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

BOARD OF COMMISSIONERS MEETING

DATE: April 14, 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 and Dana Tackett, 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 March 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:

Ms. Tackett reported that MOVRC has submitted two project related invoices to DEP for approval but have been rejected on two separate attempts due to the project Schedule B not aligning with available funds. The Schedule B shows what funding agencies have paid to date on project related items and what balance is remaining for each agency. MOVRC will get this reconciled and resubmit for payment.

Dutch Ridge Water Line/Meter Replacement Project

Mr. Brabham presented to the board for approval, drawdown No. 17 in the amount of $41,791.73. Cerrone Associates to be paid $1,250.00 for project administration services and $40,541.73 to RDR Utility Services for construction fees. A motion to accept was made by Chairman Miller, seconded by commissioner Summers, passed unanimously.

Mr. Brabham presented to the board for consideration, Change Order No. 3 for an additional time extension for the completion of the project. If approved, this would extend the completion date June 18, 2026. Mr. Brabham reminded the board that the contractor has been paying for all the project inspection fees due to the extra time that has taken and the inspection budget has been exhausted. Mr. Brabham suggested that the district may request an extended warranty from the contractor which can be addressed at a future meeting. A motion to accept was made by commissioner Cox, seconded by commissioner Summers, passed unanimously.

New Business:

Review and approve Annual Audit Report

Mr. Brabham presented to the board for approval, year end June 30, 2025 Audit. The Management Letter prepared by Lowe & Associates was provided to each board member for review along with a copy of the audit. The district has an excess in our debt reserves and customer security deposits, but showing a deficit in the working capital account. Mr. Brabham informed the board that the district has since had a rate increase and currently have met the required amount in the working capital accounts. A motion to accept was made by chairman Miller, seconded by commissioner Summers, passed unanimously.

Miscellaneous:

System Operations Report: Mr. Brabham reported that the district had three service line leaks and one 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 3:15 p.m.

Michael A. Miller, Chairman

Edna Summers, Member

Jim Cox, Member

Claywood Park
Public Service District

Board Meeting Agenda

April 14, 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.17
Review and Approve Change Order No.3

New Business:

Review and Approve Audit Report

Miscellaneous:

System Operational Report

Next Meeting: May12, 2026 @ 2:00 pm

Adjourn Meeting:

594 Davisville Rd. ♦ Davisville, WV 26142
P.O. Box 127 ♦ Parkersburg, WV 26102
Phone: 304-422-6042 ♦ Fax 304-422-4014
Email: claywood@woodpsd.org ♦ www.woodpsd.org

Claywood Park
Public Service District

BOARD MEETING SIGN IN SHEET

April 14, 2026 AT 2:00 PM

NAME	ADDRESS
Dane Jackett	MOVRC

594 Davisville Rd. ♦ Davisville, WV 26142
P.O. Box 127 ♦ Parkersburg, WV 26102
Phone: 304-422-6042 ♦ Fax 304-422-4014
Email: claywood@woodpsd.org ♦ www.woodpsd.org

Claywood Park Public Service District
Profit & Loss sewer BM

Accrual Basis — March 2026

	Mar 26
Ordinary Income/Expense	
Income	
Other Sewer Revenues	
2419000 · Interest Received-Sewer	1.91
2474000 · Services- Mountwood Sewer	2,208.33
2521100 · Flat Rate Residential Sales	871.30
2522110 · Sales Mountwood Park	7,210.09
2532000 · Customer Penalties-Sewer	2,597.18
2532100 · Mountwood Park Penalties	12.06
2536400 · Miscellaneous Income-Sewer	8,685.00
Total Other Sewer Revenues	21,585.87
Sewer Operating Revenues	115,256.99
Total Income	136,842.86
Gross Profit	136,842.86
Expense	
Administrative & General	47,423.83
Operation & Maintenance Expense	40,416.25
Total Expense	87,840.08
Net Ordinary Income	49,002.78
Other Income/Expense	
Other Expense	
Billing/Reim SV NA	7,037.31
Capitalized Expenses	0.00
Long Term Debt	53,565.52
Total Other Expense	60,602.83
Net Other Income	-60,602.83
Net Income	**-11,600.05**

Jim Capo

Claywood Park Public Service District
Profit & Loss Water BM
March 2026

Accrual Basis

	Mar 26
Ordinary Income/Expense	
Income	
Metered Sales	
1461100 · Water Sales Residential	173,579.55
1461200 · Water Sales Commercial	13,119.76
1461300 · Water Sales Industrial	1,224.63
1461400 · Water Sales Governmental	6,107.60
1462200 · Fire Protection	1,862.38
1466001 · Sales Mineral Wells Psd	68,207.43
1466002 · Sales Town Of Elizabeth	15,134.53
Total Metered Sales	279,235.88
Other Water Revenues	52,865.59
Total Income	332,101.47
Gross Profit	332,101.47
Expense	
Admin & General Expenses	53,507.92
Customer Accounts Expense	5,654.95
Operation & Maintenance Expense	63,558.94
6000000 · Payroll & Taxes	91,112.71
Total Expense	213,834.52
Net Ordinary Income	118,266.95
Other Income/Expense	
Other Expense	
Capitalized Expenses	20,856.81
Long Term Debt	82,985.19
Total Other Expense	103,842.00
Net Other Income	-103,842.00
Net Income	14,424.95

CLAYWOOD PARK PUBLIC SERVICE DISTRICT

RESOLUTION OF THE PUBLIC SERVICE DISTRICT BOARD APPROVING INVOICES RELATED TO SERVICES FOR THE WATER SYSTEM REHABILITATION PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the Claywood Park Public Service District has reviewed the invoices attached hereto for its water project funded by the United States Department of Agriculture ("USDA"), Water Development Authority ("WDA"), and by a contribution from the Public Service District ("PSD").

a) That none of the items for which the payment is proposed to be made has been requested from another funding source.
b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
c) That each of such costs has been otherwise property incurred.
d) That payment for each of the items proposed is due and owing as the date hereof.

NOW, THEREFORE BE IT RESOLVED by the CLAYWOOD PARK PUBLIC SERVICE DISTRICT of WOOD COUNTY as follows:

There is hereby authorized and directed the payment of the attached invoices (**Draw 17**) as follows:

Invoices	Detail	Total Amount	USDA Loan	WDA EEGF	PSD Contribution
Cerrone Associates	Construction Admin	*$1,250.00*	$1,250.00		
RDR Utility Service	Contract #1 Pay App #12	*$40,541.73*		$40,541.73	
TOTAL		***$41,791.73***	**$1,250.00**	**$40,541.73**	

ADOPTED BY the CLAYWOOD PARK PUBLIC SERVICE DISTRICT at their meeting held the fourteenth day of April 2026

By: ______________________________
Its: Authorized Officer

By: ______________________________
USDA

CHANGE ORDER NO.: 3

Owner:	Claywood Park Public Service District	Owner's Project No.:	CL20-41W
Engineer:	Cerrone Associates, Inc.	Engineer's Project No.:	CL20-41W
Contractor:	RDR Utility Services Group	Contractor's Project No.:	Contract #1
Project:	Dutch Ridge Waterline Replacement		
Contract Name:	Contract #1: Dutch Ridge Waterline Replacement		
Date Issued:	November 8, 2024	Effective Date of Change Order:	April 14, 2026

The Contract is modified as follows upon execution of this Change Order:

Description: **Time extension Change Order for completion of the project.**

Attachments: **Updated project schedule; Memorandum of Negotiation regarding Resident Project Representative Payments**

Change in Contract Price	**Change in Contract Times** **[State Contract Times as either a specific date or a number of days]**
Original Contract Price: $ 1,292,759.10	Original Contract Times: Substantial Completion: 330 days Ready for final payment: 360 days
~~[Increase] [Decrease]~~ from previously approved Change Orders No. 1 to No 2 $ 0.00	[Increase] ~~[Decrease]~~ from previously approved Change Orders No.1 to No. 2 Substantial Completion: 501days Ready for final payment: 511 days
Contract Price prior to this Change Order: $ 1,292,759.10	Contract Times prior to this Change Order: Substantial Completion: March 24, 2026 Ready for final payment: April 3, 2026
~~[Increase] [Decrease]~~ this Change Order: $ 0.00	[Increase] ~~[Decrease]~~ this Change Order: Substantial Completion: 86 days Ready for final payment: 76 days
Contract Price incorporating this Change Order: $ 1,292,759.10	Contract Times with all approved Change Orders: Substantial Completion: June 18, 2026 Ready for final payment: June 18, 2026

	Recommended by Engineer (if required)	Authorized by Owner
By:		
Title:		
Date:		4/14/2026
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:	Chairman	
Date:	4/14/2026	

Lowe & Associates, PLLC

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MANAGEMENT LETTER

March 20, 2026

To the Board of Directors
Claywood Park Public Service District

We have audited the financial statements of the business-type activities of Claywood Park Public Service District for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, Government Auditing Standards and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 23, 2025. Professional standards also require that we communicate to you the following information related to our audit.

<u>Significant Audit Findings</u>

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Claywood Park Public Service District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2025. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Claywood Park Public Service District's financial statements were:

> Management's estimate of the depreciation expense is based on the estimated useful lives of the assets. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> Management estimate of the Allowance for Doubtful accounts is historically maintained at 100% of Accounts Receivable that are more than 90 days past due. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> Management's estimate of the net pension liability is based on the information provided by PERS. We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> Management's estimate of the net OPEB liability is based on the information provided by PEIA. We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 20, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Net Pension Information and Net OPEB Information, which are (is) required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

The status of the District's various reserve balances are listed below:

	Security Deposits		Working Capital		Debt Reserves	
Water Fund:						
Reserve Balance	$	104,252	$	105,954	$	638,674
Liability / Required Amount	$	(83,446)	$	(262,376)	$	(472,297)
Excess (Deficit)	$	20,806	$	(156,422)	$	166,378
Wastewater Fund:						
Reserve Balance	$	79,547	$	82,871	$	613,625
Liability / Required Amount	$	(67,000)	$	(84,497)	$	(509,458)
Excess (Deficit)	$	12,546	$	(1,626)	$	104,167

The following audit findings or other issues were noted during the audit that did not warrant specific mention in the audit report:

Board Meeting Minutes

It was noted during the audit that the District's board meeting minutes were not sufficiently detailed to provide adequate record of discussions and decisions taking place during the meeting.

We recommend that the District maintain more detailed board meeting minutes that will provide sufficient record of all discussions and decisions taking place during the meeting.

Sales Tax

It was noted during the audit that the District appears to have paid sales tax on some purchases.

We recommend the District ensure sales tax exemptions are given to vendors and that the District does not pay sales tax on purchases.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Claywood Park Public Service District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Lowe + Associates, PLLC

Lowe & Associates, PLLC

Certified Public Accountants