



Board Meeting Agenda

March 12,, 2024
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:

Conflict of Interest Policy

Edward Jones Investment Proposal

Miscellaneous:

System Operational Report

Next Meeting: April 9, 2024 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: March 12, 2024

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 (telephonically).

OTHERS IN ATTENDANCE: Shayne Brabham General Manager, A.J. Allen, Assistant Manager, Dana Tackett, MOVRC and Roger Whited, 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 February 2024 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:

Mr. Brabham provided a status update of the project. Work had started on Contract 3 early this week with the decommissioning of the sewer lagoon. Contract 1 & 2 work is planning to start the first part of April.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham reported that the district is at 54 percent complete on obtaining the necessary rights-of-ways required for the project. The district will continue with its rights-of-way efforts in hopes of having them complete by May 2024.

New Business:

Mr. Brabham presented to the board for approval a Conflict of Interest Policy for the district board members and staff. This policy is a USDA requirement for the loan funds committed for the Dutch Ridge Waterline Replacement Project. After a brief discussion, commissioner Summers made a motion to accept, seconded by chairman Miller, passed unanimously.

Mr. Brabham presented to the board for consideration an investment scenario for qualifying funds to be deposited in interest bearings accounts with Edward Jones. After a detailed discussion, commissioner Summers made a motion that the district intends to enter into an agreement with Edward Jones to open account(s) for water and sewer Cash Working Capital Reserve (CWCR), Repair and Replacement (R&R), Security Deposits and Vehicle Replacement Fund in accordance to WV Legislative Code 8-13-22A and 8-13-22C. Wherein, any and all funds will be deposited into interest bearing accounts, segregated by numerical identification and will be used and directed at the sole discretion of the board and management under direction of the board, and was seconded by commissioner Cox, passed unanimously.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had one water main breaks and one new water tap installed.

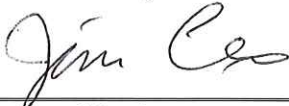
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Summers to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:37 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member