

Board Meeting Agenda

November 14, 2017
2:00 P.M.

Call Meeting to Order:

Reading and approval of the minutes:

Approval of the meeting agenda:

Initial disbursements:

Questions / comments from the public:

Old Business:

- **Sewer Division Rate Review:** Wood County Commission to act on resolution Monday November 20, 2017 at 9:00 am.
- **Status of Projects:**
 - Newark Area Sewer. Receive report.
 - 2015 Water System Improvements.
 - ✓ Review and Consider Approval of Drawdowns
 - ✓ Review and Consider Approval of Change Order No.12 for Contract No.1 (Stonegate Construction), to install a gas pressure regulator on the new water plant generator.
- **Water line Extensions:** Receive report on possible water line extensions in Freeport and Borland Springs areas, from Cerrone Assoc.

New Business: Nothing at this time.

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Miscellaneous:

- Review and Consider approval of Employee Safety apparel Policy.
- Report on legal activity taken with the District.
- Report of action of a WV Public Service Commission formal complaint filed against the District, by the Spring Valley Home Owners Association, pertaining to the method used to calculate how the HOA is billed for sewage treatment.
- October 2017 System Operational Report.

Adjourn Meeting:

594 Davisville Rd. ♦ Davisville, WV 26142

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

BOARD OF COMMISSIONERS MEETING

DATE: November 14, 2017

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.

OTHERS IN ATTENDANCE: Todd Grinstead, General Manager, Shayne Brabham, Assistant Manager, A.J. Allen, Office Manager. Meganne Robinson of the Mid-Ohio Valley Regional Council (MOVRC). Dominck Cerrone and Chad Miller of Cerrone Associates, Wheeling, WV.

Michael 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, there were no objections. A motion to accept the minutes as presented was made by Commissioner Summers and seconded by Commissioner Miller 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 Miller passed unanimously.

Disbursements: The October 2017 disbursements were reviewed and initialed by all commissioners present.

Questions and Comments from the Public There were none

Old Business:

Sewer Division Rate Review: Mr. Grinstead reported to the Board, the Wood County Commission has scheduled to take up the Districts request for the rate approval at its November 20, 2017 meeting at 10:00 am.

Newark Area Sewer System Project: Meganne Robinson of the MOVRC, presented to the Board drawdown No.25 for \$3,164.27.29 for Bowles Rice PLLC. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the draw down passed unanimously.

2015 Water Systems Improvement Project: Meganne Robinson of the MOVRC, presented to the Board drawdown No.16 for \$72,840.41. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the draw down passed unanimously.

Mr. Grinstead presented to the Board for consideration of approval Change Order No.12 for Contract No.1 (Stonegate Construction), to install a gas regulator for the newly installed water treatment plant emergency generator. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve passed unanimously.

Mr. Grinstead presented to the Board a partial Certificate of substantial completion for Stonegate Construction that covers the Emergency power generator located at the Water treatment plant. A motion made by Commissioner Summers and seconded by Commissioner Miller passed unanimously.

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New Business: Dominick Cerrone and Chad Miller of Cerrone Associates reported to the Board the feasibility to extend water lines to approximately 20 homes in the Borland Springs area of Wood County, and to extend water lines to approximately 40 homes in the Freeport area of Wirt County. It was reported the extension in the Freeport of Wirt County could be built for approximately \$1,119,000.00 and would require an average bill of \$54.85 (Same as CP-PSD's current rate tariff No.2). Also reported that the extension to serve the Borland Springs area would have an estimated cost of \$1,386,000.00 and would require a monthly average bill of \$105.14.

A motion made by Commissioner Summers and seconded by Commissioner Miller to proceed with the planning and preliminary construction feasibility of the extension to serve the Freeport area of Wirt County passed unanimously.

Due to the estimated cost (Construction and customer monthly bill), being much higher than practical to construct, A motion was made by Commissioner Summers and seconded by Commissioner Miller to not proceed at this time with the extension passed unanimously.

Miscellaneous: Mr. Grinstead presented to the Board for consideration and approval an Employee Safety Apparel Policy. After review, a motion was made by Commissioner Summers and seconded by Commissioner Miller to approve passed unanimously.

Mr. Grinstead reported he was notified by the WV Public Service Commission (PSC) that the Spring Valley Home Owners Assoc. (HOA), has filed with the Commission a Formal Complaint against the District pertaining to the method in which the District bills the HOA for sewer services rendered. Currently the District bills the HOA according to the amount of wastewater it receives (As per a flow meter), from the HOA at its Newark Wastewater treatment plant. The PSC has requested the District bill the HOA according to the amount of water purchased by the individual HOA customers. The District strongly disagrees with the PSC reconditions as this method does not take into account for inflow and infiltration. It has been documented that the HOA's collection system has excessive inflow and infiltration issues. Mr. Grinstead will report to the Board of action moving forward.

Mr. Brabham reported the District had installed 2 new water taps and repaired 5 service line leaks, in October 2017.

Chairman Miller asked if there were any further business to come before the Board. A motion made by Commissioner Summers and seconded by Commissioner Miller to adjourn the meeting passed unanimously, and the meeting was adjourned at 3:10 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

(Board seat vacant)

High Visibility Apparel Policy

Purpose:

This policy establishes procedures regarding appropriate safety apparel when working in or near roadways.

Background:

The Federal Highway Administration's Worker Visibility rule (23 CFR Part 634) states;

All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel.

The purpose of this requirement is "to decrease the likelihood of worker fatalities or injuries caused by motor vehicles and construction vehicles and equipment". The definition of "workers" within the code includes utility crews. To meet requirements and protect worker safety, Claywood Park PSD is implementing this High Visibility Apparel Policy.

Requirements:

All field staff will wear high-visibility apparel when working in or near any roadway. Acceptable apparel includes: uniform work shirts or jackets with reflective striping, high visibility tee-shirts or coats issued by the District, or a high visibility safety vest. If high visibility apparel is covered by a non-high visibility outer garment, such as a sweatshirt or jacket, a safety vest must be worn.

This policy duly adopted by a quorum vote at the regularly scheduled Board meeting of the Claywood Park Public Service District held November 14, 2017



Michael A. Miller, Chairman

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