

Board Meeting Agenda

August 14, 2018
2:00 P.M.

Call Meeting to Order:

Reading and approval of the minutes:

Approval of the meeting agenda:

Review and Initial disbursements:

Questions / comments from the public:

Old Business:

- **Status of Projects:**

- 2015 Water System Improvements: Receive report.
- Freeport Area Water line Extension: Receive report, Review submittals and select accounting and legal services. Review submittals for Engineering and set date and time to interview.
- Spring Valley Sewage Collection System Project: Receive report, review archaeological services proposals and select. Review and consider approval of filing request for engineering fee waiver. Review and consider approval of engineering agreement.

New Business: Consider approval to purchase vehicles through the WV Purchasing contract, for the Water and Sewer departments.

Miscellaneous: July 2018 System Operational Report.

- Appoint Voting Delegate and Alternate for the West Virginia Rural Water Assoc. Annual business meeting held on September 10, 2018.

Next Meeting: September 11, 2018 @ 2:00pm
(Consider rescheduling September business meet to September 4, 2018 @ 2:00pm)

Adjourn Meeting:

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

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

BOARD OF COMMISSIONERS MEETING

DATE: August 14, 2018
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, Secretary.

OTHERS IN ATTENDANCE: Todd Grinstead, General Manager, Shayne Brabham, Asst. Manager, A.J. Allen, Office Manager, Luke Peters of the Mid-Ohio Valley Regional Council.

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 July 2018 disbursements were reviewed and initialed by all commissioners present.

Questions and Comments from the Public Richard Conley, Mrs. Freeland, and Mrs. Wayne, all from Spring Valley, attended to get update on the pending sewer project to serve Spring Valley.

Old Business:

2015 Water Systems Improvement Project: Nothing at this time

Freeport Area Waterline Extension Project: Luke Peters reported he had received only one response to the "Request for Proposals" for legal services. Bowels Rice Attorneys at law submitted proposals for Local legal services, Real Estate, and Bound Counsel. A motion made by Commissioner Summers and seconded by Commissioner Miller to accept all three proposals from Bowels Rice Attorneys at law passed unanimously.

Luke Peters reported he had received only one response to the "Request for Proposals" for accounting services. The proposal was received from Bennett & Dobbins PLLC. CPA's. A motion made by Commissioner Summers and seconded by Commissioner Miller to accept the proposal from Bennett & Dobbins PLLC, passed unanimously.

Spring Valley Sewer Collection Project: Luke Peters presented the Board proposals from ASC Group, INC., Dovetail Cultural Resource Group, and Weller and Associates, for Phase I Archaeological Survey for the project area. A motion made by Commissioner Summers and seconded by Commissioner Miller to accept the proposal from Weller and Associates passed unanimously.

Mr. Grinstead presented to the board a request from Cerrone Associates to file a request to the WV Infrastructure and Jobs Development Council for engineering fee waiver. A motion made by Commissioner Summers and seconded by Commissioner Miller to make the request passed unanimously.

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Mr. Grinstead presented to the board an updated and revised project engineering agreement with Cerrone Associates, Wheeling, WV. A motion made by Commissioner Summers and seconded by Commissioner Miller to accept the agreement with Cerrone Associates passed unanimously.

Newark Sewer Project: Luke Peters presented the Board a drawdown request to the Infrastructure and jobs development council to purchase a sewage sampler from remaining project funds. Mr. Peters said this drawdown will close out this project. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve passed unanimously.

New Business: None at this time.

Miscellaneous: Mr. Grinstead presented to the board the 2018 Voting Credential Form for the West Virginia Rural Water Assoc. annual business meeting. A motion made by Commissioner Miller and seconded by Commissioner Summers to name Shayne Brabham as the Districts voting delegate and Todd Grinstead as the alternate delegate passed unanimously.

Mr. Grinstead reported that the water meter used to measure the water purchased by the Mineral Wells PSD has had a mechanical failure. A new water meter has been purchased and will be installed in the upcoming weeks.


Mr. Grinstead requested the board purchase a new service truck for its sewer division from the WV State Purchasing Contract, and finance it with a lease / Purchase arrangement with United Bank, Parkersburg. The purchase price will be in the \$25,000.00 range with an estimated interest rate of 3.45%. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve and authorize Chairman Miller to execute the necessary documents to purchase said vehicle passed unanimously.

Mr. Grinstead requested the board purchase a new vehicle for use of the water division. This vehicle will allow the District to repurpose a vehicle to be used by the water quality operations. The proposed vehicle will be purchased through the WV State Purchasing Contract from the vehicle replacement fund. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the purchase passed unanimously.


Mr. Brabham reported the District had installed two water taps and repaired one main waterline break and five service line leaks in July 2018.

After a short decision, a motion made by Commissioner Miller and seconded by Commissioner Summers to change the September 2018 board meeting to September 4, 2018 at 2:00 pm passed unanimously.

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 3:45 p.m.



Michael A. Miller, Chairman



Edna Summers, Member

(Board seat vacant)

