Claywood Park
Public Service District

Board Meeting Agenda

March 10, 2026
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.16

New Business:

Nothing at this time

Miscellaneous:

System Operational Report

Next Meeting: April 14, 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: March 10, 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 and 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 February 2026 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:

The engineer is preparing a final warranty punch list for the contractor to address some recently discovered inflow and infiltration found during smoke testing and flow monitoring throughout the project area.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 16 in the amount of $4,874.40. Cerrone Associates to be paid $1,500.00 for project administration services and $3,374.40 to RDR Utility Services for construction fees. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham reported that the water line contractor has made little to no progress due to the adverse stretch of weather over the last month. A time extension change-order will need to be prepared for the April meeting for consideration.

New Business:

Nothing at this time

Miscellaneous:

System Operations Report: Mr. Brabham reported that the district had three service line leaks and three water main breaks.

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 3:15 p.m.

Michael A. Miller, Chairman

Edna Summers

Edna Summers, Member

Jim Cox

Jim Cox, Member