

SUMMIT PARK PUBLIC SERVICE DISTRICT

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

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

Board Minutes May 13, 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: None

The regular monthly meeting of the Summit Park PSD was held on Tuesday, May 13, 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 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:

There being no project engineers at the meeting Ms. Seymour read an email update from Thrasher Group stating that Thrasher submitted CDS applications to Senators Moore and Justice, on our behalf for the full project scope of \$7,230,000. It was further stated that they were working on the preliminary engineering report for the full scope and could scale down the scope, as needed, if the full funding was not provided from any one funding source.

Ms. Seymour also mentioned a conversation with CEC and they also submitted CDS applications for the sewer project.

Ms. Seymour presented the waterloss report stating that the district was still at 32% loss.

Hiring status item was tabled.

New Business:

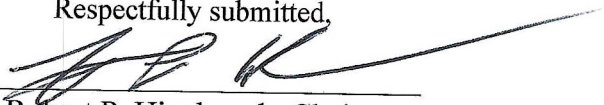
Ms. Seymour informed the members that the new website would be live soon for customers to access the payment site. She also mentioned that the site would still be under construction to allow for more content to be available at the new site.

Ms. Seymour asked if the members had reviewed the WSE sewer relocation agreements that had been emailed. She stated that a copy had been sent to the CEC engineer for his review and comment. The members acknowledged that the attorney should review all the agreements. Ms. Seymour stated that she would forward the email to Bowles and Rice and would inform the members of any recommended changes or acceptance of terms.

After the conclusion of business there was some discussion concerning a scheduling conflict with the next board meeting date. Once resolved Mr. Hinebaugh announced that the next meeting of the Summit Park Board of Directors would be scheduled for Tuesday June 17, at 4pm.

There being no public in attendance, Ms. Clutter made a motion to adjourn the meeting at 4:30pm, and Mrs. McIntyre seconded the motion, the motion passed unanimously.

Respectfully submitted,



Robert P. Hinebaugh, Chairman

Summit Park Public Service District
100 Coal St., Clarksburg, WV 26301-5966

❖ ROBERT HINEBAUGH, CHAIRMAN ❖ LAETITIA CLITTER, TREASURER ❖ PAULA MCINTYRE, SECRETARY

Board of Directors Meeting Agenda

Meeting will be held on **Tuesday, May 13, 2025** at 4:00 pm at the district's office on Coal St. in Summit Park. **Public meetings are recorded**

Work Session: 3:30PM

I. Call Meeting to Order

II. Roll Call of Members- Declare Quorum if Present

III. Introduce Staff Present

IV. Recognize Public Present

V. Public Comment Period - Persons speaking during Public Comments may address the board on any PSD matter. Comments are limited to five (5) minutes. Individuals wishing to speak must sign in before the start of the meeting and will be called on to speak. State law generally prohibits the PSD from taking action on any issue not included on the agenda. Concerns presented may be added to the next agenda or referred to staff. Written requests to add an item to the agenda, must be received by the general manager five (5) business days before a regular scheduled meeting and no less than two (2) business days before an emergency meeting. Public participation will only be allowed during public comment period and /or by scheduled appointment.

VI. Approve minutes of previous month's meeting.

VII. Financial Reports

- A. Approve or deny bills
- B. Budget review and discussion

VIII. Old Business:

- A. Water/Wastewater project status
- B. Water loss report
- C. Hiring status

VIII. New Business:

- A. New Website – Under Construction
- B. Sewer Relocation Agreements – WSE

X. Manager's report

Monthly status report

XI. Any other Business that may come before the Board

XII. Announcement of next scheduled meeting.

XIII. Adjournment

Copies of financial information are available to the public under the Federal Freedom of Information Act. The request must be made in writing; the district will provide the information in 5 business days. A copying fee of \$.50 per page will apply, or if the person making the request would rather see the information in our office, we will make it available during business hours.