



Board Meeting Agenda

*January 14, 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:

Election of Officers

Old Business:

- **Status of Projects:**
 - Newark Sewer; Spring Valley:
 - Receive Report
 - Approve Drawdown No. 11

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Approve Drawdown No. 2

New Business:

- Nothing at this time

Miscellaneous:

System Operational Report

Next Meeting: February 11, 2025 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: January 14, 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 Brasbham, General Manager, A.J. Allen, Assistant Manager, 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 December 2024 disbursements were reviewed and initialed by all commissioner's present.

Election of Officers: Commissioner Cox made the motion for Mr. Miller to remain as Chairman and Ms. Summers to remain as secretary/treasurer. This motion was seconded by commissioner Summers, passed unanimously.

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 pulled off the job awaiting the power company to set the remaining power drops. Once power is in place, the contractor will remobilize and finish the remainder of his contract.

Ms. Tackett presented to the board for approval, Drawdown No. 11 in the amount of \$44,721.05. Dunlap Contracting LLC to receive \$34,393.50 and Cerrone Associates, \$10,327.55. 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 RDR Utility Services has begun installing sediment and erosion control devices along portions of the work area. They are clearing right-of-way and anticipate starting once the weather improves.

Mr. Brabham presented to the board for approval, Drawdown No. 2 in the amount of \$22,520.00 to be paid to RDR Utility Services. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

New Business:

Nothing at this time

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had four water main breaks


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 2:36 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member