

**MINERAL WELLS PUBLIC SERVICE DISTRICT
POST OFFICE BOX 266
MINERAL WELLS, WV 26150
TELEPHONE: (304) 489-2915 FAX: (304) 489-2971**

February 17, 2012

Mr. Marty Seufer
Wood County Commission
Wood County Courthouse
#1 Court Square, Box 2
Parkersburg, WV 26102-5340

Dear Mr. Seufer:

Please find enclosed an approved copy of the Minutes of the Regular Board Meeting held January 19, 2012; the minutes were approved at the Regular Board meeting held on Thursday, February 16, 2012. Also, included is an approved copy of the Minutes of the Special Board Meeting held on February 3, 2012, the minutes were approved at the Regular Board meeting held Thursday, February 16, 2012.

Should you have any questions please contact us @ (304) 489-2915.

Yours truly,

Mineral Wells PSD


Cathy Dyer
Office Manager

Enclosures: January 19, 2012, minutes
February 3, 2012, minutes

MINUTES OF A REGULAR MONTHLY BOARD MEETING OF THE PUBLIC SERVICE BOARD OF THE MINERAL WELLS PUBLIC SERVICE DISTRICT HELD THURSDAY, JANUARY 19, 2012, AT 5:00 P.M. IN THE DISTRICT'S OFFICE LOCATED MINERAL WELLS, WEST VIRGINIA

Mr. Roy L. Radabaugh, Chairman, called the meeting to order at 5:00 p.m. He asked everyone present to sign the attendance roster. James R. Lett, Secretary; Mark D. Stewart, Treasurer; Todd Anderson, Operations Manager; Cathy Dyer, Office Manager; Nellie Radcliff, Office Clerk; Dominick P. Cerrone, Cerrone, Inc., Chad Miller, Cerrone, Cerrone Associates, Inc., and Steve Hardman, Bowles Rice, were present.

There was no one from the public present.

Mr. Lett made a motion to approve the Minutes of the December 15, 2011, Regular Board Meeting as presented. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Lett made a motion to approve the Minutes of the January 17, 2011, Special Board Meeting. Mr. Stewart seconded the motion. The motion passed unanimously. Mr. Lett signed the Minutes.

Mr. Cerrone, Mr. Miller and Mr. Hardman were present to discuss the Contract # 1 – Orders Construction Co. – bid on the Wastewater Treatment Plant Upgrade. The bid came in at a total cost of \$2,670,500.00. The total for Contract # 1 was over the estimated cost. The Board along with the help of Mr. Cerrone, Mr. Miller and Mr. Hardman, agreed to trim a total of \$260,000.00 from Contract #1. A new revised contract is to be presented to the Board in a Special Board Meeting. Mr. Lett made a motion that the contract be revised and approved. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to eliminate Contract #2 from the Sewer System Improvement Project. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Lett made a motion to proceed with reapplying for funds with UDSARUS for Contract #2 Sewer System Improvements Project Phase II.

Mr. Cerrone, Mr. Miller and Mr. Hardman excused themselves from the meeting at 6:40 PM.

Mr. Lett made a motion to approve and sign the agreement with Bassett & Lowe Certified Public Accountants to do the Rule42 for the SCADA Upgrades Project. Mr. Stewart seconded the motion. The motion passed unanimously.

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Mr. Stewart made a motion to approve the Financial Statements, (copies attached) for December 31, 2012, for All Finances, Water Revenue Fund Checking account, and Sewer Revenue Fund Checking Account as presented. Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve checks #42502 thru #42577 written on the Consolidated Water and Sewer Revenue Checking Account between December 16, 2011 and January 19, 2012, (copies attached) Mr. Lett seconded the motion. The motion passed unanimously.

Mr. Stewart made a motion to approve Payroll Checks #3482 thru #3421 written on the Consolidated Payroll Account between December 16, 2011 and January 19, 2012, (copies attached). Mr. Lett seconded the motion. The motion passed unanimously.

The following correspondence was discussed.

Item 39 – Letter dated January 3, 2012, from the PSC the 2011 Annual Report has been received and not comment were made.

Item 71 – Letter dated January 10, 2012, from Sandra Squire, PSC attaching recommended rate increase for the Rule 30B. 0066%. Raises the minimum bills from \$27.12 to \$27.30 an 18 cents increase.

Item 77 – Letter dated January 10, 2012, from Claywood Park attaching their 2011 Annual Drinking Water Quality Report.

Item 79 – Letter dated January 12, 2012, from Virginia McDonald, RUS approving the Engineering Agreement with Cerrone Associates, Inc. for the SCADA Upgrades Project.

Mrs. Dyer reported an invoice from Trombold Equipment in the amount of \$4,100.00 for grinder parts was received requested to have the funds transferred from the Grinder Pump Reserve Account to cover the invoice. Mr. Lett made a motion to transfer funds. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Anderson requested to phase out the Two hundred Series grinders with the Sewer Project the Board stated that was his call to make.

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Mr. Anderson reported that he had received two quotes for the Conner tap on Price Road being Bosley Construction - \$10,977.00 and Roush - \$4019.25. Mr. Lett made a motion to use Roush for the tap. Mr. Stewart seconded the motion. The motion passed unanimously.

Mr. Anderson reported that he had talked to Mr. Bosely owner of Oaks Trailer Park and that they will repair sections to the trailer park with I&I problems.

Mr. Anderson reported that the 1998 Dodge was ready for auction at the February 16, 2012 board meeting.

Mr. Anderson reported that the new truck safety lights were ordered and requested to purchase new tool boxes and a bed cap. The Board agreed these items were needed.

Mr. Anderson reported that he had been contacted by Fred Rader of the Mid Ohio Valley Regional Council to use a college student to GPS the systems valves and shut offs at no cost to the District. Mr. Lett made a motion to use the services. Mr. Stewart seconded the motion. The motion passed unanimously.

All business having been discussed, Mr. Stewart made a motion to adjourn. Mr. Lett seconded the motion. The motion passed unanimously. Mr. Radabaugh adjourned the meeting at 7:30 P.M.

CERTIFICATION

I, James R. Lett, Secretary of the Public Service Board of the Mineral Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed minutes are a true and accurate record of the meeting held at the time and place aforesaid.



James R. Lett, Secretary of the Public Service Board of the Mineral Wells Public Service District, Mineral Wells, West Virginia