

CLAYWOOD PARK

Public Service District

Board Meeting Agenda

March 8, 2011

Call Meeting to Order:

Sign minutes and initial disbursements:

Questions / comments from the public:

Old Business:

- Status of Projects
 1. Red Hill Sewer Phase I & 2:
 2. Riser Ridge / Laurel Fork Water line Extension:
 3. Newark area Sewer system:
 4. Water System Improvements to serve the Town of Elizabeth:

- Office / Shop Property Rt-47 (Sale)

New Business:

Miscellaneous:

- District Operational Report.
- Executive Session (Board / Staff Issues)

Adjourn Meeting:

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

DATE: March 8, 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 February 2011 disbursements, accounts payable, and receivables were reviewed and initialed by all commissioners.

Questions and Comments from the Public: Ms. Peggy Gumm, Marjorie & Teddy Koontz, were present to inquire about the Newark sewer project and how it would impact their property. Mr. Emerson Bungard, Stillwell Road was asking about the status of the Riser Ridge water project and report that there will be approximately 6 taps in his area.

Red Hill Sewer Project: Mr. Grinstead presented the Board with requisition No.21 for \$17,762.00 to Patriot Automation and \$5,257.23 to Cerrone Assoc. for a total of \$23,019.23. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented the Board with a request to the WV. Department of Environmental protection, to realign the budget of the projects 2nd phase. This realignment is needed to reflect the approved Change Orders No.2 to Contract 4, the equipment purchased on requisition No. 20 and Engineering Addendum No. 9. A motion made by Chairman Miller and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented a request to the Board for release of final settlement from the State tax Department for Patriot Automation, Inc., for Contract 4. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Riser Ridge / laurel Fork Water Extension Project: Mr. Grinstead reported a special meeting for the loan closing of this project will be held April 13, 2011, at 10:00 a.m. in the Board meeting room, at the District's Office.

Riser Ridge / laurel Fork Water Extension Project: (Continued)

Mr. Grinstead presented to the Board certified bid tabulations from Dominick P. Cerrone, P.E., of Cerrone Associates.

- **Contract No.1**, Water lines North of US 50. Tri-State Pipeline, Inc. of Barboursville, WV submitted the low bid of \$1,888,753.91.
- **Contract No. 2**, Water lines South of US 50. Nicolozakes Trucking & Construction, Inc. Cambridge, Ohio submitted the low bid of \$1,595,076.00.
- **Contract No. 3**, Water Meters. Drier & Maller, Inc. Reynoldsburg, Ohio submitted the low bid of \$46,991.50.
- **Contract No. 4**, Water Monitoring System. Miller Communications, Inc. Parkersburg, WV submitted the low Bid of \$16,895.27.

A motion made by Chairman Miller and seconded by Commissioner Summers to accept the Engineers recommendation to award Contract No.1 to Tri-State Pipeline, Inc. of Barboursville, WV. Contract No. 2 to Nicolozakes Trucking & Construction, Inc. Cambridge, Ohio. Contract No. 3 to Drier & Maller, Inc. Reynoldsburg, Ohio, and Contract No. 4 to Miller Communications, Inc. Parkersburg, WV passed unanimously.

Mr. Grinstead presented the Board with a letter to Ms. Virginia McDonald, USDA Rural Development office, stating the District concurs with the recommendations of Cerrone Associates, to award the construction contracts, for Chairman Miller's signature. A motion made by Commissioner Law and seconded by Chairman Miller passed unanimously.

Newark Area Sewer System Project: Nothing to discuss or report.

Water System Improvements to serve the Town of Elizabeth: Nothing to report.

Miscellaneous: Mr. Grinstead reported he had not made progress on the sale of the Property on Rt-47. The Board requested he move forward with obtaining the necessary approval from the USDA Rural Development Office, and give full report at the April Board meeting.

Shayne Brabham, Asst. Manager, reported the District had two main water line repairs and one service line repair in February, 2011.

Mr. Grinstead requested the Board enter into Executive session to discuss Employee matters, A motion made by Commissioner Law and seconded by Chairman Miller passed unanimously. The Board along with General Manager, Todd Grinstead and Asst., Shayne Brabham entered into executive session at 6:48 PM. At 7:17 PM, The Chairman called the meeting back to order.

Commissioner Summers brought up for discussion that the General Manager should expedite providing diversity training for Board and staff and report at the April Board meeting. All were in agreement.

The date of the next regular meeting was set for 6:00 PM, Tuesday, April 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 7:21 PM.

Michael A. Miller, Chairman

C. Randall Law, Secretary / Treasurer

Edna Summers, Member

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