



Board Meeting Agenda

May 13, 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. 14

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Approve Drawdown No. 6

New Business:

- Water-Sewer Rate Review

Miscellaneous:

Edward Jones Report

Sewer Main Line Extension Policy

System Operational Report

Next Meeting: June 10, 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: May 13, 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 Jason Graser, Edward Jones.

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 April 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:

Mr. Brabham informed the board that a closed entry was submitted to the West Virginia Public Service Commission related to all of the customers are now on the newly constructed sewer system and that the Spring Valley HOA has no remaining customers. A final inspection will be performed in the next few weeks.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 6 in the amount of \$34,072.75 \$16,491.01 to be paid to RDR Utility Services and \$17,581.87 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:

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. After conferring with legal, it was recommended that the district should seek to unify schedule I and schedule III, and leave schedule III at its current rate. After further discussion, a motion was made to proceed as presented, seconded by Chairman Miller, passed unanimously. Mr. Brabham said he would inform legal and accounting to proceed with preparing the rate documents for the June board meeting.

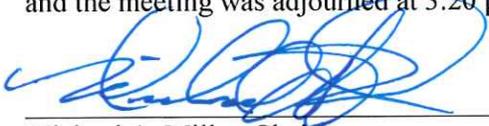
Miscellaneous:

Jason Graser, Edward Jones presented to the board a summary packet of the current investments. The district has two Certificates of Deposits that have matured and provided a few options for reinvestment.

Mr. Brabham presented to the board a revised sewer mainline extension policy that now includes residential grinder pumps and appurtenances to be included as part of a 5.5 extension rule of the WV Public Service Commission Rules and Regulations for the Government of Sewer Utilities. A motion to accept was made by Chairman Miller, seconded by commissioner Cox, passed unanimously.

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

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 3:20 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member