

Board Meeting Agenda

August 8, 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

- Review and Approve HOA Agreement

- Dutch Ridge Water Line/Water Meter Replacement Project

- Receive Report

New Business:

Bennett & Dobbins Engagement Letters

Miscellaneous:

July 2023, System Operational Report

Next Meeting: September 12, 2023 @ 2:00pm

Adjourn Meeting:

Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

August 8, 2023 AT 2:00 PM

NAME

ADDRESS

NAME	ADDRESS
<i>Katrinae Kratke</i>	<i>MOVRC</i>
<i>Luke Peters</i>	<i>MOVRC</i>

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

BOARD OF COMMISSIONERS MEETING

DATE: August 8, 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, Luke Peters and Katrina Kathe, 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 July 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, presented to the board a summary sheet for the archeological monitoring proposals that have been received to perform on-site monitoring during construction. After some discussion and review a motion to approve the firm of Commonwealth Chronicle Heritage was made by commissioner Summers with the condition that they extend the proposal amount through 2024, motion seconded by commissioner Cox, passed unanimously.

Mr. Brabham presented to the board for approval an agreement between Claywood Park and the Spring Valley Home Owners Association (HOA) agreeing to take over the remaining HOA customers at the close of Phase I of the project. The moratorium will remain in effect until the completion of Phase II. A motion to approve was made by commissioner Summers, seconded by chairman Miller, passed unanimously. Mr. Brabham will hand deliver to the HOA so they can present the agreement at their monthly association meeting. Once both parties have executed the agreement it will then be submitted to the WV PSC for final approval.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Peters and Ms. Kratche, MOVRC, informed the board that the project did not receive the congressional funding of \$1,200,000.00 that was in the funding application submitted for the project. Mr. Peters explained that there has been discussions with the project team and was recommended that we continue with the project, obtaining the necessary permits and rights-of-ways so the project will be on schedule. Additional funding may be available early in 2024.

New Business:

Mr. Allen presented to the board for approval, an engagement letter from Bennett & Dobbins to prepare the 2023 annual report for the sum of \$3000.00. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Mr. Allen presented to the board for approval, an engagement letter from Bennett & Dobbins to prepare the year end financial statements for the sum of \$10,400.00. A motion to accept was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had three water main breaks two water service leaks and no new taps installed.

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 3:32 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member