

Board Meeting Agenda

August 12, 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. 16

-

Dutch Ridge Water Line/Water Meter Replacement Project

Receive Report

Approve Drawdown No. 9

New Business:

Lowe & Associates Audit Engagement Letter

Miscellaneous:

System Operational Report

Next Meeting: September 9, 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: August 12, 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.

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

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 July 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:

Nothing to report

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 9 in the amount of \$19,371.01 for engineering services from Cerrone Associates. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham reported that RDR Utility Services has not met the minimum requirements for property restoration and compaction. Multiple defective work notices were issued to them by Cerrone Associates. No further line installation is to take place until all the deficiencies are corrected. RDR will also need to abandon the US RT 50 bore due to installing it 17 feet deep on the North side of the road. They will have to re-drill a new bore at the depth that was provided in the construction specifications.

New Business:

Mr. Brabham presented to the board for review and approval, and engagement letter from Lowe & Associates to prepare the year end June 30, 2025 audit in the amount of \$8,600.00 Chairman Miller made a motion to accept as presented, seconded by commissioner Cox, passed unanimously

Miscellaneous:

System Operations Report: Mr. Brabham reported that the district had 5 water service leaks, four main line leaks and one new water tap. District personnel have nearly completed the system-wide water meter replacements.

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 3:15 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

Jim Cox, Member