Claywood Park
Public Service District

Board Meeting Agenda

January 13, 2026
2:00 P.M.

Call Meeting to Order:

Reading and approval of the minutes

Approval of the meeting agenda:

Review and Initial disbursements:

Annual Election of Officers

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.14
Review and Approve Change Order No.2

New Business:

Truck Quotes

Miscellaneous:

Edward Jones Investments

System Operational Report

Next Meeting: February 10, 2026 @ 2:00 pm

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: January 13, 2026

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 December 2025 disbursements were reviewed and initialed by all commissioner's present.

Election of Officers: Commissioner Cox made a motion that Mr. Miller remain as chairman and Ms. Summers secretary/treasurer. The motion was seconded by commissioner Summers, passed unanimously.

Questions and Comments from the Public:

There were none

Old Business:

Newark Sewer Phase II / Spring Valley Sewer Project:

Nothing to report at this time

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 14 in the amount of $2,750.00 Cerrone Associates to receive $25,000.00 for engineering services and USDA to receive $250.00 for interest payment. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham presented to the board for approval, change order No. 2 granting a time extension to RDR Utility Services for an additional 101 days to a final completion date of April 3, 2026. Mr. Brabham informed the board that a memorandum of negotiation was finalized with the contractor. The contractor agreed to pay for the remainder of the inspection fees through the end of the contract. A motion to accept was made by commissioner Summers, seconded by commissioner Cox, passed unanimously.

Mr. Brabham reported that RDR Utility Services has brought in an entirely new crew to complete the project. They will resume pressure testing the newly installed main line and begin scheduling the tie-ins and new service connections.

New Business:

Truck Quotes: Mr. Brabham informed the board of the need to purchase a new truck for both water and sewer division. Mr. Brabham received quote from Matheny GMC/Ford. Chairman Miller made the motion to authorize the purchase and not to exceed $48,000 for each truck. The motion was seconded by commissioner Cox, passed unanimously.

Miscellaneous:

Edward Jones Investments: Chairman Miller requested Edward Jones representative be present at the February Board Meeting to discuss investment strategies.

System Operations Report: Mr. Brabham reported that the district had two water service leaks and installed one new water tap.

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 3:25 p.m.

Michael A. Miller, Chairman

Edna Summers, Member

Jim Cox, Member