



Board Meeting Agenda

October 14, 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. 16
- IJDC Funding Revision Request
-

Dutch Ridge Water Line/Water Meter Replacement Project
Receive Report
Review and Approve Drawdown No. 11

New Business:

Nothing at this time

Miscellaneous:

System Operational Report

Next Meeting: November ____, 2025 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: October 14, 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 and Melanie Booth, 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 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 September 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. Booth presented to the board for approval, drawdown No. 16 in the amount of \$10,240.82. Bowles Rice to receive \$5,030.25 for legal services and \$5,210.57 to MOVRC for administrative services. A motion to accept was made by Commissioner Summers, seconded by Commissioner Cox, passed unanimously.

Mr. Brabham reported that the final completion was performed October 7, 2025. The district received the Notice of Acceptability of Work for both Contract 1 and 2 from the engineer. The contractor has approximately 6 months of warranty remaining.

Mr. Brabham presented to the board for approval, amendment No. 4 to the engineering agreement for a sum of not to exceed of \$40,000.00. This is necessary for the engineer to perform some isolated smoke and flow testing due to unwanted inflow and infiltration on a portion of the original sewer system. A motion to accept was made by Commissioner Summers and seconded by Commissioner Cox, passed unanimously. Mr. Brabham also presented a budget revision request from IJDC to shift the \$40,000.00

from contingency to engineering services. Once approved, this must be approved by IJDC as well. A motion to accept was made by Commissioner Cox, seconded by Commissioner Summers, passed unanimously.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 11 in the amount of \$116,278.72. \$22,238.14 for engineering services from Cerrone Associates, \$94,040.58 to RDR Utility Services for construction. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham reported that RDR Utility Services has completed all the main line installation minus a small line skip. All road crossing bores have been completed and awaiting tie-ins once the newly installed water line has passed testing.

New Business:

Nothing at this time

Miscellaneous:

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

The November board meeting is scheduled for November 12, 2025 due to Veterans Day.

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 2:35 p.m.



Michael A. Miller, Chairman



Edna Summers, Member



Jim Cox, Member