

Board Meeting Agenda

October 11, 2016

Call Meeting to Order:

Reading and approval of the minutes:

Approval of the meeting agenda:

Initial disbursements:

Questions / comments from the public:

Old Business:

- Status of Projects
 - ❖ **Newark Area Sewer.** Approval of drawdown No.20. Receive progress report.
 - ❖ **2015 Water System Improvements.**
 - ✓ Approval of drawdown No.5 for \$80,593.72. Receive Construction progress report.
 - ✓ Approve Certificate of Substantial Completion for Contract No.3 for D & M Painting.
 - ✓ Approve Certificate of Substantial Completion for Contract No 1 for Stonegate Construction for the Mt-Carmel, Gooseneck Run Extension areas.
 - ✓ Approve Change Order No.1, for Contract No.1 to extend a water line along Laurel Creek Road to serve 12 customers on Kinchloe Road.
 - ✓ Approve Change Order No.3, for Contract No.1 to upgrade electrical controls and emergency back-up power for the Water Treatment Plant operations.
 - ✓ Review and Approve Amendment No.1 to the Engineering Agreement for services associated with additional project work.

594 Davisville Rd. ♦ Davisville, WV 26142

P.O. Box 127 ♦ Parkersburg, WV 26102

Phone: 304-422-6042 ♦ Fax 304-422-4014

Email: claywood@woodpsd.org ♦ www.woodpsd.org

Old Business: (Continued)

- Water Bonds refunding.
 1. Consideration of and final action on a Resolution and related Supplemental Resolution authorizing the issuance of not to exceed \$7,500,000 in aggregate principal amount of the Claywood Park Public Service District Water Refunding Revenue Bonds, Series 2016 C and Taxable Water Refunding Revenue Bonds, Series 2016 D (collectively, the "Bonds") to refund all or a portion of the District's Water Revenue Bond, Series 2006 A, Water Revenue Bond, Series 2006 B and/or Water Revenue Bond, Series 2006 C, and/or other water revenue bonds of the District, to fund a debt service reserve fund for the Bonds and to pay costs of issuing the Bonds and related costs.
 2. Possible other actions necessary or convenient to consummate the issuance of the Bonds and/or the refunding of all or a portion of District's Water Revenue Bond, Series 2006 A, Water Revenue Bond, Series 2006 B and/or Water Revenue Bond, Series 2006 C, and/or other water revenue bonds of the District.
- Sewer Division Rate Review.
Receive report on action.

New Business: (Nothing at this time)

Miscellaneous:

- September 2016 System Operational Report.

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: October 11, 2016
TIME: 2:00 p.m.

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

BOARD MEMBERS ATTENDING: Michael Miller, Chairman, Edna Summers, Member, C. Randall Law, Secretary / Treasurer

OTHERS IN ATTENDANCE: Todd Grinstead, General Manager, Shayne Brabham, Assistant Manager, A.J. Allan, Office Manager, Luke Peters of the Mid-Ohio Valley Regional Council (MOVRC).

Chairman Miller asked if there were no objections, the Board would dispense with the reading of the minutes from the previous meeting, there were no objections. A motion to accept the minutes as presented was made by Commissioner Law and seconded by Commissioner Summers Motion passed unanimously

Chairman Miller asked for a motion to approve and accept the meeting agenda. A motion made by Commissioner Summers and seconded by Commissioner Law passed unanimously.

Disbursements: The September 2016 disbursements, accounts payable, receivables were reviewed and initialed by all commissioners.

Questions and Comments from the Public There were none.

Old Business:

Newark Area Sewer System Project: Luke Peters of the MOVRC, presented to the Board drawdown No.20 for \$80,593.72 a motion made by Commissioner Summers and seconded by Commissioner Law to approve the draw down passed unanimously.

2015 Water Systems Improvement Project: Luke Peters of the MOVRC, presented to the Board drawdown No.5 for \$380,417.95 a motion made by Commissioner Summers and seconded by Commissioner Law to approve the draw down passed unanimously.

Mr. Grinstead presented to the board A Certificate of Substantial Completion for Contract No.3 for D&M Painting. A motion made by Commissioner Law and seconded by Commissioner Summers to approve passed unanimously.

Mr. Grinstead presented to the board A Certificate of Substantial Completion for Contract No.1 for Stonegate Construction for the Mt-Carmel Gooseneck Run water extension areas. A motion made by Commissioner Summers and seconded by Commissioner Law to approve passed unanimously.

Mr. Grinstead presented to the board Change order No.3 for Contract No.1 to upgrade electrical controls and emergency back-up power for the water treatment plant operations. A motion made by Commissioner Law and seconded by Commissioner Summers to approve passed unanimously

Mr. Grinstead presented to the board Change order No.4 for Contract No.1 to replace the Rising Sun Water booster station. A motion made by Commissioner Summers and seconded by Commissioner Law to approve passed unanimously

Mr. Grinstead presented to the board Amendment No.1 to the Engineering Agreement for services associated with additional project work. A motion made by Commissioner Summers and seconded by Commissioner Law to approve passed unanimously.

Water Bond Refunding: No action was taken. Mr. Grinstead reported there may be a need to hold a special Board Meeting to take up business associated with the refunding.

Sewer Division Rate Review: Mr. Grinstead reported to the Board, after a discussion with the Districts Accountant, the District will be ready to move forward with the working meeting with the Wood County Commission sometime in November 2016. The Board will be kept updated on the preparation progress.

New Business: Nothing at this time.

Miscellaneous: Office Manager A.J. Allen gave a brief presentation to the Board of the new billing and work order software.

Mr. Brabham reported the District had installed 4 water tap and had repaired 4 main line water breaks and repaired 5 service line leaks in September 2016.

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 3:15 p.m.



Michael A. Miller, Chairman



C. Randall Law, Secretary / Treasurer



Edna Summers, Member

Claywood Park

Public Service District

BOARD MEETING SIGN IN SHEET

OCTOBER 11, 2016 AT 2:00 PM

NAME

ADDRESS

NAME	ADDRESS
Luke Peters	MOURE