

Board Meeting Agenda

November 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
- Review and Approve Drawdown No. 17
- Engineering Amendment No. 5
-

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Review and Approve Drawdown No. 12

New Business:

Nothing at this time

Miscellaneous:

System Operational Report

Next Meeting: December 9, 2025 @ 2:00 pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: November 12, 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.

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 Commissioner Cox, 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 October 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. Brabham presented to the board for approval, drawdown No. 16 in the amount of \$ 2807.50 which to be paid to Cerrone Associates for additional engineering services. A motion to accept was made by Commissioner Summers, seconded by Commissioner Cox, passed unanimously.

Mr. Brabham reported that the Cerrone Associates had begun smoke testing of the existing sewer main section that the district was forced to take ownership of. A full report will be available once the work has been completed.

Mr. Brabham presented to the board for approval, amendment No. 5 to the engineering agreement for a sum of \$2808.00 to address a minor overrun in additional services. A motion to accept was made by Commissioner Summers and seconded by Commissioner Cox, passed unanimously.



Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 12 in the amount of \$19,031.75 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 will not be able to meet the substantial completion date of November 22, 2025. Instead of implementing liquidated damages, RDR requested that they would cover the inspection fees during the remainder of the project. Cerrone Associates is in negotiations with them and will have a full report and recommendation for our December board meeting.

New Business:

Nothing at this time

Miscellaneous:

System Operations Report: Mr. Brabham reported that the district had four water service leaks, five main line leaks. District personnel have nearly completed the system-wide fire hydrant inspections and will continue to install new residential water meters as they become available.

Mr. Brabham presented to the board for approval, the 2025 Health Insurance renewal from Highmark. The renewal increase is 8 percent over last year's premium. Mr. Miller stressed how important it is to provide adequate medical coverage at an affordable rate to district personnel. A motion to accept was made by Commissioner Cox, seconded by Chairman Miller, passed unanimously.

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 3:30 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member