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## Board Meeting Agenda

June 10, 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. 7

**New Business:**

Review 2025/2026 Water Operating Budget  
Review 2025/2026 Sewer Operating Budget  
First Reading of Resolution to Change Water Rates  
First Reading of Resolution to Change Sewer Rates

**Miscellaneous:**

System Operational Report

**Next Meeting: July 8, 2025 @ 2:00pm**

**Adjourn Meeting:**

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

BOARD OF COMMISSIONERS MEETING

DATE: June 10, 2025

TIME: 2:00 p.m.

PLACE: Claywood Park PSD Business Office, 594 Davisville Road, Davisville, WV 26142

BOARD MEMBERS ATTENDING: Michael Miller, Chairman (telephonically), Edna Summers, Secretary/Treasurer and Jim Cox, member (telephonically).

OTHERS IN ATTENDANCE: Shayne Brabham, General Manager, AJ Allen, Assistant Manager.

Secretary Summers called the meeting to order.

Secretary Summers 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 Chairman Miller, passed unanimously.

Secretary Summers asked for a motion to approve and accept the meeting agenda. A motion made by Chairman Miller and seconded by Commissioner Cox, passed unanimously.

**Disbursements:** The May 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 presented to the board for approval, Draw 14 in the amount of \$36,965.00. Dunlap Contracting to receive \$4,723.01 and \$32,241.99 to be paid to Cerrone Associates. A motion to accept was made by commissioner Cox, seconded by Chairman Miller, passed unanimously.

**Dutch Ridge Water Line/Meter Replacement Project**

Mr. Brabham presented to the board for approval, drawdown No. 7 in the amount of \$73,801.96. \$55,251.59 to be paid to RDR Utility Services and \$18,050.37 to Cerrone Associates. A motion to accept was made by Chairman Miller, seconded by commissioner Cox, passed unanimously.

Mr. Brabham reported that RDR Utility Services is actively installing pipe along Dutch Ridge, the bore crew has resumed installing casing and cleanup has been behind due to the adverse weather.

**New Business:**

The 2025/2026 Operating Budget for both water and sewer has been tabled until the July meeting.

Mr. Brabham presented to the board for the first reading of two required, a resolution changing the water rates. A motion to accept was made by Chairman Miller, seconded by commissioner Cox, passed unanimously.

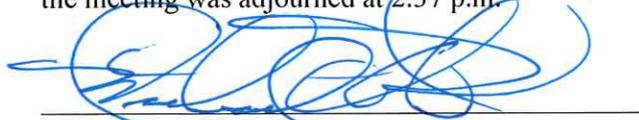
Mr. Brabham presented to the board for the first reading of two required, a resolution changing the sewer rates. A motion to accept was made by Chairman Miller, seconded by commissioner Cox, passed unanimously

Mr. Brabham informed the board that the notice of a rate change will be sent to all customers with their June bill and that there will be a public rate hearing prior to the second reading at the July board meeting.

**Miscellaneous:**

System Operations Report: Mr. Brabham reported that the district had 5 water service leaks, two main line leaks and one new water tap.

Secretary Summers asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Chairman Miller to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:37 p.m.



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Michael A. Miller, Chairman



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Edna Summers, Member

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Jim Cox, Member