

## Board Meeting Agenda

March 13, 2018  
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:***

- **Status of Projects:**
  - *2015 Water System Improvements:* Review and Consider Approval of Drawdown.
  - *Freeport Area Water line Extension:* Receive report.
- Review bid results from March 9, 2018, for a compact excavator, and consider awarding the winning bid.
  - Review funding proposal to lease/purchase a compact excavator.

***New Business:*** Consider applying for funding of phase 2 of the Newark Sewer project, (Spring Valley Collection System).

***Miscellaneous:***

- Enter Executive Secession to discuss legal matters. January 2018 System Operational Report.

***Next Meeting:*** April 10, 2018 @ 2:00pm

***Adjourn Meeting:***

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

BOARD OF COMMISSIONERS MEETING

DATE: March 13, 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, Luke Peters of the Mid-Ohio Valley Regional Council (MOVRC).

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

**Questions and Comments from the Public** There were none

**Old Business:**

**2015 Water Systems Improvement Project:** Luke Peters of the MOVRC, presented for review and approval of Drawdown No. 18 for \$83,760.75. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the draw down passed unanimously.

Mr. Grinstead presented the Board for review and approval of a certificate of substantial completion for R.G. Smith, Contract No.2. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve passed unanimously

**Freeport Area Waterline Extension Project:** Mr. Grinstead reported that an informational public meeting, to be held in the Freeport area of Wirt County, will be scheduled soon.

Mr. Grinstead presented the Board results from the bid opening held March 9, 2018, at the Districts office, for the purchase of excavation equipment. Along with a letter from him recommending acceptance of the low bid provided by the Jefferds Corp., of Parkersburg, WV. For both the compact excavator and hydraulic breaker, for a total bid price of \$46,100.00. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve passed unanimously.

Mr. Grinstead presented the Board a lease/purchase funding proposal from WesBanco Bank to lease excavation equipment previously approved by the Board, along with an equipment trailer from Mountaineer Trailer Sales, Vienna, WV. For \$5,299.00. Funding will consist of a tax-exempt bank qualified lease with an interest rate of 5.7% for 48 months, with a 1% origination fee, and a \$250.00

document preparation fee. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the funding proposal passed unanimously.

**New Business:** A motion made by Commissioner Summers and seconded by Commissioner Miller to move forward with applying to the West Virginia Infrastructure and Jobs Development Council to seek funding to construct a new sewage collection system to serve the Spring Valley community passed unanimously. Luke Peters of the MOVRC will apply on behalf of the District.

**Miscellaneous:**

A motion made by Commissioner Summers and seconded by Commissioner Miller to enter into executive secession to discuss legal matters passed unanimously.

A motion made by Commissioner Miller and seconded by Commissioner Summers to exit executive secession and return to the meeting agenda passed unanimously

Mr. Brabham reported the District had repaired one service line leaks, and repaired one main waterline breaks in February 2018.

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



Michael A. Miller, Chairman



Edna Summers, Member

\_\_\_\_\_  
(Board seat vacant)

