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## **Board Meeting Agenda**

*November 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:***

Engagement Letter Accounting Services  
Grinder Pump Replacement Core Lease/Purchase

***Miscellaneous:***

October 2023, System Operational Report

***Next Meeting: December 12, 2023 @ 2:00pm***

***Adjourn Meeting:***



# BOARD MEETING SIGN IN SHEET

Nov, 14, 2023 AT 2:00 PM

NAME

ADDRESS

Katherine Keatche  
Mary Montgomery

MOV/RC  
47 Rail Trail Cane Davisville

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

BOARD OF COMMISSIONERS MEETING

DATE: November 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 Kathe, MOVRC and Mary Montgomery, customer.

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 October 2023 disbursements were reviewed and initialed by all commissioner's present.

**Questions and Comments from the Public:**

Ms. Montgomery questioned why the district has 3 different rate schedules and that her bill was much higher than others in her area. Mr. Brabham explained that the project that provided her residence with water service most likely did not have a lot of grant money provided and the majority was a loan. Mr. Brabham informed Ms. Montgomery that the rate schedules were approved by the West Virginia Public Service Commission (WVPSC) at that time. Ms. Montgomery asked if the rates could be unified. Mr. Brabham responded that the district had looked at the possibility of rate unification in the past but the WVPSC described that it would be "rate shock".

**Old Business:**

**Newark Sewer Phase II / Spring Valley Sewer Project:**

Ms Kratche, MOVRC, provided a brief update of the project. The contracts have been put out for bid, there is a mandatory pre-bid meeting scheduled for November 15, 2023 at 11:00 am at the district office. The bids will be opened December 1, 2023.

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

Ms Kratche reported that a funding gap of \$1,200,000.00 is still needed for the project to be fully funded due to not receiving the congressional funding from Senator Manchin's office. Luke Peters MOVRC, contacted the Water Development Authority (WDA) asking for additional funds to bridge the funding gap. Mr. Peters was informed that if there could be local money contributed towards the project, then WDA could possibly contribute additional grant funds. Mr. Brabham suggested that the district could contribute up to \$100,000.00 using our working capital account to help secure the additional funds needed. A motion to allocate up to \$100,000.00 was made by commissioner Summers, seconded by chairman Miller, passed unanimously.

### **New Business:**


Mr. Allen presented to the board for approval, an engagement letter from Lowe & Associates, PLCC to perform auditing services for year end June 30, 2023 in the amount of \$8,600.00. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Mr. Brabham presented to the board a lease/purchase loan proposal from United Bank in the amount of \$250,000.00, 5.40% ,5 year term, to purchase replacement sewage grinder pump cores. The pump cores are needed to replace some existing pumps that are failing. These pumps are nearly 20 years old and have reached the end of the expected life cycle. A motion to accept was made by chairman Miller, seconded by commissioner Summers, passed unanimously.

### **Miscellaneous:**

Operations Report: Mr. Brabham reported that the district had one water main breaks, seven water service leaks and four new taps installed.

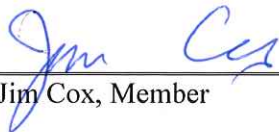
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Summers to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:35 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member