

Board Meeting Agenda

January 8, 2019
2:00 P.M.

Call Meeting to Order:

Reading and approval of the minutes:

Approval of the meeting agenda:

Review and Initial disbursements:

Annual Election of Officers:

Questions / comments from the public:

Old Business:

- **Status of Projects:**
 - Freeport Area Water line Extension:
- Review and consider approval of Administrative Services Agreement from Mid-Ohio Valley Area Development Corp.
- Review and approval of customer certification.
- Review and consider approval of Uniform billing procedure acknowledgment.
- Newark Sewer; Spring Valley: Receive Report

Review and consider approval of a resolution authorizing participation with the department of the Army Corps of Engineers, for design and construction associated with the project

New Business:

Miscellaneous: December 2018, System Operational Report.

Next Meeting: April 9, 2019 @ 2:00pm

Adjourn Meeting:

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

BOARD OF COMMISSIONERS MEETING

DATE: January 8, 2019

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.

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

Annual Election of Board Officers: A motion made by Commissioner Summers and seconded by Commissioner Miller to elect Michael Miller as Chairman for 2019 passed unanimously.

A motion made by Commissioner Miller and seconded by Commissioner Summers to elect Edna Summers as Secretary / Treasurer for 2019 passed unanimously.

Questions and Comments from the Public There were none.

Old Business:

Freeport Area Waterline Extension Project: Mr. Grinstead presented the board for consideration of approval of an administrative services agreement with the Mid-Ohio Valley Area Development Corporation. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the agreement passed unanimously.

Mr. Grinstead presented the board for approval of customer certification. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the certification passed unanimously.

Mr. Grinstead presented the board for consideration of approval of uniform bidding procedure acknowledgment from the WV Infrastructure and Jobs Development Council. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the agreement passed unanimously.

Newark Sewer Phase II / Spring Valley Sewer Project: Mr. Grinstead presented the board for consideration of approval of a resolution authorizing participation with the department of the Army Corps of Engineers, for design and construction associated with the project. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the resolution passed unanimously.

New Business: Mr. Grinstead presented the board for consideration of approval of a legal services agreement with Kay Casto and Chaney PLLC, for employee matters. A motion made by Commissioner Summers and seconded by Commissioner Miller to approve the agreement passed unanimously.

Miscellaneous: Mr. Brabham reported the District had installed 3 new water taps, repaired one main waterline breaks and repaired four service line leaks in December 2018.

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 2:38 p.m.



Michael A. Miller, Chairman

Edna Summers, Member

(Board seat vacant)