

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

DATE: February 7, 2012

TIME: 6:00P.M.

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

BOARD MEMBERS ATTENDING: Michael A. Miller, Chairman, Edna Summers, Member, 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

**Annual Election of officers:** Commissioner Law made a motion, seconded by Commissioner Summers, to elect Michael Miller as Chairman, and Commissioner Law as Secretary/Treasurer. The motion carried unanimously.

**Disbursements:** The January 2012 disbursements, accounts payable and receivables were reviewed and initialed by all commissioners.

**Questions and Comments from the Public:** Mr. Kim Marshall of the Deerwalk Fire Dept addressed the Board asking about the placement of four fire hydrants the District agreed to add to the Riser Ridge Laurel Fork water line extension project. General Manager Todd Grinstead reported that District staff along with the Districts Engineer chose the locations according to the flow requirements and accessibility.

**Old Business:**

***Red Hill Sewer Project:*** Mr. Grinstead presented to the Board requisition No.25 for Phase 2 in the amount of \$8,831.00 to purchase 2 automatic samplers for the wastewater plant. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

***Riser Ridge / Laurel Fork Water Extension Project:*** Mr. Grinstead presented to the Board requisition No.11 in the amount of \$291,767.96 a motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board Change Order No.9 of Contract No.1 to upgrade the existing Mountwood Park pump station for \$15,708.00. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board Change Order No.10 of Contract No.1 to replace existing water line in Mountwood Park that supply Boreland Spring and Ewing Ridge Areas for \$33,000.00. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Mr. Grinstead presented to the Board Change Order No.3 - Revised of Contract No.2 for various additional items as required by the District and Engineer in the amount of \$15,015.66. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Mr. Grinstead presented to the Board a Certificate of Substantial Completion for Contract No1. for Winding Rd, Love Hill, Alleman Hill Rd, Boreland Springs Rd, Gardner Lane and Man of War Rd. (all areas of original Contract No.1 and change orders through No. 6) A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

**Newark Area Sewer System Project:** Mr. Grinstead reported to the Board the District is waiting approval from the WV Development office to change the scope of the project that will construct the treatment plant and collection system as original planned with the exception of the Spring Valley collection that will be constructed in a second phase.

**Rt-47 property sale:** Mr. Grinstead reported to the Board that only one bid was received. Mr David Poske, 89 Wood Circle, Parkersburg, WV 26104, was present and voiced his opinion of the value of the property. After some discussion, a motion made by Commissioner Law and seconded by Commissioner Summers not to accept the bid received from David Poske for \$79,000.00 passed unanimously. After Further discussion the Board will not peruse the sale of this property at this time.

**Proposed Sewer rate increase:** Mr. Grinstead reported to the Board that the Public Service Commission is currently onsite reviewing documents in the request to increase the Districts sewer tariff rates.

**New Business:** There was no new business.

**Miscellaneous:**

- Mr. Grinstead reported to the Board that he is waiting to receive a quote for accounting services from Altman and Assoc, PLLC, to perform the necessary accounting adjustments throughout the year, along with assisting Management to establish a more detailed internal controls plain.
- Mr. Grinstead presented to the Board the FY 2011 / 2012 revised Water and Sewer operating budgets conforming to the 1996 Uniform system of accounts now required by the WV Public service Commission, along with the Water and Sewer General ledger, income and expense statement for the first six months.
- Shayne Brabham, Asst. Manager, reported the District has installed 1 new water tap and repaired 1 main and 1 service line leak in January, 2012.
- Mr. Grinstead reported to the Board that an agreement is being drafted for the Operation & Maintenance of the Wood County Parks and Recreation, Mountwood Park sewer system. Action will be required by the Board at a future meeting.

February 7, 2012

The date of the next regular meeting was set for 6:00 PM, Tuesday, March 13, 2012 at the District's business office.

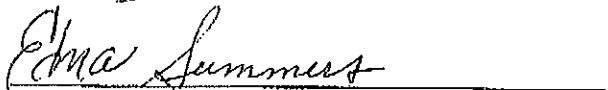
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Law and seconded by Chairman Miller passed unanimously and the meeting was adjourned at 7:48 PM.



Michael A. Miller, Chairman



C. Randall Law, Secretary / Treasurer



Edna Summers, Member

# CENTRAL BOAZ

## Public Service District

### CONFIRMATION OF MONTHLY MEETING HELD

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

Date 8-21-2012

Time 6:00 PM

Location Boaz Pump Station

The Following Commissioners were in attendance :

<u>Paul Tingle</u>	<u>Paul Tingle</u>
<u>LARRY HOFFMANN</u>	<u>Larry Hoffmann</u>
<u>JAMES DEEM</u>	<u>James Deem</u>

The Following Items were discussed:

Motion: Accept bid from Rick Flowers of \$1500<sup>00</sup> for Doolitz  
Drive property. by Paul second James  
Passed UNANIMOUS

The meeting adjourned at 6:30 PM (time).

Signed: Paul Tingle Commission Secretary

Feb 21, 2012

Attending: Paul Tingle

James Dean

Larry Hoffmann

Todd Grinstead

Reviewed: Minutes

Water/sewer expenses

Todd: System OK

Relieved OK FROM PSC to proceed with the sale  
of Doolin Drive Property

Motion & Accept bid from Rick Flowers of \$1500<sup>00</sup> For Doolin  
Drive Property. By Paul Second James

Passed UNANIMOUS

Discussed plans to purchase second VAC Pump as funds  
in sewer account remain high.

Engineering Firm will meet with board in March  
meeting to discuss options in Treatment plant upgrade.

Todd Presented mid year cost/income report

next meeting March 20, 2012

meeting Adjourned 6<sup>30</sup> PM

Paul Tingle  
sect.