

Claywood Park

Public Service District

Board Meeting Agenda

November 12, 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. 9

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report

New Business:

- 2025 Employee Health Insurance Renewal

Miscellaneous:

System Operational Report

Next Meeting: December 10, 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: November 12, 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.

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 if there were no objections, the Board would dispense with the reading of the minutes from the special meeting held on November 6, 2024, 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 October 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 Contact 1. Awaiting the power company to install the electric. Contract 2 is nearing completion as well and is hopeful to be completed by the end of the year.

Mr. Brabham presented to the board for approval, Drawdown No. 9 in the amount of \$262,951.30. Dunlap Contracting LLC to receive \$214,728.92, Cerrone Associates, 46,609.70 and MOVRC, \$1,612.64. 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-construction conference was held on November 6, 2024 at the district office. The contractor is preparing to start before the end of the year. Product submittals have been received by the engineer for review.

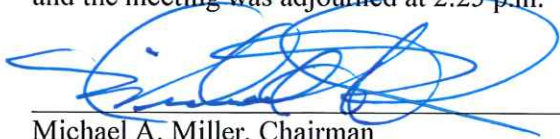
New Business:

Mr. Brabham presented to the board for approval the 2025 Employee Health Insurance Renewal Acknowledgement Letter. The 2025 premium was increased by six percent. A motion to approve was made by chairman Miller, seconded by commissioner Cox, passed unanimously.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had five water main break, twelve service leaks and three 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 2:25 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member

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

BOARD OF COMMISSIONERS MEETING

DATE: November 6, 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, William Wallace, Cerrone Associates, Andren Lamotte, Cerrone Associates, Corey Benasso, Bowles Rice LLP, Stephanie Hickerson, USDA, Allen Roach, USDA and Alan Harris, USDA.

Chairman Miller called the meeting to order.

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.

Questions and Comments from the Public:

There were none

New Business:

Dutch Ridge Water Line Replacement Project Pre-Closing

Mr. Benasso, Bowles Rice LLP, presented to the board for consideration a bond resolution authorizing the issuance of \$940,000.00 in aggregate principal amount of the districts water revenue bond, series 2024, to finance the cost for the Dutch Ridge Water System Upgrade Project. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Benasso presented to the board for approval Draw No. 1 in the amount of \$400,260.69. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr Harris, USDA gave an overview of the bond resolution requirements.

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 10:45 a.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member