



Board Meeting Agenda

July 8, 2025
1:00 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. 15
 - Dutch Ridge Water Line/Water Meter Replacement Project
 - Receive Report
 - Approve Drawdown No. 8

New Business:

Review 2025/2026 Water Operating Budget
Review 2025/2026 Sewer Operating Budget

Miscellaneous:

Bennett & Dobbins Engagement Letters
System Operational Report

Public Rate Hearing: 2:00pm

Second Reading of Resolution to Change Water Rates
Second Reading of Resolution to Change Sewer Rates

Next Meeting: August 12, 2025 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: July 8, 2025

TIME: 1:00 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 (telephonically).

OTHERS IN ATTENDANCE: Shayne Brabham, General Manager, AJ Allen, Assistant Manager, Andy Hartleben, 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 Summers and seconded by Chairman Miller, passed unanimously.

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

Disbursements: The June 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. Hartleben, MOVRC presented to the board for approval, Draw 15 in the amount of \$19,832.80. Bowles Rice to receive \$13,943.38 and \$2,250.00 to be paid to Johnston Appraisals and \$3,639.42 to MOVRC. A motion to accept was made by commissioner Summers, seconded by Chairman Miller, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 8 in the amount of \$191,215.20. \$166,390.28 to be paid to RDR Utility Services and \$24,824.92 to Cerrone Associates. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham reported that RDR Utility Services is actively installing pipe along Dutch Ridge, the bore crew is currently installing the US Route 50 road bore.

New Business:

Mr. Allen presented to the board for review and approval, the 2025/2026 water and sewer operating budgets. After discussions involving the rising cost of living, material, electric and chemical cost, Chairman Miller made a motion to accept as presented, seconded by commissioner Summers, passed unanimously

Miscellaneous:

Mr. Brabham presented to the board for approval, an engagement letter from Bennett & Dobbins PLLC to prepare the financials for the auditor for \$6,900 and to prepare and submit the annual report for both water and sewer to the Public Service Commission for \$6,900. Mr. Brabham stated that it was only a \$130 increase over last years services. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

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

Public Rate Hearing 2:00pm

Others in attendance: James Kelsh, Bowles Rice, John Griffin, Wirt County Commissioner and Mrs Balderson, customer.

Mr. Kelsh presented the second reading of the water and sewer resolution to change rates to the board and opened the floor for discussion. Mrs. Balderson was in opposition of the rate increase. The board addressed her concerns but assured her that is was necessary to raise the rates to get in compliance with bond holders, fully fund reserve accounts and to get ahead of the continuing rising cost of doing business. Mr. Griffin commented he was asked by a Wirt County citizen to attend on their behalf. After a brief discussion, Chairman Miller made a motion to approve both the water and sewer resolutions as presented, seconded by commissioner Summers, passed unanimously. Mr. Kelsh informed the board he would hand-deliver the signed resolution packet to the Wood County Administers office directly after the rate hearing.

Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Summers to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:41 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member