

Board Meeting Agenda

October 8, 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. 8

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Notice of Award Contract 1
Notice of Award Contract 2
USDA Letter of Intent Amendment

New Business:

Miscellaneous:

System Operational Report
Special Board Meeting November 6, 2024

Next Meeting: November 12, 2024 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: October 8, 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.

OTHERS IN ATTENDANCE: Shayne Brasbham, General Manager and A.J. Allen, Assistant Manager, Dana Tackett, MOVRC and Emily Conaday 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 September 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 line contractor has nearly all the gravity sewer installed in Contract 1. Awaiting the power company to install the electric. Contract 3 is currently working on the final punch list items.

Mr. Brabham presented to the board for approval, Change Order No.2 Contract 1 for a time extension of 67 additional days extending the contract from 210 days to 277 days to substantial completion. 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 2 for a time extension of 127 additional days extending the contract from 150 days to 277 days to substantial completion. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Ms. Tackett presented the board for approval a resolution approving invoices for drawdown No. 8 in the amount of \$643,889.09 for project related costs. \$531,059.24 paid to Dunlap Contracting LLC, \$54,000 paid to Reagan Enterprises, \$56,832.22 to Cerrone Associates and \$2,006.53 to MOVRC. A motion to accept was made by commissioner Summers seconded by commissioner Cox, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Mr Brabham reported that the pre-closing will be on November 6, 2024 at the district office. This will require the board to hold a special meeting. The meeting notice will properly be advertised in the coming weeks.

Mr. Brabham presented the notice of award for approval Contract 1 \$1,292,759.10 to RDR Utility Services Group LLC after receiving a recommendation to award from Cerrone Associates after their review of the bid tabulations and contractor references. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham presented the notice of award for approval Contract 2 \$295,000.00 to Consolidated Pipe & Supply after receiving a recommendation to award from Cerrone Associates after their review of the bid tabulations and contractor references. A motion to accept was made by Commissioner Cox, seconded by commissioner Summers, passed unanimously.

Mr. Brabham presented to the board for approval, an amendment to the USDA Letter of Intent due to the budget revisions from the bid over-run of \$75,000.00. A motion to accept was made by Commissioner Summers, seconded by Chairman Miller, passed unanimously.

New Business:

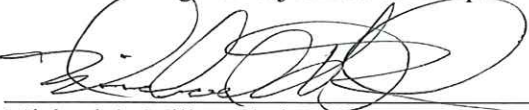
Nothing at this time

Miscellaneous:


Mr. Brabham presented to the board for review a health insurance renewal cost analysis. Mr. Brabham commented that the original renewal was an 8 percent increase but was negotiated down to 6 percent for the same coverage as our current policy. Mr. Brabham suggested that the board review the renewal and will be on the November agenda for consideration.

Operations Report: Mr. Brabham reported that the district had two water main break, four service leaks and one 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 2:56 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member