

Board Meeting Minutes

Notes created on June 26, 2025 at 11:00 AM by Minutes AI

Approval Board Meeting Minutes

- Approval board meeting minutes for June 12, 2025.
- Motion to approve was made by Dave Lawson, seconded by Jim Eaton, and carried.

District Happenings

- One water tap installed since last meeting, one waiting to be installed, totaling 14 water taps for the year.
- No sewer taps installed or waiting, resulting in zero sewer taps for the year.
- Completed work order, spotted lines, and set meters.
- Repaired three service line leaks and no mainline leaks.
- Repaired yards and black top.
- Completed flushing all hydrants.
- Put rip rap down at the west pump station.
- Repaired a culvert on New England Ridge.
- Fixing a meter pit and repairing a slip-on Pond Creek.
- Kevin Watkins from Thrasher prepared two proposals, one for Guinn Rd, and replacing/repairing roof at water plant.
- Aerial mapping and photogrammetry using a drone to get images of Guinn Road.
- Design and work with Rocky to determine water line size and property lines.
- Permitting through the Bureau for Public Health and the DOH.
- Motion to accept the proposal for Gwinn Road was made by Dave Lawson, seconded by Jim Eaton, and approved.
- Thrashers proposal for water plant roof repair/replace includes, preparing plan sheets and specifications for contractors due to the project requiring public bidding.
- Advertise the project in the local paper and hold a mandatory pre-bid meeting.

- Conduct a bid opening, evaluate bids, and determine the winning bidder.
- Time and material, not to exceed \$12,500 for engineering design, bid package preparation, bidding, and negotiation.
- Motion to accept the proposal for the water treatment plant roof replacement was made by Jim Eaton, and seconded by Dave Lawson.
- Architect to arrive today at 1 to take measurements and pictures of the roof.
- Specs and plan sheets for the roof to be ready next week.
- Guinn Road to be sent out for mapping via drone.
- Plans and specs for Guinn Road to be prepared for permitting.

Approval of Bills and Transfers

- Motion to approve bills and transfers made by Dave Lawson and seconded by Jim Eaton.
- Motion passed.

Pine Run Road Project

- Goal: Submit funding application/preliminary engineering report to Charleston and funding agencies by July 10th.
- Report illustrates the need for clean, reliable water for residents using contaminated wells.
- There is \$450,000 left over in the New England Ridge account.
- The plan is to claim 100% grant funding with emerging contaminant money for Pine Run and roll the \$450,000 from New England Ridge into the project.
- Need approval of a sponsor certification to submit to the West Virginia Infrastructure Jobs Development Council today.
- Certification needs to be signed by the chairperson.
- Adding 11 customers.
- A motion and approval are needed to sign the sponsor certification for the Pine Run project. Motion was made by Jim Eaton and seconded by Dave Lawson, motion carried.

Uniform Bidding Procedures

- Projects recommended by the West Virginia Infrastructure and Jobs Development Council (WV IJDC).
- Requirements:
 - Date, time, and place bids will be received included in advertisement.
 - Bids read aloud at specified time and place.
 - Pre-bid meeting (if necessary) held at least 10 calendar days before bid date.
 - Last addendum received by contractors no fewer than five days prior to bid date.
 - Bid date extended if items three and four cannot be met.
 - Bid date will not follow a weekend or holiday unless absolutely necessary.
 - Bid openings should be in the afternoon when possible.
 - Equipment should be pre-qualified by the engineer where feasible.
- Items to be submitted in bid:
 - EEO certification.
 - Acknowledgement of receipt of addenda.
 - Bid bond signed bid.
 - Federal requirements (when involved).
- Bidding documents must include a bid form and a measurement and payment section.
 - Each bid item must be adequately described, including how it is to be paid and what is to be included.
- Engineer will handle everything.
- Motion and second to acknowledge uniform bidding procedures for projects recommended by the WV IJDC.
- Motion made by Jim Eaton and seconded by Dave Lawson; motion carried.

Legal Agreement - Pine Run Project

- Legal agreement from Step Toe & Johnson for title and construction contracts counsel for the Pine Run project in the amount of \$25,000.
- Motion made by Jim Eaton and second by Dave Lawson; motion carried

Administration Agreement - Pine Run Project

- JD Utility presented the board with an administration agreement for the Pine Run project.
 - Emerging contaminant monies with the West Virginia Department of Environmental Protection.
 - Davis Bacon included, meaning wage interviews, prevailing wage, and checks will be required.
 - Drawdowns brought to each meeting for signatures.
 - Process based on the New England project; 5G process should suffice. Documentation with the IJDC.
 - Motion made by Jim Eaton and seconded by Dave Lawson to approve the administration contract in the amount of \$60,000.
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- Motion carried.

Accounting Agreement

- Bennett and Dobbins Accounting agreement for items submitted to the IJDC.
- Amount: \$7,500.
- Motion made by Jim Eaton and seconded by Dave Lawson; motion carried.

Fairlawn Project

- Resolution number two on the Fairlawn Drive project.
- Resolution number two is for \$98,000.60.
 - Payable to Thrasher Group: \$9,128.10.
 - Payable to Mid Kiff LLC: \$88,872.50.
- Motion to approve was made by Dave Lawson, seconded by Jim Eaton, and carried.

New England Ridge Water Line Extension

- "We pretty much covered everything for the New England project at this time."

Lubeck Elementary School

- Down to one right of way left to obtain.
- Groundbreaking ceremony occurred yesterday.
- Once the right of way is obtained, they should be able to get it out to bid.

Public Comments

- No comments

Next Meeting and Adjournment

- Next meeting: July 10, 2025, 11:00am.
- Motion to adjourn at 11:20 am was made.

David H. Sawson
