission.

Dutch Ridge Water Line/Meter Replacement Project

Ms. Kratche, MOVRC, informed the board the project is still on schedule. Hoping to receive final grant commitment from USACE and awaiting the outcome of water rate increase required to partially fund the project.

New Business:

Mr. Brabham presented to the board a resolution prepared by district attorney, James Kelsh, of Bowles Rice, to change sewer rates and approve a sewer improvement project. A motion to accept was made by Commissioner Summers and seconded by Commissioner Cox, passed unanimously. The attached resolution will be adopted after the second reading and public hearing.

Mr. Brabham presented to the board a resolution prepared by district attorney, James Kelsh of Bowles Rice to change water rates and improving a water system improvements project. A motion to accept was made by commissioner Summers and seconded by commissioner Cox, passed unanimously. The attached resolution will be adopted after the second reading and public hearing.

Miscellaneous:

Mr. Brabham presented to the board for consideration a resolution to amend section 27 of the employee handbook increasing the amount given to qualifying employees for their meal allowance (s) due to inflation. The current allowance is \$6.00 for breakfast and \$8.00 for dinner. Mr. Brabham recommended the current amounts be increased to \$8.00 and \$12.00. After a brief discussion, Commissioner Summers made a motion to increase the meal allowances to \$10.00 and \$15.00. The motion was seconded by Commissioner Cox, passed unanimously.

Operations Report: Mr. Brabham reported that the district had one water service leak and one water tap.

Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Summers to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:41 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member