

Board Meeting Agenda

April 12, 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:

- Water Bond Refunding Update. Complete action presented by Cam Siegrist of Bowles Rice Legal Firm.
- Status of Projects
 - ***Newark Area Sewer.*** Drawdown approval \$339,528.83. Receive report as to construction completion.
 - ***2015 Water System Improvements.*** Approve and accept bids received. Receive report on future action.

New Business:

- Billing, Accounting & Operational Software Upgrade.

Miscellaneous:

- March 2016 System Operational Report.

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: April 12, 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, Asst. Manager, A.J. Allen, Office Manager and 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 Summers and seconded by Commissioner Law Motion passed unanimously

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

Disbursements: The March 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.14 for \$339,528.83 a motion made by Commissioner Law and seconded by Commissioner Summers to approve the draw down passed unanimously.

2015 Water Systems Improvement Project: Mr. Grinstead reported the bid opening was held on March 31, 2016 at 11:00 a.m. at the Districts conference room.. The apparent low bidders were; **Contract 1.** Stonegate Construction Co., Belpre Ohio. **Contract 2.** Mid-Atlantic Storage Systems, Washington Courthouse Ohio. **Contract 3.** D&M Painting, Washington PA.

Mr. Grinstead presented to the Board a letter from Dominick Cerrone, P.E., Director of Engineering for Cerrone Associates, recommending the Board accept all three contracts as presented. A motion made by Commissioner Law and seconded by Commissioner Summers to award the Contract 1 Bid Contract to Stonegate Construction, Inc. in the bid amount of \$1,896,699.00, Contract 2 Bid Contract to Mid-Atlantic Storage Systems in the bid amount of \$941,900.00, and Contract 3 Bid Contract to D&M Painting Corporation in the Bid amount \$345,500, which includes the base bid amount of \$223,700.00 and both add alternate bids of \$59,500.00 and \$62,300.00, passed unanimously.

Mr. Grinstead reported to the Board the overall project bid amounts were approximately \$750,000.00 under the estimated project cost. After discussion a motion made by Commissioner Law and seconded by Commissioner Summers to pursue various additional items to include with the project passed unanimously. Change order approval will be considered on an item by item bases.

April 12, 2016

Water Bond Refunding: The closing for the Bond issuance was completed Friday March 25, 2016.

New Business: Mr. Allen gave a presentation to the Board relating to the District's desire to advance to a more modern software package to be used for Utility billing, work orders and customer accounts. A motion to pursue a software package from the Muni-Link Software Company was made by Commissioner Summers and seconded by Commissioner Law Motion passed unanimously

Miscellaneous

Mr. Brabham reported the District had repaired one water main break and fixed two service line leaks in March 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 3:10 p.m.

Michael A. Miller, Chairman

C. Randall Law, Secretary / Treasurer

Edna Summers, Acting Chairman

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