

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

DATE: October 11, 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, Edna Summers, Member

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 September 2011 disbursements, accounts payable, receivables, and the past 4 months of the credit card statements were reviewed and initialed by all commissioners.

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

**Old Business:**

***Red Hill Sewer Project:*** There was nothing to report at this time.

***Riser Ridge / Laurel Fork Water Extension Project:*** Mr. Grinstead presented to the Board requisition No.7 in the amount of \$390,085.17. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

***Newark Area Sewer System Project:*** There was nothing to report at this time.

***EEO Training:*** Mr. Grinstead reported to the Board the dates of the EEO training to be held at the district office. First secession will be held on Monday October 17<sup>th</sup> at 9:00am, the second will be on Wednesday October 19<sup>th</sup> at 1:00pm.

***Rt-47 property sale:*** Mr. Grinstead reported to the Board that local news paper publications have been ran advertising the sale of the property. Signs have been posted on the site. (Bids will be accepted until November 8, 2011).

***Proposed Sewer rate increase:*** Mr. Grinstead reported to the Board that the accounting work for the PSC Rule-42 exhibit was completed and will be filed with the Public Service Commission in the next 7 days. Analysis of the sewer books calculated the District will need a 7% across the board increase in its tariff rates. The PSD will request a \$3.00 per bill per month surcharge to repay debit service reserves that are

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now being used to supplement payments to the Water Development Authority. The proposed surcharge will be removed once the reserve accounts are restored.

**New Business:**


Mr. Grinstead presented to the Board a request to start developing a new water line extension project to extend water lines to areas not currently served by the district. A motion made by Commissioner Summers and seconded by Commissioner Law to begin "*miscellaneous water extension No.3*" passed unanimously.

**Miscellaneous:**

- Shayne Brabham, Asst. Manager, reported the District repaired 3 service line leaks and 1 mainline leak in September, 2011.

The date of the next regular meeting was set for 6:00 PM, Tuesday, November 8, 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 Chairman Miller passed unanimously and the meeting was adjourned at 6:45 PM.

  
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Michael A. Miller, Chairman  
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C. Randall Law, Secretary / Treasurer  
\_\_\_\_\_  
Edna Summers, Member

Confirmation of Monthly Meeting Held

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

Date : 10-15-11

Time : 6<sup>00</sup>PM

Location : Boaz Pump Station

The following Commissioners were in attendance :

LARRY HOFFMANN Larry Hoffmann

JAMES DEAN JD

PAUL TIGLER Paul Tigler

The Following Items were discussed :

Motion: Accept letter to auditor, stating all info

Requested was supplied.

By - Paul Second - James Passed UNANIMOUS

Motion: Accept year end audit

By - Paul Second - James Passed UNANIMOUS

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

The meeting adjourned at 6<sup>20</sup>PM (time).

Signed : Paul Tigler

Commission Secretary

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Attending : LARRY HOFFMANN  
James Deem  
Paul Tingle  
Todd Grinstead

Reviewed : Minutes  
: water/sewer finances

Todd : System OK

: Doolin Drive Property Appraisal \$1400<sup>00</sup>  
will advertise for sale - sealed Bid.

: Sewer treatment upgrade discussed. (DEP did testing)

Motion : Accept Letter to Auditors, stating all info  
Requested was supplied. By - Paul Second - James  
Passed UNANIMOUS

Motion : Accept year end audit  
By - Paul Second - James Passed UNANIMOUS

next meeting Nov 15, 2011

Meeting adjourned 6<sup>30</sup> PM

Paul Tingle  
sect.