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

BOARD OF COMMISSIONERS MEETING

DATE: May 12, 2026

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 and AJ Allen, Assistant Manager

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 Summers and seconded by Commissioner Cox, passed unanimously.

Chairman Miller asked for a motion to approve and accept the meeting agenda. A motion made by Commissioner Summers and seconded by Chairman Miller, passed unanimously.

**Disbursements**: The April 2026 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 reported that Cerrone Associates had resumed smoke testing and flow monitoring to identify the inflow and infiltration (I&I) affecting the newly installed gravity sewer system and lift station. Expected to have a full report by the first of June along with a plan of corrective action.

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

Mr. Brabham presented to the board for approval, drawdown No. 18 in the amount of $82,616.48. Cerrone Associates to be paid $2,250.00 for project administration services, $185.00 for a reimbursement to Claywood Park PSD for Bac-T sampling and $82,616.48 to RDR Utility Services for construction. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham reported that the contractor has begun pressure testing of the main water line and will continue all this week. No tie-ins have been currently scheduled. The boring crew will be on-site next week to drill the remaining section of mainline. Once that is complete, the contractor will resume pressure testing.

**New Business:**

ACH Fees:

Mr. Allen reported that our billing provider will no longer be able to offer free ACH transactions starting in June. There will be a $1.50 transaction fee that will be charged to the account holder. The district is preparing to notify customers of this change on the next billing cycle.

PEIA Retiree Benefits:

Mr. Brabham reported that he had spoken to the insurance assistant lead to determine if the district could pursue paying a portion of all future retirees PEIA insurance premiums. That option only applies to employees who have had 10 years of service prior to 7/1/2008 according to their representative. Chairman Miller stated that it would have been a nice added benefit to our employees if we were able to do so.

**Miscellaneous:**

System Operations Report: Mr. Brabham reported that the district had six service line leaks, two main-line leaks and two new water taps.

Rail Trail Agreement:

Mr. Brabham presented a renewal for an existing utility crossing agreement across the North Bend Rail Trail for approval. A motion to approve was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

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 3:12 p.m.

Michael A. Miller, Chairman

Edna Summers

Edna Summers, Member

Jim Cox

Jim Cox, Member

Claywood Park
Public Service District

## Board Meeting Agenda

*May 12, 2026*
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
Review and Approve Drawdown No.18

***New Business:***

ACH Fees
PEIA Retiree Benefits

***Miscellaneous:***

System Operational Report
Rail Trail Agreement

***Next Meeting: June 9, 2026*** @ 2:00 pm

***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
## Profit & Loss sewer BM
April 2026

Accrual Basis

| | Apr 26 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| Other Sewer Revenues | |
| 2419000 · Interest Received-Sewer | 1.87 |
| 2474000 · Services- Mountwood Sewer | 4,416.66 |
| 2521100 · Flat Rate Residential Sales | 866.02 |
| 2522110 · Sales Mountwood Park | 7,210.09 |
| 2532000 · Customer Penalties-Sewer | 2,186.24 |
| 2532100 · Mountwood Park Penalties | 6.03 |
| 2536400 · Miscellaneous Income-Sewer | 11,282.36 |
| Total Other Sewer Revenues | 25,969.27 |
| Sewer Operating Revenues | 123,386.81 |
| Total Income | 149,356.08 |
| Gross Profit | 149,356.08 |
| Expense | |
| Administrative & General | 48,654.70 |
| Operation & Maintenance Expense | 28,206.09 |
| Total Expense | 76,860.79 |
| Net Ordinary Income | 72,495.29 |
| Other Income/Expense | |
| Other Expense | |
| Billing/Reim SV NA | 7,151.70 |
| Long Term Debt | 53,565.52 |
| Total Other Expense | 60,717.22 |
| Net Other Income | -60,717.22 |
| Net Income | 11,778.07 |

# Claywood Park Public Service District
## Profit & Loss Water BM
### April 2026

Accrual Basis

| | Apr 26 |
|---|---|
| **Ordinary Income/Expense** | |
| Income | |
| Metered Sales | |
| 1461100 · Water Sales Residential | 180,720.84 |
| 1461200 · Water Sales Commercial | 13,995.96 |
| 1461300 · Water Sales Industrial | 1,224.63 |
| 1461400 · Water Sales Governmental | 4,435.41 |
| 1462200 · Fire Protection | 1,862.38 |
| 1466001 · Sales Mineral Wells Psd | 73,488.60 |
| 1466002 · Sales Town Of Elizabeth | 15,384.76 |
| Total Metered Sales | 291,112.58 |
| Other Water Revenues | |
| 1419000 · Interest Received-Water | 11.41 |
| 1469000 · New Tap Fees-Water | 500.00 |
| 1470000 · Customer Penalties-Water | 2,871.41 |
| 1471000 · Miscellaneous Income-Water | 940.00 |
| 1474004 · Claywood Park Sewer Allocations | 13,629.62 |
| 1474006 · Services-Central Boaz Psd | 5,919.86 |
| 1474009 · Services Mountwood Park Sewer | 681.72 |
| 1474016 · Sewer Payroll Reimbursement | 31,327.06 |
| Total Other Water Revenues | 55,881.08 |
| Total Income | 346,993.66 |
| Gross Profit | 346,993.66 |
| Expense | |
| Admin & General Expenses | 37,427.31 |
| Customer Accounts Expense | 4,982.23 |
| Operation & Maintenance Expense | 53,712.19 |
| 6000000 · Payroll & Taxes | 114,434.03 |
| Total Expense | 210,555.76 |
| Net Ordinary Income | 136,437.90 |
| **Other Income/Expense** | |
| Other Expense | 84,995.72 |
| Net Other Income | -84,995.72 |
| **Net Income** | 51,442.18 |

CLAYWOOD PARK PUBLIC SERVICE DISTRICT

**RESOLUTION OF THE PUBLIC SERVICE DISTRICT BOARD APPROVING INVOICES RELATED TO SERVICES FOR THE WATER SYSTEM REHABILITATION PROJECT AND AUTHORIZING PAYMENT THEREOF,**

WHEREAS, the Claywood Park Public Service District has reviewed the invoices attached hereto for its water project funded by the United States Department of Agriculture ("USDA"), Water Development Authority ("WDA"), and by a contribution from the Public Service District ("PSD").

a) That none of the items for which the payment is proposed to be made has been requested from another funding source.
b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
c) That each of such costs has been otherwise property incurred.
d) That payment for each of the items proposed is due and owing as the date hereof.

**NOW, THEREFORE BE IT RESOLVED by the CLAYWOOD PARK PUBLIC SERVICE DISTRICT of WOOD COUNTY as follows:**

There is hereby authorized and directed the payment of the attached invoices (**Draw 18**) as follows:

| Invoices | Detail | Total Amount | USDA Loan | WDA EEGF | PSD Contribution |
|---|---|---|---|---|---|
| **Cerrone Associates** | Construction Admin | *$2,250.00* | $2,250.00 | | |
| | | | | | |
| **Claywood Park PSD** | BacT Testing | *$185.00* | $185.00 | | |
| | | | | | |
| **RDR Utility Service** | Contract #1 Pay App #12 | *$82,616.48* | | $82,616.48 | |
| | | | | | |
| **TOTAL** | | ***$85,051.48*** | **$2,435.00** | **$82,616.48** | |

ADOPTED BY the CLAYWOOD PARK PUBLIC SERVICE DISTRICT at their meeting held the twelfth day of May 2026

By: Chairman
Its: Authorized Officer

By:
USDA

WEST VIRGINIA
**DNR**

Governor Patrick Morrisey

Director Brett W. McMillion

April 23, 2026

Michael Miller, Chairman
Claywood Park Public Service District
P.O. Box 127,
Parkersburg, WV 26102

RE: North Bend Rail Trail
License Agreement
Request for Renewal
P-01-VI/54-1597-R

To whom it may concern:

In accordance with the License Agreement dated September 26, 2001, by and between the West Virginia Division of Natural Resources and Claywood Park PSD, (a copy which is attached hereto) at the above referenced area. This license is hereby renewed for an additional twenty-five (25) years from September 26, 2026.

Please indicate the need for this agreement to be renewed and extended for a twenty-five (25) year period, by signing where indicated below and returning the letter to this office in the self-addressed envelope we have enclosed for your convenience.

Should you have any questions in this matter, please contact this office at your convenience.

Sincerely,

John Slater
Office of Land & Streams

JS
Attachment

I, Michael Miller, the Chairman of Claywood Park PSD, hereby agree to the renewal of this Lease Agreement for an additional twenty-five (25) year period beginning September 26 2026.

By:
Its Chairman

WESTVIRGINIA
DNR

Governor Patrick Morrisey

Director Brett W. McMillion

April 23, 2026

Michael Miller, Chairman
Claywood Park Public Service District
P.O. Box 127,
Parkersburg, WV 26102

RE: North Bend Rail Trail
License Agreement
Request for Renewal
P-01-VI/54-1783-R

To whom it may concern:

In accordance with the License Agreement dated November 19, 2001, by and between the West Virginia Division of Natural Resources and Claywood Park PSD, (a copy which is attached hereto) at the above referenced area. This license is hereby renewed for an additional twenty-five (25) years from November 19, 2026.

Please indicate the need for this agreement to be renewed and extended for a twenty-five (25) year period, by signing where indicated below and returning the letter to this office in the self-addressed envelope we have enclosed for your convenience.

Should you have any questions in this matter, please contact this office at your convenience.

Sincerely,

John Slater
Office of Land & Streams

JS
Attachment

I, Michael Miller, the Chairman of Claywood Park PSD, hereby agree to the renewal of this Lease Agreement for an additional twenty-five (25) year period beginning November 19, 2026.

By:
Its Chairman

# Claywood Park Public Service District
## Profit & Loss sewer BM
May 2026

Accrual Basis

| | May 26 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| Other Sewer Revenues | |
| 2419000 · Interest Received-Sewer | 1.90 |
| 2521100 · Flat Rate Residential Sales | 784.17 |
| 2522110 · Sales Mountwood Park | 7,210.09 |
| 2532000 · Customer Penalties-Sewer | 2,515.56 |
| 2532100 · Mountwood Park Penalties | 6.03 |
| 2536400 · Miscellaneous Income-Sewer | 19,927.99 |
| Total Other Sewer Revenues | 30,445.74 |
| Sewer Operating Revenues | 125,848.02 |
| Total Income | 156,293.76 |
| Gross Profit | 156,293.76 |
| Expense | |
| Administrative & General | 42,934.73 |
| Operation & Maintenance Expense | 28,814.18 |
| Total Expense | 71,748.91 |
| Net Ordinary Income | 84,544.85 |
| Other Income/Expense | |
| Other Expense | |
| Billing/Reim SV NA | 7,883.99 |
| Long Term Debt | 53,035.49 |
| Total Other Expense | 60,919.48 |
| Net Other Income | -60,919.48 |
| Net Income | 23,625.37 |

# Claywood Park Public Service District
## Profit & Loss Water BM
May 2026

Accrual Basis

| | May 26 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| Metered Sales | |
| 1461100 · Water Sales Residential | 183,154.21 |
| 1461200 · Water Sales Commercial | 13,969.63 |
| 1461300 · Water Sales Industrial | 1,224.63 |
| 1461400 · Water Sales Governmental | 6,019.97 |
| 1462200 · Fire Protection | 1,862.38 |
| 1466001 · Sales Mineral Wells Psd | 71,785.28 |
| 1466002 · Sales Town Of Elizabeth | 17,917.35 |
| Total Metered Sales | 295,933.45 |
| Other Water Revenues | |
| 1419000 · Interest Received-Water | 11.80 |
| 1469000 · New Tap Fees-Water | 500.00 |
| 1470000 · Customer Penalties-Water | 3,110.92 |
| 1471000 · Miscellaneous Income-Water | 840.00 |
| 1474004 · Claywood Park Sewer Allocations | 13,629.62 |
| 1474006 · Services-Central Boaz Psd | 5,919.86 |
| 1474016 · Sewer Payroll Reimbursement | 25,902.81 |
| Total Other Water Revenues | 49,915.01 |
| Total Income | 345,848.46 |
| Gross Profit | 345,848.46 |
| Expense | 172,827.30 |
| Net Ordinary Income | 173,021.16 |
| Other Income/Expense | |
| Other Expense | |
| Long Term Debt | 82,985.19 |
| Total Other Expense | 82,985.19 |
| Net Other Income | -82,985.19 |
| Net Income | **90,035.97** |

# CLAYWOOD PARK PUBLIC SERVICE DISTRICT

## RESOLUTION OF THE PUBLIC SERVICE DISTRICT BOARD APPROVING INVOICES RELATED TO SERVICES FOR THE WATER SYSTEM REHABILITATION PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the Claywood Park Public Service District has reviewed the invoices attached hereto for its water project funded by the United States Department of Agriculture ("USDA"), Water Development Authority ("WDA"), and by a contribution from the Public Service District ("PSD").

a) That none of the items for which the payment is proposed to be made has been requested from another funding source.
b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
c) That each of such costs has been otherwise property incurred.
d) That payment for each of the items proposed is due and owing as the date hereof.

**NOW, THEREFORE BE IT RESOLVED by the CLAYWOOD PARK PUBLIC SERVICE DISTRICT of WOOD COUNTY as follows:**

There is hereby authorized and directed the payment of the attached invoices (**Draw 19**) as follows:

| Invoices | Detail | Total Amount | USDA Loan | WDA EEGF | PSD Contribution |
|---|---|---|---|---|---|
| **Cerrone Associates** | Construction Admin | *$1,000.00* | $1,000.00 | | |
| | | | | | |
| **RDR Utility Service** | Contract #1 Pay App #12 | *$29,289.45* | | $29,289.45 | |
| | | | | | |
| **TOTAL** | | *$30,289.45* | **$1,000.00** | **$29,289.45** | |

ADOPTED BY the CLAYWOOD PARK PUBLIC SERVICE DISTRICT at their meeting held the nineth day of June 2026

By: Chairman

Its: Authorized Officer

By: ____________________

USDA

**Bennett & Dobbins PLLC**
CERTIFIED PUBLIC ACCOUNTANTS

317 Cleveland Avenue
Fairmont, WV 26554-1604
Telephone: (304) 366-4295 Fax: (304) 366-4311

ZACHARY D. DOBBINS, CPA
PHILLIP J. NUCE, CPA

May 8, 2026

To the Board of Directors
Claywood Park Public Service District
P.O. Box 127
Parkersburg, WV 26102-0127

We are pleased to confirm our understanding of the services we are to provide for Claywood Park Public Service District for the year ended June 30, 2026.

You have requested that we prepare the financial statements of Claywood Park Public Service District, which comprise the annual combined and combining statements statement of net position, revenues, expenses and changes in net position for the year ended June 30, 2026, related notes to the financial statements and supplementary information. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Claywood Park Public Service District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The supplementary information will be prepared from information that is the representation of management. We will not audit, review or compile the supplementary information. We will not express an opinion or provide any assurance on such supplementary information.

The following RSI is required by generally accepted accounting principles.

1) Management's Discussion and Analysis.

2) Schedule of District's Proportionate Share of the Net Pension Liability.

3) Schedule of Pension Contributions.

4) Schedule of District's Proportion Share of OPEB Liability.

5) Schedule of OPEB Contributions.

**Our Responsibilities**

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred.

**Management Responsibilities**
The engagement to be performed is conducted on the basis that you acknowledge and understands that our role is the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.

2) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

3) The prevention and detection of fraud.

4) To ensure that the Company complies with the laws and regulations applicable to its activities.

5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.

6) To provide us with—

   - Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,

   - Additional information that may be requested for the purpose of the preparation of the financial statements, and

   - Unrestricted access to persons within the Company of whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Other Relevant Information**
Zachary D. Dobbins, CPA is the engagement partner and is responsible for supervising the engagement.

Our fee for these services will be $7,000 plus travel. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign this letter and return it to us in the self-addressed stamped envelope. A copy is enclosed for your records. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Sincerely yours,

*Zachary D. Dobbins, CPA*

Zachary D. Dobbins, CPA
Bennett & Dobbins PLLC

ACKNOWLEDGED:
Claywood Park Public Service District

Office Signature & Title

6/9/2026

Date

Bennett & Dobbins PLLC
CERTIFIED PUBLIC ACCOUNTANTS

317 Cleveland Avenue
Fairmont, WV 26554-1604
Telephone: (304) 366-4295 Fax: (304) 366-4311

ZACHARY D. DOBBINS, CPA
PHILLIP J. NUCE, CPA

May 8, 2026

To the Board of Directors
Claywood Park Public Service District
P.O. Box 127
Parkersburg, WV 26102-0127

We are pleased to confirm our acceptance and understanding of the services we are to provide for Claywood Park Public Service District for the year ended June 30, 2026.

You have requested that we prepare the annual report of Claywood Park Public Service District, which comprise the annual Balance Sheet, Income Statement, cash flows, and related schedules for the year ended June 30, 2026. You have also requested that we prepare supplementary information based on information provided by you.

**Our Responsibilities**
The objective of our engagement is to prepare financial statements in accordance with the form prescribed by the Public Service Commission of WV based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations.

**Management Responsibilities**
The engagement to be performed is conducted on the basis that you acknowledge and understands that our role is the preparation of financial statements in accordance with the form prescribed by the Public Service Commission of WV. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1) The selection of accounting principles in the form prescribed by the Public Service Commission of WV as the financial reporting framework to be applied in the preparation of the financial statements and the inclusion of all informative disclosures that are appropriate for the form prescribed by the Public Service Commission of WV.

2) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

3) The prevention and detection of fraud.

4) To ensure that the Company complies with the laws and regulations applicable to its activities.

5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.

6) To provide us with—

- Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- Additional information that may be requested for the purpose of the preparation of the financial statements, and
- Unrestricted access to persons within the Company of whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Other Relevant Information**
Zachary D. Dobbins, CPA is the engagement partner and is responsible for supervising the engagement.

Our fee for these services will be $7,000 plus travel. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign this letter and return it to us in the self-addressed stamped envelope. A copy is enclosed for your records. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Sincerely yours,

*Zachary D. Dobbins, CPA*

Zachary D. Dobbins, CPA
Bennett & Dobbins PLLC

Acknowledged:
Claywood Park Public Service District

Office Signature & Title

6/9/2022

Date