

# SUMMIT PARK PUBLIC SERVICE DISTRICT

100 COAL ST.  
CLARKSBURG, WV 26301  
304-623-5304

ROBERT HINEBAUGH - CHAIRMAN ❖ LAETITIA CLUTTER - TREASURER ❖ PAULA MCINTYRE - SECRETARY

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## Board Minutes March 17, 2025

**Board members present:** Robert P. Hinebaugh, Paula McIntyre, and Laetitia Clutter

**Others Present:** Mary E Seymour - General Manager, Adam Southern and Delbert King - Staff

**Public Present:** James and Michael Greynolds, Kevin Snyder

The regular monthly meeting of the Summit Park PSD was held on Monday, March 17, 2025 at the District's office on Coal Street, Summit Park, WV.

Chairman, Robert Hinebaugh, called the meeting to order at 4:06pm. Upon calling the roll a quorum of the members was present. .

Chairman Hinebaugh called for the reading of the minutes from the previous meeting. Ms. Clutter made a motion and Mrs. McIntyre seconded the motion to dispense with the reading of the minutes and to approve the minutes as presented. Motion carried

Chairman Hinebaugh called for the financial report. Ms. Clutter motioned and Mrs. McIntyre seconded to approve the district's financials, including the invoices and paid bills, as presented. Motion carried.

### Old Business:

Ms. Seymour stated that project engineers were not in attendance but had sent email or phoned in updates. She read Ashley Tomko's email of the Thrasher Group, on behalf of the water project. Ms. Tomko's email stated that Thrasher was looking into the feasibility of reactivating the CWB Master meter near Minard's, on East Pike St. Also, reviewing funding options through USDA and the DEP DWTRF both having 50% debt forgiveness, USDA having 3.25% loan interest and DWTRF current interest rate at 2.75%

Sewer project engineers mentioned plans to stop by later in the week with smoke test reports and a review of the sewer lines being impacted by the WSE power plant project.

Ms. Seymour took the liberty to inform the board that the WSE has the Thrasher Group preparing plans to move a portion of our sewer lines, which run through the WSE property. Ms. Seymour further stated that our attorney had been contacted and an email was sent to Thrasher's representative expressing a need for a formal agreement between WSE and the PSD, concerning the WSE's responsibility to monetarily support the PSD's involvement, acceptance and any expenses in regards to the relocation of our facilities.

Ms. Seymour stated that the district's water loss for the month of February was at 37%. She stated that staff is actively searching for leaks. She mentioned that there were many customer leaks that required staff attention as well during the month.

Hiring status – tabled

### New Business:

Ms. Seymour presented a report of recent bills paid for legal fees due to the extensive rate case activity. She mentioned that the water department's general fund was hard hit having over \$15,000 in legal bills. She also modified her request from requesting any fund for the sewer legal bills and by requesting \$5000.00 to be transferred from the water depreciation reserve in support of reimbursing the general fund for the legal expenses.

After discussion and review Ms. Macintyre made a motion to transfer \$5000 from the water depreciation fund to the water general fund. Ms. Clutter seconded the motion and Mr. Hinebaugh made the motion unanimous.

There was some discussion on the request to consider changing the open meeting comment requirements. However, the agenda item was tabled until the next meeting.

#### Manager Report:

Ms. Seymour mentioned that an error was found in the new sewer tariff and the attorney was in discussion with the PSC about reopening the case to correct the leak adjustment rates which were less than the cost of sewer being paid to the Clarksburg Sanitary Board, causing a loss in revenue when adjusting customer bills for running toilets and sewer water leaks.

Ms. Seymour presented each board member with a copy of all the WV legislative activities currently affecting water and wastewater systems. She stated that these were being monitored by West Virginia Rural Water and should be reviewed as they may impact the PSD.

Ms. Seymour mentions the adoption of new rules at the PSC in regards to fire hydrant operation, flow testing, and maintenance.

In closing Ms. Seymour mentioned PSC order 266 requiring phone calls and email notification to effected customers if there is to be a scheduled or unplanned water outage. She mentioned the difficulty in promoting customers to be responsive in updating their contact and email information. Also, the manpower in obtaining the customers to be contacted when the outage is not system wide but perhaps one street or area of the system. Some systems have requested a waiver of this order.

Mr. Hinebaugh recognized public present and asked if anyone would like to make any comments

James Greynolds commented about the recent rate case publication in the local paper. He stated that he inquired with the local newspaper to provide a count of how many people in Summit Park subscribe to the local paper and the count was 40 subscribers.

Kevin Snyder asked a question if the PSD could have fire fees. Ms. McIntyre provided an answer that it would require a tariff charge and usually only municipals have ordinances to bill fire fees. James Greynolds spoke up that many years ago there were street lights in Summit Park and the area customers were all charged .50 per bill by the electric company, until many customers refused to pay and the additional street lights were removed unless individuals paid the full cost to support the light near their property.

Having no further business to discuss, Mr. Hinebaugh announced that the next meeting of the Summit Park Board of directors would be scheduled for Monday April 14<sup>th</sup>, at 4pm.

There being no public in attendance, Ms. Clutter made a motion to adjourn the meeting at 4:37pm, and Mrs. McIntyre seconded the motion, the motion passed unanimously.

Respectfully submitted,

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Robert P. Hinebaugh, Chairman