



Board Meeting Agenda

July 9, 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
 - Approve Drawdown No. 5

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
USDA Loan Resolution

New Business:

Review and Approve 2022/2023 Audit

Miscellaneous:

System Operational Report

Next Meeting: August 13, 2024 @ 2:00pm

Adjourn Meeting:

594 Davisville Rd. ♦ Davisville, WV 26142

P.O. Box 127 ♦ Parkersburg, WV 26102

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Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

July 9, 2024 AT 2:00 PM

NAME	ADDRESS
Dana Tackett	MBVRC

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

BOARD OF COMMISSIONERS MEETING

DATE: July 9, 2024

TIME: 2:00 p.m.

PLACE: Claywood Park PSD Business Office, 594 Davisville Road, Davisville, WV 26142

BOARD MEMBERS ATTENDING: Michael Miller, Chairman (telephonically), Edna Summers, Secretary/Treasurer and Jim Cox member.

OTHERS IN ATTENDANCE: Shayne Brabham General Manager, A.J. Allen, Assistant Manager, Dana Tackett, MOVRC.

Acting Chairperson, Commissioner Summers called the meeting to order.

Acting Chairperson, Commissioner Summers 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 Miller, passed unanimously.

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

Disbursements: The June 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. The sewage lagoon sludge has all been land applied and the contractor is preparing to complete Contract 3 this week. The line contractor has nearly all the gravity sewer installed. They are working on reconnects and will begin installing the pressure portion of the project in the upcoming weeks.

Ms. Hackett, MOVRC presented the board for approval a resolution approving invoices for drawdown No. 5 in the amount of \$945,785.14 for project related costs. \$424,471.96 paid to Dunlap Contracting LLC, \$429,547.50 to Reagan Enterprises, \$69,279.16 to Cerrone Associates and \$2,238.82 to MOVRC. A motion to accept was made by commissioner Miller seconded by commissioner Cox, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham reported that the district has surpassed the 96 percent necessary rights-of-ways. The engineer is finalizing the remaining steps required to advertise for bids. The project team is hopeful to go to bid by the end of July 2024.

Mr. Brabham presented to the board for approval, a loan resolution required by USDA authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its water system Dutch Ridge water system upgrades. A motion to accept was made by commissioner Cox, seconded by commissioner Miller, passed unanimously.

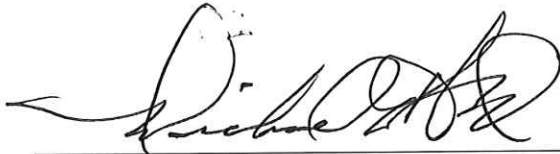
New Business:

Mr. Allen presented to the board for review and approval the 2022/2023 water/sewer audit management letter performed by Lowe & Associates PLLC After review, a motion to accept was made by commissioner Cox, seconded by commissioner Miller, passed unanimously.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had eight water main break, eight service leaks and four new water tap installed.

Acting chairperson, commissioner Summers asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Miller to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:25 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

Jim Cox, Member