

CLAYWOOD PARK

Public Service District

Board Meeting Agenda

February 11, 2013

Call Meeting to Order:

Sign minutes and initial disbursements:

Questions / comments from the public:

Old Business:

- Status of Projects
 1. Riser Ridge / Laurel Fork Water line Extension:
Change Order No. 11 & No. 12 of Contract No. 1
Change order No. 6 of Contract No. 2
Requisition No. 23
 2. Newark Area Sewer:
Review and Sign Project Permit Applications.
- Review FY 2011/2012 Financial Reports & Audit Report.
- Review and Act on Sewer Rate Rule-42 Exhibit.

New Business:

- Little Kanawha Service Company, Emergency Operation & Maintenance Agreement.

Miscellaneous:

- Water Bond Refinancing Proposal.
- Review proposed changes to select District operational policies.
- Proposed new operational policies.
- District January 2013 operational report

Adjourn Meeting:

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

DATE: February 11, 2013

TIME: 7:00P.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

Disbursements: The January 2013 disbursements, accounts payable and receivables were reviewed and initialed by all commissioners.

Questions and Comments from the Public: There were none.

Old Business:

Riser Ridge / laurel Fork Water Extension Project: Mr. Grinstead presented to the Board requisition No.23 in the amount of \$107,462.13 a motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Mr. Grinstead presented to the Board Change order No.11 of Contract No.1 for final quantity adjustments. A motion made by Commissioner Miller and seconded by Commissioner Summers passed unanimously.

Mr. Grinstead presented to the Board Change order No.12 of Contract No.1 to add fencing to water storage tanks and add control valves at Newark and Deerwalk tanks. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Mr. Grinstead presented to the Board Change order No.6 of Contract No.2 for final quantity adjustments. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Newark Area Sewer System Project: Mr. Grinstead presented to the Board the Storm water permit application, Public Lands Permit application, Army Corps Permit application. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

February 11, 2013

2.

Financial Statement FY 2011/2012: Mr. Grinstead presented to the Board the unaudited financial statement reports performed by Bennett & Dobbins CPA. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Audit Report FY 2011/2012: Mr. Grinstead presented to the Board the audit report performed by Bassett & Lowe CPA. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Sewer Rate: Mr. Grinstead presented to the Board the Sewer Rate increase Rule-42 exhibit performed by Bennett & Dobbins CPA. A motion to accept the report and file with the Public Service Commission was made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

New Business:

Little Kanawha Service Company Water System: Mr. Grinstead presented to the Board a resolution to obtain ownership of the water system assets and Right-of-ways from Little Kanawha Service Company and to authorizing the Chairman to take all necessary actions to make the transfer. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented to the Board an Operation & Maintenance agreement that would allow the District to properly operate the LKSC water system until takeover approval from the PSC is granted. A motion made by Commissioner Law and seconded by Commissioner Miller passed unanimously.

Miscellaneous:

Mr. Grinstead presented to the Board a draft proposal from WesBanco Bank of Parkersburg, to refinance six of the Districts USDA RD bonds. A motion to contact Cam Segrest of Bowles Rice LLP, for further assistance was made by Commissioner Law and seconded by Commissioner Miller was passed unanimously.

Mr. Grinstead presented to the Board a modification to the Districts termination Policy stating the amount that water and or sewer service will be terminated for is any amount over \$25.00. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Mr. Grinstead presented to the Board a modification to the Districts policy that allows a time extension to pay a monthly utility bill. The change is to remove language that restricts the customer from having consecutive extensions. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented to the Board a modification to the Districts policy that allows a deferred payment agreement. The change is to remove language that restricts the customer from having consecutive payment agreements. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Mr. Grinstead presented to the Board a policy that outlines restrictions in uses of mobile electronic devices while driving a District vehicle. A motion made by Commissioner Law and seconded by Commissioner Summers passed unanimously.

Mr. Grinstead presented to the Board a policy that outlines restrictions in uses of electronic equipment. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

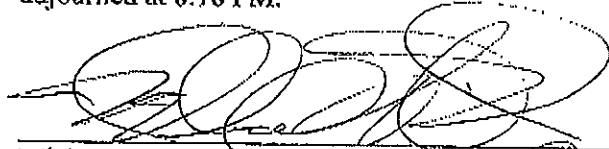
February 11, 2013

3.

Shayne Brabham, Asst. Manager, reported the District had installed 1 new water tap and repaired 5 main line breaks and 2 service line leaks in January, 2013.

The date of the next regular meeting was set for 6:00 PM, Tuesday, March 12, 2013 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 Miller passed unanimously and the meeting was adjourned at 8:18 PM.



Michael A. Miller, Chairman



C. Randall Law, Secretary/Treasurer



Edna Summers, Member