

Board Meeting Agenda

April 8, 2025
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. 13

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Approve Drawdown No. 5

New Business:

- Nothing at this time

Miscellaneous:

Water-Sewer Rate Review

System Operational Report

Next Meeting: May 13, 2025 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: April 8, 2025

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 Brabham, General Manager, AJ Allen, Assistant Manager and 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 March 2025 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:

Ms. Hackett presented to the board for approval, Drawdown No. 13 in the amount of \$274,036.22 to be paid to Dunlap Contracting LLC. A motion to accept was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

Mr. Brabham provided a status update of the project. The substantial completion walk through inspection for both Contract 1 and 2 was performed last week. All sewer customers are now connected to the newly installed sewer lines. A small punch-list was generated at the time of the inspection. We anticipate having the final inspection in the next month.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 5 in the amount of \$168,947.25. \$136,852.07 to be paid to RDR Utility Services and \$32,095.18 to Cerrone Associates. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Mr. Brabham reported that RDR Utility Services is actively installing pipe along Dutch Ridge, they have begun saw cutting driveways and bore crew is continuing to make progress. The recent rains have slowed down production.

New Business:

Nothing at this time.

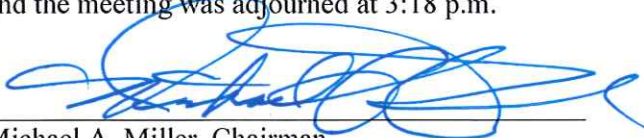
Miscellaneous:

Operations Report: Mr. Brabham reported that the district had 2 water service leaks, 3 mainline leaks and one new water tap.

Water/Sewer Rate Review

Mr. Brabham provided the board a rate summary sheet that was prepared by the accountant showing that a rate adjustment would be required for both water and sewer. It was recommended that the district should seek to unify the three separate rate schedules into one. Currently, there is a large discrepancy between the rates and by unifying, this would prevent the highest schedule getting further apart after future rate increases, simplifying the accounting and help with grant qualifications in the future for capital improvements in the oldest sections of the district. After further discussion, the board would consider unification along with approving the needed rate increase once legal and accounting have reviewed the rate proposals.

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 3:18 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member