



Board Meeting Agenda

*March 11, 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. 12
 - Review and Approve Amendment No. 3 Engineering Agreement

Dutch Ridge Water Line/Water Meter Replacement Project

Receive Report

Approve Drawdown No. 4

New Business:

- Review and Approve 2024 Audit

Miscellaneous:

System Operational Report

Next Meeting: April 8, 2025 @ 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: March 11, 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 (telephonically) 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 February 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. 12 in the amount of \$134,660.46. \$52,373.90 to be paid to Dunlap Contracting, \$44,350.43 to Cerrone Associates, \$5,122.75 to MOVRC and \$32,813.38 to Bowles Rice. A motion to accept was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

Mr. Brabham presented to the board amendment No. 3 to the owner-engineer agreement in the amount of \$20,000.00. This amendment is needed for additional inspection fees. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Mr. Brabham provided a status update of the project. The contacts are near completed. Only a few punch list items remain. We anticipate having a substantial completion inspection in the up-coming weeks.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 4 in the amount of \$356,692.33. \$33,758.25 to be paid to RDR Utility Services, \$295,000 to Consolidated Pipe and Supply and \$27,934.08 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 has begun installing the water main along Red Hill Road heading west towards Dutch Ridge. The boring crew has completed the US Route 50 road crossing.

New Business:

Mr. Allen presented to the board for consideration the draft 2024 budget along with the Management Rep Letter and the Corrective Action Plan to submit to the State Auditor's office. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Miscellaneous:

Operations Report: Mr. Brabham reported that the district had 2 water service leaks


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 2:47 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member