

Board Meeting Agenda

December 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

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Review and Approve Drawdown No.13
Review and Approve Change Order No.2

New Business:

Nothing at this time

Miscellaneous:

System Operational Report

Next Meeting: January 13, 2026 @ 2:00 pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: December 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, Edna Summers, Secretary/Treasurer and Jim Cox, member.

OTHERS IN ATTENDANCE: Shayne Brabham, General Manager, AJ Allen, Assistant Manager and William Wallace, Cerrone Associates.

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 November 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. Wallace reported that the smoke testing and flow monitoring efforts have been slowed by adverse weather. Cerrone will once again resume once there is a break in the weather.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 13 in the amount of \$158,448.13 Cerrone Associates to receive \$14,000.00 for engineering services, Bowles Rice to receive \$272.19 for legal services and RDR to receive \$143,675.94. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Wallace reported that RDR Utility Services has made some major personnel changes to try and get the project completed. RDR has completed nearly all the punch list items that were imposed by the WVDOH so they could resume work on the project. RDR proposed to pay all the remaining inspection related fees until final completion in lieu of liquidated damages that could be enforced by the district.

Mr. Wallace presented to the board for approval change order no. 2 for a time extension for RDR to complete the project. The current project timeline has them completing by December 13, 2025. The newly appointed construction crew will evaluate the current condition of the remaining construction items and will provide a work schedule that will have the new final completion date. Mr. Wallace recommended the board approve a time extension change order and once the construction work schedule is reviewed, Cerrone would provide the district with their recommendation. A motion to approve was made by commissioner Summers, seconded by chairman Miller, passed unanimously.

New Business:

Nothing at this time

Miscellaneous:

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

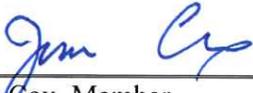
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Summers to adjourn the meeting, passed unanimously, and the meeting was adjourned at 2:48 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member