



Board Meeting Agenda

June 11, 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. 4
 - Review and Approve Change Order 1 Contract 1
 - Review and Approve Change Order 1 Contract 3
 - Dutch Ridge Water Line/Water Meter Replacement Project
 - Receive Report

New Business:

Review and Approve 2024/2025 Water Budget
Review and Approve 2024/2025 Sewer Budget

Miscellaneous:

System Operational Report

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

Adjourn Meeting:

594 Davisville Rd. ♦ Davisville, WV 26142

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

BOARD OF COMMISSIONERS MEETING

DATE: June 11, 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.

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 May 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 has been dewatered and the contractor is preparing to start the sludge removal once approved by the WVDEP for land application. The line contractor has nearly 30 percent of the project complete focusing on the gravity portion while awaiting on the grinder pumps to be delivered.

Ms. Hackett, MOVRC presented the board for approval a resolution approving invoices for drawdown No. 4 in the amount of \$384,473.82 for project related costs. \$2250,633.07 paid to Dunlap Contracting LLC, \$98,055.00 to Reagan Enterprises, \$34,925.01 to Cerrone Associates and \$860.74 to MOVRC. A motion to accept was made by commissioner Summers seconded by commissioner Cox, passed unanimously.

Mr. Brabham presented to the board for approval Change Order No. 1, Contract 1 in the amount of \$21,399.00 to install 268 feet of sewer main. The poor existing conditions prohibited them from cleaning, videoing and lining. A motion to accept was made by commissioner Summers, seconded by chairman Miller, passed unanimously.

Mr. Brabham presented to the board for approval Change Order No. 1, Contract 3 for a 65 day time extension to the existing contract time due to adverse weather conditions. A motion to accept was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham reported that the district has surpassed the 80 percent necessary rights-of-ways required to advertise for bids. The project team is hopeful to go to bid in July 2024.

New Business:

Mr. Allen presented to the board for review and approval the 2024/2025 water/sewer operating budgets. After review, Chairman Miller made a motion to increase the employee wage increase from 3.4 percent to no greater than 5 percent, commissioner Summers seconded, passed unanimously. A motion to approve the current budget reflecting the 5 percent increase was made by Chairman Miller, commissioner Summers seconded, passed unanimously.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had one water main break, four service leaks and four 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 2:47 p.m.

Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member