

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

DATE: June 14, 2011

TIME: 6:00P.M.

PLACE: Claywood Park PSD Business Office, 594 Davisville Road, Davisville, WV 26142

BOARD MEMBERS ATTENDING: Michael A. Miller, Chairman, C. Randall Law, Secretary / Treasurer.

OTHERS IN ATTENDANCE: Todd Grinstead, General Manager, Shayne Brabham, Asst. Manager.

Michael A. Miller, Chairman, presided. The Chairman 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. Since there were no objections, Chairman Miller stated he would turn the meeting over to Todd Grinstead, General Manager of the District

**Disbursements:** The May 2011 disbursements, accounts payable, and receivables were reviewed and initialed by all commissioners.

**Questions and Comments from the Public:** There were none.

**Red Hill Sewer Project:** Mr. Grinstead presented to the Board letters requesting to renew the purchase order with the DEP / SRF program for phase 1 & 2. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board requisition No.27 for phase No.1 in the amount of \$41,025.24. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board requisition No.22 for phase No.2 in the amount of \$24,992.25. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board requisition No.23 for phase No.2 in the amount of \$10,260.50. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board a letter requesting to realign the project budget with the DEP / SRF program. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

**Riser Ridge / Laurel Fork Water Extension Project:** Mr. Grinstead presented to the Board a tax release form for the Drier & Maller Co. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

June 14, 2011

Mr. Grinstead presented the Board with Change order No.3 to add the Engineers field office to contract No.1. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board an addendum to the Engineering agreement, to increase the previously agreed Engineering services amount by \$25,000.00. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board requisition No.3 in the amount of \$493,584.73. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

**Newark Area Sewer System Project:** Mr. Grinstead stated there was nothing to bring to the Board at this time.

**Water System Improvements to serve the Town of Elizabeth:** Mr. Grinstead presented to the Board requisition No.7 in the amount of \$50,912.36. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board the certificate of substantial completion for Stonegate Construction. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

**Miscellaneous:** Mr. Grinstead reported that he has been contact with an independent contractor to obtain an estimate as to the dollar amount needed to construct a new storage facility with monies received from the sale of the old office property on Rt-47..

Mr. Grinstead presented the Board with the 2011/2012 sewer system annual operation budget. After review, a motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously

Shayne Brabham, Asst. Manager, reported the District had 1 main water line repair in May, 2011.

Mr. Grinstead presented to the Board a document for signatures associated with a depositary pledge agreement from United Bank of Parkersburg, WV. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented the Board a proposal for \$8,400.00, from Bassett & Lowe, Certified Public Accountants, to perform the Districts 2010/2011 water and sewer accounts annual audit. After review a motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously

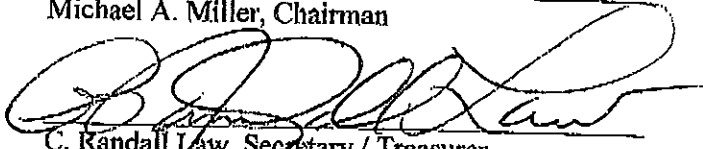
Mr. David Camp of Bill Bailey Insurance Co. was present to present the Board with a proposal to renew the Districts property and liability insurance. Mr. Grinstead presented the Board a proposal he had received from Mr. John Padded of Regale & Padded, Inc of Parkersburg. After discussion the board requested Mr. Grinstead review each proposal and present the findings to the Board.

Mr. Grinstead presented the Board with information contained in WV Law. After review, a motion was made to increase the Board Commissioners salaries to one hundred fifty dollars per attendance at regular monthly meetings and one hundred dollars per attendance at additional special meetings, as per WV Code Chapter 16 Article 13A-4 (c) (4) by Commissioner Law and seconded by Commissioner Miller passed unanimously.

The date of the next regular meeting was set for 6:00 PM, Tuesday, July 12, 2011 at the District's business office.

Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously and the meeting was adjourned at 7:42 PM.

Michael A. Miller, Chairman



C. Randall Law, Secretary / Treasurer

*Edna Summers* Absent  
Edna Summers, Member

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Confirmation of Monthly Meeting Held

The Commissioners of the Central Boaz Public Service District met as follows :

Date : ~~6-20-11~~ 6-21-11  
Time : 6:30 PM

Location : Boaz Pump Station

The following Commissioners were in attendance :

Paul Tingle      Paul Tingle  
Larry Hoffmann      Larry Hoffmann

The following items were discussed :

Motion to accept proposed budget for 2011-2012 year  
by: Paul Second: Larry Passed UNANIMOUS

Detailed meeting notes will be prepared and voted on at the next scheduled meeting.

The meeting adjourned at 6:25 PM (time).

Signed : Paul Tingle

Commission Secretary

June 21, 2011

Attending: Paul Tingler  
LARRY HOFFMANN  
Shane Braham  
Jim Deem

Reviewed: Minutes - Water & Sewer Finances

Shane: Reported 2 leaks in water system Repaired  
Sewer system OK

Project R.O.W being signed 25% complete

LARRY: Commented on Ron Fosa's good service as  
commissioner.

Shane presented budget proposal for 2011-2012 year

Motion to accept proposed budget by Paul &

Second: LARRY Passed unanimously

Proposed budget was then signed by Paul & LARRY

Discussion about selling Doolin Drive Property and Trucks.

Asked that Doolin Drive Property be advertised soon.

Next meeting July 19, 2011

Meeting adjourned 6<sup>25</sup> PM

Paul Tingler  
Sect