

Board Meeting Agenda

October 10, 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
 - WDA Note Extension

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report

New Business:

WV State Auditor Proposal
2024 Health Insurance Renewal
Edward Jones Presentation

Miscellaneous:

September 2023, System Operational Report

Next Meeting: November 14, 2023 @ 2:00pm

Adjourn Meeting:

Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

October 10, 2023 AT 2:00 PM

NAME	ADDRESS
Katherine Kretche	MORRIS
Jason Graser	Edward Jones

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

BOARD OF COMMISSIONERS MEETING

DATE: October 10, 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 Katche, MOVRC and Jason Graser, Edward Jones.

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 September 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, provided a brief update of the project. There is one outstanding easement that has yet to be acquired. Once the final title opinion is issued, the project will be ready to advertise for bid.

Mr. Brabham presented the board a resolution authorizing extension the maturity date for the construction anticipation note with the Water Development Authority (WDA) to May 1, 2024. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Ms Kratche reported that the rights-of-ways have been prepared and acquisition will start in the next few weeks. The project still remains \$1,200,000.00 short on funding and MOVRC will continue to secure the needed funds.

New Business:

Mr. Allen presented to the board for approval, a contract awarding accounting services to Lowe & Associates to perform the annual audit. RFP's were sent out to multiple qualifying firms and the district only received a proposal from Lowe & Associates. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Mr. Brabham presented to the board for approval the 2024 Employee Health Insurance renewal from Highmark with a 6 percent increase over last years premium. A motion to accept was made by commissioner Summers, seconded by chairman Miller, passed unanimously.

Mr. Graser, financial advisor with Edward Jones addressed the board about an opportunity to invest the districts reserve accounts along with its restricted accounts for much larger returns than we are receiving now through our local banks. He advised the board to speak to our accountant on percentage of funds to invest and how much of the funds should remain local. The board advised Mr. Brabham to contact the accountant for guidance and report back at the November board meeting.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had one water main breaks, six water service leaks and four 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 2:51 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member