

CLAYWOOD PARK

Public Service District

Board Meeting Agenda

January 11, 2011

Call Meeting to Order:

Election of PSD Officers

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:

- Health Insurance Renewal
- Public Employees Retirement System
- Rt.-47 office property
- District Operational Report.

Adjourn Meeting:

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

DATE: January 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, 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 called for the Board to enter into an executive session to discuss employee matters. The motion was made by Commissioner Summers, seconded by Commissioner Law, and passed unanimously to enter into an executive session at 6:03 p.m.

At 6:43 p.m. Chairman Miller called the meeting back to order and asked if there were no objections, the District 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 Summers made a motion, seconded by Commissioner Law, to elect Michael Miller as Chairman, and Commissioner Law as Secretary/Treasurer. The motion carried unanimously.

Disbursements: The December 2010 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 Phase 1: Nothing to discuss or report.

Red Hill Sewer Project Phase 2: Mr. Grinstead presented for approval Change Order No. 2 on contract No. 4. This Change Order will increase the project cost by \$1,000.00. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented for approval Requisition No. 20. for \$64,131.58. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented for approval a letter of request for the State Revolving Fund Program to realign the construction budget to reflect approved Change orders and Addenda to the Engineering Agreement. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

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Riser Ridge / laurel Fork Water Extension Project: Mr.Grinstead reported the USDA Rural Development Office has approved our request to proceed to obtain construction bids. A bid opening date is set for February 18, 2011, at 10:00 a.m. at the District Office.

Mr. Grinstead reported that the Public Service Commission is considering our request to make modifications to the customer user agreements without obtaining new signatures.

Newark Area Sewer System Project: Issues associated with rates to serve low income families were discussed. Mr. Grinstead stated the District will pursue additional grants if found available.

Loomis Ridge Tank and Booster Rehabilitation Project: Nothing to report.

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

Miscellaneous: Mr. Grinstead reported he has received the health insurance renewal packet from Mountain State Blue Cross Blue Shield. The monthly renewal premium will decrease 1.78% effective March 1, 2011. Mr. Grinstead also informed the Board that new applications were completed by all employees enrolled in this insurance benefit for the possibility of qualifying for a lower rate block. A report will be given to the Board at the February 2011 meeting.

Mr. Grinstead presented to the Board a proposal to increase each employees pay rate by 4.5% and require each individual employee to begin paying the employees portion (4.5%), of the Public Employees Retirement Systems (PERS) contribution. By design, this program is structured to have the District pay 12.5% and the employee pay 4.5% of the employee's gross wages for a total contribution of 17%. Currently the District pays all of the 17% of the employee's gross wages into the WVPERS. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead reported he had received the appraisal of value for the Route 47 office property. Current value was appraised at \$150,000.00. Mr. Grinstead also reported a request for permission to sell the Route 47 office property has been submitted to the WV Public Service Commission and the USDA Rural Development Office.

Discussion about the importance of cross training employees, especially in the District's business office, took place. Concern was expressed that cross training of employees is essential to maintain adequate work performance in case of absences due to vacation, sickness or other issues that may find the District short staffed. The Board directed Mr.Grinstead to expedite the cross training process for the bookkeeping position to ensure proper coverage of this vital function.

There was also discussion about the disposal of water meters that have been taken out of service. Chairman Miller stated that whether the old meters were sold to other utilities or stripped down and scrapped (recycled), the revenue should be placed in the vehicle replacement fund or other accounts to be used for maintenance or special purchases as the district feels necessary.

Mr.Grinstead presented to the Board an Employee Grievance Procedure Policy, prepared for the District by Bob Kent of Bowles Rice McDavid Graff & Love PLLC. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously to accept the Employee Grievance Procedure Policy as presented.

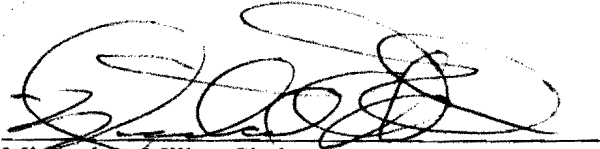
Commissioner Summers stated she has been reappointed for a three year term on the Claywood Park PSD Board, effective November 1, 2010, and has taken her oath of office from the Wood County Commission.

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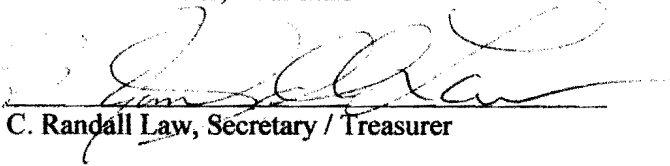
Commissioner Summers brought up for discussion that the District should look into providing diversity training for staff from the U.S. Equal Employment Opportunity Commission (EEOC). All were in agreement.

The date of the next regular meeting was set for 6:00 PM, Tuesday, February 8, 2011 at the District's business office.

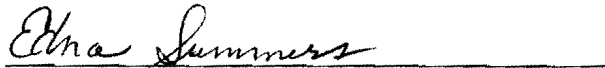
Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously and the meeting was adjourned.



Michael A. Miller, Chairman



C. Randall Law, Secretary / Treasurer



Edna Summers, Member

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