

Board Meeting Agenda

September 9, 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. 10

Review and Approve Change Order No. 1

New Business:

Nothing at this time

Miscellaneous:

System Operational Report

Next Meeting: October 14, 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: September 9, 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.

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 August 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. 10 in the amount of \$89,298.76. \$38,257.61 for engineering services from Cerrone Associates, \$49,891.15 to RDR Utility Services for construction and \$1,150.00 to Claywood Park PSD for project related reimbursements. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham reported that RDR Utility Services has put on a second crew to start installing services while the original crew continues to install main line. The US Rt 50 bore has yet to be completed.

Mr. Brabham presented to the board for approval, Change Order No. 1 to extend the project period by 40 days due to adverse weather days. The new final completion date would be December 13, 2025. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

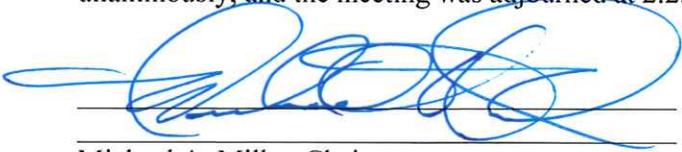
New Business:

Nothing at this time

Miscellaneous:

System Operations Report: Mr. Brabham reported that the district had three water service leaks, one main line leaks and one new water tap. District personnel have nearly completed the system-wide water meter replacements with approximately 125 remaining

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 2:25 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

Jim Cox, Member