

Board Meeting Agenda

June 13, 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
- Review and Approve Archeologist Proposal

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Legal Agreement Addendum

New Business:

- Review and Approve 2022 Water Audit
- Review and Approve 2022 Sewer Audit
- Review and Approve 2023-2024 Water Budget
- Review and Approve 2023-2024 Sewer Budget
- Review and Approve Sewer Ordinance

Miscellaneous:

May 2023, System Operational Report

Next Meeting: July 13, 2023 @ 2:00pm

Adjourn Meeting:

594 Davisville Rd. ♦ Davisville, WV 26142

P.O. Box 127 ♦ Parkersburg, WV 26102

Phone: 304-422-6042 ♦ Fax 304-422-4014

Email: claywood@woodpsd.org ♦ www.woodpsd.org

Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

June 13th, 2023 AT 2:00 PM

NAME

ADDRESS

KATRINA KRATCHE

MORRIS

594 Davisville Rd. ♦ Davisville, WV 26142

P.O. Box 127 ♦ Parkersburg, WV 26102

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

BOARD OF COMMISSIONERS MEETING

DATE: June 13, 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: A.J. Allen, Assistant Manager and Katrina Katche, 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 May 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, informed the board that there has been limited interest from the archeology firms that were provided proposals by MOVRC to perform the necessary work. MOVRC is reaching further out to the surrounding states to attempt to get additional interest in performing the archeological duties required by SHPO and the USACE. Ms. Kratche asked the board to extend the due date of the proposals to June 30, 2023 to allow more time. A motion to extend the date was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Ms. Kratche, MOVRC, informed the board that the funding scenario had changed and that USACE is no longer providing the \$1.5 million dollar grant and they are currently seeking congressional funding from Senator Manchin.

Ms. Kratche provided the board for approval addendum to the legal agreement with Bowles Rice LLP to perform legal services for the Dutch Ridge Project due to the funding scenario changing. A motion to

accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

New Business:

Mr. Allen presented to the board for approval, the completed 2022 water audit. Mr. Allen reported that there were no significant findings in the report. A motion to approve was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Mr. Allen presented to the board for approval, the completed 2022 sewer audit. Mr. Allen reported that there were no significant findings in the report. A motion to approve was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

Mr. Allen presented to the board for approval, the 2023/2024 water and sewer budgets. Mr. Allen reported that the newly approved rate increases in both water and sewer were included and reflects the proposed increase in revenue. Mr. Allen also discussed proposed annual employee pay raises and the Federal cost of living adjustment (COLA) of 8.7%. A motion to accept as presented and not to exceed the 8.7% was made by commissioner Summers and seconded by commissioner Cox, passed unanimously.

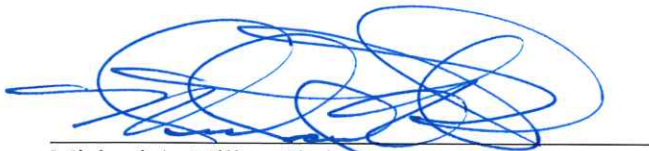
Mr. Allen presented the board for approval a revised sewer use ordinance prepared by Mr. James Kelsh, Bowles Rice, to include the updated regulations which have changed since our current ordinance was executed. A motion to accept was made by commissioner Cox and seconded by commissioner Summers, passed unanimously.

Miscellaneous:

Operations Report: Mr. Allen reported that the district had three water service leaks

Chairman Miller requested that the July meeting be moved to July 5, at 2:00 pm due to a conflict.

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 3:35 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

Jim Cox, Member