

# ***CLAYWOOD PARK***

**Public Service District**

---

## **Board Meeting Agenda**

*December 14, 2010*

***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. Red Hill Sewer Phase II:
  3. Riser Ridge / Laurel Fork Water line Extension:
  4. Newark area Sewer system:
  5. Loomis Ridge Tank #1 Rehabilitation:
  6. Water System Improvements to serve the Town of Elizabeth:

***New Business:***

***Miscellaneous:***

- Verification PSC Annual Report
- District Operational Report.

***Adjourn Meeting:***

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

DATE: December 14, 2010

TIME: 6:00 P.M.

PLACE: CLAYWOOD PARK OFFICE

ATTENDING: Todd Grinstead, Donna Ingraham, Michael Miller, Edna Summers, and Randy Law and Rod Lowe of Bassett & Lowe. ( The Districts Auditor)

Michael Miller, Chairman of the Board, called the meeting to order and said if there were no objections, the District would dispense with the reading of the minutes from the previous meeting. There were no objections. Mike then turned the meeting over to Todd Grinstead, General Manager of the District.

Disbursements- The November disbursements, accounts payable and receivables were approved and initialed by the Commissioners.

Questions or Comments from the Public- There were none.

Red Hill Sewer Project- Edna made a motion to approve and pay Requisition #26 for \$56,606.74 for Cerrone Associates, Famco and All-Ways Paving. Mike seconded the motion. Motion carried.

Red Hill Sewer-Phase 2 – A motion was made by Edna to pay Req. #19 for \$27,937.39. Randy seconded the motion. Motion carried.

A motion was made by Randy and seconded by Edna for SRF Program to realign the Budget in the amount of \$10,945.00. Motion carried.

Riser Ridge/Laurel Fork Project- A public hearing scheduled for December 15, 2010 was canceled.

Newark Sewer System – Todd said that we have an opportunity to video the inside of the existing lines before construction. This will show what condition they are in and will know if any additional work will need to be done. To do this, Addendum No. 2 with Cerrone Associates states they will have \$28,530.00 moved from Construction to the Pre-Construction Phase of the project to cover the video of the lines. Motion by Randy and seconded by Edna to approve Addendum No. 2. Motion carried.

Loomis Ridge Tank #1 and Booster Station Rehabilitation – A motion was made by Randy and seconded by Edna to sign the Substantial Completion for Beam Inc. Motion carried

Motion was made by Randy and seconded by Edna to pay Req. #5 For \$4,903.00 for Final Payment to Beam, Inc and Cerrone Associates. Motion carried.

System Improvement to Town of Elizabeth – Nothing new to report

System Operational Report – Todd gave the operational report. He reported that we had one service line and one main line repaired. We had two new taps installed in November.

Miscellaneous Items – A motion was made by Randy and seconded by Edna to have Mike sign the Verification Form for The PSC Report. Motion carried.

Todd asked the Board to approve a new Policy called Payment Time Extension (Promise To Pay.) This will be a ten day Time Extension. Edna made the motion to approve and was seconded by Randy. Motion carried.

Todd asked the Board to approve a Deferred Payment Policy. The monthly installments will be 17% of the total due or \$20.00 whichever is higher. And the length of the payment plan will be 6 months. Randy made the motion and was seconded by Edna. Motion carried.

AUDIT REPORT - Rod Lowe was present and presented the 2009/2010 Audit Report. Two items that need to be addressed is the Future Liability for Retired Employees at PEIA and that we need to have our adjusting entries and balance sheet done before he does the audit. He is not to be auditing his own entries.

Randy made the motion and was seconded by Edna to accept the Audit. Motion carried.

The next board meeting will be January 11, 2011 at the Claywood Water Office. The time will be at 6:00 P.M.

Mike said if there were no further business, the meeting would be adjourned. Adjourned at 7:45 P.M. Motion by Randy and seconded by Edna to adjourn.

Donna Ingraham, Bookkeeper

---

Michael Miller, Chairman

---

Edna Summers, Board Member

---

C. Randall Law, Secretary