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## Board Meeting Agenda

August 15, 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. 6

Dutch Ridge Water Line/Water Meter Replacement Project  
Receive Report  
WDA Grant Acknowledgement Letter

### ***New Business:***

Review and Approve Bennett & Dobbins Engagement Letters  
Review and Approve Lowe & Associates Engagement Letter  
PFAS Class Action Suit  
Convenience/Irrigation Water Meter

### ***Miscellaneous:***

System Operational Report

***Next Meeting: September 10, 2024 @ 2:00pm***

### ***Adjourn Meeting:***

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

BOARD OF COMMISSIONERS MEETING

DATE: August 15, 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 (telephonically), member.

OTHERS IN ATTENDANCE: A.J. Allen, Assistant Manager, Dana Tackett, MOVRC, Andy Hartlebon, 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 July 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. Allen provided a status update of the project. A substantial completion was made for Contract 3. A small punch list was generated such as some blacktop replacement along with some additional seeding within the work area.. 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. 6 in the amount of \$930,791.34 for project related costs.\$517,393.92 paid to Dunlap Contracting LLC, \$316,777.50 to Reagan Enterprises, \$51,873.61 to Cerrone Associates, \$15,319.01 to Commonwealth Heritage, \$2,250.00 to Rob Johnston Appraisal and \$27,177.30 to Bowles Rice. A motion to accept was made by commissioner Summers seconded by commissioner Cox, passed unanimously.

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

Mr. Allen reported that the district would be accepting sealed bids on August 29, 2024

Mr. Allen presented to the board for approval, an acknowledgement letter from WDA outlining the EEG grant money bidding guidelines for the Dutch Ridge Waterline Replacement Project. A motion to accept was made by Commissioner Cox, seconded by commissioner Summers, passed unanimously.

**New Business:**

Mr. Allen presented to the board for review and approval an engagement letter to complete an audit for year ending June 30, 2024 performed by Lowe & Associates PLLC in the amount of \$8,600.00 After review, a motion to accept was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

Mr. Allen presented to the board for review and approval an engagement letter to complete the financial statements for year end June 30, 2024 in the amount of \$6,770.00 and the WV PSC annual report for \$6,770.00. A motion to accept was made by chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Allen informed the board that Claywood Park PSD had been included in a class action lawsuit from the makers of PFAS/PFOA products since we have found traces of this substance in our raw water the court order states. An application will need prepared to become eligible for any payout by the court. These funds are mandated to be used in helping with mitigation of these substances. It is uncertain what the final payout will be at this time. A motion to allow management to pursue an application was made by chairman Miller, seconded by commissioner Summers, passed unanimously.

**Miscellaneous:**

Operations Report: Mr. Allen reported that the district had four water main break, four service leaks and two 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 Miller to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:40 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member